

URBAN CIRCLE TRAINING CENTRE INC. RED RIVER COLLEGE HEALTH CARE AIDE/HEALTH UNIT CLERK PROGRAM

Updated: Feb, 2014

PROGRAM DESCRIPTION

The Health Care Aide/Health Unit Clerk program is delivered in partnership with Red River College, and Health Sciences Hospital. The training includes a life skills/cultural awareness component in addition to the full Red River College curriculum.

Life Skills/Cultural Component

Urban Circle utilizes the philosophy of the Medicine Wheel in all aspects of training delivery. This is a holistic approach which encompasses the mental, physical, emotional and spiritual aspects of human experience. The Medicine Wheel teaches us the interconnectedness of these four aspects and the ways in which they can bring about balance and wellness.

The Sharing Circle and Healing Circle are central to program delivery. It is here where the students and staff develop trust and mutual respect and where healing begins. These circles are most intense during portrait week where students and staff share their life experience with one another. This week culminates in a Sweat Ceremony with an Elder.

The Life Skills Curriculum enhances students' personal and professional goals, assists them to become effective problem solvers, empowers them to set realistic obtainable goals and to gain the confidence required to become effective members of their family, workplace and community. Through lessons and exercises students learn effective communication skills, conflict resolution, anger management, stress, time management and the importance of teamwork. Taking responsibility and being accountable for the self is the basic goal of the life skills curriculum.

VOCATIONAL DESCRIPTION

A) Health Care Aide/Health Unit Clerk Component

The Health Care Aide/Health Unit Clerk program will have a dual purpose. First, it will prepare a health care worker who, under the supervision of a registered nurse, assists hospital patients, personal care home residents, or home care clients with meeting physical, emotional and social needs. Through theory classes, skills lab, and clinical experience, the program will provide students with the knowledge and skills needed to work effectively in any health care setting. Secondly the program will provide students with the knowledge and skills required to function as a unit clerk in a health facility through a blend of: beginning level computer skills, medical terminology, and theory and practical courses directly related to the roles and responsibilities of unit clerk.

Graduates of this program will be eligible for employment in a variety of settings, including:

- * acute care hospitals
- * extended or long term care hospitals
- * personal care homes
- * community or home care agencies

ENTRANCE REQUIREMENTS

*Grade 12 with English 40S; or Mature Grade 12 Diploma; or GED equivalent

*Demonstrate fluency in written and spoken English

*Successful completion of the prescribed reading skills test at the required competency level

*Good physical and mental health

*Evidence of current certification in C.P.R. at the Basic Rescuer Level (level C) (This training will be provided to students who don't have C.P.R. certification)

*****IMMUNIZATIONS are required of all students and must commence as indicated upon notification of acceptance into the program****

REQUIRED COURSES

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| Medical Terminology | 50 h |
| Introduction to Microcomputers | 40 h |
| Health Care Delivery | 30 h |
| Interpersonal Relationships | 40 h |
| Growth and Development | 20 h |
| Introduction to Gerontology | 40 h |
| Caring for the Clients in the Community | 20 h |
| Long-Term Care | 30 h |
| Safety in Health Care Settings | 30 h |
| Activities of Daily Living Part 1 | 50 h |
| Activities of Daily Living Part 2 | 40 h |
| Introduction to Order Transcription | 40 h |
| Diagnostic & Therapeutic Orders | 40 h |
| Admission-Transfer-Discharge | 40 h |
| Non-Violent Crisis Intervention | 8/ 14h |
| Clinical Practice 1 (Health Care Aide) | 240 h |
| Clinical Practice 2 (Health Unit Clerk) | 240 h |

COURSE DESCRIPTION

HEAL-1845 Health Care Delivery (30 h) (2 credit hours)

This course offers a brief description of the health care system in Manitoba. Topics include the roles of individual members of the health care team, multiculturalism, ethical and legal considerations, problem solving and organization of workload.

HEAL-1031 Medical Terminology (50 h)

This course is an introduction to the technical language of medical science. It includes the fundamentals of medical language including word components, definitions, spelling and pronunciation using a systems approach. Basic anatomy and physiology are included to assist in understanding the structure and function of organs and systems in the human body.

COMP-1081 Introduction to Micro Computers (40 h)

This course promotes an understanding of computer concepts and technologies, along with their use and applications within the health care environment. Data communications, information systems, ethics and security issues, and current computerization initiatives in Manitoba are described. In addition to the theory there will be hands-on skills in using computers.

HEAL-1001 Interpersonal Relationships (40 h) (3 credit hours)

This course examines the process of communication and develops interpersonal communication skills. Learn how concepts such as basic human needs, the helping relationship, mental health and stress impact interpersonal relationships. Explore theory and practice related to written communication, job search skills and the use of medical terminology.

HCAP-1132 Growth and Development (20 h) (2 credit hours)

This course reviews the stages of growth and development throughout the life cycle, and presents definitions of family units and the role expectations of family members. The issue of domestic violence is also addressed.

HCAP-1006 Introduction to Gerontology (60 h) (3 credit hours)

This course provides an introduction to concepts and issues facing older adults in today's society. The focus is on understanding the aging process including the psychosocial and physical changes that affect the lives of older adults. Community resources and programs for senior are identified.

HEAL-1831 Safety in Health Care Settings (30 h) (2 credit hours)

Principles of medical asepsis, infection control and prevention of the spread of communicable diseases are discussed. Accident and fire prevention, and the role of the health care aide/unit clerk in an emergency are stressed. Skills related to these topics will be practiced in a lab setting (includes the WHIMIS workshop).

SEMR-9078 Non-Violent Crisis Intervention

Non-Violent Crisis Intervention program is a safe, non-harmful behavior management system designed to aid human service workers in the management of disruptive and assaultive people, even during the most violent moments. It has been developed by the Crisis Prevention Institute, a training organization devoted to training staff in the safe management of potentially violent individuals

HCAP-1000 Activities of Daily Living, Part 1 (50 h) (4 credit hours)

This course provides the learner with knowledge and skills to assist patients with activities of daily living (ADL). Topics include body mechanics, mobility, bed making, hygiene and grooming. Skills related to these topics will be practiced in a lab setting. Also the role of the Health Care aide in admission, transfers, & discharge procedures is discussed.

HCAP-1001 Activities of Daily Living, Part 2 (40 h) (3 credit hours)

This course adds to the knowledge and skills learned in Activities of Daily Living (Part 1). Topics include nutrition, elimination, comfort, rest and sleep and care of the surgical patient. Skills related to these topics will be practiced in a lab setting.

HCAP-1133 Long-Term Care (30h) (2 credit hours)

This course addresses the role change and other tasks associated with the long-term care. Common health problems will be discussed. Rehabilitation and the promotion of independence are stressed. Other topics include mental health and illness, informal care giving, institutionalization, and end-of-life care.

HCAP-1131 Caring for Clients in the Community (20 h) (2 credit hours)

This course describes care provided to clients in the community. The differences in caring for clients in community settings and the special skills needed by direct service workers in the home setting are highlighted. Topics include home safety, meal planning and safe food handling, and assisting with medications in the home.

HEAL-1022 HUC Order Transcription (40 h) (3 credit hours)

This course is designed to provide students with knowledge of both generic and trade names of common medications. Student will be required to accurately process medication using a variety of administration routes.

HEAL-1013 HUC Diagnostic and Therapeutic Orders (40 h) (3 credit hours)

This course is designed to provide students with the knowledge and skills required to accurately process diagnostic and therapeutic orders.

HEAL-1134 Admission-Transfer- Discharge (40 h) (3 credit hours)

This course provides the knowledge and skills to manage the procedures for the admission, transfer and discharge of patients. Included in the course are preoperative and postoperative orders as well as the roles and responsibilities related to a patient death.

SAFE-1005 HUC Safety Skills Lab (one day) Included in the Safety in Health Care Settings course

Health Care Aide Clinical Practicum (240 h)

The clinical practice course is designed to provide the student with the opportunity to apply, in the practice setting, the knowledge and skills learned in the theory courses. The clinical practice course is a minimum of 6weeks (full-time) in length. Each student will have a 3-week clinical experience in both an acute **and** a long-term care setting. During the clinical practice, the student will practice directly with an experienced health care aide preceptor. The student will also be monitored by a Clinical nurse, and the Life skills Coach, and additional guidance and supervision will be provided by the unit manager (or patient care manager).

PRAC-1132 HUC-Clinical Practicum (240 h)

This course provides students with the opportunity to apply theoretical knowledge and skills in a clinical facility.