

# Health Care Assistant Care Activities Chart




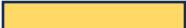
BC Care Aide &  
Community Health  
Worker Registry

The BC Health Care Assistant Care Activities Chart has been developed as a resource for HCAs, and others who want to understand more about HCA education and training in BC. This resource aligns with the [HCA Program Provincial Curriculum \(2023\)](#).

It lists care activities that BC Health Care Assistants (HCAs) may be expected to perform as part of their duties. It also:

- Specifies care activities taught within in the Health Care Assistant Program Provincial Curriculum.<sup>1</sup>
- Categorizes care activities as tasks or restricted activities.

**Tasks:** Tasks are care activities that HCAs are educated and trained to perform as part of their assigned HCA role. In the table below these activities are green shaded. 

**Restricted activities:** Restricted activities are not tasks. Restricted activities are higher-risk care activities that are performed by regulated health professionals (such as registered nurses), who have the restricted activity outlined in their profession-specific regulation. In the table below these activities are yellow shaded. 

HCAs require authorization (such as a delegation) from a regulated health professional to perform restricted activities. HCAs must have training to perform the restricted activity and be confident that they are able to do that activity safely.

Delegation is limited by the boundaries put in place by legislation and by the regulated health professional's regulatory college. For example, when a Nurse Practitioner, a Registered Nurse or a Registered Psychiatric Nurse delegates a restricted activity to an HCA, the [BCCNM practice standard on delegation to unregulated care providers](#) requires a client-specific delegation.

Tasks and Restricted Activities not taught in the HCA Program Provincial Curriculum require further training. In the table below these activities are red shaded. 

**HCAs conduct care per the client care plan. They should not perform care tasks without training.**

If HCAs need further training, support or supervision to perform a care activity safely, they should inform their health professional supervisor.

HCAs can use the [HCA Decision Making Tool](#) on the Registry Website to help them determine whether they should carry out a task that is assigned to them. **The decision-making tool only pertains to tasks, not restricted activities.**

For more information about the role of BC Health Care Assistants, please refer to the [BC HCA Core Competency Profile \(Updated 2023\)](#).

<sup>1</sup> Health Care Assistant Program Provincial Curriculum (2023): <https://opentextbc.ca/hcacurriculum/>

# Health Care Assistant Care Activities Chart



BC Care Aide &  
Community Health  
Worker Registry

Groupings of Care Activities	Care Activities	Taught in HCA Curriculum
Problem Solving when Carrying out Care Activities	Planning and implementing care based on the client's needs, the established care plan, and agency policies	Yes
	Observing the client and the situation prior to commencing care	Yes
	Identifying unsafe environments or situations	Yes
	Establishing priorities for care with consideration to client acuity	Yes
	Seeking assistance, if necessary, to maintain the safety of the client and care provider	Yes
	Maintaining client privacy and dignity	Yes
	Tidying the client's environment	Yes
	Evaluating effectiveness of the procedure and care	Yes
	Reporting and recording actions, results, and observations	Yes
	Responding appropriately to emergency situations	Yes
	Responding appropriately to falls	Yes
Asepsis and Prevention of Infection	Maintaining medical asepsis	Yes
	Using infection control precautions (routine practices)	Yes
	Implementing isolation precautions, where routine practices are insufficient (additional precautions)	Yes
Promoting Comfort and Rest	Assisting the nurse with the admissions process	Yes
	Using non-pharmacological aids to promote comfort, sleep, and rest (e.g., warm blanket, extra pillow, etc.)	Yes
Promoting Personal Hygiene	Oral hygiene	Yes
	Bathing – bed bath, tub bath, and showers	Yes
	Providing perineal care	Yes
	Assisting with grooming and dressing (e.g., hair care, shaving, changing clothing)	Yes
	Morning and evening care	Yes
	Back massage	Yes
	Assisting client to maintain <b>intact skin</b> by washing, drying, and applying non-prescription lotions and creams.	Yes
	Observing and report changes in skin condition and integrity	Yes
	Using pressure relieving devices (e.g., wedge pillow, air filled cushion, air mattress, etc.)	Yes

# Health Care Assistant Care Activities Chart



BC Care Aide &  
Community Health  
Worker Registry

Groupings of Care Activities	Care Activities	Taught in HCA Curriculum
Safe Moving, Positioning and Transferring	Using correct body mechanics when assisting clients	Yes
	Using mechanical lifts including ceiling lifts	Yes
	Turning and moving a client in a hospital or regular bed	Yes
	Using positioning devices with clients	Yes
	Moving a client to the side of a bed and assisting them to sit, as per care plan	Yes
	Directing and cueing a client	Yes
	Moving and positioning a client in a wheelchair (e.g., broad chair, geri-chair, etc.)	Yes
	Transferring a client from a bed to a chair or wheelchair and back	Yes
	Transferring a client from a wheelchair to a bath chair, or toilet or commode and back	Yes
	Transferring a client to a stretcher	Yes
	Cleaning equipment as per policy	Yes
Bedmaking	Making closed, open, and occupied beds	Yes
Promoting Exercise and Activity	Assisting with ambulation	Yes
	Assisting with walking devices, including safe use of walkers with resting seats	Yes
	Assisting with wheelchairs	Yes
Assisting with Dietary Intake	Serving meals in ways that encourage normalizing interactions.	Yes
	Assisting clients with eating and drinking as per their care plan	Yes
	Positioning clients for safe eating and drinking	Yes
	Assisting clients with modified diets of <b>pre-made</b> thickened fluids using straws, covered drinking cups and nose cups	Yes
	Using techniques and strategies to safely assist clients experiencing biting, chewing, or swallowing difficulties	Yes
	Assisting clients with safe eating and drinking using adaptive utensils and aids	Yes
	Observing and recording intake and output	Yes

# Health Care Assistant Care Activities Chart



BC Care Aide &  
Community Health  
Worker Registry

Groupings of Care Activities	Care Activities	Taught in HCA Curriculum
Promoting Urinary and Bowel Elimination	Assisting clients with bedpans and urinals	Yes
	Assisting clients using toilets and commodes	Yes
	Assisting clients experiencing urinary and bowel incontinence	Yes
	Assisting clients with a condom catheter: <ul style="list-style-type: none"> <li>Applying and removing condom catheter</li> <li>Applying, emptying, cleaning/changing urinary drainage bag</li> <li>Making reportable observations such as colour, clarity, strong odor, and output</li> </ul>	Yes
	Assisting clients with an established catheter: <ul style="list-style-type: none"> <li>Providing perineal care to someone with an established catheter</li> <li>Emptying, changing, and cleaning urinary drainage bag</li> <li>Making reportable observations such as colour, strong odor, and output</li> </ul>	Yes
	Collecting urine specimens	Yes
	Assisting with bowel training	Yes
	Assisting the client with an established ostomy: <ul style="list-style-type: none"> <li>Observing and reporting skin integrity and stoma condition</li> <li>Cleaning established ostomy site (change bag, dispose of bag)</li> <li>Emptying ostomy bag</li> <li>Assisting with bath for client with established ostomy (shower, clean skin)</li> </ul>	Yes
	Making reportable observations such as stool consistency and amount (e.g., using Bristol Stool Chart, etc.)	Yes
	Collecting stool specimens	Yes
	Inserting a rectal suppository	Yes
	Inserting an enema	Yes
Hand and Foot Care	<p>After assessment of the client by a regulated health professional, HCAs may assist hand and foot care tasks limited to:</p> <ul style="list-style-type: none"> <li>Observing for any changes and reporting to the supervisor</li> <li>Nail clipping for clients without chronic diseases like diabetes, without swollen feet, without compromised skin, or without compromised skin integrity</li> <li>Soaking, massaging, and applying lotion to hands and feet <b>per the care plan</b></li> </ul>	Yes

# Health Care Assistant Care Activities Chart



BC Care Aide &  
Community Health  
Worker Registry

Groupings of Care Activities	Care Activities	Taught in HCA Curriculum
Compression Stockings	Applying and removing compression stockings per the care plan (after assessment of the client by a regulated health professional)	Yes
	Washing and drying stockings as per care plan	Yes
Client Measurements and Vital Signs	Measuring height and weight	Yes
	Measuring body temperature (excluding rectal temperature)	Yes
	Monitoring pulse and respirations	Yes
	Reporting and recording client measurements and vital signs	Yes
	Measuring blood pressure	No
	Reporting and recording blood pressure	No
	Assisting with blood glucose testing (gather equipment, record blood glucose reading, report to regulated health professional)	No
Heat and Cold Applications	Applying cold and heat applications as directed by the client (if they are able) or per the care plan	Yes
Medication Related Activities	Medication reminders	Yes
	Reading medication label to the client	Yes
	Providing medication container to the client	Yes
	Opening blister packs or dosettes	Yes
	Loosening or removing container lids	Yes
	Recapping the device or closing the medication container or bottle	Yes
	Placing the medication in the client's hand	Yes
	Steadying the client's hand while the client places medication in their mouth or administers their own eye drops, nasal sprays, or other medication	Yes
	Using an enabler (such as a medicine cup, spoon, or oral syringe) to assist the client in getting the medication to their mouth	Yes
	Supervising clients during self-administration	Yes
	Providing the client with water or other fluids for rinsing the client's mouth or to help them swallow medication	Yes
	Observing the client for unexpected effects (recognizing what is not normal for the client and reporting it)	Yes
	Documenting as required by the care plan	Yes
	Administering prescription ear drops	Yes
	Administering prescription eye drops	Yes
Applying a transdermal patch	Yes	
Applying a prescription cream or ointment	Yes	

# Health Care Assistant Care Activities Chart



BC Care Aide &  
Community Health  
Worker Registry

Groupings of Care Activities	Care Activities	Taught in HCA Curriculum
Assisting with Oxygen Needs	General precautions for safe use of oxygen	Yes
	Applying and removing of nasal prongs	Yes
	Handling oxygen tubing	Yes
	Recognizing oxygen concentrators, tanks (compressed oxygen), and liquid oxygen	Yes
	Turning on and off the nebulizer	Yes
	Adjusting oxygen concentration	No
Using Equipment	Organizing equipment and supplies to efficiently complete care activities	Yes
	Checking equipment for safety and functionality	Yes
	Cleaning equipment after use and retuning to appropriate place	Yes
	Reporting equipment malfunction	Yes
Home Management	Applying agency policies and procedures	Yes
	Observing the home for safety risks	Yes
	Recognizing fire hazards and implementing safety precautions	Yes
	Maintaining safety and medical asepsis in the home setting	Yes
	Using common cleaning agents, following Workplace Hazardous Materials Information Systems (WHMIS) plan	Yes
	Using body mechanics in a home environment	Yes
	Responding appropriately to emergencies in the home	Yes