



El Camino College  
COURSE OUTLINE OF RECORD – Official

<b>Subject:</b>	ALH
<b>Course Number:</b>	500
<b>Descriptive Title:</b>	Personal Care Aide
<b>Division:</b>	Health Sciences and Athletics
<b>Department:</b>	Allied Health
<b>Course Disciplines:</b>	Health Care Ancillaries
<b>Catalog Description:</b>	This noncredit course prepares students to provide personal care to individuals in their homes and for employment in home care agencies and assisted living facilities. Instruction includes the role of the personal and home care aide or caregiver and procedures for assisting clients in performing their activities of daily living. Topics include communication, basic nursing skills, home safety, infection control, use of adaptive equipment, basic nutrition, and meal preparation. Maintaining a clean, safe environment, emergency procedures, and workplace skills are integrated throughout the course.
<b>Prerequisite:</b>	None
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	5
<b>Hours Laboratory (per week):</b>	0
<b>Outside Study Hours:</b>	10
<b>Total Course Hours:</b>	90
<b>Course Units:</b>	0
<b>Grading Method:</b>	Pass/No Pass/SP
<b>Credit Status:</b>	Non Credit
<b>Transfer CSU:</b>	No
<b>Effective Date:</b>	
<b>Transfer UC:</b>	No
<b>Effective Date:</b>	
<b>General Education ECC:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>CSU GE:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>IGETC:</b>	
<b>Term:</b>	

<b>Other:</b>	
<b>Student Learning Outcomes:</b>	<p><b>SLO #1 Activities of Daily Living</b></p> <p>Demonstrate procedures for assisting with bathing, showering, oral hygiene, and grooming of clients.</p> <p><b>SLO #2 Emergency Care</b></p> <p>Demonstrate the proper ways to assist in feeding clients, including the steps necessary to prevent choking and other emergency situations.</p> <p><b>SLO #3 Patient Transfers</b></p> <p>Demonstrate safe transfer techniques of clients.</p>
<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. Demonstrate effective communication: verbal, nonverbal, written, and listening skills.</li> <li>2. Explain the key principles of body mechanics.</li> <li>3. Assess different types of emergency situations, forms of abuse, and prevention techniques.</li> <li>4. List the symptoms and causes of infection.</li> <li>5. Explain how infections are spread and methods to control the spread of infections including the human body's natural defenses.</li> <li>6. Describe menu planning, nutritional needs, nutritional problems, and food preparation for clients.</li> <li>7. Calculate weight conversions between kilograms and pounds.</li> <li>8. Identify the stages of Alzheimer's Disease and dementia.</li> <li>9. Identify the human body systems.</li> <li>10. Describe the role of common diseases and problems within each body system.</li> </ol>
<b>Major Topics:</b>	<p><b>I. Roles and Responsibilities of the Caregiver (6 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>A. Customer service (Interpersonal dynamics)</li> <li>B. Professional responsibilities</li> <li>C. Legal and ethical principles in caregiving</li> <li>D. Supporting clients' dignity</li> <li>E. Responding to inappropriate requests</li> <li>F. Psychosocial skills</li> </ol>

G. Respecting differences

H. Cultural and diversity competency

**II. Clients' Rights and Safety (3 hours, lecture)**

A. Confidentiality

B. Privacy

C. Autonomy and independence

D. Conservatorship

E. Decision making

F. Restraints

**III. Effective Communication (6 hours, lecture)**

A. Verbal and nonverbal messages

B. Effective speaking and listening skills

C. Changes in communication

1. Changes due to aging (Developmental changes or concepts)

2. Disease-related changes

D. Written communication

**IV. Body System Functioning (10 hours, lecture)**

A. Overview of each system

B. Common diseases

C. Infection control

D. Caring for clients

**V. Alzheimer's Disease and Dementia (5 hours, lecture)**

A. Characteristics

B. Working with challenging behaviors

**VI. Therapeutic Care (6 hours, lecture)**

A. Medications

B. Assistive devices

C. Wound care

D. Range of motion

E. Vital Signs

**VII. Safe Transfer Techniques and Security (8 hours, lecture)**

A. Body mechanics

B. Gait belts

C. Slide boards

D. Safe transfer of clients

**VIII. Safety and Emergencies (10 hours, lecture)**

A. Universal precautions

B. Releases and protocols

C. Maintaining proper paperwork

D. Safe environment

E. Maintenance of assistive equipment

F. Monitoring for abuse/neglect

G. CPR and first aid certification

H. Disaster preparedness

**IX. Abuse and Neglect (6 hours, lecture)**

A. Definitions

B. Types of abuse

C. Signs of abuse

D. Legal responsibilities

E. Reporting abuse

F. Mandated reporters

**X. Infection Control (3 hours, lecture)**

A. Cycle of infection

B. Spread and interruption

C. Symptoms

**XI. Activities of Daily Living (10 hours, lecture)**

A. Personal hygiene

1. Oral

2. Skincare

3. Grooming

B. Bathing

1. Bed bath

2. Sponge

3. Tube or shower bath

C. Toileting and elimination

D. Dressing

E. Eating

F. Ambulating and bed-making

G. Leisure

**XII. Nutritional Needs (10 hours, lecture)**

A. Nutrition basics

B. Reading food labels

C. Special diets

D. Feeding the elderly

E. Dehydration

F. Safe swallowing

G. Buying and storing food

**XIII. Weight Conversions and Household Measurements (2 hours, lecture)**

	<b>XIV. Caring for the Home (5 hours, lecture)</b>
	A. Housekeeping skills
<b>Total Lecture Hours:</b>	90
<b>Total Laboratory Hours:</b>	0
<b>Total Hours:</b>	90
<b>Primary Method of Evaluation:</b>	3) Skills demonstration
<b>Typical Assignment Using Primary Method of Evaluation:</b>	Create a 10-minute oral presentation that thoroughly describes a particular human body system. You will need to include visual aids and relevant information about certain diseases and infections affecting the system.
<b>Critical Thinking Assignment 1:</b>	Your assigned group of three will be given a scenario in which you will need to respond to a situation regarding a client with dementia or Alzheimer's Disease. Collaborate and create an appropriate response that demonstrates effective communication and techniques. Share your group response with the class.
<b>Critical Thinking Assignment 2:</b>	Demonstrate to your instructor five ADL skills learned in the course. Please utilize one of your classmates as the client. The skill must be performed correctly and must involve proper communication with the client. Also, the proper use of body mechanics and infection control techniques must be shown while demonstrating the skill.
<b>Other Evaluation Methods:</b>	Class Performance, Completion, Homework Problems, Matching Items, Multiple Choice, Objective Exam
<b>If Other:</b>	
<b>Instructional Methods:</b>	Demonstration, Discussion, Group Activities, Lecture, Multimedia presentations, Role play/simulation
<b>If other:</b>	
<b>Work Outside of Class:</b>	Answer questions, Required reading, Skill practice, Study
<b>If Other:</b>	
<b>Up-To-Date Representative Textbooks:</b>	Fuzy, J. and William Leahy. The Home Health Aide Handbook, 5th edition. Hartman, 2019.
<b>Alternative Textbooks:</b>	
<b>Required Supplementary Readings:</b>	
<b>Other Required Materials:</b>	
<b>Requisite</b>	
<b>Category</b>	
<b>Requisite course:</b>	
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	
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<b>Enrollment Limitations and Category:</b>	
<b>Enrollment Limitations Impact:</b>	
<b>Course Created by:</b>	Matthew Kline
<b>Date:</b>	03/23/2023
<b>Original Board Approval Date:</b>	05/23/2023