

# EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY



## HOW TO BECOME A SUPERVISOR AND/OR MANAGER ON THE DIRECTORY

To request employer, supervisor or manager access to the Directory please send an email to [info@albertahcirectory.com](mailto:info@albertahcirectory.com) using your work email account which includes the signature of the organization you work for. The email should include the following:

- First and Last name of the supervisor
- Direct work email address
- Facility/Site(s) name
- Facility/Site(s) address
- Phone number
- Position

A request cannot be placed on behalf of another supervisor or manager. A separate request must be placed by that supervisor with the Directory with the above-mentioned information.

# EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY

## THE ROLE OF THE SUPERVISOR AND/OR MANAGER ON THE DIRECTORY

The Alberta HCA Directory will no longer accept employer verification for Substantially Equivalent and Certified Health Care Aides.

Health Care Aides who fall under the “Certified” category will be required to complete a consent to release form which can be found [here](#). This form is to be completed by the HCA and send to their institution; the institution will send the HCAs official transcripts directly to the Directory at [info@albertahcirectory.com](mailto:info@albertahcirectory.com) or mailed to the Directory at this address.

Employer verification is required for Deemed Competent Health Care Aides on the Directory. These Health Care Aides are HCAs who are deemed competent by an Alberta regulated nurse employed by an HCA operator using the CAPS (Competency Assessment Profile Tool).

To verify a Health Care Aide on the Directory, the supervisor/manager must first be specified on the HCAs application:

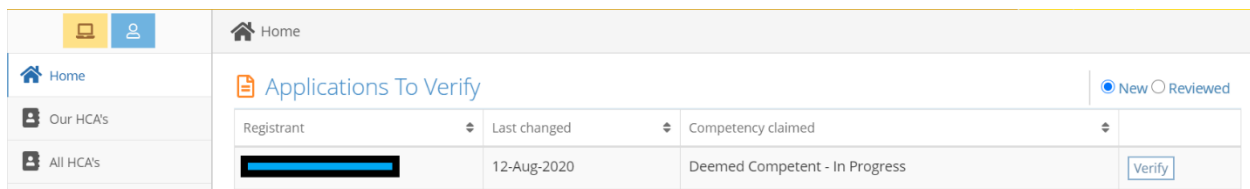
Immediate Alberta supervisor

*I understand that the supervisor below is verifying my education and/or competency credential on the Alberta Health Care Aide Directory and that I am to enter my current immediate supervisor that I work for in Alberta and not a HCA instructor.*

First name	Last name	Email
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="Jane.doe@work.ca"/>
Title/Position	Phone #	
<input type="text" value="Supervisor"/>	<input type="text" value="780-444-4444"/>	

An email will be sent to that supervisor/manager indicating the requirement to complete a registration to the Directory as a supervisor to receive access to verify the HCAs application.

Once access has been granted, the supervisor will be redirected to the following screen:



Registrant	Last changed	Competency claimed	
[REDACTED]	12-Aug-2020	Deemed Competent - In Progress	<input type="button" value="Verify"/>

# EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY

There are three tabs to make note of:

- Home
- Our HCAs
- All HCAs

## Home Tab

Employers are able to find “Applications To Verify” under this tab. Any applications where an HCA has specified you as their Immediate Alberta supervisor will appear under this tab; with a button that indicates “Verify.”

## Our HCAs Tab

The Our HCAs tab provides employers with specific information pertaining to the HCAs who directly report to them. As an employer, you will have access to see information on HCAs who have specified you as their Immediate Alberta supervisor as well as HCAs who've specified your specific facility on their employment information.

An additional feature to this tab is the ability to export information. Employers have the ability to download the information presented under this tab in an excel spreadsheet which can later be used for external functionalities.

*If the facility or site(s) you supervise are not listed; contact the Directory at [info@albertahcirectory.com](mailto:info@albertahcirectory.com)*




## All HCAs Tab

This tab allows employers to search for all approved HCAs regardless of the facility or Immediate Alberta supervisor specified. The information provided under this tab is not as detailed; however, it provides a general overview of who is on the Directory, if they are active on the Directory and if they successfully renewed to the Directory. Employers are able to search all current and potential HCA employees under the All HCAs tab.

*Employers do not have the ability to download the information presented under this tab.*

# EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY

## HOW TO VERIFY AN APPLICATION

 Home	Home		
 Our HCAs	Applications To Verify <span style="float: right;">New <input checked="" type="radio"/> Reviewed <input type="radio"/></span>		
 All HCAs	Registrant [REDACTED]	Last changed 12-Aug-2020	Competency claimed Deemed Competent - In Progress <span style="float: right;">Verify</span>

To verify that the information specified on an application is correct, select “verify”

Employers will be redirected to the following screen:

### APPLICATION

Name of HCA [REDACTED]	Employment facility [REDACTED]
Area of responsibility Home Care	Facility address [REDACTED] Calgary, Alberta [REDACTED] Canada
HCA status Deemed Competent - In Progress	

### SUPERVISOR

Name	Title	Phone
Doe, Jane	Supervisor	[REDACTED]

### INSTRUCTIONS

*In completing one of the check marks below, I understand that I am verifying that the above Health Care Aide information is accurate or not. I am aware that the Health Care Aide will be classified as Deemed Competent (HCA assessed as competent by an employer using the [Provincial Competency Assessment Profile \(CAP\) tool](#)) and may be deemed In Progress until the competency status is achieved. Competency status of Deemed Competent is re-verified.*

\* Based on the above information:

- I certify that the above credential Information is accurate
- I **DO NOT** certify that the above Credential Information is accurate

Comments – If the information listed above is inaccurate, please provide the correct information here (i.e. Program name, Institution Attended, Completion date)

# EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY

On this screen the employer will have the ability to review the name of the HCA, Employment facility, area of responsibility, facility address and HCA status. All HCAs statuses are “in-progress” until verified by institution or employer.

If the credential information provided is accurate, select option #1:

- I certify that the above credential information is accurate

If the credential information provided is not accurate, select option #2:

- I DO NOT certify that the above Credential information is accurate

If option #2 is selected, it must be accompanied with a comment in the comment box. If the education information is incorrect, the employer must provide the correct information in the comment box.

## Example:

\* Based on the above information:

- I certify that the above credential information is accurate
- I DO NOT certify that the above Credential Information is accurate

Comments – If the information listed above is inaccurate, please provide the correct information here (i.e. Program name, Institution Attended, Completion date)

This applicant's area of responsibility should read Long Term Care and the facility city is Edmonton, Alberta.



The next verification is of the application itself:

\* Based on the above information:

- I certify the above application
- I do NOT certify the above application

Comments (If applicable):

# EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY

The employer must certify to the correctness of the overall application and the information specified above which includes all personal information to ensure the information specified by the applicant is correct and true.

If the information on the overall application is correct and true, the employer will select option #1:

- I certify the above application

If the information on the overall application is not correct and true, the employer will select option #2:

- I do NOT certify the above application

If option #2 is selected, the employer must provide the correct information in the comments box.

## Assessment

The assessment piece is to verify that the HCA has either completed their CAPS assessment or are in the process of completing their CAPS assessment. A completion date will be required for when the CAPS assessment was completed or an estimation of when it is to be completed.

It is the employer's responsibility, if the HCA is Deemed Competent – In Progress, to notify the Directory once the CAPS assessment has been completed with the completion date.

\* Assessment:

- Assessment is complete and HCA is not required to be in progress  
 Assessment is NOT complete and HCA is required to be in progress

\* Approximate date for assessment completion

Comments

## Confirmed or Not Confirmed

Confirmed:

Employers are to select this option if the application is found to be in good standing. If all credential information is correct, the overall application is correct, and the assessment is complete or in-progress.

*For all incorrect information, comments must be provided in the comment box of the correct information.*

Not Confirmed

## EMPLOYER ACCESS TO THE ALBERTA HEALTH CARE AIDE (HCA) DIRECTORY



Employers are to select this option if the application is found to **not** be in good standing. If the HCA is not to be Deemed Competent as they received other health care education and no assessment was completed or in-progress.