

# Alberta Health Health Care Aide (HCA) Competency Assessment Profile (CAP) Tool

Final March 1, 2017

<b>Name:</b>	<b>Employee ID#</b>	<b>Unit &amp; Site:</b>
<b>Manager:</b>		<b>Date:</b>

### Purpose

All Health Care Aides (HCA) working in Alberta are required to meet one of three competency requirements: certified, substantially equivalent or deemed competent. The employer must maintain evidence of competency status for all HCAs it employs. The HCA Competency Assessment Profile (CAP) tool will assist employers in their commitment to the public to have a competent workforce. This CAP is required to assign competency for those HCAs who are neither certified or substantially equivalent. It can also be used to support competency development at any time.

The HCA provides care and is a key member of the collaborative care team. A health care professional (usually an RN, RPN or LPN) is responsible for supervision, assigning care to the HCA, and for ongoing evaluation of care. The HCA is responsible to follow the care plan using their knowledge, skills and abilities to provide safe and competent care. It is expected that the HCA will request guidance from the Health Care Professional when they do not feel competent in the assigned task or when they need assistance (CARNA, 2010). The HCA must always put the individual client’s needs first.

### Note:

- A nurse (RN, RPN or LPN) must complete the CAP tool in conjunction with the HCA.
- Signing the document confirms that the regulated nursing professional has directly supervised the HCA, and from their evaluation, assesses the HCA to be safe and competent to perform the skills under indirect supervision.

### Supporting Educational Resources:

- Alberta Provincial Curriculum for HCAs (2013) available on AHS Insite: <http://insite.albertahealthservices.ca/10510.asp> or on the Continuing Care Desktop: [www.ccdweb.ca](http://www.ccdweb.ca)
- Mosby's Canadian Textbook for the Support Worker, most recent version

### Health Care Aide competencies have been divided into three categories:

**Basic:** These are competencies that all HCAs working in Alberta need to be proficient in, regardless of the setting, even if they are not performed in your work area. **Note:** Additional competencies may be applicable in both acute care and setting specific section. If the competencies are required in your setting, ensure they are assessed. These are found on pages 3-13.

**Acute Care:** These competencies are required for all HCAs employed in acute care settings in Alberta. They may be applicable in other work settings as well. If the competencies are required in your setting, ensure they are assessed. These are found on page 14.

**Setting specific:** The competency outcomes identified in this category may not be applicable to all work settings. These competencies are only assessed if they are required in your setting of employment. These are found on pages 15-16.

<b>HCA COMPETENCY ASSESSMENT PROFILE (CAP) TOOL</b>		<b>BASIC COMPETENCIES</b>				
The basic competencies are competencies that all HCAs working in Alberta need to be proficient in, regardless of the setting, even if they are not performed in your work area. <b>Note:</b> Additional competencies may be applicable in both acute care and setting specific section. If the competencies are required in your setting, ensure they are assessed.						
<b>Putting the Individual Client First - Client Centred Care</b>						
<b>Alberta Provincial Curriculum for HCAs</b>	<b>Competency Outcome</b>	<b>Employee Self Assessment</b>		<b>Employer Assessment</b>		<b>Joint Discussion</b>
		<b>Competent</b>	<b>Needs to Develop a Learning Plan</b>	<b>Competent</b>	<b>Needs to Develop a Learning Plan</b>	
Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course One, Module 1:</b> Role of the HCA	Understands the job description and role limits of a HCA					
	Demonstrates a continuing education interest in client population					
<b>Course One, Module 3:</b> Functioning Effectively as a Team Member	Works as an effective team member					
	Performs work assignments					
<b>Course Two, Module 1:</b> Person-to-Person Communication	Demonstrates proficiency and comprehension of the English language, communicates information verbally and in writing					
	Demonstrates basic time management skills					
	Becomes acquainted with clients					
<b>Course Two, Module 3:</b> Dealing with Conflict	Demonstrates problem solving skills					
	Demonstrates conflict management skills					
	Demonstrates stress management skills					
<b>Course One, Module 6:</b> Self-Care and Safety	Identifies opportunities for self-development					
	Recognizes the importance of personal wellness					

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<b>Putting the Individual Client First - Client Centred Care</b>						
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		Competent	Needs to Develop a Learning Plan	Competent	Needs to Develop a Learning Plan	
Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course One, Module 4:</b> Environmental Safety	Recognizes and reports safety hazards and unsafe situations which may endanger staff or client and demonstrate appropriate responses to unsafe situations					
	Demonstrates knowledge of fire and electrical safety guidelines					
	Disposes of hazardous wastes safely and understands purpose of WHMIS					
<b>Course One, Module 5:</b> Client Safety	Complies with infection control practices and isolation procedures and precautions					
	Cleans and disinfects bathtub, shower, bath chairs and equipment					
	Responds appropriately to emergency situation					
	Participates in health service quality programs (e.g., fall prevention, least restraint)					
	Participates in quality control processes for equipment and supplies					
	Reports incidents and accidents, including near misses					

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<b>Putting the Individual Client First - Client Centred Care</b>						
Alberta Provincial Curriculum for HCAs	Competency Outcome	Employee Self Assessment		Employer Assessment		Joint Discussion
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Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Three, Module 2:</b> Human Growth and Development <b>Course Three, Module 3:</b> Healthy Aging and Independence <b>Course Three, Module 4:</b> Chronic Conditions	Demonstrates awareness of individual client's needs, support client's efforts to maintain their health, recognizes aging and health conditions when providing care  Respects client's rights to confidentiality, privacy, dignity, independence, well-being and choice					
<b>Course Three, Module 1:</b> Body Systems and Functions	Understands basic structure, function and location of different body systems.					
<b>Course Two, Module 1:</b> Person-to-Person Communication <b>Course Two, Module 2:</b> Communication Impairments and Related Strategies	Supports emotional, cultural and spiritual needs of client  Recognizes and effectively overcomes barriers to communication with client, including vision, hearing, speech and language disorders  Demonstrates effective listening skills  Recognizes and responds to non-verbal cues					
<b>Course Two, Module 4:</b> Documentation	Follows individualized client care plan and provides feedback to improve care  Observes and prepares reports on client status, documents observations and care provided in the client record					

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Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course One, Module 2:</b> Legislation	Recognizes and reports signs of client abuse and follows proper protocol for Protection of Persons in Care Act.					
<b>Course Seven, Module 6:</b> End of life Care	Recognizes the rights of the client, family members and other designated individuals including right to refuse treatment, right to die, informed consent, personal directives, do not resuscitate orders					
<b>Course Four, Module 4:</b> Bed Making	Is aware of methods of bed making, and how to ensure client comfort and safety when making an occupied bed.					
<b>Course Four, Module 6:</b> Positioning, Transfers and Lifts	Understands and demonstrates safe use of different types of lifts and transfers, their order and assistive devices as per individualized care plan					
	Uses proper body mechanics and recognizes risk for personal injury					
<b>Course Five, Module 1:</b> Range of Motion	Implements range of motion exercise, precautions and contra-indications according to care plan					
	Demonstrates proper application and monitoring of restraints, as per Employer policy					

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Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Four, Module 5: Assisting with Client Mobility</b>	Encourages client independence in walking with or without aides and assistive devices as specified in care plan					
	Identifies client risk factors to ambulation (e.g., oxygen, ambulatory aids, level of weight bearing, and environmental factors such as uneven or broken steps, narrow doorways)					
	Identify factors that contribute to falls. Describe appropriate actions to take if a client falls while ambulating.					
	Identifies different types of mobility devices (e.g., manual and power wheelchairs, canes, crutches, walkers)					
	Operates and adjusts wheelchairs, wheelchair cushions and seating aids					
	Applies and removes prosthetic/orthotic devices including artificial limbs					
	Aware of policies for preparing and safely transporting clients on an outing					

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Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Four, Module 2:</b> Bathing the Client	Assists with client basin, tub and shower bath following safety precautions (e.g. Water temperature monitoring/checks)					
	Gives client bed bath while considering client dignity, comfort and safety					
<b>Course Four, Module 1:</b> Client Grooming and Personal Hygiene	Effectively dresses and undresses clients with physical or cognitive limitations (decreased range of motion, dementia) or clients with special equipment (prostheses, intravenous lines and tubes)					
	Assist clients with shampooing, brushing hair and shaving					
	Assists clients with cleaning dentures, teeth and gums					
	Observes and reports any sores, bleeding, discoloration, or ill-fitting dentures					
	Recognize the difference between healthy and unhealthy nails					
	Understands the risks associated with the provision of nail care (e.g. clients who are at high risk for skin breakdown, diabetics)					
	Recognizes foot problems and circulation disorders					
Performs perineal care for male and female clients						

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Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Four, Module 1:</b> Client Grooming and Personal Hygiene	Appropriately uses products and techniques for assisting with menstrual care and reinforces client knowledge of good hygiene practices during menstruation					
<b>Course Five, Module 2:</b> Assisting with Wound Care	Recognizes and reports swellings and skin abnormalities including skin temperature, clammy, swellings, bruises, abrasions, and discoloration in a timely manner					
	Understands major causes and symptoms of skin breakdown (diabetic condition, pressure sores, and shearing)					
	Demonstrates appropriate techniques including: proper positioning, prevention of shearing injuries, frequency of position changes, use of lotions and hygiene practices					
	Demonstrates proper technique for treatment of wounds as specified in the care plan					
	Demonstrates procedure for maintaining clean technique					
	Demonstrates proper application, care and cleaning of different types of compression stockings					

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Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Four, Module 7:</b> Assisting at Mealtimes	Reviews care plan for details on client diet and special needs					
	Follows safety precautions when assisting clients with meals					
	Ensures client has access to special diets in accordance with care plan					
	Encourages and facilitates client independence during mealtimes					
	Effectively uses safe feeding techniques					
	Uses proper hygiene for clients before and after meals					
	Safely handles and stores food					
	Understands and demonstrates appropriate emergency procedures for choking clients					
<b>Course Four, Module 3:</b> Assisting with Elimination	Recognizes the importance of fluid intake and physical activity for proper bladder functioning					

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		Competent	Needs to Develop a Learning Plan	Competent	Needs to Develop a Learning Plan	
Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Four, Module 3:</b> Assisting with Elimination	Implements care plan to maintain or increase urinary continence (e.g., regular toileting, appropriate toileting facility and positioning)					
	Appropriately uses and disposes of incontinent products (including peri-care)					
	Records and reports on the color, odor, clarity and amount of urine as per care plan					
	Follows standard procedure for measuring intake and output of fluids					
	Implement care plan to manage bowel continence (e.g., regular toileting, appropriate toileting methods and positioning)					
	Records and reports on the color, odor and amount of feces, frequency of defecation as required by the care plan					
	Recognizes the importance of adequate nutrition, fluid intake and physical activity for proper bowel functioning					

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<b>Alberta Provincial Curriculum for HCAs</b>	<b>Competency Outcome</b>	<b>Employee Self Assessment</b>		<b>Employer Assessment</b>		<b>Joint Discussion</b>
		<b>Competent</b>	<b>Needs to Develop a Learning Plan</b>	<b>Competent</b>	<b>Needs to Develop a Learning Plan</b>	
Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Five, Module 4:</b> Assisting with Urinary Catheters and Drainage Systems	Follows approved procedure which may include sequence of required activities, proper positioning of client, equipment to be utilized, use of clean technique, reporting and/or recording requirements and procedures, and procedures for cleaning/disposing of equipment utilized					
	<ul style="list-style-type: none"> <li>• Condom draining systems</li> <li>• Indwelling urinary draining systems</li> </ul>					
<b>Course Five, Module 6:</b> Measuring Vital Signs, Pain, Height and Weight	Demonstrates ability to measure height and weight					
<b>Course Five, Module 8:</b> Assisting with Respiratory Care and Oral Suctioning	Demonstrates appropriate respiratory care as directed in care plan					
	Recognizes and reports signs of respiratory distress					
	Recognizes and reports changes in sputum (e.g. amount, color, consistency)					

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		Competent	Needs to Develop a Learning Plan	Competent	Needs to Develop a Learning Plan	
Education on the competency outcome will be found in the following learning modules from the HCA curriculum noted below:	<b>Extent to which the employee:</b>					
<b>Course Seven, Module 3:</b> Caring for Clients with a Diagnosis of Dementia <b>Course Seven, Module 4:</b> Caring for Clients with a Mental Health Diagnosis <b>Course Seven, Module 5:</b> Assisting Clients with Physical Disabilities and Developmental Delays	Recognizes and responds appropriately to clients with a diagnosis of dementia					
	Recognizes and responds appropriately to clients exhibiting responsive behaviors					

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These competencies are <u>required</u> for all HCAs employed in acute care settings in Alberta. They <u>may</u> be applicable in other work settings as well. If the competencies are required in your setting, ensure they are assessed.								
<b>Alberta Provincial Curriculum for HCAs</b>	<b>Competency Outcome</b>	<b>Employee Self Assessment</b>			<b>Employer Assessment</b>			<b>Joint Discussion</b>
		Not Applicable	Competent	Needs to Develop a Learning Plan	Not Applicable	Competent	Needs to Develop a Learning Plan	
Education on the competency outcome will be found in the following learning modules	<b>Extent to which the employee:</b>							
<b>Course Five, Module 6:</b> Measuring Vital Signs, Pain, Height and Weight	Demonstrates ability to measure temperature, pulse, respirations							
	Demonstrates ability to measure blood pressure							
<b>Course Five, Module 7:</b> Assisting with Specimen Collection	Demonstrate appropriate procedure for handling, processing and transporting specimens							

<b>HCA COMPETENCY ASSESSMENT PROFILE (CAP) TOOL</b>				<b>SETTING SPECIFIC</b>				
The competency outcomes identified in this category <u>may not be applicable</u> to all work settings. These competencies are only assessed if they are required in your setting of employment.								
<b>Alberta Provincial Curriculum for HCAs</b>	<b>Competency Outcome</b>	Employee Self Assessment			Employer Assessment			<b>Joint Discussion</b>
		Not Applicable	Competent	Needs to Develop a Learning Plan	Not Applicable	Competent	Needs to Develop a Learning Plan	
Education on the competency outcome will be found in the following learning modules	<b>Extent to which the employee:</b>							
<b>Course Five, Module 5:</b> Assisting with Ostomy Care	Demonstrates proper technique and safe and appropriate use of ostomy care supplies							
	Checks for signs of skin irritation or breakdown, leakage, and redness around the stoma and surrounding skin							
<b>Course Six, Module 1:</b> Assisting with Medication Delivery	Assists with medication delivery according to employer policies and procedures							
	Demonstrates techniques for the administration of enemas, suppositories or performing a rectal touch as per individualized care plan							
	Demonstrates competency with vaginal suppository							
<b>Course Five, Module 3:</b> Assisting with Nasogastric and Gastrostomy Care and Tube Feeds	Demonstrates competency in tube feeding							
	Assists with nasogastric care							
	Assists with gastrostomy care							
<b>Course Seven, Module 6:</b> End-of-Life Care	Assists with comfort measures, providing dignity and respect while providing end-of-life care							
<b>Course Seven, Module 7:</b> Meeting Care Needs at the Time of Death	Carries out activities required at the time of death							

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		Not Applicable	Competent	Needs to Develop a Learning Plan	Not Applicable	Competent	
Education on the competency outcome will be found in the following learning modules	<b>Extent to which the employee:</b>						
<b>Course Five, Module 8:</b> Assisting with Respiratory Care and Oral Suctioning	Describes and demonstrates approved procedures for suctioning the client’s mouth						
	Ensures prescribed flow rate of oxygen, cleaning and maintaining oxygen delivery apparatus and other types of equipment use for respiratory therapy						
<b>Course Five, Module 4:</b> Assisting with Urinary Catheters and Drainage Systems	Follows approved procedure which may include sequence of required activities, proper positioning of client, equipment to be utilized, use of clean technique, reporting and/or recording requirements and procedures, and procedures for cleaning/disposing of equipment utilized <ul style="list-style-type: none"> <li>• Supra-pubic catheters</li> </ul>						
<b>Supportive Pathways</b>	Has obtained Supportive Pathways Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO					

**CAP reviewed and a Learning Plan is required (circle one):**    **Yes**        **No**    If yes, a copy of the Learning Plan must be attached.

\_\_\_\_\_ has completed the HCA competency assessment requirements:

(Print HCA Name)

- Competency Assessment Profile (CAP) self-assessment **DATE:** \_\_\_\_\_
- Developed and completed a Learning Plan (if required) **DATE:** \_\_\_\_\_
- Deemed competent in all **basic competencies**
- Deemed competent in **acute care competencies** (if required) (please check all that apply)

<input type="checkbox"/> Demonstrates ability to measure temperature, pulse, respiration	<input type="checkbox"/> Demonstrates ability to measure blood pressure	<input type="checkbox"/> Demonstrates appropriate procedures for handling, processing and transporting specimens
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- Deemed competent in the following **setting specific competencies** (if required) (please check all that apply)

<input type="checkbox"/> Demonstrates proper technique and safe and appropriate use of ostomy care supplies	<input type="checkbox"/> Assists with nasogastric care
<input type="checkbox"/> Checks for signs of skin irritation or breakdown, leakage, and redness around the stoma and surrounding skin	<input type="checkbox"/> Assists with gastronomy care
<input type="checkbox"/> Assists with medication delivery according to employer policies and procedures	<input type="checkbox"/> Assists with comfort measures, providing dignity and respect while providing end-of-life care
<input type="checkbox"/> Demonstrates techniques for the administration of enemas, suppositories or performing a rectal touch as per individualized care plan	<input type="checkbox"/> Carries out activities that required at the time of death
<input type="checkbox"/> Demonstrates competency with vaginal suppository	<input type="checkbox"/> Describes and demonstrates approved procedures for suctioning the client's mouth
<input type="checkbox"/> Demonstrates competency in tube feeding	<input type="checkbox"/> Ensures prescribed flow rate of oxygen, cleaning and maintaining oxygen delivery apparatus and other types of equipment use for respiratory therapy
<input type="checkbox"/> Has obtained Supportive Pathways Certificate	<input type="checkbox"/> Assisting with Urinary Catheters and Drainage Systems - Supra-pubic catheters

Name of HCA:	Signature:	Date:
Employee ID#:	Name and Address of place of employment of HCA:	
Name/Designation (regulated nursing professional):	Signature:	Date:
Name of Manager:	Signature:	Date:

**Provide Health Care Aide with original of this Competency Profile Assessment (CAP) Tool and Learning Plan (if applicable) and send a scanned copy to employee's file (e-records). This is for audit purposes and/or enrollment in the Alberta HCA Directory.**