

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: FIELD PLACEMENT

CODE NO.: HSW 024 **SEMESTER:**

PROGRAM: HOME SUPPORT WORKER PROGRAM

AUTHOR: G. CHATEAU

DATE: SEPT/95 **PREVIOUS OUTLINE DATED:**

APPROVED: 
CHAIRPERSON



FIELD PLACEMENT

HSW 024

COURSE NAME

CODE NO.

TOTAL CREDIT HOURS: 105

PREREQUISITE(S):

I. PHILOSOPHY/GOALS:

The student is introduced to the role of the Home Support Worker in the Community setting. This course provides the opportunity to apply theory to practice.

Principles of safety, medical asepsis, hygiene, nutrition and communication are emphasized.

The student is provided with opportunities to practise and demonstrate skills related to elimination (bowel and bladder) mobility, vital signs, special skin care and activation and leisure.

II. SIW2ENI 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/Community 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) demonstrate affective handwashing at all times.
- 5) demonstrates measures to ensure client safety at all times.
- 6) demonstrates medical aseptic technique at all times.
- 7) uses good body mechanics in lifting, transferring and positioning of clients.
- 8) maintains a comfortable, secure environment for the client.
- 9) demonstrates bedmaking following scientific principles of asepsis.
- 10) provides nutritional needs of the elderly
- 11) provides hygienic needs of the client
- 12) demonstrates accountable and professional behaviour in the lab and clinical setting.
- 13) recognizes and cares for dangerous substances in accordance with Workplace Hazardous Material Information System (WHMIS)
- 14) performs active and passive Range of Motion exercises
- 15) assists client with ambulation needs.
- 16) promotes activation and leisure activities
- 17) promotes urinary elimination
- 18) demonstrates care of the incontinent, uncatheterized and catheterized client
- 19) promotes bowel elimination

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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**
- 5) Observation Skills, Reporting and Recording
- 6) Client Safety
- 7) Handwashing
- 8) Body Mechanics, Lifts and Transfers, Positioning
- 9) Bedmaking
- 10) Nutritional Needs
- ID Hygiene
- 12) Accountability and Professional Behaviour
- 13) WHMIS Training
- 14) Rest and Sleep**
- 15) Range of Motion Exercises
- 16) Ambulation
- 17) Activation and Leisure Activities
- 18) Special Skin Care

Learning Objectives/Content	Required Resources
<p>1. The Roles of the Members of the Health Care learn</p> <ul style="list-style-type: none">a) identifies the client and family as key members of the Health Care Team.b) identifies the roles of the various members of the Health Care Team.c) identifies the role of the Home Support Worker in various settings.d) Carries out own tasks in cooperation with all personnel in Health Care Team.e) follows directions of established team care plan for client.	<p>Text: pgs 5 - 9</p> <p>Tours of various Nursing Homes for the Aged, Red Cross Homemaking Service, Drop-In Centre, Written Report</p>
<p>2. Legalities, Ethics & Client Rights</p> <ul style="list-style-type: none">a) maintains confidentiality in all matters pertaining to the facility, clients and agency.b) follows agency policies related to witnessing wills and legal documents. Care of client's valuables and reporting and recording unusual occurrences.c) assumes responsibility for his/her own actions.d) exhibits positive attitude towards the opinions, ideas and behaviours of others.e) takes appropriate actions about client's complaints.f) allocates time to visit those clients who need special attention.g) follows up on any commitments made to a client.	<p>Text: Pgs. 9-10</p>

Learning Objectives/Content

Required Resources

- h) maintains and ensures client's privacy at all times in all situations.
- i) respects clients of different cultures by providing opportunities for client to practise cultural beliefs.
- 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.

**3. Needs of the Elderly. L Infi Aging
EIQCFISS.**

- a) describes physical changes in the elderly client related to the aging process.
 - 1) visual
 - 2) hearing
 - 3) tactile
 - 4) dexterity
 - 5) taste
 - 6) smell
 - 7) mobility
 - 8) balance
- b) Identifies the psychosocial changes in the elderly client related to the aging process.
- c) Describes factors which may affect the client's personality and social role.
- d) Provides opportunities for the client to meet the basic needs for life:
 - 1) physiological needs
 - 2) security and safety needs
 - 3) love needs
 - 4) self-esteem needs
 - 5) self-actualization needs

Text pgs 47 - 49

Text: pg. 50

Learning Objectives/Content

Required Resources

4. Communication (Part 1)

- a) Encourages and accepts client's attempts to communicate.
- b) Introduces self, pronounces client's name correctly, asks client what he/she prefers to be called
- c) Communicates with client while assisting with activities of daily care.
- d) Recognize client's need for private time and provides environment for such quietness.
- e) Utilizes effective attentive listening skills with client.
- f) Chooses topics of conversation which have meaning for the client or stimulates his/her interest.
- g) Uses feedback to clarify the true meaning of a conversation.
- h) Demonstrates awareness of client's non-verbal communication to express needs and feelings.
- i) Identifies barriers to communication with client and in the environment.
- j) Begins to develop supportive relationship with client
- k) Observes and reports client's ability to interact with others.
- l) Answers and relays telephone messages correctly.

Printout in class
Text: pgs. 14 - 26

Learning Objectives/Content	Required Resources
<p>5. Observational Skills, Reporting and Recording</p> <ul style="list-style-type: none">a) Reports any changes in the client's physical status or behaviour.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.f) Record incidents on proper forms.	<p>Text pgs 19 - 24</p> <p>Mock charting only</p> <p>Mock charting on Incident forms</p>
<p>6. OienISafetx</p> <ul style="list-style-type: none">a) Demonstrate measures to ensure the safety of the client at all times.b) Uses supplies and equipment safely and economically.c) Uses equipment and supplies for designated purposes only.d) Reports broken or damaged equipment immediately.e) Follows "Rules for Smoking" for self and ensures the client follows the rules.f) Identifies potential fire hazards and reports to appropriate person.	<p>Text pgs. 142 - 148</p> <p>Orientation In-service</p>

Learning Objectives/Content	Required Resources
g) Demonstrates knowledge of fire alarms, extinguishers, fire doors and fire procedures.	Orientation In-service
h) Maintains safe environment for the client by:	
1) cleaning floor area of obstacles and spills	
2) removing unused medication, lotion and supplies from unit	
3) checking and replacing worn or lost rubber tips on walking aids	
4) stabilizing chairs and stretchers when assisting residents with transfers	
5) securing brakes and crank handles	
6) performing all procedures following correct principles of safety.	
7) applying protective devices correctly.	
8) instructing client on the use of protective devices	
i) Reports and records accident to self or client promptly, and accurately follow agency policies.	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	

Learning Objectives/Content	Required Resources
<p>7. Medical Asepsis</p> <ul style="list-style-type: none">a) Maintains good personal hygiene (skin, hair, nails, oral hygiene and uniform hygiene)b) Maintains consistently effective handwashing techniques as the situation warrants.c) Cleans contaminated equipment and soiled materials according to policy and principles.d) Disinfects units according to aseptic principles and policy.e) Handles soiled linen avoiding contamination of self and environment following aseptic techniques and agency policies.f) Cleans, disinfects and stores rubber goods and tubing, enamel, plastic, stainless steel and glassware.	<p>Text: pgs 108 - 110</p> <p>Text: pgs. 110 - 113</p> <p>Orientation In-service</p> <p>Orientation In-service</p>
<p>8. Body Mechanics, Lifts & Transfers, Positioning</p> <ul style="list-style-type: none">a) Uses effective body mechanics at all times when:<ul style="list-style-type: none">1) moving a person with or without assistance2) carrying various articles of equipmentb) Utilizes appropriate method when completing moving tasks. ie: uses lifting devices, secures personnel to help, gathers all equipment	<p>Text: pgs 170 - 181</p>

Learning Objectives/Content

Required Resources

- c) Demonstrates effective, safe transfer techniques using correct body mechanics.
- 1) assists in the assessment to transfer safely
 - 2) chooses a transfer based on the capabilities of the client
 - 3) instructs client on how to transfer safely
 - 4) 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, log rolling 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

Learning Objectives/Content

Required Resources

- d) Turns and positions client to maintain body function.
 - 1) positions client using correct body mechanics
 - 2) maintains body alignment of client, moves and positions joints within normal range of movement
 - 3) maintains patency and correct placement of tubes during positioning
 - 4) uses foot boards, bed cradles, rails, pillows, rolls, personnel devices to aid positioning.
 - 5) uses the above principles to position client in bed and in a chair

9. Client Environment

- a) Maintains a comfortable environment by:
 - 1) providing fresh air preventing draughts
 - 2) minimizing or eliminating offensive odours
 - 3) changing linen frequently for incontinent clients
 - 4) assisting client to maintain comfortable warmth level
 - 5) providing adequate lighting while minimizing glaring, utilizing lights, blinds and drapery
 - 6) maintaining, cleaning and positioning of client's personal belongings and furniture
 - 7) utilizing environmental factors to contribute to client's feelings of security such as: directional signs, colour codes, contrasting floor and furniture colours, family pictures and possessions.
 - 8) placing aids to ambulation, spectacles and other personal belongings within easy reach of client.

Text: pgs. 122 - 148

Learning Objectives/Content

Required Resources

10. Etedmaking

- a) Makes beds that are comfortable for the client based on the principles of safety, comfort, economy of time, energy and supplies
- b) Makes a closed, open and occupied bed.
- c) Uses linen appropriately, following protocol for clean and dirty linen.

Text 130 - 141

11. Nutritional Needs.

- a) Serves client appropriate diet at appropriate temperature.
- 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
- 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.

Text pgs, 154 - 158

Learning Objectives/Content	Required Resources
12. Hygiene	
a) Provides a safe, comfortable and private environment for bathing.	Text pgs 201 - 208
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.	
c) Provides appropriate bathing procedure to meet client's needs, full or partial bed bath, tub bath or shower or whirlpool bath.	
d) Provides perineal care during bathing.	Text: pgs. 222 - 223
e) Provides client with a back massage.	Text: pgs. 209 - 211
f) Implements routine care of mouth.	Text: pgs. 195 - 199
g) Cleans and protects dentures and inserts in client's mouth without discomfort.	Text: pgs. 196 - 198
h) Observes and reports any complaints or signs of mouth problems.	
i) Assists the client to shave using a procedure which ensures comfort and safety.	
J) Assists with shampooing, combing and grooming of client's hair.	Text: pgs. 210 - 215
k) Shampoos client's hair while in bed	Text: 199 - 201
1) Assists client with dressing and undressing as required, maintaining joints in alignment and avoiding painful movement.	

Learning Objectives/Content

Required Resources

- m) Selects clothing which is comfortable, suitable to the client's whiskers and safe.
- n) Protects and maintains client's belongings according to client's/families' wishes and agency policies.
- o) Promotes the client's independence in hygiene and dressing by:
- p) placing all articles within client's reach offering encouragement and praise
 - 1) offering encouragement and praise
 - 2) by using modified personal toilet articles ie: magnifying mirrors, lengthened handles on combs, brushes
 - 3) promoting client's decision - making regarding clothing and hygiene practices.

14. Accountability and Professional Behaviour

Orientation In-service

- a) Follows school's and agency's policies regarding uniform apparel.
- b) Evaluates self as a Home Support Worker on a daily, weekly basis.
- c) Makes a plan for self - development.
- d) Willingly accepts feedback from instructor regarding performance.
- e) Maintains consistently satisfactory standards of performance.
- f) Displays a receptive and responsive attitude towards clients, peers, instructors and host agency staff.

Learning Objectives/Content

Required Resources

- g) Demonstrates behaviours that show respect and caring for the worth and dignity of all clients.
- h) Demonstrates respect for school and agency supplies and equipment.
- i) Participates in clinical conferences and lab practice sessions.
- j) Requests assistance when appropriate - does not perform care which is not part of the role of a Home Support Worker.

15. Recognize and care for dangerous substances in accordance with Workplace Hazardous Material Information System (WJ1M1S)

WHMIS Training Session

16. Rest and Sleep.

- a) promotes the client's needs for rest and sleep
- b) uses measures to promote sleep such as comfortable environment, back rubs, warm baths, adjustment of clothing.
- c) takes measures to reduce worry and emotional stress
- d) assists client to establish regular sleeping habits and rest periods.

Learning Objectives/Content

Required Resources

17. Range fit Motion Exercises

- a) Communicates to client the value of exercise for improved circulation, digestion, elimination, muscle tone, maintenance and/or improvement of range of motion.
- b) Identifies contra-indications to exercise such as pain, swollen joints, fatigue
- c) Demonstrates methods that encourage the resident to exercise, such as self care, household activities, and recreational activities, including music and crafts
- d) Identifies and reports any change noted in clients range of motion.

Text: pgs. 94 - 227, 230

18. Ambulation

- a) Provides assistance with ambulation based on client's level of activity
- b) Assists the falling, client to prevent injury to self and the client
- c) Assists the client with the use of walking aids such as crutches, canes, walkers, braces, walking belt.

Text: pgs. 238 - 242

19. Activation and Leisure Activities

Text pgs 258 - 259

- a) Assists client to arrange room with own belongings to suit client's wishes.
- b) Encourage client to use radio, television and telephone.
- c) Encourages client's participation in facility
- d) Assists client to common rooms, including recreational areas for activities.

Learning Objectives/Content	Required Resources
<ul style="list-style-type: none">e) Stimulates interaction between clients by arrangement of furniture.f) Stimulates clients awareness by utilizing clocks, calendars, newspapers and colours.g) Encourages client with personal hobbies or creative pursuits as well as new activities.h) Suggests activities suitable for the physical or mental status of the client.i) Provides instructions, materials and guidance for activities.j) Praises client to reinforce interest.	
<p>20. Special Skin Care</p> <ul style="list-style-type: none">a) Takes measures to ensure the client's skin remains intact and protected from irritation.b) Takes measures to prevent decubitus ulcers.c) Reports signs of irritation of skin/mucous membrane breakdown.d) Encourages diabetic client to maintain good skin care.	Text: pgs. 92-94, 109, 183-193
<p>21. Promotion of Urinary Elimination</p> <ul style="list-style-type: none">a) Ensure privacyb) Warms bedpan or urinal as necessary.c) Assists client to assume a position which aids elimination.d) Assists client as necessary with cleansing peri-anal and hands.	

Learning Objectives/Content

Required Resources

- e) Reports the elimination according to policy with relation to frequency and amount of urine voided, incontinence or episode of incontinence
- f) Reports any problem encountered by a client regarding difficulty initiating voiding, urgency, dribbling or unawareness of the need to void.
- g) Establishes a plan with incontinent client for regular toilet visits.
- h) Implements bladder training program according to care plan previously determined by Health care Team.
- i) Reports any abnormalities in stool or urine and saves specimen for inspection

22. Intake/Output

- a) Measures and records all fluids taken orally by client as directed.
- b) Measures and records urine output as directed.
- c) Records and reports total intake and output at the end of each tour of duty as directed.

Text: pg. 28

23. The Incontinent Client

- a) Keeps the client clean, dry and free from odours
- b) Cares for soiled clothing according to agency accepted procedure.

Text: pgs. 290 - 291

Learning Objectives/Content

Required Resources

24. Bowel Elimination

- a) Provide client with privacy.
- b) Provides bedpan, commode chari, or assists to bathroom as needed.
- c) provides equipment for cleansing following elimination and assists as necessary.
- d) Reports any difficulty or abnormality with elimination,
- e) Teachers client importance of regular routine with bowel and bladder habits according to clients previous lifestyle.
- f) Assists client in normal bowel function by ensuring adequate fluid intake, roughage in diet, and exercise.
- g) Implements a bowel training program according to care plan previously determined by Health Care Team
- h) Reports any abnormalities in stool and saves specimen for inspection.
- i) Reports on any client in his/her care who is constipated or incontinent which includes observation on consistency, amount and frequency, reporting results of enema and/or suppository.

Text 217 - 220

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 skills taught to date.

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

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

REQUIRED STUDENT RESOURCES:

Being a Homemaker/Home Health Aide 3rd Edition
Elana Zucker

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