

Framework for Temporary Remote Health Care Assistant Program Compliance Reassessment

The [BC Care Aide and Community Health Worker Registry](#) (the Registry) administers the Health Care Assistant (HCA) Program Recognition Process to ensure that recognized HCA education programs are following the BC HCA Program Provincial Curriculum, meeting the minimum standards for program delivery and graduating competent HCAs who qualify for registration on the BC Care Aide & Community Health Worker Registry.

The recognition process operates on a five year cycle. The first cycle of recognition assessments took place between Spring 2014 – Spring 2017. The second cycle of recognition assessments (reassessments) has been scheduled between Spring 2019 – Spring 2022.

Each reassessment consists of two main segments. Firstly, the educator submits a compliance report, which is reviewed by a Registry evaluator. Following this, a site visit is scheduled to review onsite resources, conduct program interviews, verify program entry and pre-practice requirements and confirm graduate outcomes.

The Registry is aware that due to COVID-19, HCA programs are temporarily delivering the theory portion of the program using online and videoconference delivery. As per [BC's Restart Plan](#), it is expected that post-secondary education will continue to deliver programs using a mix of online and in-person classes (September 2020).

In order to complete the second cycle of reassessments in a timely manner, the Registry has developed a framework for temporary remote reassessment. This will include submission of additional evidence normally reviewed during the site visit along with the compliance report submission. A remote site visit will then be scheduled, using videoconference technology to conduct group interviews with program participants and personnel, and screen sharing to confirm that program entry and pre-practice requirements have been met.

Reassessments scheduled to take place before September 30, 2021 will be completed using this format. If necessary, an extension beyond this date will be considered.

For further detail, please see [Appendix A – Framework for Temporary Remote HCA Program Compliance Reassessment](#).

Appendix A – Framework for Temporary Remote HCA Program Compliance Reassessment

Remote HCA Program Reassessments will be comprised of the following two segments:

1. Submission of the following, additional materials with the [Form O:Compliance Report](#)¹,

Area 1: Facilities and Institutional Resources

- Floor plan, photos of classroom and lab spaces
- Completed [HCA Program Minimum Equipment Checklist](#), with numbers of each lab item noted (e.g., 4 beds, 8 top sheets, etc.)
 - Photos of the following lab equipment: call bell or simulation, garbage can, wash basin, hand sanitizer, dentures, oral care swabs, supplies for medication support activities and documentation, acute care supplies (IV infusion set, wound drain, NG tube and PEG tube) hip protectors, raised toilet seat, bath bench, laundry basket system, Personal Protective Equipment (goggles, face shields, disposable or launderable gowns, masks)

Area 2: Instructional Staff and Program Personnel

- Instructor Resumes

Area 3: Program Entry Policies

- The tool/process used by the program to determine program entry requirements, namely if an applicant's first language is English / not English (e.g., Declaration Form)
- The tool/process used by the program to determine pre-practice requirements are met prior to the start of the first practice education experience (e.g., Tracking Form)
- Evidence confirming program compliance with minimum standards
 - Class Lists confirming program entry and pre-practice requirements for current students and the most recently graduated cohort have been met (templates will be provided).

Area 4: Program Outcomes, Delivery and Assessment

- Access to HCA Program online platform, if relevant
- For all graduates in most recently graduated cohort:
 - Completed lab skills evaluations²
 - Completed practice education evaluations and program learning outcomes verification³
- Signed Affiliation Agreements (for placement sites used for last graduated cohort and upcoming placements)

Area 5: Stakeholder Consultation

- PAC meeting minutes/agendas from the past two years
- Program survey information (summarized evaluation data acceptable)

¹ For further information related to Program Recognition Compliance Reporting, see the [HCA Program Recognition Guide](#), p. 15+

² As an alternative to submitting with the compliance report, completed lab skills evaluations may be viewed over screen share during the site visit

³ As an alternative to submitting with the compliance report, completed practice education evaluations may be viewed over screen share during the site.

2. Remote Site Visit

- Following submission of the compliance report and subsequent review, the Registry evaluator will be in touch with the program contact to schedule a remote site visit using videoconference technology with screen sharing capabilities (e.g., Zoom)
- It is expected that the program contact will set up group interviews and provide appropriate links and contact information to the Registry evaluator and other program participants and personnel. Although there may be differences based on program structure, it can be anticipated that videoconference interviews will be arranged with the following: current students (group interview), staff involved in HCA program admissions and practice education, HCA program faculty (group interview), HCA coordinator, lead administrator (e.g., Campus Director or Dean)
- It can be anticipated that the following documents will be shared over screen sharing: evidence of meeting program entry and pre-practice requirements for current students and most recently graduated cohort. As an alternative to submitting with the compliance report, completed lab skills evaluations and practice evaluations may also be viewed over screen share.