Spring, 2022

HCA 128: Consolidated Clinical Experience

Number of Credits: 3, Number of hours per week: varies week to week depending upon available scheduled placements. This clinical is 80 hours in total.

Course Description:

This is the final clinical placement course where you will practise the role of the health care aide by working under the direction of a regulated health-care professional and buddied with an unregulated health-care professional. You will work in a variety of health-care settings such as continuing care or acute care.

You will integrate and implement the knowledge you have learned throughout the health care aide program, which will guide you in providing person-centred care and support for clients and their families; that care is safe, ethical, and respectful.

To meet the goal of person-centred care, the health care aide must be familiar with the provincial legislation that guides safe, ethical, and personalized care. In addition, knowledge of how to work as part of the health-care team is essential, as is the ability to follow agency policy and procedures.
Strong verbal and written communications skills are an important part of being a successful health care aide. The health-care environment requires competent verbal, written, and electronic communication skills.

You will use the textbook *Mosby's Canadian Textbook for the Support Worker* (5th ed.), the health care aide competency profile, the learner clinical practice guide, and the lab skills checklist.

Instructor: Elizabeth Stewart

Instructor Name: Elizabeth Stewart
Office location: CC205Q
Phone number: 780-791-8949
elizabeth.stewart@keyano.ca

Office Hours

The instructor is available for student consultation in office from Monday to Friday. Please contact your instructor at the email above or contact the Nursing Office at (780) 791-4889 to arrange a time.

Hours of Instruction

Please see timetable for detailed hours of instruction

Required Resources

Wilk, M. J., Sorrentino, S. A., & Remmert, L. A. (2022). *Sorrentino's Canadian textbook for the support worker* (5th ed.). Elsevier.

Course Outcomes
Upon successful completion of the course, the student shall be able to:

1. Perform within the roles and responsibilities of the HCA to provide safe, compassionate, and competent person-centred care in the health-care setting.
2. Exhibit professional and effective communication and conflict management skills when appropriate with the collaborative care team in the clinical setting.
3. Apply the principles of documentation according to evidence-informed practices and employer policies and procedures using information technology (electronic records and charting) when applicable in the clinical setting.
4. Develop helping relationships, determine and maintain professional boundaries when providing person-centred care in the clinical setting.
5. Apply the principles of privacy and confidentiality and communication strategies specific to diverse clients of different cultural backgrounds and to clients displaying responsive behaviours.
6. Apply knowledge in growth and development, structure and function of the human body, and chronic illness when implementing the client's care plan.
7. Perform skills required within the HCA role to provide holistic care for clients with various health needs in their activities of daily living using evidence-informed practices.
8. Perform and prioritize time management strategies, organization of care, and situations for decision-making and problem solving within the role of the HCA.
9. Recognize, respond, and report safety hazards and use government legislation, employer policies and procedures, and evidence-informed practices to promote client, self, and environment safety.
10. Utilize professional feedback and self-reflection to identify areas of improvement and implement strategies for improvement within the HCA competency profile.

Evaluation

Learner Assessment

Learner assessment will consist of two components: the clinical evaluation and the completion of two assignments. These are outlined below.

Clinical Evaluation

In this clinical placement course you will be evaluated on your performance in the clinical setting by your instructor.

Evaluation will consist of two forms.

1. Formative evaluation will consist of regular feedback throughout the clinical setting. The goal of this type of feedback is to monitor learning and provide you with feedback to know where improvement is required. This will help you to identify your strengths and areas for improvement. This type of feedback is informal and will consist of verbal and/or written feedback depending on the situation.
2. Summative evaluation is a formal evaluation that will occur at midterm (part way through your clinical placement) and at the end of your clinical placement (final evaluation). During these formal evaluations, your instructor will meet with you to discuss your performance using a standardized clinical evaluation form. Once the evaluation is reviewed with you, you will be asked to sign the document along with your instructor. Signing the document indicates that you have read and understood the evaluation and feedback provided.
3. Students must complete with satisfactory performance or better in all areas of the evaluation to be successful in this course.

Assignments

You will also be evaluated through two mandatory clinical assignments. These assignments will be explained to you by your instructor. They will consist of the following items.

1. The CARE Approach Clinical Assignment "Applying the Person-Centred Care Approach and HCA CARE Principles" will be graded by your clinical instructor as **complete or incomplete** based on the rubric associated with the assignment.
2. The "Clinical Reflection Assignment" will be graded by your clinical instructor as either **complete or incomplete** based on the rubric associated with the assignment.

Grading System

	Grading Scale		Marking Scale	
Descriptor	**Alpha Grade**	**4 Point Scale**	**Percentage Scale**	
Excellent	A+	4.0	100	96
	A	4.0	90	95
	A-	3.7	85	89
Good	B+	3.3	80	85
	B	3.0	76	79
	B-	2.7	72	75
Satisfactory	C+	2.3	68	71
	C	2.0	64	67
	C-	1.7	60	63
Poor	D+	1.3	55	59
Minimum Pass	D	1.0	50	54
	F	0.0	0	49

Proposed Schedule
Please see timetable for detailed hours of instruction

Please Note:

The date and time allotted to each topic are subject to change.

Performance Requirements and Student Services

Student Responsibilities

As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the Withdraw Course or Program or a Change of Registration form. Please refer to the important dates listed in the Academic Schedule in the [Keyano College credit calendar](#). The Keyano College credit calendar also has information about Student Rights and the Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and the Code of Conduct Policies.

Student Attendance

Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

Academic Misconduct

Students are considered responsible adults and should adhere to the principles of intellectual integrity. Intellectual dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their own,
- The use of unauthorized aids in assignments or examinations (cheating),
- Collusion or the unauthorized collaboration with others in preparing work,
- The deliberate misrepresentation of qualifications,
- The willful distortion of results or data,
- Substitution in an examination by another person,
- Submitting unchanged work for another assignment, and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies. To ensure your understanding of plagiarism, you may be required to complete an online tutorial and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle

(iLearn). Login in using your [Keyano username and password](). Keyano College operates in a Windows-based environment, and having access to the correct tools for online learning is essential. Here's a list of recommended system requirements.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with [Speedtest by Ookla]().

Computer System Requirements

Microsoft Windows	Apple (Mac)

Minimum Requirements:
1. Windows 10 Operating System or above
2. 4GB of RAM
3. 10GB available hard drive storage space
   a. Install the Microsoft Office 365 suite (~3GB) *
4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.)
5. Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly.
*[Microsoft Office 365]() is free to Keyano students.
	Minimum Requirements:
	1. Mac Operating System 10.14 (Monterey) or above
	2. 4GB of RAM
	3. 10GB available hard drive storage space
	   a. Install the Microsoft Office 365 suite (~3GB) *
	4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.)
	5. Mac has built-in anti-virus/malware software. It is important to install system updates to keep your device secured regularly.
	*[Microsoft office 365]() is free to Keyano students.

Recommended Upgrades • 8GB of RAM • Regularly back up or synchronize your files, locally or with a cloud-based storage option. OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft	**Recommended Upgrades** • 8GB of RAM • Regularly back up or synchronize your files locally or with a cloud-based storage option. OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft
Tablets, iPads and Chromebooks are **not** recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.	

Specific Department Requirements

Business and OA programs require Windows 10.
Other programs may utilize Windows-based tools as well.

Computer Software

Students have access to Microsoft Office 365 and Read&Write for free using Keyano credentials.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials; this includes any recordings, slides, instructor notes, etc., on any platform. Thus, no student is allowed to share, distribute, publish or sell course-related content without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The Academic Integrity Policy provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

COVID-19 We are subject to provincial, and municipal bylaws, and policies. These decisions may change pending further direction from the Alberta Chief Medical Officer, Alberta Health Services, and other provincial guidelines. To protect yourself and others, get immunized, wash your hands, wear a mask, keep your distance (2m/6 ft) and remain home when feeling unwell. For the most recent COVID-19 information, please refer to albertahealthservices.ca/COVID.

Specialized Supports The Student Services Department is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

Accessibility Services provides accommodations for students living with disabilities. Students with documented disabilities or who suspect a disability can meet with an Access Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact the department to request accommodations for the following semester. Please note that requesting accommodations is a process and requires time to arrange. Contact the department as soon as you know you may require accommodations. For accessibility supports and disability-based funding, please book an appointment by emailing us at: accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing: accessibility.services@keyano.ca

Wellness Services offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research, information, and education technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group appointments booked using the online Book A Librarian calendar. The Library also provides research and subject guides to help you with your studies. To view a subject or course-specific guide, check out the complete list of online Subject Guides. To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the Research Help page. The Library's collections (including print and online materials) are searchable using OneSearch. The Library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the Library's Loanable Technology webpage. For a detailed list of library resources and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Academic Success Centre: The Academic Success Centre at Keyano College (CC-119) provides **free** academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns. For additional information, please email Academic.Success@keyano.ca.

Academic Success Coach: The Academic Success Coach is located in the Academic Success Centre and works with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.