

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, May 15, 2017 meeting:

Agenda Title: **Proposed New Course Designator of PSSTC for the Préposé aux soins de santé (Health Care Aide) Certificate Program, Centre collegial de l'Alberta, Faculté Saint-Jean**

CARRIED MOTION: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the new course designator PSSTC for the Préposé aux soins de santé – Health Care Aide certificate program, Centre collegial de l'Alberta, Faculté Saint-Jean, to take effect upon approval.

Final Item: 4

Agenda Title: **Ad Hoc Committee on Academic Governance Including Delegated Authority – Transition Plan**

CARRIED MOTION: THAT the GFC Executive Committee approve the Terms of Reference of the GFC Executive *ad hoc* Transition Committee as revised.

Final Item: 5

Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the June 5, 2017 meeting of General Faculties Council.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed New Course Designator of PSSTC for the Préposé aux soins de santé-Health Care Aide certificate program, Centre collegial de l'Alberta, Faculté Saint-Jean.**

Motion: THAT the GFC Executive Committee approve, with delegated authority from General Faculties Council, the new course designator PSSTC for the Préposé aux soins de santé – Health Care Aide certificate program, Centre collegial de l'Alberta, Faculté Saint-Jean, to take effect upon approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Pierre-Yves Mocquais, Dean, Faculté Saint-Jean
Presenter	Dolorèse Nolette (Assistant Dean and Director, Centre collegial de l'Alberta) Sheena Wilson, Assistant Professor, Faculté Saint-Jean

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To introduce a new course designator, PSSTC, as an identifier of courses in the Préposé aux soins de santé program for the Centre collegial de l'Alberta, Faculté Saint-Jean.
The Impact of the Proposal is	At its April 19, 2017 regular meeting, APC approved, with delegated authority from GFC, the proposal to create a new Préposé aux soins de santé (PSS) – Health Care Aide (HCA) certificate program to take effect in September 2017. This proposal stems from that motion and seeks the creation of a new course designator, PSSTC, in the Centre collegial de l'Alberta, Faculté Saint-Jean, starting in Fall 2017. This course designation does not exist. As the PSS – HCA program proposal moves forward, not taking action would mean that students cannot enroll in courses for the PSS-HCA program.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	September 2017
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The PSS-HCA program proposal is also being submitted to Alberta Health in order to obtain a license to access and use the provincially mandated curriculum for the Health Care Aide program. All relevant materials relating to these courses and this program will be submitted for inclusion in the UA Calendar entry for Centre collegial de l'Alberta.
Supplementary Notes and context	The Health Care Aide certificate program was approved by GFC Academic Planning Committee on April 19, 2017.

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Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> September 23, 2016: Faculté Saint-Jean Executive Committee (for information only) October 2016: Conseil de la Faculté Saint-Jean (for information only)
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Office of the Provost and Vice-President (Academic) Office of the Registrar Members, Health Sciences Council Dean, Faculty of Nursing Community Advisory Body, Centre collegial de l'Alberta FSJ Dean, Associate Dean, Faculty members and staff.
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> Centre collegial de l'Alberta, Comité de planification de programme (recommendation for approval by the Comité exécutif, CCA)
Approval Route (Governance) (including meeting dates)	Centre collegial de l'Alberta Executive Committee (approval) – June 2016 Circulation in accordance with GFC Policy Manual Section 37 – May 2017
Final Approver	GFC Executive Committee – May 15, 2017

Alignment/Compliance

Alignment with Guiding Documents	<p><i>For the Public Good</i></p> <p>GOAL: Experience diverse and rewarding learning opportunities that inspire us, nurture our talents, expand our knowledge and skills, and enable our success.</p> <p>9. OBJECTIVE: Enhance, support, and mobilize the unique experiences and cultures of all University of Alberta campuses to the benefit of the university as a whole.</p> <p>ii. Strategy: Highlight and strengthen the role that Campus Saint-Jean plays in reflecting and reinforcing the linguistic duality of Canada as well as the worldwide multi-ethnic Francophonie, by positioning the university locally, nationally, and internationally as a destination of choice for francophone and bilingual students, and by progressively improving Faculté Saint-Jean students' and applicants' access to French-language services.</p> <p>10.OBJECTIVE: Expand access to and engagement in the University of Alberta for learners engaging in continuing and professional education programs, experiences, and lifelong learning activities.</p> <p>GOAL: Engage communities across our campuses, city and region, province, nation, and the world to create reciprocal, mutually beneficial learning experiences, research projects, partnerships, and collaborations.</p> <p>18.OBJECTIVE: Seek, build, strengthen, and sustain partnerships with local, national, or international research agencies, governments,</p>
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	government ministries and agencies, universities, Indigenous communities, libraries, not-for-profits, industry, business, and community organizations.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for programs of study in Faculties (Sections 26(1) and 26(1)(b)).</p> <p>2. GFC Executive Committee Terms of Reference (Mandate) “14. Course Numbering and Naming System [...] b. New course subject names and their abbreviations shall be proposed by the Faculty Council, circulated according to the procedure described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification.”</p> <p>3. GFC Policy Manual, Section 37.2 “Course subject names shall designate broad areas of study (often an entire department) and shall not be used to designate numerous specializations. Faculty Councils shall endeavor to keep the number of subject names in the Faculty to an acceptable minimum. Subject names shall not be added or changed except for strong academic reasons. [...]”</p> <p>New course subject names and their abbreviations shall be proposed by the appropriate Faculty Council, circulated according to the procedure described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification.”</p>

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (5 page): List of proposed new courses with PSSTC designator

Prepared by: Dolorèse Nolette, Assistant Dean and Director, Centre collegial de l'Alberta, dnolette@ualberta.ca

Health Care Aide Certificate - Préposé aux soins de santé

Current	Proposed
<p>New Course</p>	<p>PSSTC 100 – Working Safely and Effectively as a Health Care Aide</p> <p>*3(<i>fi</i> 6)(either semester, 3-0-1/2) This course provides the foundation upon which the knowledge and skills learned in all other programs are built. The students will be introduced to the standards of client-centered care with a focus on the roles of the health care aide in meeting these standards. Provincial legislation, employer's policies and procedures as well as the ability to work safely and effectively as part of a health care team will be discussed to give students the tools to provide a safe, ethical and respectful care based on the client's need. Modules: Role of the Health Care Aide, Theory Hrs: 8 Legislation, Theory Hrs: 3 Function Effectively as a Team Member, Theory Hrs: 10 Environmental Safety, Theory Hrs: 10, Lab Hrs: 2 Client Safety, Theory Hrs: 3, Lab Hrs: 1 Self-Care and Safety, Theory Hrs: 6, Lab Hrs: 2</p> <p>PSSTC 100 – Travailler de façon sécuritaire et efficace en tant que Préposé aux soins de santé</p> <p>*3(<i>fi</i> 6)(l'un ou l'autre des semestres, 3-0-1/2) Ce cours présente les fondements sur lesquels reposent toutes les connaissances et compétences apprises dans les autres cours du programme. Les étudiants seront initiés aux normes de soins axés sur le bénéficiaire, et notamment aux responsabilités du préposé aux soins de santé quant au respect de ces normes. La législation provinciale, les politiques et procédures de l'employeur ainsi que l'aptitude à travailler de façon sécuritaire et avec efficacité dans le cadre d'une équipe de soins de santé sont des sujets qui seront abordés pour outiller les étudiants de sorte à dispenser des soins de façon sécuritaire, respectueuse et conforme à la déontologie et ce, en fonction des besoins du bénéficiaire.</p>
<p>New course</p>	<p>PSSTC 120 – Providing Client Care and Comfort</p> <p>*4(<i>fi</i> 8)(either semestres, 3-0-3) This course teaches the student the basic care skills to allow Health Care Aide to provide safe and efficient care to clients and to support them in maintaining their independence. The students will acquire skills in assisting clients at mealtimes, with grooming and hygiene and with elimination in a professional and compassionate manner. Also, methods for carrying out client lifts and transfers in a safe and comfortable manner will be learned. Modules: Client Grooming and Personal Hygiene, Theory Hrs: 9, Lab Hrs: 9</p>

	<p>Assist with Elimination, Theory Hrs: 4, Lab Hrs: 4 Positioning Transfers and Lifts, Theory Hrs: 3, Lab Hrs: 6 Assisting at Mealtimes, Theory Hrs: 4, Lab Hrs: 3 Bathing the Client, Theory Hrs: 3, Lab Hrs: 3 Bed Making, Theory Hrs: 2, Lab Hrs: 4 Range of Motion, Theory Hrs: 3, Lab Hrs: 3 Assisting with Client Mobility, Theory Hrs: 3, Lab Hrs: 6</p> <p>PSSTC 120 – Prodiguer des soins aux clients *4(fi 8)(l'un ou l'autre des semestres, 3-0-3) Ce cours porte sur l'enseignement de techniques de base en matière de soins de santé permettant de prodiguer aux bénéficiaires des soins sécuritaires et efficaces et de les aider à conserver leur indépendance. L'étudiant acquerra des compétences lui permettant d'assurer le soutien aux bénéficiaires lors des repas, pour la toilette et l'hygiène ainsi que pour l'élimination de façon professionnelle et compatissante. De plus, des méthodes sécuritaires de levée et de transfert des clients seront apprises.</p>
<p>New course</p>	<p>PSSTC 130 – Assisting with Medication Delivery *1(fi 2)(either semestres, 1/3-0-1) This course provides skills and confidence in assisting clients with the very challenging and highly responsible task of delivering medications. The student will acquire practical knowledge in the laboratories. Modules: Assist with Medication Delivery, Theory Hrs: 6, Lab Hrs: 12</p> <p>PSSTC 130 – Aider à l'administration de médicaments. *1(fi 2)(l'un ou l'autre des semestres, 1/3-0-1) Ce cours fournit la compétence et l'assurance nécessaires au moment d'aider les clients en s'acquittant de la tâche très exigeante et de grande responsabilité qu'est l'administration des médicaments. L'étudiant acquerra des connaissances pratiques en laboratoire.</p>
<p>New course</p>	<p>PSSTC 101 –Working and Communicating in a Health Care Environment *2(fi 4)(either semestres, 3/2-0-1) This course provides skills in problem-solving and strategies to handle conflicts and overcome the challenges and barriers in communication between the clients and the caregiver due to disease and aging. The students will here develop their ability to communicate (oral, written, and electronic communication) professionally with clients, clients families, and team members. Documentation in client records and completion of reports will also be discussed. Modules: Person to Person Communication, Theory Hrs: 3 Communication Impairments and Related Strategies, Theory Hrs: 9, Lab Hrs: 3 Dealing with Conflict, Theory Hrs: 3, Lab Hrs: 3 Documentation, Theory Hrs: 6, Lab Hrs: 3</p> <p>PSSTC 101 – La communication dans l'environnement des soins de santé *2(fi 4)(l'un ou l'autre des semestres, 3/2-0-1) Ce cours permet d'acquérir des compétences en résolution de problèmes et des</p>

	<p>stratégies visant à gérer les conflits et à relever les défis et les obstacles à la communication entre les clients et le soignant en raison de la maladie et de l'âge. Les étudiants développeront ici leur habileté à communiquer (communication verbale, écrite et électronique) de façon professionnelle avec le bénéficiaire, sa famille et les membres de l'équipe. On traitera également de la documentation dans les dossiers du bénéficiaire et la rédaction de rapports.</p>
<p>New course</p>	<p>PSSTC 110 – Structure and Function of the Human Body, Health and Chronic Illness *3(fi 6)(either semestres, 3-0-0) This course introduces the student to the anatomy and physiology of the 12 systems making up the human body throughout the ages. The most common illnesses encountered by Health Care Aides will be discussed and information on how to provide safe care based on best practices according to the client's diagnoses, needs, and care plans will be developed. Students will also review care strategies on how to provide compassionate end-of-life care to support the client, the client's family, and yourself through the process of a client's dying and death. Modules: Body Systems and Function, Theory Hrs: 18 Human Growth and Development, Theory Hrs: 3 Health, Aging and Independence, Theory Hrs: 6 Chronic Conditions, Theory Hrs: 12 Meeting Care Needs at the Time of Death, Theory Hrs: 3 End of Life Care, Theory Hrs: 6</p> <p>PSSTC 110 – Structure et fonction du corps humain, la santé et la maladie chronique *3(fi 6)(l'un ou l'autre des semestres, 3-0-0) Ce cours vise à initier les étudiants à l'anatomie et à la physiologie des douze systèmes composant l'organisme humain en fonction de l'âge. On discutera des pathologies les plus fréquentes qui se présenteront aux préposés aux soins de santé et on transmettra l'information sur la façon de prodiguer des soins sécuritaires selon les pratiques exemplaires et en fonction des diagnostics du bénéficiaire, de ses besoins et des plans de soins seront élaborés. Les étudiants examineront aussi les stratégies de soins en fin de vie fondées sur la compassion et l'accompagnement du client, le soutien à la famille et l'encadrement du soignant tout au long du processus menant à la mort du bénéficiaire.</p>
<p>New course</p>	<p>PSSTC 121 – Meeting Complex Care Needs *2(fi 4)(with semestres, 1-0-1.5) This course provides advance skills needed to support care such as wound, ostomy, respiratory, catheter and tube feed care. The student will also acquire skills to accurately measure vital signs. Modules: Assisting with Wound Care, Theory, Hrs: 1.5, Lab Hrs: 1.5 Assisting with Nasogastric and Gastrostomy Care and Tube Feeds, Theory Hrs: 1.5, Lab Hrs: 1.5 Assisting with Urinary Catheters and Drainage Systems, Theory Hrs: 2, Lab Hrs: 2 Assisting with Ostomy Care, Theory Hrs: 2, Lab Hrs: 2</p>

	<p>Measuring Vital Signs, Pain, Height and Weight, Theory Hrs: 3, Lab Hrs: 9 Assisting with Specimen Collection, Theory Hrs: 1.5, Lab Hrs: 1.5 Assisting with Respiratory Care and oral Suctioning, Theory Hrs: 3, Lab Hrs: 3</p> <p>PSSTC 121 –Satisfaire aux besoins complexes *2(fi 4)(l'un ou l'autre des semestres, 1-0-1.5) Ce cours porte sur l'enseignement des compétences spécialisées nécessaires à l'administration de soins dans des cas de blessure, de stomie, de problèmes respiratoires, de cathéters et d'alimentation par sonde. Les étudiants acquerront également des compétences lui permettant d'interpréter les signes vitaux avec précision.</p>
<p>New course</p>	<p>PSSTC 122 – Special Activities for Diverse Clients *3(fi 6)(either semestres, 3-0-2/14) This course prepares the students to work with a diverse client group in a variety of care settings. The students will here develop skills to assist with the care of clients facing dementia, mental health disorders, developmental delays, and physical disabilities. The care for infants and children will also be discussed in this course. Modules: Work with Clients with a Diagnosis of Dementia, Theory Hrs: 18 Assisting with the Care of Infants, Theory Hrs: 2, Lab Hrs: 2 Assisting with Child Care, Theory Hrs: 3 Assisting Clients with Physical Disabilities and developmental Delays, Theory Hrs:5 Caring for Clients with a Mental Health Diagnosis, Theory Hrs: 10</p> <p>PSSTC 122 – Activités spéciales pour clients ayant diverses conditions. *3(fi 6)(l'un ou l'autre des semestres, 3-0-2/14) Ce cours prépare les étudiants à travailler auprès d'un groupe diversifié de bénéficiaires dans un éventail de contextes de soins. Les étudiants acquerront des compétences leur permettant d'aider à l'administration de soins à des bénéficiaires aux prises avec la démence, des troubles psychiques, des retards de développement et des limitations physiques. Les soins aux nourrissons et aux enfants seront également abordés dans le cadre de ce cours.</p>
<p>New course</p>	<p>PSSTC 150 – Integrated Clinical Practicum I *2(fi 4)(either semestres, 0-8-0) Under the direction of a regulated health-care professional, students will work in a designated assisted living (DAL) site providing care and support for clients. This clinical practicum may be completed under the direct supervision of a professional nurse who is fulfilling the role of clinical instructor or under the indirect supervision of a clinical instructor through a mentored practicum experience. Prerequisite: Successful completion of PSSTC 120</p> <p>PSSTC 150 – Stage clinique intégré I *2(fi 4)(l'un ou l'autre des semestres, 0-8-0) Sous la direction d'un professionnel de la santé réglementé, les étudiants dispenseront des soins et une assistance aux bénéficiaires d'un centre de soins de longue durée. Ce stage en clinique peut être réalisé sous la supervision directe d'un infirmier professionnel qui assume le rôle d'enseignant clinique ou</p>

	<p>sous la supervision indirecte de l'enseignant responsable de l'encadrement d'un stage en clinique. Préalable : La réussite de PSSTC 120.</p>
<p>New course</p>	<p>PSSTC 151 – Integrated Clinical Practicum II *4(<i>f</i> 8)(either semestres, 0-12-0) Under the direction of a regulated health-care professional, students will work in a continuing care setting providing care and support for clients. The practicum may be completed under the direct or indirect supervision of an instructor or an onsite mentor. Prerequisite: Successful completion of all courses including PSSTC 150.</p> <p>PSSTC 151 – Stage clinique intégré II *4(<i>f</i> 8)(l'un ou l'autre des semestres, 0-12-0) Sous la direction d'un professionnel de la santé réglementé, les étudiants dispenseront des soins et une assistance aux bénéficiaires d'un centre de soins continus. Le stage peut être réalisé sous la supervision directe ou indirecte d'un enseignant ou d'un mentor sur les lieux. Préalable : La réussite de tous les cours du programme incluant PSSTC 150.</p>

GFC Executive ad hoc Transition Committee
(Academic Governance Including Delegated Authority)

Purpose:

To advise and guide the implementation of the recommendations of the ad hoc Committee on Academic Governance Including Delegated Authority

Composition:

- One member of the GFC Executive Committee
- One recent past member of the GFC Executive Committee
- Two members of the ad hoc Committee on Academic Governance Including Delegated Authority
- Provost, or delegate
- One student

- Resource members: GFC Secretary, University Secretary, others as required

Terms of Reference:

1. Monitor the progress of the implementation groups
2. Provide advice and guidance to implementation groups
3. Report to GFC and the GFC Executive Committee on the status of the recommendations

Timeline:

Consideration and action on the recommendations to be complete on or before April 2019