



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

Updated: March 14, 2025

PROGRAM DESCRIPTION

The Health Care Aide/Health Unit Clerk Program (HCA/HUC) is a 42-week program certified by Red River College Polytech and in partnership with Health Sciences Centre. The training includes a life skills/cultural awareness component in addition to the full Red River College Polytech curriculum.

NOTE: Due to the uncertainty surrounding the Covid-19 Pandemic situation:

- This program could be offered through blended learning, a combination of in-class, on-line, and off-site learning opportunities and
- All students enrolled in the program must have access to desktop computer with a camera/microphone, laptop, cell phone and Wi-Fi
- This program is offered one time this academic year at the following time:
August 2025 to June 2026 (42-weeks)

PROGRAM INTAKE PROCEDURE

- **Orientation & Information Sessions:** HCA/HUC applicants will be invited to attend an Information Meeting and an Orientation Meeting, conducted by the UCTC Intake Coordinator and the HCA/HUC Life Skills Coach/Program Support.
- **Assessment & Evaluation:** Following the orientation session, HCA/HUC applicants will write the following assessments:
 - Degree of Reading Power Assessment (DRP)These assessments are scored by UCTC staff; after scores are tabulated, the HCA/HUC team (Life Skills Coach/Program Support, Teachers, Intake Coordinator) meets and evaluates each applicant's scores, along with any supporting documents, as provided by the applicant.
- **Intake Interview:** Following the assessment and evaluation step, HCA/HUC applicants will take part in an intake interview with staff team, who are usually program teachers and the Life Skills Coach/Program Support. During the interview, each applicant answers a series of questions designed to provide interviewers with a detailed picture of their readiness for success in the HCA/HUC program.
- **Deliberations:** With each applicant file (interview notes, assessment scores, character references, grade transcripts, funding approvals, and autobiographies) in hand, the program team meets, discusses each file, and identifies those applicants who will be offered acceptance into the program.

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
- Immunizations are required of all students and must commence as indicated upon notification of acceptance into the program
- Submit current and acceptable criminal record check, child and adult abuse checks

LIFE SKILLS/CULTURAL COMPONENT

This course is offered by Urban Circle Training Centre Inc. (UCTC) which utilizes the philosophy of the Medicine Wheel in all aspects of training delivery. This is a holistic approach that 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. Sharing and Healing Circles are central to program delivery.

We follow a holistic model of adult learning. This is based on many cultural components and the Life Skills components. Depending on COVID 19 restrictions, learners will have the opportunity to participate and build our learning community through:

- Sharing Circles
- Elder traditional teachings and support
- Naming ceremony
- Medicine picking
- Feast
- Other teachings

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.

ACADEMIC 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

REQUIRED COURSES

Students participate in a full course load, and are required to attend in-person Monday through Friday, 8:30 a.m. to 4:30 p.m.

****Note:** A final grade of C+ (65%) is required in each course to successfully complete the program**

MEDICAL TERMINOLOGY	<u>50h</u>
INTRODUCTION TO MICROCOMPUTERS	<u>40h</u>
HEALTH CARE DELIVERY	<u>30h</u>
INTERPERSONAL RELATIONSHIPS	<u>40h</u>
GROWTH AND DEVELOPMENT	<u>20h</u>
INTRODUCTION TO GERONTOLOGY	<u>40h</u>
CARING FOR THE CLIENTS IN THE COMMUNITY	<u>20h</u>
LONG-TERM CARE	<u>45h</u>
SAFETY IN HEALTH CARE SETTINGS	<u>30h</u>
ACTIVITIES OF DAILY LIVING PART 1	<u>40h</u>
ACTIVITIES OF DAILY LIVING PART 2	<u>40h</u>
INTRODUCTION TO ORDER TRANSCRIPTION	<u>40h</u>
DIAGNOSTIC & THERAPEUTIC ORDERS	<u>40h</u>
ADMISSION-TRANSFER-DISCHARGE	<u>40h</u>
NON-VIOLENT CRISIS INTERVENTION	<u>8/14h</u>
CLINICAL PRACTICE 1 (HEALTH CARE AIDE)	<u>240h</u>
CLINICAL PRACTICE 2 (HEALTH UNIT CLERK)	<u>240h</u>

ADDITIONAL WORKSHOPS MAY INCLUDE

CPR/1 ST AID	8h
PHIA (PERSONAL HEALTH INFORMATION ACT)	16h

COURSE DESCRIPTION

HEALTH CARE AIDE COURSES:

HEAL-1845 HEALTH CARE DELIVERY (30 H) (2 CREDIT HOURS)

This course offers a brief description of cultivating an understanding of the Manitoba health care system. Topics include the roles of individual members of the health care team, multiculturalism, ethical and legal considerations, problem-solving and the organization of workload, and the role of the health care aide in admitting, transferring and discharging patients.

HEAL-1845 HEALTH CARE DELIVERY (30 H) (2 CREDIT HOURS)

This course offers a brief description of cultivating an understanding of the Manitoba health care system. Topics include the roles of individual members of the health care team, multiculturalism, ethical and legal considerations, problem-solving and the organization of workload, and the role of the health care aide in admitting, transferring and discharging patients.

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.

SEMR-9078 NON-VIOLENT CRISIS INTERVENTION

Non-Violent Crisis Intervention (R) 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-1006 INTRODUCTION TO GERONTOLOGY (40 H) (3 CREDIT HOURS)

This course Explore the concepts of the aging process. Examine the critical issues that affect aging, personal adaptation to aging, and community resources. Topics include the demography of aging, societal and personal attitudes to aging, major theories of aging, physical aging, psycho-social aging, economic, social and political factors.

HCAP-1133 LONG-TERM CARE (45H) (3 CREDIT HOURS)

This course identify 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-1132 GROWTH AND DEVELOPMENT (20 H) (2 CREDIT HOURS)

This explore the concepts of a family unit and the role that each member plays. Examine the various stages of growth and development throughout the life cycle. The issue of domestic violence will also be addressed.

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 WHMIS workshop).

HCAP-1000 ACTIVITIES OF DAILY LIVING, PART 1 (40 H) (3 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. Gain the knowledge and skills to assist clients with daily activities. Learn more about mobility, hygiene and grooming. You must also complete the skills lab.

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, circulation, comfort, respiration, rest and sleep and care of the surgical patient. You must also complete the skills lab.

HCAP-1131 CARING FOR CLIENTS IN THE COMMUNITY (20 H) (2 CREDIT HOURS)

This course examines home care and other community agencies and the services they provide to clients in the community. Discover the differences in caring for clients in community settings, and the special skills needed by direct service workers.

HEALTH CARE AIDE CLINICAL PRACTICUM (240 H)

The clinical practice course is designed to provide students with the opportunity to apply, in the practice setting, the knowledge and skills learned in the theory courses. Students are eligible for clinical practice after successfully completing all theory courses. The clinical practice course is a minimum of six weeks (full-time) in length. Students will have a three-week clinical experience in both an acute and a long-term care setting. During clinical practice, students will practice directly with an experienced health care aide preceptor, under the supervision of a Red River College Polytech (RRC) clinical instructor. Clinical practice is arranged by Red River College Polytech. Unit assignments and individual shift schedules will be arranged according to the guidelines agreed upon by RRC and the health care facility. Please note that the clinical practice course requires a BLS for Health Care Provider certificate, proof of PHIA attendance, and RRC photo identification. Students must submit an Adult Criminal Record/Vulnerable Sector (ACRVS) check and a Provincial Child Abuse Registry (PCAR) check within six months prior to the start date of clinical.

HEALTH UNIT CLERK COURSES:**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 will increase your knowledge of computer fundamentals using a current Windows operating system. Content includes an introduction to the Internet and common

Microsoft Applications including Word, Excel and PowerPoint. If you are taking courses by distance delivery, you must have access to a computer with the appropriate Microsoft Office software and Microsoft Windows 7, 8 or 10.

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

PRAC-1132 HUC-CLINICAL PRACTICUM (240H)

This course provides students with the opportunity to apply theoretical knowledge and skills in a clinical facility. Students are eligible for clinical practice after successfully completing all theory courses. The clinical practice course is a minimum of six weeks (full-time) in length. Students will have a three-week clinical experience in both an acute and a long-term care setting. During clinical practice, students will practice directly with an experienced health care aide preceptor, under the supervision of a Red River College Polytech (RRC) clinical instructor. Clinical practice is arranged by Red River College Polytech. Unit assignments and individual shift schedules will be arranged according to the guidelines agreed upon by RRC and the health care facility. Please note that the clinical practice course requires a BLS for Health Care Provider certificate, proof of PHIA attendance, and RRC photo identification. Students must submit an Adult Criminal Record/Vulnerable Sector (ACRVS) check and a Provincial Child Abuse Registry (PCAR) check within six months prior to the start date of clinical.