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# HEALTH CARE AIDE HANDBOOK

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WELCOME TO NORTHWESTERN POLYTECHNIC

# Northwestern Polytechnic Acknowledgment

## Land Acknowledgment

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Métis, and Inuit people. We are grateful to work, live and learn on the traditional territory of **Duncan's First Nation, Horse Lake First Nation** and **Sturgeon Lake Cree Nation**, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to **walk together in friendship**, where we will encourage and promote positive change for present and future generations.



*Grande Prairie Campus*



*Fairview Campus*



*Grande Prairie Regional Hospital, Health Education Centre*

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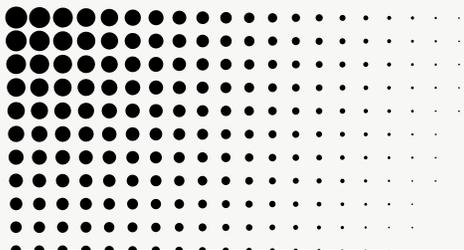
# Welcome Message

On behalf of the Practical Nurse and Health Care Aide Department faculty and staff, it is with pleasure that I welcome you to Northwestern Polytechnic (NWP), Health Care Aide Program.

Healthcare is a gratifying and rewarding career, and we are excited to be part of your journey. Our faculty strive for excellence in all areas of education. Our dedicated team is committed to providing a nurturing and stimulating learning environment where you can flourish academically, socially and personally.

This handbook has been prepared for your information. **PLEASE READ IT CAREFULLY.**

We wish you success in your studies at Northwestern Polytechnic (NWP) and your future healthcare career.



**Tia Hudson, LPN**

*Chairperson/Instructor*

*Practical Nurse & Health Care Aide Department*

# General Information

## Advisors

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Upon admission, students will be assigned an academic advisor. Your academic advisor for the program can assist you with planning and/or changes. Some of the issues that may come up include concerns about admission, readmission, transfer credit, course management, program planning, graduation status or any items related to your program of study. Students will be directed to their assigned advisor if they have questions about their program of study.

**Students are reminded to check their NWP email on a regular basis as important information from the Department and their Advisor will be provided. Generally, NO information is sent to student's personal email.**

## Academic Calendar

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The most current and accurate source of information regarding the Health Care Aide Program is found within the NWP Academic Calendar that describes the program and progression criteria. The calendar is on the NWP website and is continually updated. NWP regulations and policies, academic schedule, deadlines, course descriptions and prerequisite requirements are also located on the Polytechnic website [www.NWPolytechnic.ca](http://www.NWPolytechnic.ca)



## Awards

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Refer to the awards information available in the Registrar's Office or on the NWP website: <https://www.NWPolytechnic.ca/services/financialaid/>

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## Student Mental Health & Wellness

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Please see the NWP Mental Health Services Page  
[https://www.nwpolytech.ca/services/mental\\_health/index.html](https://www.nwpolytech.ca/services/mental_health/index.html)

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## Additional Supports

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For additional student supports please see the link below  
<https://www.nwpolytech.ca/students/>

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## Exams

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Please see the NWP policy on examinations  
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>

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## Online Social Networking

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Any post that contains confidential information about client(s), including images or client health information to any platform or website is strictly forbidden, even if identifiers have been removed. Reposting information not originally created by the student is also not permitted. Likewise, references to clients or images of agencies require written permission or consent from all concerned parties prior to their creation.

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## Student Email

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Each student has access to Polytechnic email and students are encouraged to check it regularly for important messages. All Polytechnic related information will be sent to the NWP email address NOT students' personal email.

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## Email Etiquette

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Students are expected to demonstrate professional and respectful communication with faculty instructors and staff. Please ensure you are familiar with best practices.

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# Guidelines for Online Social Networking Etiquette

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The use of online networking services such as, but not limited to, Facebook, Tik Tok, Instagram, Snapchat, Twitter, internet messaging, blogs, wikis, myClass discussion boards, and texting with instructors and/or students, are subject to the professional and ethical responsibilities outlined in the:

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## Health Care Aide Competency Profile

<https://open.alberta.ca/publications/9781460137253>



## Health Care Aide Core Competencies

<https://www.albertahcadirectory.com/for-employers/core-competencies/>



## Northwestern Polytechnic (2010). *Online Social Networking Policy*

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<http://www.NWP.ab.ca/about/administration/policies/>

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## Late Assignment Policy

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Please see your course outline or syllabus for specifics regarding late assignments

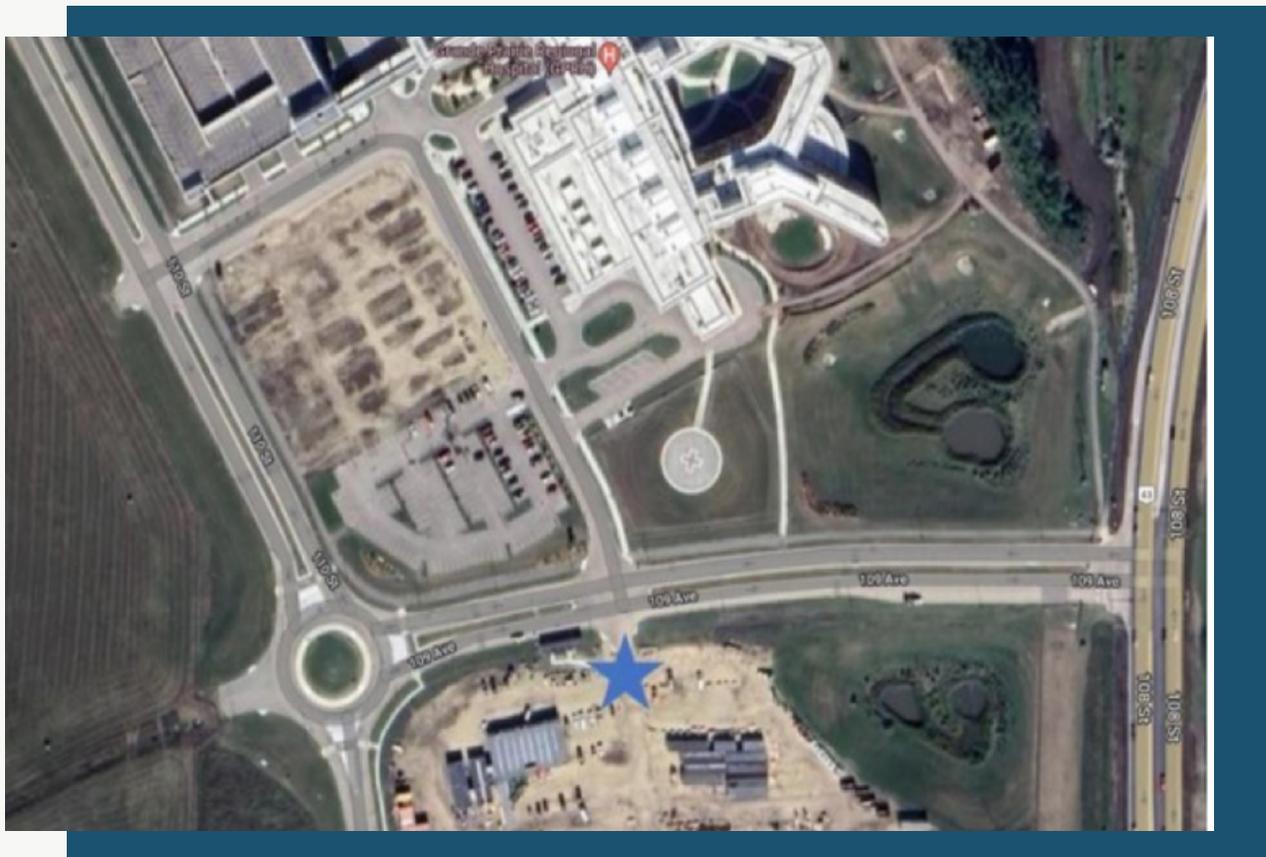
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## Parking/Transportation at GPRH for NWP Students

The NWP parking lot is located on 109 Avenue as indicated by the blue star in the image to the right.

Only one parking pass is required for parking at the Main Campus and the HEC parking lot. NWP Security will monitor the lot to ensure valid parking passes are in place. There are no powered stalls available.

Please use Honk Mobile App or go online to purchase your parking pass at <https://www.nwpolytech.ca/services/parking/>



The City of Grande Prairie transit & schedules can be found here for transportation schedules between NWP campus and the GPRH <https://cityofgp.com/roads-transportation/public-transit/routes-schedules>

## NWP Health Education Centre Level 2 and 3

All classroom, labs, and simulation rooms are located on level 2 of the Health Education Centre at the Grande Prairie Regional Hospital. Reception, Clinical Placement Coordinator, and faculty workspaces are located on level 3.

Doors to the level 3 area are open between **08:00-04:00 pm Monday - Friday**

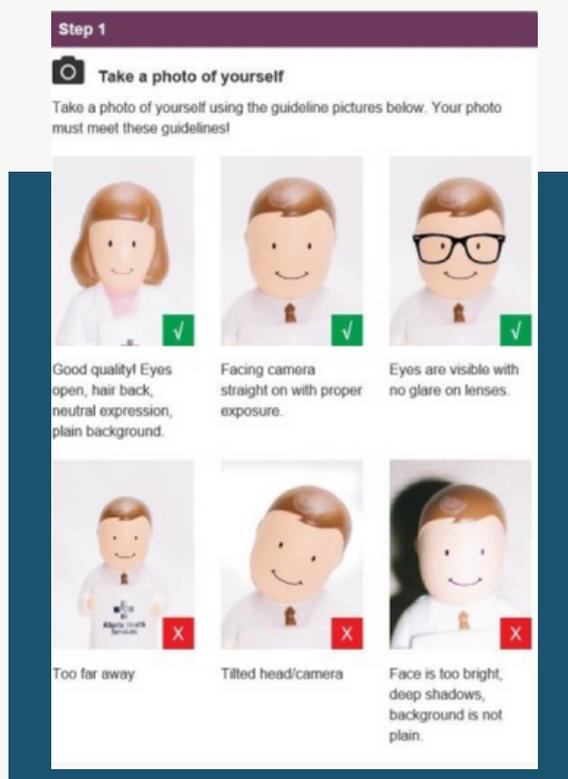
The GPRH Site Map can be found here:

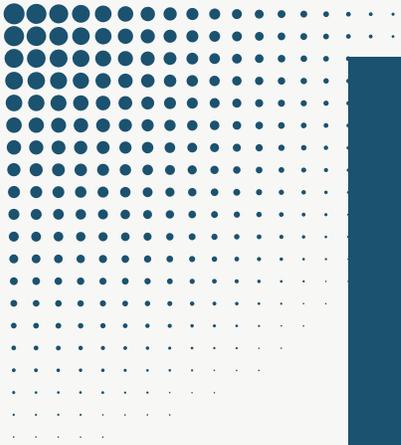
<https://www.albertahealthservices.ca/assets/hospitals/gprh/gprh-site-map.pdf>

## Nametags / ID Badge

Students are provided with an **NWP Photo ID**, **AHS ID Badge**, and a **AHS Keycard** that will serve as the official means of identification and access to NWP and clinical areas. Photo ID cards will be available to students during the first week of classes. **Students must upload their picture and information within the NWP app** (under the "My Info" section once logged in). Once an appropriate picture is received and approved (refer to the infographic to the right), the ID card will be printed and distributed to students. All students are required to wear their Photo ID in the clinical setting, whether this occurs in an agency or in a community/home environment, including during the time used at the clinical setting for patient research.

Lost Photo ID cards should be promptly reported to the Main Administrative desk at the Health Education Centre, and there may be a cost for replacement. Certain clinical sites will require their own Photo ID. Your clinical instructor will make you aware of these requirements prior to entering the clinical area.





# Clinical Related Information

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## Immunizations & CPR-BLS Certification

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You are responsible for ensuring that all immunization requirements are met and remain current throughout your healthcare program. Students who do not complete immunization requirements may be refused admission to the clinical setting or the next year of the program. Students must submit their immunizations to [checklist@NWPolytechnic.ca](mailto:checklist@NWPolytechnic.ca) on the due dates set each year by the Department.

HCA students are strongly encouraged to be immunized against COVID-19. While NWP does not currently require this immunization, Alberta Health Services, or other third-party clinical sites, may require students to be fully immunized. Without the required site immunizations being complete, NWP cannot guarantee clinical placement. Without clinical placement, completion of the HCA program may not be possible.

A Cardio-Pulmonary Resuscitation certificate for Health Care Providers (CPR-BLS) must be valid and maintained throughout the program. Students failing to maintain current CPR-BLS certification will not be allowed into clinical areas. Students must submit their documents to [checklist@NWP.ab.ca](mailto:checklist@NWP.ab.ca) on the due dates set each year by the Department to update your file. CPR-BLS must be recertified annually and be issued by the Heart and Stroke Foundation. No other certificate will be accepted.

## **Police Information Check (PIC) Process**

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Students are required to have a clear, current PIC with vulnerable sector check. Your PIC must be provided to the main Nursing office on the due dates set each year by the Department and to agencies upon request.

## **Clinical Extra Costs**

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There may be additional costs incurred during clinical that are the responsibility of the student. These costs may include gas for your vehicle, maintenance, out of town rental costs, meals, etc.

## **Out of City Placements**

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Students may be required to be placed in practicum sites outside of Grande Prairie at some time during the program. Cost of arrangements for transportation and accommodations will be the responsibility of the student.

## **Classes/Labs**

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All classes and labs will be held in the Grande Prairie Regional Hospital, Health Education Centre (except for certain electives) or on Fairview Campus.

## **Clinical Absences**

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Students are expected to attend classes and clinical experiences according to the dates published in the academic calendar, including orientation. Orientation is an essential component in ensuring students are prepared to provide safe, competent care to clients and their families in the clinical setting.

Absence from any part of the clinical experience including labs, orientation, clinical, and seminars compromise the students' learning experiences and will jeopardize overall clinical performance, and a student's ability to achieve a passing grade in the clinical setting.

Students should consult their clinical instructor regarding any missed clinical days. Students may be required to make up missed clinical days. If clinical performance cannot be evaluated, a failing grade may be assigned in the course. Whenever a student's clinical performance is considered marginal in a course, the student's total academic and clinical performance in the program is reviewed and considered in determining continuation in the program.

## **Additional Questions**

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For questions about clinical placements please contact Dawn Haayer (*Clinical Placement Coordinator*) at [dhaayer@nwpolytech.ca](mailto:dhaayer@nwpolytech.ca)

For any other administrative questions please contact Carolyn Burton (*Administrative Assistant to the Dean*) at [cburton@nwpolytech.ca](mailto:cburton@nwpolytech.ca)

# Dress Code Policy

## Professional Appearance, Dress Code and Nursing Supplies

Students must be professionally dressed in the clinical and laboratory settings. This allows students to be easily identifiable to clients and staff and is needed for both student and client safety. Students are responsible for having a scrub uniform (detailed below), scissors, watch with second hand, penlight, stethoscope and NWP nametag/setting issued identification.

Students must also adhere to the dress code policy of the clinical agency which they are attending, Hospital issued scrubs are only to be worn in areas that give specific permission for students to wear them. Hospital issued scrubs are to be promptly returned to the hospital department.

Students are **NOT** to wear scrubs in the classroom setting, nor are students employed in a clinical setting permitted to wear used/unwashed scrubs from work to any instructional setting. Scrubs are to be clean and fresh for everyone's comfort and safety.

### For students in all years of nursing, the following uniform stipulations apply:

- Black Uniform Scrub Pants.
- Blue Uniform Shirt With The NWP Logo Purchased At The NWP Bookstore.
- Please Ensure That you Purchase The Correct Program Embroidery

### Additional Dress Stipulations

- No Hats.
- T-Shirts under the uniform must be grey, white, or black with no visible markings.
- Undergarments must not be visible.
- Footwear worn in the clinical **and** laboratory settings must be close-toed and close-heeled with non-slip soles and be flat heeled. Shoes must be clean and in good condition. Nursing or running shoes are acceptable.
- Socks or stockings must always be worn.
- Shoulder length or longer hair must be pulled back from face and secured.
- Good personal hygiene and cleanliness is essential, as per list below
  - Any open sores or wounds must be covered
  - Facial hair that is neatly trimmed or clean shaven is permitted. N95 mask must seal with facial hair.
  - Fingernails must be clean and kept short. Artificial nails, nail polish, and nail enhancements are not permitted.
  - Scented products (i.e. perfume, cologne, lotions, deodorants, and powders) are not permitted.
  - Make-up may be worn in moderation.
  - Tattoos that portray any images of drugs, nudity, or racism must be covered
  - The only jewelry to be worn is a pair of small stud earrings, a serviceable watch with second hand, and a plain wedding band. Minimal jewelry is encouraged. You may be asked to remove jewelry if it poses a risk to safety, infection control, or professional image

### For Nursing Labs, Drop-Ins & Simulations

Scrub uniforms may be any colour or print (within lab setting). All stipulations as stated above must be followed. There will be absolutely no food or drink (other than covered water) permitted in the labs



# Professional Conduct, Communication

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## **Professional Conduct (Classroom, Clinical, Laboratory and Simulation Settings):**

Students are expected to recognize their own limitations and knowledge gaps and to take responsibility for ensuring their continued competency and learning as it relates to nursing practice, ethical behaviour and safety of nursing practice. Students are expected to demonstrate respectful, professional conduct in all instructional settings.

## **Academic Line of Communication:**

Any student who has a concern regarding a grade, treatment in class or other topic should first bring the concern to the appropriate instructor. Students should expect their concerns to be addressed promptly per the Student Rights and Responsibilities policy. Communication with the next person in the line of communication is needed only after the prior contact does not lead to resolution. The communication line of contact is as follows:

**Course Instructor → Course Lead (If Applicable) → Chairperson → Dean**

**Students are expected to follow this line of communication and to resolve concerns that may arise in any instructional setting.**

Please review the **Northwestern Polytechnic Student Rights & Responsibilities:**

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

## Progression Criteria

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### **Readmission Criteria**

Please refer to the NWP Academic Calendar section on our website or contact the Department.

### **Transferring Courses From Other Institutions**

Advanced credit may be granted for courses completed at another institution. There is a fee for this service. Advanced credit will not be awarded until the fee is paid. If you are applying for advanced credit, you will need to request original copies of all academic transcripts be sent to NWP. You may also need to provide course outlines for all courses in which credit is sought or calendar descriptions if course outlines are not available.

## Opportunity To Repeat A Course

The opportunity to repeat a course will be at the discretion of the Student Academic Review Committee and/or Chairperson.

If a student's decision is to accept the opportunity to repeat a course, application must be made to NWP through the Office of the Registrar in sufficient time to be considered for the course.

## Academic Grievances & Misconduct

Please refer to the Northwestern Polytechnic website regarding Student Academic Grievances and Student Misconduct contained within the Student Rights and Responsibilities policy.

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

## Academic Progression Criteria

A grade of PASS (*minimum 70%*) is required for all Health Care Aide courses in the program. For promotion from term to term in the program and for graduation, students must have successfully completed all the required Health Care Aide courses of the previous term. Please see course outlines for more information on PASS criteria

In addition, students must PASS all courses within the Health Care Aide program, including theory, lab, and clinical as well as the Provincial Examination in order to graduate from the Health Care Aide program and receive the Government of Alberta Health Care Aide Curriculum Certificate.

| Alpha Grade | 4-Point Equivalence | Percentage Conversion<br>(unless otherwise specified in the Course Outline) | Descriptor |
|-------------|---------------------|---|------------|
| P           | N/A                 | 70-100  | Pass       |
| F           | N/A                 | 0-69  | Fail       |

# Program Curriculum

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## Health Care Aide Curriculum (36 credits)

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### Term 1 (15 credits)

**HC 1010** (3.4-0-0.42) 12 weeks 3 credits

**HC 1020** (3.75-0-0) 12 weeks 3 credits

**HC 1030** (2.5-0-2.5) 12 weeks 4 credits

**HC 1040** (2.1-0-3.3). 14 weeks 5 credits

### Term 3 (10 credits)

**HC 1060** (2.4-0-5.1) 10 weeks 5 credits

**HC 1070** (5.1-0-2.4) 10 weeks 5 credits

### Term 2 (3 credits)

**HC 1050** (0-0-40) 2 weeks 3 credits

### Term 4 (8 credits)

**HC 1080** (0-0-40) 4 weeks 5 credits

**HC 1090** (0-0-40) 80 hours 3 credits