



**I. COURSE DESCRIPTION:**

This course will provide the learner with opportunities to apply the concepts and knowledge acquired in the classroom environment to the practice setting. The emphasis will be on meeting the needs of clients. The learner will practice skills in the laboratory setting and work within the role of a PSW in a community agency to provide holistic care to clients residing in various agency settings and, in addition, address private home care needs. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Work within the personal support worker role in a variety of care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.

Potential Elements of the Performance:

- Identify and follow employer's policies and procedures that apply to the personal support worker role.
  - Demonstrate accountability and responsibility by applying knowledge and performing previously learned skills safely and competently in a variety of care settings. Examples include:  
Standard precautions and infection control practices  
Body Mechanics  
Moving positioning, transferring and ambulating clients  
Assisting with bowel and bladder function  
Serving meal trays, feeding assistance, intake and output  
Range of motion  
Bedmaking  
Personal hygiene care, grooming and dressing
2. Participate as a member of the interprofessional care/service team and maintain collaborative working relationships in the provision of supportive care within a variety of care settings.

Potential Elements of the Performance:

- Develop and maintain respectful work relationships with other interprofessional care/service team members.

- Work and learn as an effective team member of the interprofessional care/service team requesting guidance as required.
  - Develop time management skills effectively to organize multi-client assignments to provide care safely and competently.
  - Follow written and oral directions correctly and promptly.
  - Provide planned, safe, and competent care for up to 8 clients depending on client needs and availability of experience.
  - Accept and act upon constructive feedback from clients, families, supervisors, and interprofessional care/service team members.
  - Follow all applicable school and agency policies and procedures.
3. Provide client-centered and client-directed care that is based on ethical principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan.

Potential Elements of the Performance:

- Identify strategies to promote clients' independence in a variety of care settings.
  - Respect clients' right to privacy, independence and to be treated with dignity regardless of clients' abilities.
  - Provide care that respects clients' right to make choices, decisions and to direct supportive care while maintaining clients' independence.
  - Differentiate between the issue of risk-taking and responsibility for safety; clarify issues of concern with support of supervisor.
  - Utilize basic problem solving skills effectively when providing care to clients.
4. Identify relevant client information using observation/ communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation.

Potential Elements of the Performance:

- Complete regular and ongoing observations noting and reporting information relevant to the plan of care/service plan.
- Demonstrate the procedures to accurately measure height, weight, vital signs and oxygen saturation and record findings appropriately.
- Perform basic math calculations and conversions.
- Identify potential sources of measurement error in taking vital signs.
- Identify the normal ranges for different age groups, sites used and the factor that affect vital signs.

- Describe the causes, signs and symptoms of skin tears, pressure ulcers, leg/foot ulcers, the treatments and measures to prevent them.
  - Define the factors that affect wound healing and discuss potential complications of wound healing.
  - Describe the role of the personal support worker in observing wounds and wound drainage.
  - Demonstrate the procedure to cleanse simple wounds, apply simple non-sterile dressing, and secure dressing.
  - Identify the guidelines, purposes, types, effects and complications of heat and cold applications.
  - Identify the factors that affect oxygen needs and the signs and symptoms of hypoxia and abnormal respirations.
  - Identify the measures used to promote oxygenation and the devices used to administer oxygen.
  - Explain the measures the personal support worker would use to safely assist with oxygen therapy.
  - Review the principles and legal obligations of documentation and discuss guidelines to protect privacy and confidentiality in documentation.
  - Write clearly and concisely using correct spelling, grammar, medical terminology and abbreviations given in the established policies and procedures when completing documentation/narrative notes.
  - Discuss the use of electronic health records and documentation.
5. Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan, employer policies and procedures, and all applicable legislation.

Potential Elements of the Performance:

- Identify and report to supervisor any safety risks in the client care setting and take measures to reduce risk of injury to clients, the personal support worker and others.
- Identify equipment and safety measures related to equipment commonly used in client care settings.
- Identify potential fire hazards in a client care setting and actions to take in event of fire.
- Discuss various falls prevention measures in client care setting and report any concerns to appropriate care/service team member.

6. Assist clients across the lifespan with routine activities of daily living by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, and health promotion and maintenance.

Potential Elements of the Performance:

- Demonstrate methods of respectfully supporting clients' rights to safety, dignity, autonomy, respect, privacy, and confidentiality in the provision of personal care.
  - Assist clients to maximize their ability and minimize the risk of harm, in keeping with clients' preferences and the plan of care/service plan.
  - Identify enteral feeding methods, equipment, safety measures and signs of therapy complications.
  - Identify common intravenous sites, equipment, safety measures and signs of therapy complications.
  - Describe urine, stool, and sputum specimen collection procedures.
7. Assist clients with medication in keeping with the direction of the plan of care/service plan and under the direction and monitoring of a regulated health professional or most accountable person and in accordance with all applicable legislation and employer's policies.

Potential Elements of the Performance:

- Identify how to assist clients with medication in compliance with all applicable legislation, agency policies and the role of the personal support worker.
- Explain the difference between the role of the regulated professional and the role of the unregulated health provider related to medications.
- Describe the various forms and routes of administration for medications.
- Follow directions in the plan of care/service plan and act in accordance with all applicable legislation in the provision of assistance with oral, ear, eye, nose and topical medications.
- Read and comprehend drug label information.
- Discuss the "rights" of safe medication assistance practice.
- Exhibit the required dexterity assist with medications.
- Identify how to store medications safely according to instructions.
- Observe, record and report assistance provided with medication and clients' responses in accordance with employer's policy and procedures and all applicable legislation.
- Identify and document any noted changes in clients' behaviors and/or condition; report changes to the registered staff or most accountable person.

- Identify various methods of documentation regarding medication assistance using appropriate reporting forms (e.g. medication administration record (MAR), progress note).
8. Assist with household management tasks and instrumental activities of daily living in accordance with the plan of care/service plan and considering the preferences, comfort and safety of clients, families and significant others.

Potential Elements of the Performance:

- Demonstrate household management services that promote clients' health, independence, safety and comfort.
- Incorporate clients' preferences in the provision of household management tasks and support the clients' involvement in household activities based on clients' wishes and the direction of the plan of care/service plan.
- Organize (in accordance with clients' priorities and preferences as well as principles of time management) the various tasks of the home visit so as to minimize effort and resource use.
- Provide information to appropriate interprofessional team member to develop and/or update the plan of care/service plan as per employer's policies and procedures.
- Perform general household tasks, safely operate and care for standard household equipment in a variety of care settings including homes and schools.
- Follow the established policies, procedures, and the manufacturer's guidelines relevant to household equipment, appliances and product use and disposal.
- Identify and utilize routine practices/infection control practices related to environmental controls and minimizing microorganisms in the environment e.g., equipment and work area cleaning, disposal of waste (including sharps) and hand hygiene.
- Prepare meals in accordance with the plan of care/service plan considering clients' directions, dietary restrictions, cultural practices, preferences, food allergies or sensitivities, storage and cooking facilities.
- Store and handle food safely.
- Follow a recipe and make common substitutions for ingredients.
- Serve food so as to be appealing to clients with regard to presentation, temperature and portion size.

**III. TOPICS:****Lab Skills**

1. Assisting with medications
2. Height and weight
3. Vital signs
4. Wound care
5. Promoting oxygenation/oxygen therapy
6. Recording/documentation
7. Heat and cold application
8. Specimen collection/ Straining urine
9. Enteral nutrition/tubes
10. Adjusting care to home environment (incorporated through all topics)
11. Home management and safe food preparation in private home setting
12. Preparing for Community Practicum Experience
13. Preparing for Facility Practicum Experience

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Sorrentino, S., Newmaster, R. (2013). *Mosby's Canadian textbook for the personal support worker*. (3rd Canadian ed.). Toronto: Elsevier Mosby.

Sorrentino, S., Wilk, M. J. (2013). *Workbook to accompany Mosby's Canadian textbook for the personal support worker*. (R. Goodacre Ed.). (3<sup>rd</sup> Canadian ed. – Revised reprint). Toronto: Elsevier Mosby.

Heart and Stroke Foundation of Canada (2010). *Heart and stroke: Tips & tools for everyday living*. Canada: Heart and Stroke Foundation of Ontario

**V. EVALUATION PROCESS/GRADING SYSTEM:**

This course will be graded as satisfactory or unsatisfactory. To be successful in the course, a satisfactory grade must be obtained in the lab, practicum (both facility and community) and independent study components of the course at final review.

Heart and Stroke: Tips & tools for everyday living. This will be an independent study portion of course

**Attendance in Lab and Practicum experiences is mandatory. Arriving late or leaving early is not considered "in attendance". Students are required to follow absence protocol outline in Student Success Guide.**

**Attendance and Absence Protocol:** The student who misses the lab class/demonstration will be responsible for obtaining the content information and practicing the skills on their own.

Grading will be determined by:

1. 3 Lab Exams (30%-30%-30%) & Home Management Project (10%)– must achieve an overall 60%
2. Supervised Skill Practice – must be Satisfactory
3. Scenario Testing-must be Satisfactory
4. Successful completion of Heart and Stroke: Tips and tools education assignment
5. Facility Practicum Performance – must be Satisfactory
6. Community Practicum Performance – must be Satisfactory

***Students may be expected to work day/evening shifts according to facility or agency policy and teacher direction.***

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.



**VI. SPECIAL NOTES:**Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Extenuating Circumstances (Test Absence)

If there is absence from a test due to extenuating circumstances, upon professor's approval, alternate arrangements may be available. As per individual consideration, student may be granted a maximum of a passing grade for the missed test.

**VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.