

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---



HERITAGE COMMUNITY COLLEGE  
VESTRI POSTERUS SATUS HIC

### **Brief Program Description and Goals**

Heritage Community College's Health Care Assistant program prepares students to be a part of a health-care team in a variety of different settings, providing a high level of frontline care to clients in need of assistance. This program focuses on developing the core skills needed to care for clients in the health care field. Topics include personal care, assisting with mobility and feeding needs, communication, assisting with medication delivery, and clinical skills. This program will be delivered via video-conferencing, supported by *Moodle*, a learning management system that offers students the opportunity to learn remotely, but within a structured timeframe with live instructor-student interaction.

The Health Care Assistant program will prepare students to work in a variety of health-related work environments. Graduates of our Health Care Assistant program can work in a variety of health care environments such as: acute care hospitals, long-term care facilities, group homes, assisted living facilities and in the community providing home care.

HCAs assist with promoting and maintaining the health, safety, independence, comfort, and well-being of their clients and their families. HCAs provide personal care assistance and services in a caring manner that recognizes and supports the unique care needs, abilities, and backgrounds of clients and their families. They work as members of a health care interdisciplinary team in a variety of settings with direction and supervision from regulated health care professionals. This program prepares students to meet these objectives.

The BC Care Aide & Community Health Worker Registry reviews and recognizes Health Care Assistant (HCA) programs in B.C. to ensure that they are following the provincial curriculum, implementing a common set of training standards and graduating competent front-line health care providers. Confirming that HCAs meet registration requirements is integral to the Registry's mandate of patient protection and improved standards of care.

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

### HCA Program Objectives

Upon successful completion of the Health Care Assistant Program, under the supervision of a nurse, the graduate will show evidence of a beginning ability to:

- Provide person-centred 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 the physical, psychological, cognitive, social and spiritual well-being of clients and families.
- Provide person-centered care and assistance for clients experiencing complex health challenges.
- Provide person-centered 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 sensitively 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

### Career Occupation (if applicable)

Upon completion of the program, graduates are qualified to work in any of the following health care areas:

- Multi-Level/Complex Care
- Acute Care
- Home Support
- Assisted Living
- Group Homes
- Adult Day Care

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

**Campus Location**

Surrey

**Students must meet all of the following minimum HCA Program Entry Requirements for admission:**

**Admission Requirements**

1. Proof of grade 10 completion (or equivalent), or mature student status, and
2. Proof of meeting English Language Competency Requirements:

**a) For applicants with three years of full-time instruction in English\*\*, English 10 completion or equivalent**

*\*\*Defined as three (3) years of full-time secondary and/or post-secondary education at a recognized institution 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.\*\**

And, evidence of **one** of the following:

3. Proof of completion of Grade 10 English. Applicants must produce transcripts as evidence of completion. A minimum of a C grade is required.
4. College courses determined to be equivalent to completion of Grade 10 English (or higher) by post-secondary institutions. Applicants must produce transcripts as evidence of completion. A minimum of a C grade is required.
5. ACCUPLACER Next Generation: minimum cut scores required for admission are as follows: Reading (230), Writing (230), Writeplacer (4)

*Note: ACCUPLACER can be administered in-person at a designated testing center by a certified proctor OR remotely using an approved ACCUPLACER remote proctoring vendor, or by a certified proctor using a video conferencing software with Remote Live option.*

Note: Applicants whose first language is English also need to provide evidence that they meet the required threshold of education in a country listed in the HCA Program Entry – English language competency requirements.

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

**b) For applicants with less than three years of full-time instruction in English, a standardized English language proficiency test score:**

Evidence of **one** of the following assessments, completed within the last two years:

1. Test of English as a Foreign Language (TOEFL iBT or TOEFL iBT Home Edition): test must be within the last two years, - Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing
2. International English Language Testing System (IELTS Academic, IELTS General or IELTS Academic Online): Test in the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing
3. Canadian Language Benchmark Placement Test (CLBPT) or CLBPT Remote: test must be within the last year: Listening 7, Speaking 7, Reading 6 and Writing 6 - Note: a CLB Report Card from a LINC Program may also be accepted.  
*Note: A Remote CLBPT assessment is acceptable when provided by a licensed CLBPT assessment center.*
4. Canadian English Language Proficiency Index Program (CELPIP General or CELPIP Online): Test in the last two years Listening 7, Speaking 7, Reading 6 and Writing 6.  
*Note: this is a computer-delivered test that must be completed in-person at a recognized testing center.*
5. Canadian Academic English Language Assessment (CAEL or CAEL Online): Test in the last two years. Overall Score of 60, with no section less than 50
6. **International Students:** International Students must provide a clear police certificate from country of origin as a program entry requirement.

### Pre-Practice Education

### Pre-Requisites for Practice Education:

- A clear criminal record check via the **CRRP – Criminal Records Review Program.**
- International Students must provide a clear police certificate from country of origin that must be included as a program entry requirement.

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

- Immunizations as per Practice Education Guidelines
- Provide proof of a negative reaction to a TB skin test or a chest x-ray with a note from a physician stating that you are not contagious.
- A health declaration completed by the applicant confirming they understand the role of the HCA and are prepared to learn and practice HCA skills and competencies. The declaration may also be used to identify any learning needs of the applicant (completed by the applicant prior to acceptance)
- It is strongly recommended that student immunizations remain current for **Hepatitis B., Measles, Mumps, Rubella, Tetanus, Polio and Diphtheria.**
- **Minimum two Covid-19 vaccinations.** This is a Provincial Health order that requires students and instructors to be immunized against Covid-19 while practicing in a care setting in B.C.
- Completion of Student Practice Education Core Orientation modules; with a signed SPECO checklist.
- Completion of First Aid certification and CPR Level 'C' Certification (Basic Life Support certification is acceptable)
- Completion of Food Safe Level 1
- Completion of Workplace Violence Prevention Curriculum E-Learning Modules
- Completion of the Health Care Assistant Practice in BC E-Learning Modules
- Completion of the Recognizing and Responding to Adult Abuse course
- Successful completion of all theoretical courses with a minimum 70% grade in each course

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

- Successful demonstration of skills testing in preparation for practice experiences

### Intake Model

Cohort-Based

### Maximum number of students

16 students per cohort is the maximum capacity

### Method(s) of Evaluation

Evaluation of the students will be based on:

- Class participation (Group Discussion & Attendance)
- Projects: reports, presentations
- Quizzes and Assignments
- Final examination
- Lab Skills Competency Assessment
- Practicum assessment

Attendance Expectation: The FT students are required to attend the classes regularly from Monday to Friday for 5 hours a day and 25 hours a week for 20 weeks.

### Language of instruction

English

### Completion Requirements

An overall average of 70% is required for the successful completion of all courses. Standard CPR (Level C), First Aid, FoodSafe, Health Authority required Student Practice Education Core Orientation and the Provincial Violence Prevention Modules will be completed during the program.

### Program Duration

FT Instructional and Lab Application hours & weeks:  
499 hours over 18 weeks.

There are 24 hours of external training in the program.  
Practicum hours & weeks: 270 hours over 7 weeks

**Total Program: 769 hours inclusive theoretical content, external training, practice experiences, over 25 weeks.**

### Program Offering

Full-time and Part –time

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

|                                  |   |
|----------------------------------|---|
| <b>Homework Hours</b>            | At minimum 5 hours of homework per week   |
| <b>Delivery Method(s)</b>        | Indicate how the program is delivered: <ul style="list-style-type: none"><li>• Combined-Video-Conferencing delivery (HCA Modules 1,2,3,4,5,6)</li><li>• In-Class instruction (HCA 7)</li><li>• In-Lab instruction and practice (HCA 7)</li><li>• Clinical and Practicum – In-person at site (HCA 8 and 9)</li></ul> <b>Total: 54% delivery in-person; 46% combined-online delivery</b>  |
| <b>Work Experience</b>           | Clinical Placement 210 hours<br>Practicum Experience 60 hours   |
| <b>Third Party Agreement</b>     | Affiliation Agreements and/or Host Agreements for practicum placements in place.  |
| <b>Required Course Materials</b> | Required Textbooks: <ol style="list-style-type: none"><li>1. Adler, Ronald B. and Proctor II, Russell F. (2023) <i>Looking Out, Looking In</i>, 5<sup>th</sup> Canadian Edition. Cengage Learning.</li><li>2. Jenkins, C. (2016). <i>Dementia Care at a Glance</i>. John Wiley &amp; Sons Ltd.</li><li>3. Sorrentino S. A., Remmert, L., Wilk M. J., &amp; R. Newmaster. <i>Mosby's Canadian Textbook for the Support Worker</i>. 5th Canadian Edition. Elsevier/Mosby Inc, 2022. Type: Textbook, ISBN: 978-1-926648-39-2</li><li>4. Sorrentino S. A., Remmert, L., Kelly, R.T., Wilk M. J., &amp; Schuh, D. <i>Workbook to accompany Mosby's Canadian Textbook for the Support Worker</i>. 5th Canadian Edition. Elsevier/Mosby Inc, 2022. Type: Workbook, ISBN: 978-1-927406-58-8</li><li>5. Province of British Columbia (2023) <i>Health Care Assistant Program Provincial Curriculum 2023</i>. Ministry of Post Secondary and Future Skills.</li></ol> |

### REQUIRED COURSE MATERIALS

Required course materials and technological resources not provided by the institution:

- Desktop or laptop computer (Windows, Chromebook or MacOS) capable of running video

# HEALTH CARE ASSISTANT (HCA)

## Program Outline

---

conferencing sessions and basic applications (Word, Excel, PowerPoint).

### Recommended equipment:

For the online portion of the combined delivery of instruction:

- Recommended internet speeds: 50-100 mpbs download, 5-10 mpbs upload
- Fast, stable wired network connection
- USB headset/microphone/speakers or webcam

### Hardware & Operating System

- Desktop or laptop computer with Windows 10 or better, MacOs or Chrome also acceptable
- Intel Celeron N3350 or better
- 4 GB RAM or better

### Program Organization

| <b>Phase I Theoretical and Lab Application Courses</b>            | <b>Hours</b> |
|---|--------------|
| HCA-1: Concepts for Practice                                      | 70           |
| HCA-2: Introduction to Practice                                   | 30           |
| HCA-3: Interpersonal Communications                               | 50           |
| HCA-4: Lifestyle and Choices                                      | 30           |
| HCA-5: Common Health Challenges                                   | 115          |
| HCA-6: Cognitive and/or Mental Health Challenges                  | 60           |
| HCA-7 : Personal Care and Assistance                              | 120          |
| <b>Phase II External Training Courses</b>                         |              |
| FoodSafe™ Level I   | 8            |
| Basic Life Support (BLS) – CPR Training                           | 16           |
| <b>Phase III Practice Experience Courses</b>                      |              |
| HCA-8: Clinical Placement in Multi-Level and/or Complex Care      | 210          |
| HCA-9 Practicum Experience in Home Support and/or Assisted Living | 60           |
| <b>Total Hours</b>  | <b>769</b>   |