**<Educational Institution’s letterhead>**

<Date>

To: BC Care Aide & Community Health Worker Registry

Re: <Student’s name>

This letter will confirm that the above noted student has successfully completed \_\_\_\_\_\_ <Number of semesters or terms completed> terms / semesters of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <Name of Nursing Program> at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <Name of Educational Institution>. During this time, they successfully completed a nursing skills course, including personal care skills lab practice and assessment and a supervised clinical experience in long term care and/or an acute care setting.

<Name> has safely and competently demonstrated the following Health Care Assistant skills and core competencies:

* Providing individualized, age appropriate client-centered care in collaboration with other health care team members
* Problem-solving and time management when carrying out care-giving procedures
* Supporting clients experiencing cognitive and/or mental health challenges and/or responsive behaviours
* Communicating effectively with clients, families and other health care team members
* Providing care in an ethical, responsible and accountable manner
* Recognizing safety risks and preventing infection (hand washing, gloving, standard precautions and isolation procedures)
* Promoting personal hygiene (oral hygiene, bathing – partial and complete, perineal care, grooming and dressing, skin care, relieving pressure)
* Moving, positioning and transferring a client (correct body mechanics, positioning and turning in bed, use of mechanical lifts including ceiling lifts)
* Promoting exercise and activity (assisting with walking devices and wheelchairs, preventing and responding to falls, assisting with range of motion exercises)
* Providing elimination assistance (Continence care -incontinent products use and assisting with bedpans, urinals, commodes; Bowel care -enema, suppository, stoma care; catheter care -emptying catheters, applying a condom catheter; collection of specimens)
* Promoting client well-being (supporting transitions, comfort and rest)
* Changing bed linens (occupied and unoccupied)
* Promoting healthy nutrition and fluid intake (assisting, dependent feeding, measuring and recording intake and output)
* Measuring vital signs (height, weight, pulse, respiration, temperature and reporting and recording)

Please contact me at <email> or <telephone number> if further information is required.

Sincerely,

**[Signature]**

<Name of Nursing Program Administrator writing letter with Nursing / Health Care Professional credentials>

<Title>