



## HCA-107 – Personal Care and Assistance

### Health and Human Services

**Effective Term & Year:** Fall 2024  
**Course Outline Review Date:** 2029-03-01

**Program Area:** Health

#### Description:

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the Health Care Assistant role. The course is comprised of class and supervised laboratory experiences. The aim of this course is to assist students to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety, and independence of individuals in community and facility contexts.

#### Program Information:

This course is one of the seven courses offered in the first semester of the Health Care Assistant Program. Satisfactory completion of this course is required to progress into HCA 108 and HCA 109.

**Delivery Methods:** Hybrid – On-campus (Face-to-Face) and Online

**Credit Type:** College of the Rockies Credits

**Credits:** 4

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	
Seminar/Tutorials	
Laboratory/Studio	120

Practicum/Field Experience	
Co-op/Work Experience	
Other	
<b>Total</b>	<b>120</b>

**Course Requisites:**

- Completed or concurrently enrolled in:
  - HCA101 – Concepts for Practice (4)
  - HCA102 – Introduction to Practice (3)
  - HCA103 – Interpersonal Communications (3)
  - HCA104 – Lifestyle and Choices (3)
  - HCA105 – Common Health Challenges (4)
  - HCA106 – Cognitive and/or Mental Health Challenges (4)

**Flexible Assessment:** No**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

**Textbook Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Wilk, M.J., Sorrentino, S.A., & Remmert, L.N. (2022). *Sorrentino's Canadian Textbook for the Support Worker*. 5th Edition. Toronto, Canada: Elsevier.

COTROnline HCA 107

*Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.*

## Learning Outcomes:

Upon the successful completion of this course, students will be able to

- perform personal care skills in an organized manner ensuring the comfort and appropriate independence of the client;
- apply an informed problem-solving process to the provision of care and assistance;
- provide personal care and assistance within the parameters of the Health Care Assistant role; and
- provide care and assistance in ways that maintain safety for self and others in a variety of contexts.

## Course Topics:

- Problem Solving When Carrying Out Care-Giving Procedures
- Asepsis and Prevention of Infection
- Promoting Comfort and Rest
- Promoting Personal Hygiene
- Moving, Positioning and Transferring a Client
- Bed Making
- Promoting Exercise and Activity
- Assisting with dietary intake Promoting Urinary and Bowel Elimination
- Hand and Foot Care
- Measuring Vital Signs
- Heat and Cold Applications
- Assisting with Oxygen Needs
- Medications Home Management
- Compression Stockings

*See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.*

## Evaluation and Assessments

### Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Assignment(s)	30%
Midterm Exam	30%
Final Exam	40%
Total	100%

## Grade Scheme

COM	NCG
Completed to the defined standard – 70% and higher	No credit granted – less than 70%

**Pass requirements:** None

### **Evaluation Notes Comments:**

To progress into Semester 2 of the HCA program, the student must have a passing grade (70% average) on assignments and exams, as well as a passing grade on the two case studies.

### **Exam Attendance:**

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

### **Academic Policies:**

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

### **Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.