

## Continuing Care Assistant

### PROGRAM OBJECTIVES

The continuing care sector continues to be one of the fastest growing fields in health care. Contributing to this growth is the significant aging of our population as well as the systemic shift toward delivering more health care services to individuals in community settings. There is considerable demand for new staff in the continuing care and acute care sectors in Nova Scotia with the expansion of long-term care facilities and increases in hospital and home care services. The Continuing Care Assistant (CCA) program was developed to equip graduates with the necessary competencies and skills to deliver appropriate, timely, and respectful person-focused care to individuals requiring continuing, acute or residential care and their families.

The CCA program prepares students to work in either facility-based or home care settings. The program is a provincial standard program required as an entry-to-practice standard for designated care settings under the jurisdiction of the Department of Health and Wellness. Students write a provincial certification exam upon completion of an approved education program to receive the CCA certification.

The program incorporates theory and practice through the use of classroom, laboratory and placements, as approved by the Department of Health and Wellness. These placements currently occur in home support agencies who serve Department of Health and Wellness clients, nursing homes/homes for the aged, various acute care facilities and other approved care settings that employ CCAs.

### CAREER OPPORTUNITIES

Career paths are wide and varied. Successful graduates can expect careers in nursing homes, homes for the aged, home support agencies, acute care facilities and private home care.

### CERTIFICATION

- Alzheimer Disease and Other Dementia Care Course
- Standard First Aid/CPR Level C
- Food Hygiene Course or Basic Food Safety Training (BFST)
- LEAP Long-Term Care Pallium Canada
- WHMIS Awareness
- Occupational Health and Safety Act Introduction

### PREREQUISITES

- Grade 12 or equivalent
- If a student does not have Grade 12 or equivalent, he/she must achieve a score of 12 on the Wonderlic Test
- Clear Conduct Certificate: Students acquiring a Clear Conduct Certificate for admission into a program take on the rationale that it is valid. Students are solely accountable for any offences that remain uncovered which when discovered by the investigation preclude the student from sustainable field placement or employment.
- Vulnerable sector search
- Complete a standardized health form and proof of immunization.

NOTE: Students are responsible for providing acceptable transportation to clinical agencies for program placements.

### GRADUATION REQUIREMENTS

A student must attain an overall average in each module of at least 70% in each module in order to graduate and receive a diploma. A student must complete all requirements of the Student Success Strategies, Career Planning and Preparation modules, the Field Placement requirements, as well as meeting the attendance requirements as outlined by the Department of Labour and Advanced Education throughout the duration of his/her program.

Students may be required to go out of town for placement. You may incur additional costs associated with placements (i.e. travel, accommodations, etc.) At this time, placements occur only in Canada.

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Students are required to write and pass the provincial exam to achieve CCA Certification.

### PROGRAM OVERVIEW

| Course  | Hours |
|---|-------|
| Student Success Strategies  | 20    |
| Software Lab – Computer Fundamentals CCA  | 40    |
| Introduction to the CCA Program and the Health Care Sector/CCA Professional Development | 40    |
| Communication in the Care Setting/Documentation and Technology                          | 40    |
| Environmental Safety  | 20    |
| Body Mechanics  | 20    |
| Care Setting Management and Nutrition and Meal Preparation                              | 60    |
| Growth and Development  | 20    |
| Body Structure, Function and Related Health Issues/Medication Part I                    | 40    |
| Body Structure, Function and Related Health Issues/Medication Part II                   | 60    |

|   |     |
|---|-----|
| Personal Care                                   | 140 |
| Mental Health and Social Issues/Palliative Care | 80  |
| Acute Care                                      | 20  |
| Standard First Aid/CPR Level C/WHMIS            | 20  |
| Skills Development Placement                    | 110 |
| Home Support Mentorship                         | 80  |
| Nursing Homes/Homes for the Aged Mentorship     | 80  |
| Open Mentorship                                 | 60  |
| Career Planning and Preparation Level I         | 20  |
| Career Planning and Preparation Level II        | 20  |

|   |           |
|---|-----------|
| <b>TOTAL WEEKS (without breaks)</b>                 | <b>44</b> |
| <b>TOTAL WEEKS (with maximum scheduled breaks*)</b> | <b>47</b> |

\*Number of break weeks will depend on student start date

\*\*Work terms/internships are scheduled for a minimum of 20 hours per week, but the total number of hours worked and the timing of hours scheduled are at the discretion of the employer/host to a maximum of 40 hours per week.

### COURSE DESCRIPTIONS

#### Student Success Strategies

*Instructor Led*

In this orientation module, emphasis is placed on thinking about achieving success from Day One. This module stresses the importance of developing non-technical skills to enhance personal, academic, and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note-and test-taking techniques. Personal exercises will focus on teamwork, decision making and problem solving skills, setting SMART goals and maintaining a positive attitude; techniques for managing change, stress and conflict will also be explored. Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

#### Software Lab – Computer Fundamentals CCA

*Instructor Facilitated*

Through a combination of theory and hands-on-practice, this module examines the role and use of the computer in today's workplace. Emphasis is placed on those computers outfitted with the Microsoft Windows operating system. Students will review basic computer concepts, Windows OS usage, and complete hands-on training exercises in business-standard software applications, including Microsoft Outlook and Microsoft Word. Keyboarding skills are also honed via daily keyboarding exercises and drills. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

#### Introduction to the CCA Program and the Health Care Sector/CCA Professional Development

*Instructor Led*

This module introduces the learner to the Continuing Care Assistant (CCA) program, the health care sector as well the role of the CCA and the CCAs general responsibilities as an integral provider of care and member of the health care team. The module also introduces the learner to the framework governing the delivery of care and the various types of health care services and service providers in Nova Scotia. Components of the health care system including long term care, home

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support, acute care and mental health across the continuum will also be discussed. The learner will recognize how the social philosophy of care and the CCA Scope of Practice are consistent dimensions of the CCA role, regardless of environment. The learner also will recognize the professional responsibilities associated with the CCA role, and will be introduced to the professional qualities and behaviours that contribute to a successful career as a CCA. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

### **Communication in the Care Setting/ Documentation and Technology**

*Instructor Led*

This module will introduce the learner to effective interpersonal communication practices for CCAs. The learner will become familiar with different types of professional relationships and the appropriate forms of interpersonal communication that occur in care settings. The learner will assess his/her strengths and areas for improvement in interpersonal communications generally. The learner also will understand and practice communication strategies and approaches that will strengthen his/her ability to deal with the varied situations s/he might encounter as a CCA. This module will also provide an introduction to the various forms of written communication required of CCAs in care settings and how CCAs can approach care-related written communication appropriately and effectively. The learner will recognize the importance of documentation in the coordination and monitoring of care and will overview various forms of documentation. The learner also will develop his or her written communication and documentation skills. Additionally, the learner will be introduced to the appropriate uses of technology by CCAs both inside and outside care settings. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

### **Environmental Safety**

*Instructor Led*

In this module, the learner will gain an understanding of his/her role as a CCA in providing a safe and secure environment. S/he will become familiar with strategies, rules, regulations and protocols that will help him/her to minimize workplace risk. There is an emphasis on infection control. Students will be evaluated through a variety of assignments, projects, quizzes, exams, and practical demonstrations in addition to their participation throughout the course.

### **Body Mechanics**

*Instructor Led*

In this module the learner will be introduced to the principles of body movement and safety to be followed during the performance of all direct and indirect assistance activities in the classroom, lab and placement settings. S/he will acquire and demonstrate the knowledge and skills necessary to ensure his/her own safety and that of the person when assisting with activities of daily living. Students will be evaluated through a variety of assignments, projects, quizzes, exams, and practical demonstrations in addition to their participation throughout the course.

### **Care Setting Management and Nutrition and Meal Preparation**

*Instructor Led*

This module is designed to enable the learner to develop the skills required for the basic safety and cleanliness of the person's care setting, whether a private residence or within another type of care setting, according to the scope of employment policies. It prepares the CCA to organize and complete daily care setting management tasks. S/he will also learn how to set priorities and develop time management skills. Also In this module the learner will focus on nutrition and the role of the CCA in meeting the dietary needs of individuals of all ages. S/he will plan menus, understand basic meal preparation practices, prepare and serve meals to meet person-specific nutritional needs. Students will be evaluated through a variety of assignments, projects, quizzes, and exams in addition to their participation throughout the course.

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### **Growth and Development**

*Instructor Led*

In this module the CCA will understand and apply the principles of growth and development to meet the person's needs appropriately and adequately. Knowing the person's level of physical, emotional and social development is crucial to planning and providing care. This module emphasizes how these needs change as the person progresses through the life cycle. Students will be evaluated through a variety of assignments, projects, quizzes, and exams in addition to their participation throughout the course.

### **Body Structure, Function and Related Health Issues/Medication Part I**

*Instructor Led*

This module will enable the learner to acquire a basic knowledge of the normal structure and function of the body. It provides an introduction to common health issues and the implications for care. Students will be evaluated through a variety of assignments, projects, quizzes, and exams in addition to their participation throughout the course.

### **Body Structure, Function and Related Health Issues/Medication Part II**

*Instructor Led*

This module builds on knowledge acquired in Part I and will enable the learner to acquire a basic knowledge of the normal structure and function of the body. It provides an introduction to common health issues and the implications for care. It will continue to allow the learner to cultivate an awareness of medications and the role of the CCA in supporting the needs of the person. Students will be evaluated through a variety of assignments, projects, quizzes, and exams in addition to their participation throughout the course.

### **Personal Care**

*Instructor Led*

In this module the learner will be introduced to the principles relating to personal care using a person-centered philosophy of care approach. S/he will learn, practice and demonstrate the practical skills necessary for respectfully, safely and effectively providing personal care to individuals across the life cycle. Students will be evaluated through a variety of assignments, projects, quizzes, exams, and practical demonstrations in addition to their participation throughout the course.

### **Mental Health and Social Issues/Palliative Care**

*Instructor Led*

This module is designed to prepare the learner to recognize and support individuals who are experiencing mental health issues as well as various types of abuse and neglect. It explores strategies to maintain mental health and social well-being. Community resources are also identified. Challenging/responsive behaviours are briefly discussed but are explored in further detail in the Alzheimer Disease and Other Dementia Care Course. The learner will also complete the Palliative Care training provided through Cancer Care Nova Scotia. This course is directed at front line care providers with the goal to improve the knowledge, skills, and understanding of palliative patients and their families. Students will be evaluated through a variety of assignments, projects, quizzes, and exams in addition to their participation throughout the course.

### **Acute Care**

*Instructor Led*

This module provides additional knowledge and skills to support clients in the hospital setting. The learner will acquire skills to assist the health care team with heat and cold applications, meeting client oxygen needs, physical examinations, medication, enteral nutrition and I.V. therapy. The learner will also learn to assist with urinary and fecal elimination. Students will be evaluated through a variety of assignments, projects, quizzes, exams, and practical demonstrations in addition to their participation throughout the course.

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### **Career Planning and Preparation Level I**

*Instructor Led*

This module introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this module, which is a pre-requisite for Career Planning and Preparation - Level II.

An introduction to Occupational Health and Safety will also be discussed, specifically the definition of occupational health and safety; an individual's safety rights; responsibilities under Nova Scotia law; hazard identification and control; WHMIS, First Aid and fire safety requirements. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.

### **Career Planning and Preparation Level II**

*Instructor Led*

This module continues to build on the concepts and skills introduced in Career Planning and Preparation - Level I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Level I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.