



**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 simulated laboratory setting, work within the role of a PSW in a community agency, and provide holistic care to clients residing in long-term care facilities. 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. Act within the personal support worker role, under supervision and by following care/service plans and established policies and procedures.

Potential Elements of the Performance:

- Demonstrate accountability and responsibility by applying knowledge and performing previously learned skills safely and competently as identified in PSW123.
  - standard precautions and infection control practices
  - body mechanics
  - moving, positioning, transferring and ambulating clients
  - assisting with bladder and bowel function
  - serving meal trays, feeding a client, intake and output
  - range of motion
  - bedmaking
  - personal hygiene care
  - grooming and dressing
- Demonstrate accountability and responsibility by attending lab and clinical placement as designated.
- Demonstrate work-related behaviours that lead to success such as reliability, punctuality, efficiency, neat clean appearance, and attitudes that reflect positively upon the role and the employer.
- Demonstrate safe and competent performance of newly learned skills while supporting and respecting client autonomy, self-determination and decision-making in client-centered and client-directed care.
- Identify own strengths and limitations and seek out guidance appropriately.

2. Participate as a member of care/service teams in both community and institutional settings.

Potential Elements of the Performance:

- Contribute to the effectiveness and efficiency of the employing agency, organization or facility.
  - Act in a manner that values the role that the care/service team, including the personal support worker, has in providing optimal support and care for clients.
  - Exhibit a willingness to work and learn as an effective member of the care/service team.
  - Comply with practice setting expectations by seeking out information and request support from supervisors.
  - Accept and act upon constructive feedback from client's, supervisors, and care/service team members.
3. Uses, under supervision, basic knowledge, care/service plans, and established policies and procedures.

Potential Elements of the Performance:

- Apply knowledge of basic coping skills to adapt to work-related changes and stresses.
  - Use basic problem-solving skills effectively when providing care to clients.
  - Follow school and agency policies and procedures.
  - Follow established care/services plans, policies, and procedures to provide safe, competent care to clients.
4. Provide client-centered and client-directed care under supervision and by following care/service plans and established policies and procedures in both community and institutional settings.

Potential Elements of the Performance:

- Use time management skills effectively to organize multi-client assignments to provide care safely, competently, efficiently, and in a timely manner.
- Recognize when tasks are too complex or require more time to be completed, that there is a need to request support from the supervisor.
- Follow written and oral directions correctly and promptly.
- Incorporate revisions made to the care/service plan by the supervisor or client.
- Recognize and respect the cultural, religious, and spiritual beliefs of clients and their families.

5. Make, collect, and report to the supervisor relevant observations in an ongoing and timely manner and record this information promptly.

Potential Elements of the Performance:

- Use the care/service plan as a guide when observing the client's health state, situation, and routine activities of living.
  - Seek out information and guidance from the client and supervisor, as required, when making observations.
  - Provide to the supervisor verbal reports containing accurate information about the client's condition, health state, situation, and/or routine activities of living.
  - Recognize and report changes in the client's usual condition, health state, situation, and/or routine activities of living.
6. Support the client's personal care requirements by following care/service plans and established policies and procedures.

Potential Elements of the Performance:

- Support the client's rights to safety, dignity, respect, privacy and confidentiality when providing personal care.
- Explain the purpose of enteral nutrition and necessary comfort measures for a client who has a tube feeding.
- Identify the signs and symptoms of aspiration and demonstrate measures used to prevent aspiration and regurgitation.
- Explain the purpose of elastic stockings and bandages and demonstrate application techniques.
- Describe the procedures for collecting urine, stool, and sputum specimens.
- Identify situations when catheters would be used on clients.
- Explain the differences between straight, indwelling, suprapubic, and condom catheters.
- Demonstrate the procedures to change a leg bag to a drainage bag, to empty a urinary drainage bag, to remove and apply a condom catheter, and measure urinary output.
- Identify the various types of ostomies.
- Describe the care for a client with an ostomy pouch.
- Demonstrate the procedures to accurately measure height, weight, and vital signs.
- Identify the normal ranges for different age groups, the sites used, and the factors that affect vital signs.
- Describe the causes, signs and symptoms of skin tears, pressure ulcers, leg and foot ulcers, the treatments and measures to prevent them.
- Explain the process, types, and 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 a simple, nonsterile dressing, and secure dressings

- Identify the purposes, types, effects, and complications of heat and cold applications.
  - Describe the guidelines for application of heat and cold.
  - 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.
7. Communicate effectively and appropriately using oral, written, and non-verbal methods.

Potential Elements of the Performance:

- Use basic principles of helping relationships when providing care.
  - Display a positive and caring attitude, empathy, respect and sensitivity to diversity when interacting with clients, their families, and other team members.
  - Provide an emotionally and physically safe and comfortable environment, by using effective communication with clients and their families and support systems.
  - Complete checklists and other forms of record keeping that are used to document observations and client care accurately and according to agency policy.
  - Use professional language, correct medical terminology, approved abbreviations, and recommended guidelines when giving oral reports and writing documentation.
8. Assist in the promotion and maintenance of a safe and comfortable environment for clients, their families, self and others.

Potential Elements of the Performance:

- Comply with health, safety, emergency measures, relevant law, and the employer's established policies and procedures to promote a safe environment.
  - Identify and report safety risks in the environment and reduce or eliminate threats to safety by following established policies and procedures.
  - Demonstrate safe practices that promote personal safety and the safety of clients and others.
9. Perform the personal support worker role in an ethical manner and within the law.

Potential Elements of the Performance:

- Perform activities within the boundaries of training, job description, the care/service plan, employer's policies, and applicable law.
- Demonstrate behaviours that respect the client's right to safety, dignity, privacy, and confidentiality.

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

1. Height and Weight
2. Vital Signs
3. Wound Care
4. Oxygen Needs
5. Heat and Cold Applications
6. Specimen Collection
7. Ostomy Care
8. Enteral Nutrition
9. Measuring Intake and Output
10. Applying Stockings and Bandages
11. Catheter Care
12. Changing Leg Bag to Drainage Bag
13. Removing and Applying a Condom Catheter
14. Straining Urine
15. Preparing for Community Practicum Experience
16. Preparing for Facility Practicum Experience

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

Sorrentino, S. (2004). *Mosby's Canadian textbook for the personal support worker* (1<sup>st</sup> Canadian ed.). Elsevier Mosby.

Chapter 26 Enteral Nutrition, Fluid Balance, Intake and Output

Chapter 28 Grooming and Dressing (Applying Stockings and Bandages)

Chapter 29 Urinary Elimination (Catheters, Specimen Collection)

Chapter 40 Measuring Height, Weight and Vital Signs

Chapter 41 Wound Care

Chapter 42 Heat and Cold Applications

Chapter 43 Oxygen Needs

**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 at final review. **Attendance in Lab and Clinical settings is mandatory.**

Grading will be determined by:

1. Community Practicum Performance
2. Skill Performance in the Laboratory
3. Facility Practicum Performance

**Attendance**

When absent from lab or clinical, the student is required to submit documentation regarding the circumstances related to their absence to the appropriate lab/clinical professor. Medical documentation may be requested for absenteeism due to illness. All documentation will be placed in the student's academic file in the Dean's Office. Frequent absences from lab and/or clinical may make it impossible for faculty to adequately assess a student's competence and could result in failure of the course.

**Lab Attendance**

**The student is expected to come to lab prepared by reading the assigned chapters in the textbook and completing the study guide. Attendance at lab is mandatory.**

**NOTE:** An unsatisfactory performance (eg. lack of preparation, nonattendance, lack of participation in lab practice) will constitute a failure in PSW133.

The student must notify the course professor, prior to the lab that he/she will be absent. On return to the first lab after an absence, the student will submit the appropriate documentation regarding his/her absence to the professor. Students are accountable and responsible for demonstrating achievement of all learning outcomes for missed labs. Within ten (10) days after the missed lab, the student will submit a taped video demonstrating his/her competence in the skills that were missed in the lab. The student must arrange his/her own videotaping session. Failure to submit the documentation and/or video demonstrates lack of accountability and responsibility.

**Clinical Attendance**

**The student is expected to come to clinical prepared by having required client care and data collection assignments completed. Attendance at clinical is mandatory.**

The student must notify the placement agency at least one (1) hour prior to clinical that he/she will be absent. The student must also notify the contact person at Sault College. Refer to the Practicum Attendance section in the Student Success Guide.

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.