

**School of Health and Human Services**

**Health Care Assistant (HCA) Program Policies**

<b>DATE(S):</b>		
1.	Next Policy Review:	<i>2023/05/01</i>
2.	Admissions & Standards Committee Approval:	<i>2018/12/11</i>
3.	Education Council Approval:	<i>2019/01/15</i>
4.	Effective:	<i>2019/08/01</i>
5.	Previous Revision(s):	

<b>CREDENTIAL(S):</b>	<b><i>Certificate</i></b>
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**PROGRAM OUTCOMES**

- Provide person-centered care and assistance that recognizes and respects the uniqueness of each individual client.
- Use an informed problem-solving approach to provide care and assistance that promotes physical, psychological, social, cognitive and spiritual well-being of clients and families.
- Provide care and assistance for clients experiencing complex health challenges.
- Provide care and assistance for clients experiencing cognitive and/or mental health challenges.
- Interact with other members of the health care team in ways that contribute to effective working relationships and the achievement of goals.
- Communicate clearly, accurately and in sensitive ways with clients and families within a variety of community and facility contexts.
- Provide personal care and assistance in a safe, competent and organized manner.
- Recognize and respond to own self-development, learning and health enhancement needs.
- 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](http://policies.selkirk.ca)).

**PART I: ADMISSIONS**

**A. ADMISSION REQUIREMENTS**

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 fully-qualified:

1. Academic

- a) A minimum grade of “C+” is required in English 10 or equivalent.
- b) Applicants for whom English is a second language are required to demonstrate proficiency in English as outlined by the BC Care Aide & Community Health Worker Registry. Standardized proficiency assessments and required scores in all four language skills areas (speaking, listening, reading and writing) are outlined at <http://www.cachwr.bc.ca/Educators.aspx>

2. General

- a) Applicants must submit a completed application form and other required documents (i.e. secondary school and any post-secondary transcripts, application package) to the Registrar’s office.
- b) Completion of the College Readiness Tool (CRT) is mandatory.
- c) Three personal references and an applicant information questionnaire serve to provide evidence of the personal characteristics required by the program. Such references should be supplied by counsellors, employers, instructors or supervisors. References from friends and relatives are not acceptable for this purpose.

Note: Students require basic computer skills including knowledge of the internet, accessing online information, email, and word processing.

B. APPLICATION PROCESS

- 1. Before an application is considered complete, the following must be received by the Admissions Office:
  - a) Completed application form
  - b) Official transcripts of all secondary and post-secondary education; an interim statement is acceptable if the applicant is in school or upgrading
  - c) Three completed personal references from counsellors, employers, instructors, or supervisors
  - d) Applicants must complete a Criminal Record Check (CRC) through the Ministry of Justice. The School will not seek practice placements for students whose CRC is adjudicated and deemed unacceptable for working with vulnerable clients.
  - e) Students are required to complete the computer knowledge self-assessment.
  - f) Completed CRT
  - g) Proof of immunization. Individuals entering the HCA Program are advised that they must meet the requirements for immunization established for health care workers by the B.C. Ministry of Health.
  - h) Applicants are required to have current certification in CPR – Basic Life Support (BLS), and FoodSafe.

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 24 calendar months of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted.

## PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Standard Academic and Career Grading Table for HCA 101, 102, 103, 104, 105, 106, and 107;  
Competency Based Grading Table for HCA 108 and 109.

A passing grade of 60% is required for all theory and lab courses. In HCA 107, students must also demonstrate competence in psychomotor skills to obtain credit and be eligible for promotion to Semester 2.

To receive credit in HCA 108 and HCA 109, students must demonstrate competence in the program outcomes identified on page 1 of this document and complete a minimum of 270 hours of practice.

2. Types of Assessments

- a) Assignments: may include written papers, small group projects and presentations, debate, case study, online discussions/forums, psychomotor skill testing
- b) Examinations: may include online and paper quizzes and tests, assessment of competence in practice
- c) All course assignments must be completed to achieve a passing grade.

3. Supplemental Assessment(s)

- a) A comprehensive supplemental examination may be granted upon request at the discretion of the Instructor and School Chair. The student must have maintained an average grade of “C” or better in that specific course. Supplemental examinations are only available for the following courses: HCA 101, 102, 103, 104, 105, 106, and 107. The result of the supplemental examination will replace that of the final examination in calculation of the final grade. The final grade for the course can be improved to a “C” grade only.
- b) Supplemental examinations must be written within seven working days of the end of the final examination schedule for that course.
- c) Only one supplemental examination will be permitted in the program except for extenuating circumstances such as illness or family crisis.

B. PROMOTION

1. Promotion to Semester 2 requires satisfactory completion of all theory and lab courses in Semester 1 with a “C” or greater and a minimum GPA of 2.0.

C. GRADUATION

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

<b>Health Care Assistant Certificate</b>					
<b>Semester 1</b>			<b>Semester 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Credit</b>	<b>Course Code</b>	<b>Course</b>	<b>Credit</b>
HCA 101	Health & Healing: Concepts for Practice	5	HCA 108	Practice Experience in Home Support and Assisted Living	2
HCA 102	Health Care Assistant: Introduction to Practice	2	HCA 109	Practice Experience in Multi-Level or Complex Care	6
HCA 103	Health 1: Interpersonal Communications	3			
HCA 104	Health 2: Lifestyle & Choices	2			
HCA 105	Healing 1: Caring for Individuals Experiencing Common Health Challenges	8			
HCA 106	Healing 2: Caring for Individuals Experiencing Cognitive or Mental Health Challenges	4			
HCA 107	Healing 3: Personal Care and Assistance	5			
<b>Total Semester Credits</b>		29	<b>Total Semester Credits</b>		8
<b>Total Year Credits</b>					<b>37</b>
<b>Total Program Credits</b>					<b>37</b>

## **PART III STUDENT CONDUCT** (See also College Policy 3400: Student Code of Conduct)

### A. ATTENDANCE

1. Attendance at all learning experiences is mandatory. Students are responsible for informing the instructor if they are unable to participate (due to illness or unavoidable absence).
2. Students absent from a HCA course or class, for any reason, are responsible for the work they have missed. They must make up assignments as required.
3. Some theory courses in the HCA curriculum are delivered using an online method. Students are expected to participate in all discussions in the online courses and considered absent from class if they do not participate during scheduled class time. After two absences students will receive a letter from the instructor. After three missed classes students may be asked to leave the program.
4. Absence from learning experiences, for any reason, may prevent the student from being able to meet the required learning outcomes for that course.
5. Students claiming illness or compassionate reasons for absence from learning experiences must contact the instructor concerned directly (in person, by phone or in writing). Students may be required to provide a doctor's certificate or other documentation to substantiate claims of illness.
6. A student who must be absent from a practice or simulated learning experience is responsible for notifying the practice agency and instructor at least one hour prior to the scheduled time of the experience.
7. The School of Health and Human Services cannot undertake to provide substitute or "make up" learning experiences in HCA courses when students have been absent, for any reason.

## **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