



School of Health and Human Services

Health Care Assistant (HCA) Program Policies

APPROVAL:

1. Next Policy Review:	<u>2029-01-01</u>
2. Admissions & Standards Committee:	<u>2023-10-24</u>
3. Education Council Committee:	<u>2023-11-14</u>
4. Effective:	<u>2023-12-01</u>
5. Previous Revision(s):	<u> </u>
6. Credential(s):	<u>Diploma</u>

PROGRAM OBJECTIVES

Upon successful completion of this program, students will be able to:

1. Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual client
2. Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, cognitive, social, and spiritual health and well-being of clients and families
3. Provide person-centred care and assistance for clients experiencing complex health challenges.
4. Provide person-centred care and assistance for clients experiencing cognitive and/or mental health challenges
5. Interact with other members of the health care team in ways that contribute to effective working relationships and the achievement of goals
6. Communicate clearly, accurately, and sensitively with clients and families in a variety of community and facility contexts
7. Provide personal care and assistance in a safe, competent, and organized manner
8. Recognize and respond to own self-development, learning, and health enhancement needs
9. Perform the care provider role in a reflective, responsible, accountable, and professional manner

Students in the Health Care Assistant Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca).

PART I: ADMISSIONS POLICIES

A. REQUIREMENTS FOR CONDITIONAL ACCEPTANCE

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Health Care Assistant Program requirements to be considered qualified for conditional acceptance and receive a seat offer:

Academic

- a) Proof of Grade 10 completion (or equivalent) OR mature student status
- b) Proof of meeting HCA Program Entry English Language Competency Requirements
 - (i) For applicants with three years of full-time instruction in English*: English 10 completion or equivalent
 - (ii) For applicants with less than three years of full-time instruction in English*: Standardized English language proficiency test score

*Defined as three (3) years of full-time secondary and/or post-secondary education at a recognized institution³ on the list of Approved English-Speaking Countries. Secondary education will be considered starting from grade 8. English as a Second Language (ESL) courses will not be considered.

2. General

- a) All applicants must submit:
 - (i) Completed HCA program application form.
 - (ii) Completed computer knowledge self-assessment form. To be successful in coursework and support job readiness, students need to possess basic computer skills including navigation of the internet, file management, accessing online information, email, and word processing.
 - (iii) Three completed personal references from counsellors, employers, instructors, or supervisors.
 - (iv) Official transcripts of all secondary and post-secondary education; an interim transcript statement is acceptable if the applicant is currently taking a prerequisite.
 - (v) All students must submit a Criminal Record Check (CRC) clearance letter by the Criminal Record Check from the Criminal Records Review Program, including clearance to work with vulnerable adults.
 - (vi) International students must also submit a clear police certificate from the country of origin prior to acceptance given that HCA students provide care to vulnerable clients within the practice education portion of the program. To avoid potential hardship for students arriving from another country, the police certificate is an admission requirement. For further information, see information provided at: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/policecertificates/how.html>

B. PRE-PRACTICE REQUIREMENTS

Evidence of completion of the following must be submitted to the Admissions office or program designate prior to the first practice education experience. All Evidence must be current and valid.

- a) First Aid Certification
- b) CPR Level "C" Certification or "Basic Life Support (BLS)" Certification
- c) Foodsafe Level 1 Certification (or a certificate course deemed equivalent
- d) Completion of the Student Practice Education Core Orientation (SPECO) checklist
- e) Completion of the Selkirk College Health & Human Services immunization form

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. A student may obtain credit for a maximum of 75% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof. See Policy 8614: Advanced Standing - Course Challenge, PLA, and Transfer Credit.

D. RE-ENTRY INSTRUCTION

1. Students in good standing who are required to withdraw for personal or compassionate reasons may apply for re-entry the next time the program is offered; admission is subject to seat availability.
2. Students must complete the entire program within 48 calendar months of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted.
3. As per the BC Care Aid & Community Support Worker Registry, no more than 3 months may elapse between the completion of lab skills coursework and the start of practice education. In cases where there is a period of more than 3 months, students would be required to re-take the HCA 107: Personal Care & Assistance course (i.e., in cases of leaves of absence, part-time students, etc.)

PART II: ASSESSMENT, PROMOTION AND GRADUATION**A. ASSESSMENT**

1. Grading
 - a) The Standard Academic and Career Grading Table is used for EASL 066 or ENGL 110, HCA 101, 102, 103, 104, 105, 106, 107, EACS 155, 170, 156, 161, 165, FAM 180, and HSER 174.
 - b) The Competency Based Grading Table is used for HCA 108 and 109.
 - c) To pass each of the following courses, students need to earn a minimum grade of 70%: HCA 101, 102, 103, 104, 105, 106.
 - d) To pass each of the following courses students need to earn a minimum grade of 60%: ENG 110, EASL 066, EACS 155, 156, 161, 165, FAM 180 and HSER 174.
 - e) In HCA 107, students must demonstrate competence in psychomotor skills in order to pass HCA 107 and progress to practice education courses. If a student is not successful in demonstrating competency upon the first attempt, they may attempt the skills test one additional time after individual remediation. If a student is unsuccessful on the second attempt, they are not eligible to pass HCA 107 and will be required to repeat this course.

- f) To receive credit in HCA 108 and HCA 109, students must demonstrate competency in the program outcomes identified on page 1 of this document and complete scheduled practicum shifts according to the requirement of the HCA Program Provincial Curriculum (2023).

2. Types of Assessments

- a) Assessments may include written papers, small group projects and presentations, debate, case study, online and in person discussions/forums, in person and recorded or virtual simulation and/or psychomotor skill testing.
- b) Quizzes are completed online within the learning management system, LEARN, within the time frame as described in the course outline calendar. Students may have two attempts at each quiz with the highest mark being recorded in the gradebook.
- c) The Practice Appraisal Form (PAF) is an assessment document used in practice courses and is based on the HCA Program Learning Outcomes and their associated indicators. The PAF is used to provide an opportunity for student self-reflection, formal instructor feedback and guides the student and instructor in the collaboration of a student learning plan for success.

3. Supplemental Assessment(s)

- a) A student may request a supplemental assessment if they earn under 70% on an assignment and they follow the guidelines below:
 - (i) Within 48 hours after the instructor posts marks, the student will provide the instructor with an email request, identifying the assignment they would like to redo.
 - (ii) Applications for supplemental assessments are approved at the discretion of the instructor in consultation with the Program Coordinator and/or School Chair.
 - (iii) Students must have maintained an average grade of 70% or better in the course.
 - (iv) The result of the supplemental assessment cannot exceed 70% and is used in calculation of the final grade.
 - (v) Supplemental assessments must be written within seven calendar days of the final examination schedule.

B. PROMOTION

- 1. Promotion to Semester 2 requires satisfactory completion of all courses in Semester 1. Semester 3 requires satisfactory completion of all courses in Semester 2, Semester 4 requires satisfactory completion of all courses in Semester 3.

C. GRADUATION

- 1. Credentials:
Diploma in Health Care Assistant
- 2. Requirements: (see Policy 8617: Graduation)

COURSE OF STUDIES

Health Care Assistant Diploma					
Semester 1			Semester 2		
Course	Name	Cr	Course	Name	Cr
EASL 066 or ENGL110	College preparation – Research Writing OR College Composition	3	HCA 105	Common Health Challenges	8
HCA 101	Concepts for Practice	5			
HCA 102	Introduction to Practice	2			
HCA 103	Interpersonal Communications	3	HCA 106	Cognitive and/or Mental Health Challenges	4
HCA 104	Lifestyle & Choices	2	EACS 155	Foundations of Practice	3
Total Semester Credits		15	Total Semester Credits		15
Total Year Credits					30
Total Program Credits					

Health Care Assistant Diploma					
Semester 3			Semester 4		
Course	Name	Cr	Course	Name	Cr
HCA 107	Personal Care and Assistance	5	EACS 156	Support Strategies	3
HCA 108	Practice Experience in Home Support and Assisted Living	2	EACS 161	Person-Centred Planning	3
HCA 109	Practice Experience in Multi-Level or Complex Care	6	EACS 165	Health and Wellness	3
EACS 170	Augmentative Communication	2	FAM 180	Family Dynamics	3
			HSER 174	Interpersonal Communications	3
Total Semester Credits		15	Total Semester Credits		15
Total Year Credits					30
Total Program Credits					60

PART III STUDENT CONDUCT

(See also College Policy 3400: Student Code of Conduct)

A. ATTENDANCE

1. Student attendance in class supports their progression toward meeting the course learning outcomes and contributes to the learning community as a whole. They will gain valuable insights and opportunities that would not be possible without the conversations and activities they will participate in. If a student finds themselves in a situation where they aren't able to get to class or will be late, they will need to contact the relevant instructor so that they can collaborate on a plan for continued student success. When students miss class, the chances of successfully meeting the learning outcomes may be reduced and/or prevent the student from passing the class.
2. Students absent from an HCA class, for any reason, are responsible for the course material they have missed. As part of the plan for success, they may be required to make up missed assignments, activities, lab and/or practice education hours to successfully meet the learning outcomes.
3. If 2 or more classes are missed, the relevant instructor will check in with the student to ensure they are set up with appropriate resources and to collaborate on a plan for success. Plans will be documented on record of advisement or learning plan forms.
4. Dates and times are set for written and competency/skill-based assessments. These dates and times are shared with students at the beginning of the course in order for students to plan and organize themselves accordingly. If a student is absent from a written or competency/skill-based assessment for reasonable cause (e.g., illness, family emergency, adverse weather conditions, etc.), they may be allowed a make-up assessment on the first day the student returns to the program (please check the course outline for specific details). A physician's note for illness, or a note substantiating the family emergency, may be required prior to arranging the make-up testing.
5. Students are expected to notify the course instructor before the scheduled written or competency/skill-based session if they are unable to complete the assessment. Whether they will be able to reschedule your assessments will be addressed on a case-by-case basis. If the student does not notify the instructor, they may forfeit their opportunity for a make-up assessment.
6. A student who must be absent from a practice or simulated learning experience is responsible for notifying the instructor at least one hour prior to the scheduled time of the experience. Missed hours may be rescheduled if learning outcomes are not being met and/or if the student has exceeded the allowable absences as described in course outlines.
7. The School of Health and Human Services cannot undertake to provide substitute or "make up" learning experiences outside of regularly scheduled practice education courses when students have been absent, for any reason.

B. PROFESSIONAL REQUIREMENTS

Students in the Health Care Assistant Diploma program shall:

1. Acknowledge that Indigenous specific racism and colonialism exist and that students will integrate trauma-informed practice and work towards reconciliation of Indigenous health and wellness. (See also In Plain Sight: Addressing Indigenous- specific Racism and Discrimination in BC Health Care, 2020).
2. Conduct themselves in an informed way to be inclusive, culturally safe, and always striving towards cultural humility. (See also Selkirk College Policy 6040: Equity, Diversity, and Inclusivity).

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- C. PROBATION (See Policy 8619 Student Probation and Policy 3400 Student Code of Conduct)
 - D. REQUIRED WITHDRAWAL (See Selkirk College Policy 3400 Student Code of Conduct)
 - 1. Breaches in confidentiality are grounds for dismissal from the HCA program.
 - 2. Students who compromise the safety of clients in practice courses will be required to withdraw from the HCA program.

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct
Policy 6010: Human Rights, Harassment, & Discrimination
Policy 6030: Sexual Violence Prevention & Response
Policy 6550: Protection of Privacy
Policy 8400: Student Appeals
Policy 8600: Pre-Admissions Basic Skills Assessment
Policy 8611: Admission
Policy 8612: Grading
Policy 8613: Evaluation of Student Learning
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
Policy 8615: Standards of Academic Progress
Policy 8616: Student Withdrawals and Refunds
Policy 8617: Credentials and Graduation
Policy 8618: Cheating and Plagiarism
Policy 8619: Student Probation
Policy 8620: Interdisciplinary Studies