

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

COURSE OUTLINE

COURSE TITLE: UNIT 1 - CLINICAL

CODE NO: HCA 100-9 SEMESTER: I

PROGRAMME: HEALTH CARE AIDE

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DATE: SEPT/92 PREVIOUS OUTLINE DATED: SEPT/91

APPROVED:

Dean

*D. Dumbay*

Date

*June 5/92*

UNIT 1 - CLINICAL

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Course Name

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Code No.

**TOTAL CREDIT HOURS:** 72

Unit I - Clinical (HCA 100) has 24 lab practice hours and 48 hours of clinical practice for a total of 72 hours.

**PREREQUISITE(S):** Admission into Health Care Aide Programme

**I. PHILOSOPHY/GOALS:**

The student is introduced to the role of the Health Care Aide in the Nursing Home setting. This course provides the opportunity to apply theory to practice. Principles of safety, medical asepsis, hygiene, nutrition and communication (in meeting the needs of the elderly client) are emphasized.

**II. STUDENT PERFORMANCE OBJECTIVES:**

Upon successful completion of this course, the student will meet the following objectives with 1-2 clients.

- 1) describe the roles of the Health Care Team within the Nursing Home setting.
- 2) demonstrate ethical and sound legal practice to protect the client's rights.
- 3) provides opportunities for the client to meet the basic needs for life.
- 4) demonstrates effective listening skills in communicating with clients.
- 5) writes a mock charting report on the client based on direct observations and Kardex information.
- 6) demonstrates measures to ensure client safety at all times.
- 7) demonstrates medical aseptic technique at all times.
- 8) uses good body mechanics in lifting, transferring and positioning of clients.
- 9) Maintains a comfortable, secure environment for the client.
- 10) demonstrates bedmaking following scientific principles of asepsis.

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**II. STUDENT PERFORMANCE OBJECTIVES:**

- 11) provides nutritional needs of the elderly.
- 12) provides hygienic needs of the client.
- 13) utilizes the 24-hour clock system.
- 14) demonstrates accountable and professional behaviour in the lab and clinical setting.
- 15) recognizes and cares for dangerous substances in accordance with Workplace Hazardous Material Information System (WHMIS).

**III. TOPICS TO BE COVERED:**

- 1) Roles of the Health Care Team
- 2) Legalities, Ethics and Client Rights
- 3) Needs of the Elderly and the Aging Process
- 4) Communication (Part 1)
- 5) Observation Skills, Reporting and Recording
- 6) Client Safety
- 7) Medical Asepsis
- 8) Body Mechanics, Lifts and Transfers, Positioning
- 9) Client Environment
- 10) Bedmaking
- 11) Nutritional Needs
- 12) Hygiene
- 13) 24-hour Clock System
- 14) Accountability and Professional Behaviour
- 15) WHMIS Training

**Lab Topics:**

- 1) Safety
  - a) Restraints
    - Protective Devices
    - Wrist and ankle restraints
    - Mitt restraints
    - Jacket restraints
    - Safety belt
    - Elbow restraints
- 2) Medical Asepsis
  - a) handwashing

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III. TOPICS TO BE COVERED:

Lab Topics:

- 3) Body Mechanics
  - a) lifts and transfers
  - b) positioning
- 4) Bedmaking
- 5) Feeding Practices
- 6) Hygiene

IV. LEARNING OBJECTIVES/CONTENT

REQUIRED RESOURCES

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| <p>1. <u>The Roles of the Members of The Health Care Team</u></p> <ol style="list-style-type: none"><li>a) Identifies the resident and and family as key members of the Health Care Team.<br/>(1.02)</li><li>b) Defines the roles of the various members of the Health Care Team.<br/>(1.02)</li><li>c) Identifies the role of the Health Care Aide in various settings.<br/>(1.02)</li><li>d) Carries out own tasks in co-operation with all personnel in Health Care Team.<br/>(1.02)</li><li>e) Follows directions of established team care plan for client.<br/>(1.02)</li></ol> | <p>Text: pp. 12-18</p> <p>pp. 21-22</p> <p>Workbook: Ch. 2</p> <p>Study Projects: 1-5</p> <p>Study Questions: 1-7</p><br><p>Tours of various Nursing Homes for the Aged, Red Cross Homemaking Service, Drop-In Centre (for Units I &amp; II), Written Report</p> |
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LEARNING OBJECTIVES/CONTENT

REQUIRED RESOURCES

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2. Legalities, Ethics & Client Rights

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| a) Maintains confidentiality in all matters pertaining to the facility and residents. (1.03)  | Text: pp. 19-20<br>Workbook: Ch. 2<br>Study Questions: 11-15 |
| b) Follows agency policies related to witnessing wills and legal documents. Care of client's valuables and reporting and recording unusual occurrences. (1.03)  |  |
| c) Assumes responsibility for his/her own actions. (1.03)   |  |
| d) Exhibits positive attitude towards the opinions, ideas and behaviours of others. (2.03)  |  |
| e) Takes appropriate actions about client's complaints. (2.03)  |  |
| f) Allocates time to visit those residents who need special attention. (2.03)   |  |
| g) Follows up on any commitments made to a client. (2.03)   |  |
| h) Maintains and ensures client's privacy at all times in all situations. (6.03)  |  |
| i) Respects clients of different cultures by providing opportunities for client to practise cultural beliefs. (2.04)  |  |
| j) Promotes client's individuality by planning activities of daily living with client by encouraging client in decision-making process and by supporting client's efforts towards self-expression. (6.07) |  |

LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
<u>3. Needs of the Elderly &amp; The Aging Process</u>	
a) Describes physical changes in the elderly client related to the aging process. (5.01) i) visual ii) hearing iii) tactile iv) dexterity v) taste vi) smell vii) mobility viii) balance	Text: pp. 98-101
b) Identifies the psycho-social changes in the elderly client related to the aging process. (6.01)	Text: pp. 96-97
c) Describes factors which may affect the client's personality and social role. (6.01)	
d) Provides opportunities for the client to meet the basic needs for life: (6.06) i) physiological needs ii) security and safety needs iii) love needs iv) self-esteem needs v) self-actualization needs	Text: pp. 38-40
<u>4. Communication (Part 1)</u>	
a) Encourages and accepts client's attempts to communicate. (2.01)	Print-out in class Text: pp. 26-27 pp. 42-46 Workbook: Ch. 4
b) Introduces self, pronounces client's name correctly, asks client what he/she prefers to be called. (2.03)	Study Project: 2 Study Questions: 1,13,27
c) Communicates with client while assisting with activities of daily care. (2.03)	

LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
d) Recognizes client's need for private time and provides environment for such quietness. (6.03)	
e) Utilizes effective attentive listening skills with client.	
f) Chooses topics of conversation which have meaning for the client or stimulates his/her interest. (2.05)	
g) Uses feedback to clarify the true meaning of a conversation. (2.05)	
h) Demonstrates awareness of client's non-verbal communication to express needs and feelings.	
i) Identifies barriers to communication with the client and in the environment.	
j) Begins to develop supportive relationship with client.	
k) Observes and reports client's ability to interact with others. (2.06)	
l) Answers and relays telephone messages correctly. (2.02)	
5. <u>Observational Skills, Reporting &amp; Recording</u>	
a) Reports any changes in the client's physical status or behaviour. (8.10, 8.11)	Text: pp. 29-31 Workbook: Ch. 3 Study Projects: 1-4 Study Questions: 1-23
b) Uses observational skills to assess the client's physical, psychosocial, spiritual needs (at a beginning level).	
c) Reports any unusual occurrences to the client such as injury.	
d) Reports observations of the client accurately and completely.	
e) Records observations of the client accurately and completely according to policy.	(Mock charting only)
f) Record incidents on proper forms	(Mock charting on Incident forms)

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**LEARNING OBJECTIVES/CONTENT**

**REQUIRED RESOURCES**

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6. Client Safety

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| a) Demonstrate measures to ensure the safety of the client at all times.                           | Text: pp. 110-125<br>Workbook: Ch. 8<br>Study Projects: 1-3<br>Study Questions: 1-17 |
| b) Uses supplies and equipment safely and economically.<br>(3.03)                                  |  |
| c) Uses equipment and supplies for designated purposes only.<br>(3.03)                             |  |
| d) Reports broken or damaged equipment immediately.<br>(3.03)                                      |  |
| e) Follows "Rules for Smoking" for self and ensures the client follows the rules.                  | Orientation In-service   |
| f) Identifies potential fire hazards and reports to appropriate person.<br>(4.02)                  |  |
| g) Demonstrates knowledge of fire alarms, extinguishers, fire doors and fire procedures.<br>(4.02) | Orientation In-service   |
| h) Maintains safe environment for the client by:   |  |
| i) cleaning floor area of obstacles and spills.<br>(4.04)  |  |
| ii) removing unused medication, lotion and supplies from unit.<br>(4.04)                           |  |
| iii) checking and replacing worn or lost rubber tips on walking aids.<br>(4.04)                    |  |
| iv) stabilizing chairs and stretchers when assisting residents with transfers.<br>(4.04)           |  |
| v) securing brakes and crank handles.<br>(4.04)  |  |



LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
vi) performing all procedures following correct principles of safety. (4.04)	
vii) applying protective devices correctly. (4.06)	Lab Practice
viii) instructing client on the use of protective devices. (4.06)	
i) Reports and records accident to self or client promptly, and accurately follow agency policies. (8.12)	Orientation In-service
j) Demonstrates knowledge of disaster policies of institution.	Orientation In-service
k) Ensuring client has means to call for assistance at all times ie: call bell, tap bell	
7. <u>Medical Asepsis</u>	
a) Demonstrates medical aseptic technique at all times.	Text: pp. 128-133 Workbook: Ch. 9 Study Projects: 1-2 Study Questions: 1-13
b) Maintains good personal hygiene (skin, hair, nails, oral hygiene and uniform hygiene) (4.01)	
c) Maintains consistently effective handwashing techniques as the situation warrants. (4.01)	
d) Cleans contaminated equipment and soiled materials according to policy and principles. (4.01)	Orientation In-service
e) Disinfects units according to aseptic principles and policy. (4.01)	Orientation In-service

LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
f) Handles soiled linen avoiding contamination of self and environment following aseptic techniques and agency policies. (3.02) g) Cleans, disinfects and stores rubber goods and tubing, enamel, plastic, stainless steel and glassware. (3.06, 3.07, 3.08)	Lab Practice
8. <u>Body Mechanics, Lifts &amp; Transfers, Positioning</u>	
a) Uses effective body mechanics at all times when: ii) moving a person with or without assistance iii) carrying various articles of equipment b) Utilizes appropriate method when completing moving tasks. ie: uses lifting devices, secures personnel to help, gathers all equipment (1.06) c) Demonstrates effective, safe transfer techniques using correct body mechanics. (9.07) i) assists in the assessment to transfer safely ii) chooses a transfer based on the capabilities of the client iii) instructs client on how to transfer safely	Text: pp. 146-170 Workbook: Ch. 10 Study Projects: 1-3 Study Questions: 1-27  Lab Practice

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LEARNING OBJECTIVES/CONTENT

REQUIRED RESOURCES

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- iv) demonstrates the following using the above principles:
- raising the client's head and shoulders
  - moving the client up in bed
  - moving the client up in bed with assistance
  - moving the client up in bed using a turning sheet
  - moving the client to the side of the bed
  - turning the client towards the care giver
  - turning the client away from the care giver, logrolling the client
  - assisting the client to a sitting position on the side of the bed
  - applying and using a transfer belt
  - transferring a client to a chair/wheelchair
  - transferring a client to a chair with two assistants, three assistants
  - use of mechanical lifts
  - transferring a client to a stretcher (3-4 man lift)
- d) Turns and positions client to maintain body function. (5.12)
- Text: pp. 306-308  
Workbook: Ch. 18  
Study Questions: 1-10  
Lab Practice
- i) positions client using correct body mechanics
  - ii) maintains body alignment of client, moves and positions joints within normal range of movement
  - iii) maintains patency and correct placement of tubes during positioning
  - iv) uses foot boards, bed cradles, rails, pillows, rolls, personnel devices to aid positioning. (5.02)

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**LEARNING OBJECTIVES/CONTENT**

**REQUIRED RESOURCES**

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- v) uses the above principles to position client in bed and in a chair

9. Client Environment

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| a) Maintains a comfortable environment by:   | Text: pp. 172-178<br>Workbook: Ch. 11<br>Study Projects: 1-3<br>Study Questions: 1-17 |
| i) providing fresh air preventing draughts   |   |
| ii) minimizing or eliminating offensive odours   |   |
| iii) changing linen frequently for incontinent clients   |   |
| iv) assisting client to maintain comfortable warmth level  |   |
| v) providing adequate lighting while minimizing glaring, utilizing lights, blinds and drapery  |   |
| vi) maintaining, cleaning and positioning of client's personal belongings and furniture  |   |
| vii) utilizing environmental factors to contribute to client's feelings of security such as:<br>directional signs, colour codes, contrasting floor and furniture colours, family pictures and possessions.<br>(6.05) |   |
| viii) placing aids to ambulation, spectacles and other personal belongings within easy reach of client.<br>(6.05)  |   |

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LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
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10. Bedmaking

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| a) Makes beds that are comfortable for the client based on the principles of safety, comfort, economy of time, energy and supplies. (5.02) | Text: pp. 180-192<br>Workbook: Ch. 12<br>Study Projects: 1-2<br>Study Questions: 1-14<br>Lab Practice |
| b) Makes a closed, open, occupied and surgical bed. (5.02)   |   |
| c) Uses linen appropriately, following protocol for clean and dirty linen. (3.01)  |   |

11. Nutritional Needs

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|---|--|
| a) Serves client appropriate diet at appropriate temperature. (5.08)  | Text: pp. 276-284<br>Workbook: Ch. 16<br>Study Question: 22-27<br>Lab Practice |
| b) Plans schedule to allow client adequate time to eat.   |  |
| c) Maintains environment conducive to eating.   |  |
| d) Arranges food in an attractive manner with appropriate utensils.   |  |
| e) Assists client as required with preparing and feeding.   |  |
| f) Promotes independence as much as possible with menu selection and feeding by encouragement and provision of necessary equipment. ie: feeding aids (9.04) |  |
| g) Uses feeding techniques that ensure comfort and safety.  |  |
| h) Observes client for nutritional and fluid intake.  |  |
| i) Encourages client to select food of high nutritional value according to Canada's Food Guide.   |  |
| j) Observes, reports and records any changes in eating habits. (5.08)   |  |

LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
<u>12. Hygiene</u>	
a) Provides a safe, comfortable and private environment for bathing. (5.04)	Text: pp. 194-195, 201-209 Workbook: Ch. 13 Study Projects: 3. Study Question: 1-5, 16-20
b) Follows a procedure for bathing which utilizes the principles of comfort, safety and economy of time and energy for morning, afternoon and evening care. (5.04)	
c) Provides appropriate bathing procedure to meet client's needs, full or partial bed bath, tub bath or shower or whirlpool bath.	
d) Gives a medicated or treatment bath such as sponge bath, which is within the correct temperature range.	
e) Provides perineal care during bathing.	Text: pp. 211-214 Workbook: Ch. 13 Study Question: 23,24
f) Provides client with a back massage.	Text: pp. 209-211 Workbook: Ch. 13 Study Project: 1 Study Questions: 21,22
g) Implements routine care of mouth. (5.05)	Text: pp. 195-199 Workbook: Ch. 13 Study Questions: 6-14
h) Cleans and protects dentures and inserts in resident's mouth without discomfort. (5.05)	Text: pp. 199-201 Workbook: Ch. 13 Study Question: 15 Lab Practice
i) Observes and reports any complaints or signs of mouth problems. (5.05)	
j) Assists the client to shave using a procedure which ensures comfort and safety. (5.07)	Text: pp. 217-218 Workbook: Ch. 13 Study Project: 2 Lab Practice
k) Assists with shampooing, combing and grooming of client's hair. (5.06)	Text: pp. 215-217 Workbook: Ch. 13 Study Questions: 25 Lab Practice

LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
l) Shampoos client's hair while in bed. (5.06)	
m) Assists with cutting and cleaning of client's finger and toe nails following agency policies. (5.06)	Text: pp. 218-219 Lab Practice
n) Assists client with dressing and undressing as required, maintaining joints in alignment and avoiding painful movement. (5.03)	Text: pp. 220-321 Lab Practice
o) Selects clothing which is comfortable, suitable to the client's whiskers and safe. (5.03)	
p) Protects and maintains client's belongings according to client's/families' wishes and agency policies.	
q) Promotes the client's independence in hygiene and dressing by:	
i) placing all articles within client's reach	
ii) offering encouragement and praise	
iii) by using modified personal toilet articles ie: magnifying mirrors, lengthened handles on combs, brushes (9.05)	
iv) instructing client on how to use assistive devices and adapt to limitations (9.06)	
v) promoting client's decision-making regarding clothing and hygiene practices.	
13. <u>24-Hour Clock System</u>	
a) Uses 24-hour clock system. (8.01)	Print-out Clinical Practice

LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
<p>14. <u>Accountability and Professional Behaviour</u></p> <ul style="list-style-type: none"><li>a) Follows school's and agency's policies regarding uniform apparel. (1.01)</li><li>b) Evaluates self as a health care aide on a daily, weekly basis.</li><li>c) Makes a plan for self-development. (1.07)</li><li>d) Willingly accepts feedback from instructor regarding performance.</li><li>e) Maintains consistently satisfactory standards of performance. (1.01)</li><li>f) Displays a receptive and responsive attitude towards clients, peers, instructors and host agency staff. (1.01)</li><li>g) Demonstrates behaviours that show respect and caring for the worth and dignity of all clients.</li><li>h) Demonstrates respect for school and agency supplies and equipment. (1.01)</li><li>i) Assignments handed in on time.</li><li>j) Participates in clinical conferences and lab practice sessions.</li><li>k) Prepared for clinical assignment.</li><li>l) Requests assistance when appropriate - does not perform care which is part of the role of a Health Care Aide student.</li></ul>	<p>Orientation In-service</p>
<p>15. Recognize and care for dangerous substances in accordance with Workplace Hazardous Material Information System (WHMIS).</p>	<p>WHMIS Training Session</p>

**Note:** 1. Numbers in parenthesis refer to objectives from the Ministry of Education Health Care Aide Programme Guide and Performance Objectives.



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

Clinical experience is essential to gain competence and the level of skill necessary to meet the programme objectives, therefore, students must attend all clinical experiences, including college laboratories. All students are expected to come prepared with knowledge of content and understanding of nursing skills taught to date.

Daily assignments, participating in conference, questions re: skills and performance are assessed daily.

Weekly self evaluations and weekly teacher evaluations of clinical performance are completed. A final evaluation by both student and teacher are done on completion of Unit I. Students must obtain a "Satisfactory" grade on the final evaluation. Students who do not meet the objectives will be given an "Unsatisfactory" grade.

**VI. REQUIRED STUDENT RESOURCES:**

1. Mosby's Textbook for Nursing Assistants, 3rd edition, Sorrentino, Sheila A., R.N., B.S.N., M.A.
2. Mosby's Workbook for Nursing Assistants, 3rd edition, Kelly, Relda Timmeney, R.N., B.S.N.
3. "You Can Do It", Communication Workbook.

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

**VIII. SPECIAL NOTES:**

Objectives follow the Health Care Aide Skills Checklist developed by the Professional Advisory Council of the Ontario Nursing Home Association, 1990.

Students with special needs (eg: physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.