

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: UNIT 1 - THEORY

CODE NO: HCA 101-3 SEMESTER: 1

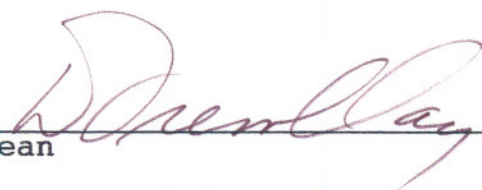
PROGRAMME: HEALTH CARE AIDE

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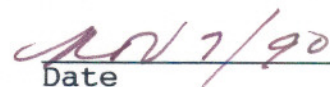
DATE: SEPT/90 PREVIOUS OUTLINE DATED: _____

APPROVED:

Dean



Date



UNIT 1 - THEORY

HCA 101-3

Course Name

Code No.

TOTAL CREDIT HOURS: 30

PREREQUISITE(S): Admission to Health Care Aide Programme

I. PHILOSOPHY/GOALS:

The goals of Unit 1 Theory include the introduction of the student to the role of the Health Care Aide in caring for the elderly within the Health Team. The physical, spiritual and psychosocial needs of the elderly are examined. Anatomy and Physiology of the Musculoskeletal, Upper Digestive and Integumentary Systems are studied.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will:

- 1) demonstrate knowledge of the 24-hour clock system.
- 2) describe the roles of the members of the Health Care Team.
- 3) describe the role, functions and responsibilities of the Health Care Aide as a member of the Health Team.
- 4) identify the physiological and psychosocial changing needs of the elderly.

III. TOPICS TO BE COVERED:

HOURS

Orientation to the Health Care Aide Programme	2
1) 24-hour clock	1
2) Health Team	1
3) Qualities and Role of the Health Care Aide	1
4) Legal Aspects	1
5) Introduction to Aging	1
6) Needs of the Elderly	1
7) Patient Rights	1
8) Communications - Listening Skills & Body Language	1
9) Observation & Reporting	1
10) Safety	1.5
11) Medical Asepsis	1.5
12) A & P of Musculoskeletal System	1
13) Introduction to Body Mechanics	1

III. <u>TOPICS TO BE COVERED CONTINUED</u> . . .	<u>HOURS</u>
14) Positioning	1
15) Care of the Environment	1.5
16) Bedmaking	1.5
17) A & P of Digestive System	1
18) Nutrition	2
19) A & P of the Skin	1
20) Hygiene	2
 Unit I Test	 1
Unit I Exam	2
	<hr/> 30

IV. <u>LEARNING OBJECTIVES/CONTENT</u>	<u>REQUIRED RESOURCES</u>
1. Reads 24-hour clock system (8.01) a) records 24-hour clock system b) conversion of a.m./p.m. time	Print-out in class
2. Describes the roles of the members of the Health Team. (1.02) a) resident/family as members of the Health Team b) definition of physiotherapist, occupational therapist, nutritionist, social service worker, administrator, attending physician, registered nurse, registered nursing assistant	Text: pp. 4 - 8
3. Describes the role, functions and responsibilities of the Health Care Aide as a member of the Health Team. (1.02) a) qualities and characteristics b) personal health, hygiene and appearance c) working with others d) organizing care	Text: pp. 11 - 17 19 - 21 Workbook: Ch. 2 Study Projects: 1-5 Study Questions: 10-16 20-22

IV.	LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
	4. Describe the ethical and legal aspects of working with clients. (1.03, 1.04)	Text: pp. 17-19 Workbook: Ch. 2 Study Questions: 17-19
	5. Describe the physical, psychological, social, spiritual changes within the aging process (5.01, 6.01) a) factors affecting personality b) factors affecting social roles	Print-outs in class Text: pp. 397-405 Workbook: Ch. 25 Study Projects: 1-3 Study Questions: 1-30
	6. Using Maslow's Basic Needs Theory describe the needs of the elderly. (2.03, 6.03, 2.04, 6.04, 6.05, 6.06, 6.07) a) definition of needs b) Maslow's Needs Theory c) cultural needs d) needs of the sick client e) description of different patients in health care facilities	Print-outs in class Text: pp. 41-46 Workbook: Ch. 5 Study Project: 3 Study Questions: 10-22
	7. Describe patient rights.	Text: pp. 46-48 Workbook: Ch. 5 Study Project: 1 Study Questions: 1,26-27
	8. Identify principles of effective listening communication skills. a) definition of communication	Print-outs in class Text: pp. 22-23 48-51 Workbook: Ch. 5 Study Project: 2 Study Questions: 1,9
	9. Describe principles of accurate and complete observational and reporting skills. (2.02, 8.10, 8.12, 8.11, 8.02) a) patient's record b) reporting and recording observations	Text: pp. 23-29 Workbook: Ch. 3 Study Projects: 1-4 Study Questions: 2-23

IV.	LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
	<p>10. Describe measures to ensure the safety of the client at all times. (3.03, 4.02, 4.04, 4.06)</p> <ul style="list-style-type: none">a) safe environmentb) factors affecting client safetyc) safety in the homed) safety in the Health Care Facilitye) protective devicesf) accidents caused by equipmentg) reporting & recording accidentsh) fire safetyi) disasters	<p>Text: pp. 97-113 Workbook: Ch. 8 Study Projects: 1-3 Study Questions: 1-15 17</p>
	<p>11. Describe principles of medical asepsis. (3.02, 4.01)</p> <ul style="list-style-type: none">a) microorganisms: types, requirementsb) normal florac) infectiond) medical asepsis, aseptic practicese) principles of handwashingf) care of supplies and equipmentg) disinfection, sterilization	<p>Text: pp. 115-121 Workbook: Ch. 9 Study Projects: 1-2 Study Questions: 1-11 13</p>
	<p>12. Describe the basic structures and functions of the Musculoskeletal System. (1.05)</p> <ul style="list-style-type: none">a) bones, jointsb) muscles	<p>Text: pp. 57-61 Workbook: Ch. 6 Study Project: 1 Study Questions: 8-13</p>
	<p>13. Describe the principles of body mechanics. (1.06, 9.07, 5.13)</p> <ul style="list-style-type: none">a) definition of body mechanics, posture, body alignment, base of supportb) general rules of body mechanicsc) principles of body mechanics when moving and transferring clients	<p>Text: pp. 123-148 Workbook: Ch. 10 Study Projects: 1-3 Study Questions: 1-21 25-27</p>
	<p>14. Describe the basic principles for positioning the client.</p>	<p>Text: pp. 148-152 Workbook: Ch. 18 Study Questions: 22-24</p>

IV.	LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
	15. Describe basic principles of maintaining a comfortable environment for the client. (4.05, 3.01, 3.06, 3.07, 3.08)	Text: pp. 153-160 Workbook: Ch. 11 Study Projects: 1-3 Study Questions: 1-16
	16. Identify the basic principles of bedmaking. (5.02) a) different ways of making beds b) linens c) general rules of follow when making a bed	Text: pp. 161-177 Workbook: Ch. 12 Study Projects: 1-2 Study Questions: 1-13
	17. Describe the basis structures and functions of the Digestive System. (1.05)	Text: pp. 72-73 Workbook: Ch. 6 Study Project: 4 Study Questions: 32-37
	18. Identify the basic components of nutrition according to Canada's Food Guide. (5.08, 9.04) a) basic nutrition, food groups, nutrients b) factors affecting eating and nutrition c) special diets d) fluid balance, intake and output e) feeding the client	Text: pp. 261-277 Workbook: Ch. 16 Study Projects: 1-3 Study Questions: 1-22 24,27
	19. Describe the basic structures and functions of the Integumentary System. (1.05)	Text: pp. 56-57 Workbook: Ch. 6 Study Questions: 1-7

IV.	LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
	<p>20. Identify the basis principles of hygiene and comfort. (5.03, 5.05, 5.06, 5.15, 4.07, 5.04, 5.07, 9.05, 9.06)</p> <ul style="list-style-type: none">a) daily care of the clientb) oral hygienec) skin care, cleansing, back massage, shampooing, shaving, nail cared) changing hospital gownse) decubitus ulcers, causes and prevention	<p>Text: pp. 178-220 Workbook: Ch. 13 Study Projects: 1-4 Study Questions: 1-26</p>
	<p>Note: 1. Numbers in parenthesis refer to objectives from the Ministry of Education Health Care Aide Programme Guide and Performance Objectives.</p> <p>2. Sequencing of objectives and content, subject to change based on the learning needs of the students.</p>	

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V. EVALUATION METHODS: (includes assignments, attendance requirements, etc.)

Unit I Test	20%
Unit I Exam	80%
	<hr/> 100%

A+ = 90-100
A = 80-89
B = 70-79
C = 60-69 Pass is a "C"

VI. REQUIRED STUDENT RESOURCES:

1. Mosby's Textbook for Nursing Assistants, 2nd edition, Sorrentino, Sheila, R.N., B.S.N., M.A., Toronto, Ontario
2. Mosby's Workbook for Nursing Assistants, 2nd edition, Kelly, Relda Timmeney, R.N., B.S.N., Toronto

VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTION: (title, publisher, edition, date, library call number if applicable)

Periodical Section

Nursing Homes Journals

Audiovisual Section

Perspectives on Aging: Myths and Realities,
F.S. #66

Perspectives on Aging: Physical Changes & Implications,
F.S. #67

Effective Communication - How to Listen More Effectively,
F.S. # 249

Effective Communication - Effective Listening,
F.S. #209

Effective Communication - Verbal Barriers to Communication,
F.S. #210

Effective Communication - Non-Verbal Barriers to Communication,
F.S. #211

VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY
BOOK SECTION: (title, publisher, edition, date, library call
number if applicable)

Audiovisual Section Continued . . .

Working with the Frail Elderly, Len Falicano,
1/2" Cassettes, Health Sciences Dept.

Safety: Patient Safety Part I,
F.S. #136

Safety: Patient Safety Part II,
F.S. #137

Skeletal and Muscular System,
F.S. #79 & #80

Body Mechanics & Patient Position,
F.S. #238

Body Mechanics
Lifting & Moving the Patient
Bedmaking,
VHS Video Cassettes, Health Sciences Dept.

Respiratory System/Digestive System,
F.S. #79

Hygiene: Bed Bath Part I,
F.S. #12

Hygiene: Bed Bath Part II,
F.S. #13

Showers and Tub Baths,
F.S. #30

Oral Hygiene,
F.S. #31

Hygiene: Bed Bath
Feeding the Patient
Range of Motion
VHS Video Cassettes, Health Sciences Dept.

VIII. SPECIAL NOTES:

Students will be required to complete readings as assigned.