

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

AUTHOR: BRENDA WARNOCK

DATE: SEPT/95 PREVIOUS OUTLINE DATED: SEPT/94

APPROVED:

Dean

*[Signature]*

Date

*May 30/95*



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	3
1) 24-hour clock	1
2) Health Team	1
3) Qualities and Role of the Health Care Aide	1
4) Legal Aspects	1
5) Patient Rights	1
6) Introduction to Aging	1
7) Needs of the Elderly	1
8) Safety	1.5
9) Medical Asepsis	1.5
10) Care of the Environment	1.5
11) A & P of the Skin	1
12) Hygiene	2

<u>III. TOPICS TO BE COVERED CONTINUED . . .</u>	<u>HOURS</u>
13) Bedmaking	1.5
14) A & P of Musculoskeletal System	1
15) Introduction to Body Mechanics	1
16) Positioning	1
17) A & P of Digestive System	1
18) Nutrition	2
19) Communications - Listening Skills & Body Language	1
20) Observation & Reporting	1
 Unit I Test	 1
Unit I Exam	2
	30

<u>IV. LEARNING OBJECTIVES/CONTENT</u>	<u>REQUIRED RESOURCES</u>
1. Reads 24-hour clock system (8.01)	Print-out in class
a) records 24-hour clock system b) conversion of a.m./p.m. time	
2. Describes the roles of the members of the Health Team. (1.02)	Text: pp. 4 - 8
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	
3. Describes the role, functions and responsibilities of the Health Care Aide as a member of the Health Team. (1.02)	Text: pp. 12 - 18 21 - 22 Workbook: Ch. 2 Study Projects: 1-5 Study Questions: 10-16
a) qualities and characteristics	
b) personal health, hygiene and appearance	
c) working with others	
d) organizing care	

IV. LEARNING OBJECTIVES/CONTENT	REQUIRED RESOURCES
4. Describe the ethical and legal aspects of working with clients. (1.03, 1.04)	Text: pp. 19-21 Workbook: Ch. 2
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. 96-106 Workbook: Ch. 7 Study Projects: 1-3 Study Questions: 1-31
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. 37-42 Workbook: Ch. 4 Study Project: 3 Study Questions: 14-26
7. Describe patient rights.	Text: pp. 42-43 Workbook: Ch. 4 Study Project: 1 Study Questions: 28-29
8. Describe measures to ensure the safety of the client at all times. (3.03, 4.02, 4.04, 4.06)  a) safe environment b) factors affecting client safety c) safety in the home d) safety in the Health Care Facility e) protective devices f) accidents caused by equipment g) reporting & recording accidents h) fire safety i) disasters	Text: pp. 110-125 Workbook: Ch. 8 Study Projects: 1-3 Study Questions: 1-15 17

IV. LEARNING OBJECTIVES/CONTENT

REQUIRED RESOURCES

- |   |   |
|---|---|
| <p>9. Describe principles of medical asepsis.<br/>(3.02, 4.01)</p> <ul style="list-style-type: none"><li>a) microorganisms: types, requirements</li><li>b) normal flora</li><li>c) infection</li><li>d) medical asepsis, aseptic practices</li><li>e) principles of handwashing</li><li>f) care of supplies and equipment</li><li>g) disinfection, sterilization</li></ul>                          | <p>Text: pp. 128-136<br/>Workbook: Ch. 9<br/>Study Projects: 1-2<br/>Study Questions: 1-11<br/>13</p> |
| <p>10. Describe basic principles of maintaining a comfortable environment for the client.<br/>(4.05, 3.01, 3.06, 3.07, 3.08)</p>  | <p>Text: pp. 172-178<br/>Workbook: Ch. 11<br/>Study Projects: 1-3<br/>Study Questions: 1-17</p>       |
| <p>11. Describe the basic structures and functions of the Integumentary System.<br/>(1.05)</p>  | <p>Text: pp. 50-53<br/>Workbook: Ch. 5<br/>Study Questions: 1-7</p>                                   |
| <p>12. Identify the basic principles of hygiene and comfort.<br/>(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"><li>a) daily care of the client</li><li>b) oral hygiene</li><li>c) skin care, cleansing, back massage, shampooing, shaving, nail care</li><li>d) changing hospital gowns</li><li>e) decubitus ulcers, causes and prevention</li></ul> | <p>Text: pp. 194-226<br/>Workbook: Ch. 13<br/>Study Projects: 1-12<br/>Study Questions: 1-32</p>      |
| <p>13. Identify the basic principles of bedmaking.<br/>(5.02)</p> <ul style="list-style-type: none"><li>a) different ways of making beds</li><li>b) linens</li><li>c) general rules of follow when making a bed</li></ul>   | <p>Text: pp. 180-192<br/>Workbook: Ch. 12<br/>Study Projects: 1-2<br/>Study Questions: 1-14</p>       |

IV. LEARNING OBJECTIVES/CONTENT

REQUIRED RESOURCES

- |   |   |
|---|---|
| <p>14. Describe the basic structures and functions of the Musculoskeletal System.<br/>(1.05)</p> <p>a) bones, joints<br/>b) muscles</p>   | <p>Text: pp. 53-55<br/>Workbook: Ch. 5<br/>Study Project: 1<br/>Study Questions: 8-13,<br/>59</p>         |
| <p>15. Describe the principles of body mechanics.<br/>(1.06, 9.07, 5.13)</p> <p>a) definition of body mechanics, posture, body alignment, base of support<br/>b) general rules of body mechanics<br/>c) principles of body mechanics when moving and transferring clients</p>                   | <p>Text: pp. 146-166<br/>Workbook: Ch. 10<br/>Study Projects: 1-3<br/>Study Questions: 1-22<br/>26-28</p> |
| <p>16. Describe the basic principles for positioning the client.</p>  | <p>Text: pp. 167-170<br/>Workbook: Ch. 10<br/>Study Questions: 23-25</p>                                  |
| <p>17. Describe the basic structures and functions of the Digestive System.<br/>(1.05)</p>  | <p>Text: pp. 67-68<br/>Workbook: Ch. 5<br/>Study Project: 4<br/>Study Questions: 32-37,<br/>63</p>        |
| <p>18. Identify the basic components of nutrition according to Canada's Food Guide.<br/>(5.08, 9.04)</p> <p>a) basic nutrition, food groups, nutrients<br/>b) factors affecting eating and nutrition<br/>c) special diets<br/>d) fluid balance, intake and output<br/>e) feeding the client</p> | <p>Text: pp. 268-284<br/>Workbook: Ch. 16<br/>Study Projects: 1-3<br/>Study Questions: 1-27</p>           |

IV. LEARNING OBJECTIVES/CONTENT

REQUIRED RESOURCES

19. Identify principles of effective listening communication skills.  
a) definition of communication

Print-outs in class  
Text: pp. 26  
42-46  
Workbook: Ch. 4  
Study Project: 2  
Study Questions: 13,27

20. 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  
c) incident reports

Text: pp. 26-34  
Workbook: Ch. 3  
Study Projects: 1-4  
Study Questions: 1-23

- Note:** 1. Numbers in parenthesis refer to objectives from the Ministry of Education Health Care Aide Programme Guide and Performance Objectives.  
2. Sequencing of objectives and content, subject to change based on the learning needs of the students.

UNIT 1 - THEORY

HCA 101-3

---

Course Name

---

Code No.

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

Unit I Test	20%
Unit I Exam	70%
Attendance	10%

---

100%

A = 85 - 100%

B = 75 - 84%

C = 60 - 74%     A Pass is a "C".

VI. REQUIRED STUDENT RESOURCES:

1. Mosby's Textbook for Nursing Assistants, 3rd edition, Sorrentino, Sheila, R.N., B.S.N., M.A., Toronto, Ontario
2. Mosby's Workbook for Nursing Assistants, 3rd 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.