Futurew◆rx

August 1, 2018

SUBJECT: Futureworx/Northwood CCA Program:

Note: This program is a targeted program for individuals who are interested in working in Home Care, particularly in the St Margaret's Bay area.

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The program is delivered in accordance with provincial Continuing Care Assistant Standards and curriculum guidelines, thereby meeting the April 2006 Department of Health Entry-to-Practice Requirements for direct care and support services providers in nursing homes/homes for the aged and/or home support agencies providing services to Department of Health clients.

This initiative is a <u>industry partnership with Northwood</u> using a study and work delivery model whereby learners will be enrolled in 18 weeks of full time studies followed by 30 weeks of part time studies.

During part time studies, on non-study days learners are eligible to work and earn wages as a "conditional" worker **in Home Care** in the field. Conditional means that the learner must remain in and continue their studies until they have met the provincial CCA graduation requirements, as per the NS CCA Program Curriculum Standards. It is expected that learners could work 16+ hours of paid employment per week during this time.

While in program, participants will be enrolled in class or clinical placement as follows:

Phase 1: October 22, 2018 March 1, 2019 Full Time theoretical instruction in class and/or mandatory clinical placement, with the exception of Statutory Holidays.

Phase 2: March 4, 2019 – September 27, 2019 – Part Time theoretical instruction in class and/or mandatory clinical placement

Following successful completion of Phase one of the program, learners are eligible for conditional hire, when not in class or clinical placement. Upon successful completion of all program components, graduates are eligible for permanent, CCA status, employment. This program initiative provides a pathway to a meaningful career and the building of a skilled, adaptable and self-sufficient workforce that contributes to the prosperity of Nova Scotia communities.

Delivery Site: **Shoreham Village, Chester NS**

Program Duration: This Program is a customized Study and Work Delivery, consisting of 18 weeks of full time studies followed by 30 weeks of part time studies.

Target Start Date: October22, 2018

Selection Process: Early September 2018

Tuition :
This Program is offered Tuition Free

Program Related Cost:

Learners are responsible for the cost of the Program Textbook and NS CCA Administration/Exam Fee, payable at program start. **Amount: $ 550.00**

Other:
- **Uniforms:** All CCA learners will be issued 3 sets of Scrub Uniforms by Futureworx. Learners are responsible for obtaining any additional uniform sets, if they wish to do so.
- **Shoes:** All CCA Participants are required to obtain 1 Pair of Shoes (non-marking; non-skid soles; fully enclose foot), designated for the workplace.

ENTRY REQUIREMENTS
Applicants to the CCA program must meet the following minimum, provincial, admission requirements:

- Grade 12 certificate, GED Certificate or equivalent or
- Adult Learner Status: An applicant may be considered if he/she is at least 21 years of age and has been out of school for at least one year.
- Capable of performing all job requirements (physical and other);
- Access to reliable transportation to reach placement site; **Please note that Learners must have a valid, full, driver license and access to a reliable vehicle for Home Care Mentorship.**
- Demonstrated proficiency in the official language in which the Program is delivered (English).
- Ability to apply basic computer skills (basic word processing, send/receive emails, web browsing).
- Clear, Canada wide, Criminal Record Check

Futureworx Admission Process:

To be considered for a program seat, all applicants are required to:

- Write the TABE (Test of Adult Basic Education). **Minimum score of Level 8 required for CCA.**
- Participate in an Interview for Program Entry
- Provide Canada Wide Criminal Record Check
- Submit a copy of their High School Diploma or equivalent
- Submit any relevant support documentation (where applicable, identified during interview)

- Participate in an Employer Selection Review Process

Please note: Final approval and seat allocation is made by way of Employer Selection Panel or Program Selection Committee.

General Program Requirements:

- The NS Private Career Colleges Act and Regulations mandate minimum attendance requirements for all scheduled classes, lab practice and placements. Current regulations require a ***minimum attendance rate of 90%.*** Please note that some certificate courses, program modules and or placements require 100% mandatory attendance.
  It is the responsibility of the education provider to maintain attendance records. Failure to meet attendance requirements will lead to dismissal from the program.
- The CCA Program entails clinical placements in Long term Care; Home Care and other approved Health Care Settings. Students are required to provide their own, reliable, transportation to clinical placements. This is of particular importance for home care placements.
- **Shift work is an integral part of this occupation and learners are expected to follow the rotation of their placement mentors, Therefore, placements can involve day, evening and night shift assignments, for up to 12 hours per shift. While classroom instruction is held between Monday and Friday of each week, placements may occur any day the week.**
- Students must successfully complete all program components to graduate and be eligible to write the provincial certification exam.
- The pass mark for each program module/course or placement is **75 %**.
- The CCA Program has additional requirements related to immunizations/vaccinations. Learners are responsible to obtain relevant vaccinations and provide documentation that they have completed these requirements at the beginning of program.

  Rationale: Health care workers and other staff (including learners) who work in health care settings are at risk of exposure to communicable diseases due to their direct care contact with clients, residents and/or patients or material from individuals with infections, both diagnosed and undiagnosed. Up to date vaccination status and Hepatitis B (Hep A/B recommended) vaccination is a condition for clinical placement and employment in most health care settings.
  TB Testing**:** Health Authority policies require that all learners entering a health care program and completing placements in any associated facilities to undergo a 2 Step Mantoux Test. The test cannot be older than six (6) months, before starting the program, and must be completed prior to 1st placement.

  Please note: The submission of vaccination status records are conditions for placement by many employers/work placement hosts. Non-provision of records or refusal to obtain immunization may prevent the learner from going to/participating in mandatory placements.

Mandatory Certificate Courses
All learners must complete/obtain the following certificate courses in their entirety.
- Dementia Care Course

- Workplace Hazardous Material Information System (WHMIS)
- Introduction to Occupational Health & Safety
- Standard First Aid/CPR Level C
- Food Hygiene Course or Basic Food Safety Training
- Palliative Care Front-Line Education
- Mental Health First Aid

Placements:

Placements provide an opportunity for the learner to demonstrate that they are safe to practice their roles with a variety of individuals in nursing homes, home care, acute care, or other approved care settings. Placements are arranged by the education provider. All placement hours are unpaid.

Skills Development Placement (minimum 110 hours)

Conducted in a Department of Health and Wellness licensed nursing home/home for aged. This placement is meant to introduce the student to a real work environment to develop their skills by providing hands on experience under the direct supervision[1] of an RN or LPN.

 Mentorships

Consisting of three (3) separately scheduled placements as follows:

Home Support: 80 hours. The goal of this placement includes skills development and gives the student an opportunity to work in partnership with a mentor in the development of skills unique to home support. The Home Support Mentorship Placement must be completed with a home support agency, providing services to Department of Health and Wellness clients.

Nursing Homes/Homes for the Aged: 80 hours. This placement allows the student to apply theory and skills in the workplace while working alongside, under the supervision of a mentor, in a Nursing Home/Home for the Aged.

Open Mentorship: 60 hours. This placement is the culmination of the learning that occurs in the classroom, lab and placements. It allows the student to apply theory and skills in a workplace as they work in partnership with a mentor(s). The Open Mentorship Placement is the final placement and must be completed after the student successfully concluded all theory, lab and previous placements. Placement settings may include one or more of the following provincial settings: Acute Care facility; Home Support agency; Nursing Home/Home for the Aged; and/or an alternate, approved, care setting.

Course/Module/Placement Exemptions

If an applicant has taken courses at other post-secondary institutions and completed them successfully, minimum final grade of 70% or higher, they may be eligible for course/module/placement exemptions. Exemptions will be considered once a learner has been formally admitted to the program. To request exemption, learners must meet with the program instructor(s) and submit a formal request (in writing) for course/module/placement exemption.

Specialized Supports

Given the nature of this program and provincial program guidelines, accommodations may be limited. However, learners that require accommodation due to a disability affecting vision, hearing, learning, mental or physical health, **must self- disclose during the admission process** and provide relevant documentation.

Criteria for Successful Program Completion

Satisfactory performance both academically (classroom exams, lab practice, skills testing) and clinically is required for completion of the program. Pass Mark for all modules/courses is **75%.**

Program Modules/Courses:

The following information provides an overview of the general content of the program, by course/module. Throughout the program learners are expected to: Model respectful, appropriate professional behaviour and effective interpersonal interactions with others in accordance with the standards of practice.

Introduction to CCA Program and Health Care Sector:

This module introduces the learner to the Continuing Care Assistant (CCA) program and the health care sector by providing an overview of the Program, and an understanding of the Program's role within the Nova Scotia health care sector. It 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.

CCA Personal and Professional Development

This module also introduces learner to the role of the CCA and the CCA's general responsibilities as an integral provider of care and member of the health care team. Learning outcomes include the social philosophy of care; CCA Scope of Practice; professional responsibilities and the professional qualities and behaviours expected of a CCA.

Communication in Care Settings

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.

Documentation and Technology in Care Settings

This module provides 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.

Environmental Safety

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.

Body Mechanics; Positioning and Transfers

This module introduces the principles of body movement and safety, to be followed during the performance of all direct and indirect assistance activities. Learner will learn how to position and transfer individuals by using person specific assessments and safe application of positioning and transfer strategies.

Care Setting Management

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, according to the scope of employment policies. It prepares the learner to organize and complete daily care setting management tasks, set priorities and develop time management skills.

Growth and Development

In this module learners will acquire the knowledge related to the principles of growth and development and how to apply them in order to meet the person's needs. Topics include: physical, emotional and social development across the life span.

Body Structure; Function and Health Conditions

This module will enable the learner to acquire a basic knowledge of the normal structure and function of the body. It also introduces common health issues and the implications for care.

Personal Care

In this course learners will attain the skills and knowledge related to the provision of personal care. Using a person-centered philosophy of care approach. Learners will acquire the competencies required to implement respectful, safe and effective personal care, to individuals across the life cycle.

Nutrition and Meal Preparation

In this module learners will be introduced to nutrition and the role of the CCA in meeting the dietary needs of individuals of all ages. Learners will develop the skills and knowledge necessary to plan, serve and prepare basic meals.

Mental health and Social Issues

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.

Medications

This module allows the learner to cultivate an awareness of medications and the role of the CCA in supporting the needs of the person. It provides an introduction to commonly used medications as well as some basic principles of pharmacology. Learner will acquire the skills to competently apply medicated topical creams, ointments and drops.

Labour Market Information:

Continuing Care Assistants (CCAs) work in a variety of health care settings including Long Term Care; Home Care; Hospitals; Private Care and Residential Care.

Job Titles: Continuing Care Assistant; Care Team Assistant; Home Support Worker; Personal Care Worker

Employment Prospects: The employment outlook over the next few years for this occupational group is "good", which indicates the chances of a qualified individual finding work is better than average when compared to other occupations in Nova Scotia.

For further information: https://careers.novascotia.ca/occupation/174