

Health Care Aide

Winkler Campus

Student Handbook

2020 - 2021

Welcome!

Welcome to the Winkler Campus!

The program that you have selected will provide you with the skills that are required in the workplace. Employer surveys indicate that they are very pleased with the graduates of this program.

Each faculty member has had several years of experience in their respective fields and has been trained, or is in the process of training, in adult education. As our program has a relatively small number of students our faculty will make a special effort to get to know you. Our goal is to ensure that your education at Red River College is rewarding.

Each course will prepare you with a sound foundation of theory. In addition, the program will require a clinical practice component (practicum). The clinical practice has been arranged with facilities in the Southern Health Santé Sud Regional Health Authority (RHA) who wish to be involved in the training of students. The clinical practice forms an integral part of your training as this is where you will apply your new skills in the workplace. We are sure that you will find this program both challenging and rewarding.

Thank you for choosing Red River College Winkler Campus. We look forward to seeing you this year.

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Introduction

The purpose of this Student Handbook is to provide the information required to understand the policies, procedures and standards that are applied in the Health Care Aide Program at Red River College. This handbook also includes introductions to College policies pertaining to student issues. The complete version of these policies may be viewed on the College website.

The Program is designed to prepare the student for the Health Care Aide profession which is broad in knowledge and challenging in the skills required of its practitioners. The volume of the theory and demands of the clinical portion of this one year program will necessitate a great deal of dedication and hard work on the part of the student.

The grade point system, weight of courses, methods of evaluation, program outlines, program dates and other details are presented to allow students to organize activities and obligations in order to achieve success.

Program Description

The Health Care Aide Certificate is a 5 month program with August entry dates offered in Altona, Morden. In February of 2021 the Health Care Aide program will be offered in Carman, MB.

This program develops the knowledge and skills you need to become a health care worker who, under the supervision of a nurse, assists hospital patients, personal care home residents, or home care clients. Health care aides help people to remain independent by assisting them with their physical, emotional, and social needs and their daily activities.

You will learn about the expectations and responsibilities of the role and the knowledge and skills required to be a health care aide. You will study related topics including interpersonal communications, growth and development, gerontological care, and home care.

You will have opportunities to gain experience in simulated laboratory settings at the College and in actual practice settings in health care agencies.

Program Content & Credit Hours

<i>Course Number</i>	<i>Course Title</i>	<i>Total Course Hours</i>	<i>Credit Hours</i>
HCAP-1000	Activities of Daily Living – Part 1	40	3
HCAP-1001	Activities of Daily Living – Part 2	40	3
HCAP1006	Introduction to Gerontology	40	3
HCAP-1131	Caring for Clients in the Community	20	1
HCAP-1132	Growth Development	20	1
HCAP-1133	Long Term Care	30	2
HEAL-1001	Interpersonal Relationships	40	3
HEAL-1831	Safety in Health Care Settings	30	2
HEAL-1845	Health Care Delivery	30	2
PRAC-1130	Health Care Aide Clinical Exp.	240	5
SEMR-9078	Nonviolent Crisis Intervention ® Training Program	14	1

*Please Note Course hours may be subject to change

Prerequisites

Several courses of the Health Care Aide Certificate program are prerequisites to other courses. **Where a course has a prerequisite, the prerequisite MUST be successfully completed before a student may enroll in that course.**

Demands of the Program

The Health Care Aide program is a fast paced program that requires regular attendance. A student should be willing to spend time outside of class hours on assigned reading and assignments.

Class Hours

Classes can be scheduled between the hours 08:30-18:00; however, most days are scheduled between 09:30 and 14:30, Monday through Friday. There are some courses that are scheduled outside these hours. These will be indicated on the class schedule.

Course & Instructor Evaluation

Students will be provided with an opportunity to complete course and instruction evaluations after each course.

Grading

Grading within each course is based on term work, written assignments, lab skills proficiency test, term tests and final exams. The number of assignments, tests or examinations in any given course, and weighted value assigned to each, will be determined by that course's instructor(s). This information will be provided to students in the introductory phase of the given course. ***A minimum grade of B (70%) is required to pass.***

Program Progression

Students must pass all prerequisite courses in order to take subsequent courses. For prerequisite requirements see information under 3.0 Theory Courses. All theory courses are prerequisite to the clinical practice.

Booklists

Booklists are available online at the College Website:

<http://bookstore.rrc.mb.ca/redriver/index.asp> or at either Book Stores at the Notre Dame Campus or The Exchange District Campus approximately 3 weeks prior to the beginning of each term.

Clinical Practice

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 student is eligible for clinical practice after successfully completing all theory courses.

The clinical practice course is a minimum of 6 weeks (full time) in length. Each student will have a 3-week clinical experience in both an acute and a long-term care setting.

Clinical practice is arranged by Red River College. Unit assignments and individual shift schedules will be arranged according to the guidelines agreed upon by RRC and the health care facility. *Students should **not** contact facilities directly. This is a breach in protocol and may affect placement in a facility. All contact with facilities will be made with the RHA by Red River College.*

Students are not placed in clinical settings in which they are employed, or in which there is a reasonable possibility of conflict of interest in terms of a fair and objective evaluation of the student's clinical performance.

During the clinical practice, the student will practise directly with an experienced health care aide preceptor. The student will also be supervised by a Registered Nurse. Additional guidance and supervision will be provided by the unit manager (or patient care manager) and the RRC clinical instructor.

Please review section 4.3 of the Program Guide for the Roles and Responsibilities of Health Care Aide students.

In order to pass the clinical practice course, the student must:

- satisfactorily perform the course identified manual skills
- satisfactorily complete the first clinical performance evaluation
- have a satisfactory final clinical performance evaluation

Academic Policies and Procedures (Policy A Series)

College policies regarding academic and procedural matters have been briefly summarized here with respect to the Health Care Aide program. The full policies can be found at www.rrc.mb.ca/policies

Attendance/Absence from Class

Regular attendance is required of students in all courses. Students are expected to notify the appropriate instructor(s) regarding unavoidable absence, i.e. illness, family emergency, court proceedings. Absence from class does not excuse students from their responsibilities for work assigned, and materials covered, including tests. *Attendance is taken daily and is submitted to the Winkler Campus and high schools.*

Unexcused absences will be reviewed by the Campus Manager.

Exams and Assignments

Assignments are due on the date and time specified by the instructor. Late assignments will not be accepted or graded unless prior written permission has been received from the course instructor. Unless a written extension has been granted by the course Instructor, 10% of the grade for an assignment is deducted for each 24-hour period (Monday through Sunday) that an assignment is late. These will be recorded and may affect the granting of future extensions.

Guidelines for Written Assignments have been included in your Program Guide to assist you in completing such assignments.

Students who fail to appear for a scheduled examination/ test will receive a failing grade unless the absence is justified on medical or other acceptable grounds. Students are expected to notify the course instructor prior to (not after) an unavoidable absence. Any missed exams will be written at the Winkler Campus office. Repeated absences from scheduled examinations/ tests, for any reason, may warrant a written warning and/ or a failing grade.

Students are required to remain in the examination room for 20 minutes. After 20 minutes if students are finished writing their exam, they may exit the exam room. Once a student has exited the examination room, they cannot re-enter the room. ***Students arriving late will only be admitted into the examination room during the first 20 minutes of the exam.***

Retention & Return of Exam Papers

Mid-term and final exams will not be returned. For tests, exams or assignments not returned, a learner shall be allowed to view a test, exam or assignment within (5) five working days of receiving the grade for that test, exam or assignment. Such viewing will be supervised.

Requirements for Graduation

Students are responsible for ensuring that they have taken the appropriate courses to meet the requirements of the Health Care Aide program. From the time of your initial registration, you must take no longer than 3 years to complete the program.

Students who expect to graduate must submit an Application to Graduate form. If you do not apply for graduation, you may not be included in the spring convocation listing. Applications to Graduate must be submitted to the Winkler Campus by the deadline indicated on the form.

Security of Academic Records

The College will regard each student record as a unique and private document and will keep it in a secure environment. The term “student record” refers to the data submitted in support of a student’s admission to the College to which is added the student’s academic history while a student at the College. A student’s academic record does not include health or counselling records, which are kept separately from the academic records.

Student marks and personal information will only be released to external parties with the written consent of the student. Certain incidents of a disciplinary, safety, health, or criminal nature that lead to suspension or expulsion will be noted permanently on the College’s student records.

Academic Transcripts

Students are able to access their grades on-line through their WebAdvisor account. (WebAdvisor accounts are issued to students upon application to the program).

An official transcript of marks will be issued to graduating students upon completion of their program. Students who require an official transcript prior to completion can order one from the Winkler Campus.

Voluntary Withdrawal from a Course

Students who wish to voluntary withdrawal (VW) from a course during the term must submit a completed VW form to the Winkler Campus.

Program Withdrawal

Students who choose to withdraw from the entire program are responsible for submitting a complete Withdrawal Form for Students in Full Time Programs”. The form is available online at <https://www.rrc.ca/supports/student-records/withdrawal-full-time/> or from the Winkler Campus.

Student Responsibilities (Policy S Series)

Student Code of Rights and Responsibilities

The student code of rights and responsibilities outlines the behaviours, attitudes and conduct expected of all students registered in the Health Care Aide program, as well as the rights you can expect to receive. Violations of this policy may result in disciplinary action.

Student Discipline

Red River College students are responsible for conducting themselves in a manner that is respectful of other students, employees and visitors. This also includes the students, employees and visitors at Morden Collegiate and Border Land School Division office.

Red River College has a zero tolerance for violent and threatening behaviour. Removal from a course, practicum, or program will be immediate for violent incidents or if the safety of the College staff or students is threatened. Incidents involving violence must be reported immediately to the Winkler Campus.

Upon determination that a contravention of College policy has occurred, the College may take disciplinary action as outlined in this Policy.

Student Appeals

Students have the right to appeal decisions that affect their academic career.

Informal Appeal

Appeals must be made within 5 working days of receiving a decision (ie results of academic evaluation, etc.). The student may contact the instructor to discuss and try to resolve the issue.

Formal Appeal

If the informal process is not satisfactory to the student, the student may initiate the formal appeal process. If you are seeking to appeal a decision on the basis of this policy, you may obtain additional information through the Winkler Campus.

Academic Integrity

Academic integrity is critical in a learning environment and a fundamental core value of an academic institution. Academic evaluation must be representative of the knowledge and skill level achieved by a learner as demonstrated through their Academic Work.

Students will behave in a manner consistent with the fundamental values of Academic Integrity. They will avoid all forms of Academic Misconduct, and will seek clarification from College instructional staff to ensure an understanding of the expectations for the Academic Work. The College will take appropriate action when a student becomes involved in Academic Misconduct.

Forms of academic misconduct include:

- Plagiarism
- Cheating
- False or misleading representation
- Accommodations under false pretenses
- Collusion

All guidelines and penalties are outlined in the Academic Integrity Policy S4

Communication with Students

Notice to Students

Your academic email account is the official method of electronic communication between you and the College. Instructions on using your email account or forwarding messages to your cell phone or personal account is included in your orientation package.

Urgent Messages to Students from Others

Because of confidentiality of information legislation, the College cannot give out any information about students and their schedules to outside callers including spouses, parents, babysitter, etc. without a signed release of information authorization.

Change of Address/Personal Particulars

It is the student's responsibility to notify the Winkler Campus of any changes in name, address and/or email address. Mark statements, diplomas, certificates and correspondence from the College are mailed to students at their last reported address.

Environmental Health and Safety (Policy E Series)

In recognition of the leadership role the college plays in the workplace and the community, Red River College places a high priority on health and safety.

Safety

Students are required to work safely and adhere to all safety policies/procedures at all times. Regular fire and lockdown drills will be conducted at all locations.

Smoking Policy (Policy E5)

Red River College is committed to providing a safe and healthy working and learning environment free from the recognized hazards of tobacco smoke for all college employees, students and visitors.

To protect the health of college employees, students and visitors from the hazardous effects of tobacco smoke and in recognition of the leadership role the college plays in the community, all college properties are smoke-free, effective since November 23, 1994.

Please observe the smoking policies of the high schools and school divisions where your program is located.

Human Resources (Policy H)

The College is committed to behaviours which promote harmony and equity among its diverse students and staff in all facets of the institution. All staff and students are responsible for creating and maintaining a work and learning environment which respects and values the rights and dignities of all individuals.

Tuition Policies and Procedures

Tuition fees are payable on or before the first day of class. Tuition fees are calculated on a **PROGRAM** basis and not a course by course basis. This means that if a student voluntarily withdraws or does not pass a course, there is no refund based on taking a reduced course load.

Students with any outstanding fees will be considered “Not in Good Standing” and their marks, certificate or diploma will also be withheld until all payments have been received.

Important Dates

2020-2021 HOLIDAYS AND COLLEGE CLOSURE DAYS

Holiday	Actual Date of Holiday	Day Holiday Observed by College
Labour Day	Monday, September 7, 2020	Monday, September 7, 2020
Thanksgiving Day	Monday, October 12, 2020	Monday, October 12, 2020
Remembrance Day	Wednesday, November 11, 2020	Wednesday, November 11, 2020
Christmas Day	Friday, December 25, 2020	Friday, December 25, 2020
Christmas Break	Thursday, December 24, 2020– January 1, 2021 inclusive	Thursday, December 24, 2020– January 1, 2021 inclusive
New Years Day	Friday, January 1, 2021	Friday, January 1, 2021

Contact Information

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