



INFORMATION PACKAGE HOME SUPPORT/RESIDENT CARE AID (HS/RCA) PROGRAM

PACKAGE CONTENTS:

Letter of Introduction

Description of the HS/RCA Program and the Entry Requirements

Information on How to Upgrade for Entry

Information on Financial Assistance

Frequently Asked Questions

Selkirk College Application and Health Forms



Dear Potential Applicant to the HS/RCA Program:

We are pleased that you are interested in taking the Home Support/Resident Care Aid Program.

At this point, Selkirk College is planning to run future intakes of the HS/RCA Program, rotating through our various campus sites. Future classes will depend on available funding and number of applicants.

To ensure that you are aware of your options with regards to this program offering, we are including some information regarding the program, entrance requirements, upgrading options, and financial assistance in the attached documents.

We wish you well as you move ahead with a new career goal and look forward to assisting you in being successful.

Sincerely,

*Randy Janzen, RN, MSc
Chair, School of Health and Human Services*



Home Support/Resident Care Attendant Program

PROGRAM OBJECTIVES:

This intense 24-week certificate program is designed to graduate Home Support/Resident Care Attendants who can provide front-line health care to clients in selected community settings, home support agencies, and continuing care facilities (including extended care, intermediate care, adult day care, personal care). Clients are usually older adults, many of whom are experiencing physical deterioration and/or mental decline. Home Support/Resident Care Attendants may also be called upon to provide care to young or mid-life adults with chronic illnesses or physical handicaps, and children requiring basic assistance with activities of daily living. Graduates work under the direction and supervision of appropriate health care professionals, and are prepared to function collaboratively as members of a multidisciplinary health care team.

ADMISSION REQUIREMENTS:

- Admission to the Selkirk College Home Support/Resident Care Attendant program is open to individuals who have met the following requirements:
- Successful completion:
 - English 11 (or equivalent) – “C+” or better
 - Science 10 (or equivalent) – “C+” or better
 - Mathematics 10 (or equivalent) – “C+” or better
- Applicants who are upgrading in preparation for entry are strongly advised to complete ABE Intermediate Science, including the following five modules: Human Biology, The Cell, Nutrition, Disabilities, and Disease.
- Possess current certificates in CPR (Level C) and Standard First Aid.
- Good health, verified by a physical examination. Physical fitness and stamina are required.
- Up-to-date immunization.
- Criminal record search.
- All applicants must complete assessment tests in reading, writing, and math before registration.
- Evidence of recent study, which consists of academic courses completed within the last five years.

ADMISSION PROCEDURE:

- Fully qualified applicants are accepted in the order in which their applications are completed, therefore, it is important that the application form and supporting documentation are submitted as early as possible. Before an application is considered to be complete, the following documents must be received by the Admissions Office:
 - Completed College application form.
 - Official transcripts for all relevant courses.
 - Completed health and physical examination, immunization forms.
 - Three completed personal reference forms.
 - Completed applicant information questionnaire.
 - Criminal Record Search
 - Current Certificate in CPR (Level C).
 - Current Certificate in Standard First Aid.

(CONTINUED NEXT PAGE ⇨)

- Applicants enrolled in prerequisite and/or upgrading courses may be offered provisional acceptance.
- This is a limited enrolment program.

RECOMMENDED CHARACTERISTICS:

- A caring attitude. A sincere interest in people of all ages who require all levels of care. This includes individuals who are: mentally or physically disabled, experiencing life threatening situations, confused or requiring rehabilitation.
- Good command of oral and written English.
- Good manual dexterity.
- Any supportive courses in human biology, psychology, sociology, First Aid or previous related work experience or education would be an asset.
- Flexibility to adjust to early morning and evening practicum shifts, to a variety of clinical settings and locations.

NOTES:

- Clinical and practicum placements are arranged on the basis of student learning needs and available learning experiences. It is not possible to comply with the personal and travel requirements of individual students.
- Graduates of the program receive a combined HSA and RCA Certificate. This certificate meets curriculum requirements of the Ministry of Advanced Education, Training and Technology and is recognized within British Columbia.

APPROXIMATE PROGRAM EXPENSES:

\$2,339.34

SPECIAL COSTS AND TRAVEL:

Students are required to have uniforms, white duty shoes, a watch with a second hand, and bandage scissors. In addition, students must be prepared to travel to clinical practice agencies. Access to a reliable vehicle is necessary. Students are required to possess a valid BC driver's license by the start of HSRC 172.

COURSE OF STUDIES:

COURSE NUMBER/TITLE	Lec. Hrs.	Lab. Hrs.	Clin. Hrs.
HSRC 150-2.5 Interpersonal Communications	40	0	0
HSRC 151-2 Health: Lifestyle and Choices	30	0	0
HSRC 152-4 Health and Healing: Concepts for Practice	60	0	0
HSRC 153-4 Healing: Personal Care Skills for HS/RCA	60	0	0
HSRC 154-2.5 Healing: Special Needs in HS/RCA	40	0	0
HSRC 155-2 Work Role: Introduction to HS/RCA	30	0	0
HSRC 156-2 Home Management Skills (HSA)	36	0	0

(CONTINUED NEXT PAGE ⇨)

HSRC	160-4	Clinical Practice	0	0	60
HSRC	170-3.5	Practicum I (Extended Care)	0	0	108
HSRC	171-2	Practicum II (Intermediate Care)	0	0	54
HSRC	172-1	Practicum III (Home Support)	0	0	27
HSRC	180-3	Practicum IV (Transition Experience)	0	0	97

COURSE DESCRIPTIONS

HSRC 150-2.5 Human Relations: Interpersonal Communications

Focuses on the development of self awareness and increased understanding of others. Participants will explore basic communication concepts and practical skills which contribute to effective, caring, interpersonal relationships. (40 hours)

HSRC 151-2 Health: Lifestyle and Choices

Provides an introduction to the concept of health and the components of a health-enhancing lifestyle. Participants will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices, and consequently, their health. (30 hours)

HSRC 152-4 Health and Healing: Concepts for Practice

Provides the opportunity to develop a theoretical framework for practice. Participants examine the significant philosophical beliefs and theoretical concepts underlying competent practice. (60 hours)

HSRC 153-4 Healing: Personal Care Skills for HS/RCA

Focuses on acquiring personal care skills aimed at maintaining and promoting the comfort, safety and independence of older adults in continuing care settings. Includes skills required of the Home Support Attendant, as listed in the Personal Assistance Guidelines. (60 hours)

HSRC 154-2.5 Healing: Special Needs in HS/RCA

Builds upon content in other courses to assist participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning. Also explores the role of the Home Support Attendant in special needs family situations. (40 hours)

HSRC 155-2 Work Role: Introduction to HS/RCA

Builds upon content in other courses to further develop the knowledge, attitudes and values required for practice as a Resident Care Attendant. Also provides an introduction to community care, the home support industry, and the role of the Home Support Attendant. (30 hours)

HSRC 156-2 Home Management Skills (HSA)

Offers the opportunity to acquire the basic home management skills necessary for beginning home support practice. (36 hours)

HSRC 160-4 Clinical Practice

Opportunity is provided for participants to apply knowledge and skills from all previous and concurrent HSRC courses to the care of elderly clients in a variety of community settings. (60 hours)

HSRC 170-3.5 Practicum I (Extended Care)

Provides an opportunity to apply the caring philosophy to older adults in extended care facilities. Application and integration of acquired knowledge and skills are emphasized. (108 hours)

(CONTINUED NEXT PAGE ⇨)

HSRC 171-2 Practicum II (Intermediate Care)

Provides an opportunity to apply the caring philosophy to older adults in intermediate care facilities. Application and integration of acquired knowledge and skills from all previous courses are emphasized.(54 hours)

HSRC 172-1 Practicum III (Home Support)

Provides an opportunity to apply the caring philosophy to individuals and families at various stages of the life cycle. Experience may be obtained in community and institutional settings, with an emphasis on the application and integration of knowledge and skills learned in all previous courses. (27 hours)

HSRC 180-3 Practicum IV (Transition Experience)

Provides an opportunity for the learner to become better prepared to assume the role of the Resident Care Attendant/Home Support Attendant. Opportunities are provided for the learner to gain increased self-confidence in the work setting, and to become socialized into the work role. (97 hours)



HS/RCA PROGRAM

Frequently Asked Questions

How Long Is The Program?

The program is 24 weeks of full time study. Classes start Wednesday, January 3, 2007 and ends June 20, 2007.

How Do I Apply For The Program?

A Selkirk College application form is included with this package. If you need an application form, contact the Student Services office on the Castlegar Campus at 250-365-1273.

By mail: Fill out a Selkirk College application form and submit it along with a \$35.00 one-time only processing fee. Address applications to: Admissions Office, Selkirk College, 301 Frank Beinder Way, Castlegar, BC V1N 3J1.

In person: Submit your application form to the Admissions Office on any campus, along with a \$35.00 one-time only processing fee, and it will be forwarded to Castlegar.

How Is Selection Done?

1. Admission to the HS/RCA Program is limited to a specific number of students and not all qualified applicants may be accommodated. Early application is recommended.
2. Applications for the HS/RCA Program will be separated, as objectively as possible, into two levels, identified in Selkirk College Policy B 3002.1 (Admissions & Standards Part I), namely "Fully Qualified" and "Partially Qualified".
 - 2.1 Fully Qualified
 - 2.1.1 English 11 or equivalent (C+ or better); Science 10 or equivalent (C+ or better); Mathematics 10 or equivalent (C+ or better).
 - 2.1.3 Professional: evidence of responsibility, maturity, good work and study habits, honesty and stability, documented by personal references.
 - 2.1.4 Fitness to practice Nursing – no known health problems at the time of admission that would interfere with the applicant's ability to complete the Nursing Program successfully.

(CONTINUED NEXT PAGE ⇨)

2.2 Partially Qualified

The applicant is deficient in meeting some or all of the admission requirements stated in Admissions and Standards Policy Part A.

2.3 Order of Selection

Since intake into the HS/RCA Program is limited, selection and acceptance of applicants will proceed in the following order:

- a) "Fully qualified" applicants: Within the fully qualified group, preference shall be given to those with earlier completed applications.
- b) "Partially qualified" applicants: Within the partially qualified group, preference shall first be given to those who are considered best qualified.

Subject to the above, acceptance will be on a first-come, first-served basis.

3. Applicants who have not met the above criteria but who are in the process of doing so may be accepted into the HS/RCA Program for admission on a conditional basis. A letter will be sent to the student by the School specifying the conditions of admission.

How Do I Upgrade To Meet Admission Requirements?

Selkirk College's Adult Basic Education (ABE) division will offer courses to facilitate entry into the Access Program.

As well, upgrading may be available through the School District. You can contact them directly, as to this availability.

Note: This upgrading is tuition-free at Selkirk College.

Where Do I Write The Selkirk College Basic Assessment Test?

This can be completed on-line or at most Campus sites. Contact Paris Voykin at 250-365-7292, ext. 313 for information.

A score of above 30% percentile is a requirement for both English and Math.

How Will My Application Be Processed?

Upon receipt of the application form, the Admissions Office will open a file and send you a letter. The letter will indicate specific requirements for completion of your file. These will include proof of prerequisites and other admissions criteria. Submit all documentation to the Admissions Office as soon as possible, as selection is based on date of file completion. When you have been accepted, a \$100.00 non-refundable deposit will be required to hold your seat for September.

(CONTINUED NEXT PAGE ⇨)

What Do The Course Fees And Materials Cost?

Application Fee:	\$ 35.00	
Deposit: (non-refundable)	(100.00)	(deducted from tuition)
Tuition:	1,735.02	
Learning Resource Fee.....	153.00	
Activity Fee.....	<u>16.32</u>	
	\$ 1,939.34	(subject to change)

Also, additional cost estimates as follows:

- textbooks and uniforms \$400.00
- transportation costs to clinical and preceptor sites (This will vary. Ideally each student should have access to a vehicle.)

What If English Is Not My First Language?

ESL Students: English As A Second Language and upgrading courses are available to prepare students for further studies. Contact Selkirk College International Admissions for requirements.

How Is The Program Offered?

Clinical placements for the practicums and preceptorship will be arranged by Selkirk College health care facilities within the West Kootenay/Boundary Region. There may also be placements in community health care agencies.

Note: It may be required for learners to relocate to do the clinical placements.

What Materials/Equipment Will I Need During The Program?

Students will require appropriate uniforms and shoes for practicums and preceptorships. Textbooks will also be required.

What Financial Assistance Is Available?

A brochure outlining financial aid is included in this package. Individual questions/requirements should be discussed with the Financial Aid Officer, Joleen Kinakin at 250-365-1290.

- Further information about financial aid is available at www.bcsap.bc.ca.
- Information about the BC Health Care Scholarship fund can be requested at the following email address: AVED.SpecialPrograms4@gems8.gov.bc.ca.
- To research other sources of financial aid that you may be eligible for, try this website: www.studentawards.com.

Information on applying for HRDC funding is included in the package.



SCHOOL OF HEALTH AND HUMAN SERVICES

HS/RCA PROGRAM
Upgrading Access Information

For those students needing to upgrade their Math, English or Science in order to meet the entrance requirements, Selkirk College does offer courses in the spring and summer.

CASTLEGAR Phone: 250-365-1343

GRAND FORKS: Phone: 250-442-2704

NELSON Phone: 250-352-6601

TRAIL Phone: 250-368-5236



HS/RCA PROGRAM

Applying for HRDC (EI) Funding for Training

Basic Personal Eligibility:

You must either be on EI now, have been on EI in the past three years (or five years if you had a maternity or parental claim), or about to start an EI claim

AND

You must be either unemployed, under-employed (less than 20 hours per week), or about to become so. If you are facing a lay-off slated to occur after school is due to start, you may be able to apply for an “Endorsed Quit” and still be eligible for EI funding.

EI “Skills Development Employment Benefits” are negotiated on an individual basis. Personal circumstances are taken into account and any funding application is evaluated according to a number of criteria. Points that are taken into account include:

- Can a “Lack of Skills” be identified as a barrier to employment?
- Do the person, the training, and the training institution all meet eligibility criteria?
- Is there a good likelihood that the training will lead to employment?
- Is there a need for financial assistance?

Funding applications are available and negotiated through a local Employment Assistance Services contractor depending on the location of the applicant’s residence. Applications generally take up to six weeks to complete and process, so early contact is strongly encouraged.

TRAIL, ROSSLAND, GENELLE, FRUITVALE, SALMO, MONTROSE

The Greater Trail Community Skills Centre

123 - 1290 Esplanade
Trail, BC V1R 4T2
250-368-6360

CASTLEGAR, ROBSON, SOUTH SLOCAN, TARRYS, THRUMS, SHORE ACRES, CRESCENT VALLEY

Ashland Training Centre

1414 Columbia Avenue
Castlegar, BC V1N 3K3
1-888-552-5263
250-365-0966

NELSON, KASLO, CRAWFORD BAY, WINLAW, BALFOUR, AINSWORTH

Career Development Services (an Agency of NDCRS)

816 Vernon Street
Nelson, BC V1L 4G4
1-966-689-8800
250-354-3888

(CONTINUED NEXT PAGE ⇨)

GRAND FORKS, CHRISTINA LAKE
Community Futures Development Corp.
1647 Central
Grand Forks, BC V0H 1H0
250-442-2722

GREENWOOD, ROCK CREEK, MIDWAY, BEAVERDELL, WESTBRIDGE, BRIDESVILLE
Community Futures Development Corp.
245 South Copper Street
Greenwood, BC V0H 1J0
250-445-6618

NAKUSP, EDGEWOOD, BURTON, TROUT LAKE, NEW DENVER, SILVERTON
Outreach Services
205 - 6th Avenue
Nakusp, BC V0G 1R0
250-265-3318



ADMISSIONS OFFICE
School of Health and Human Services

HS/RCA PROGRAM
Application Checklist

Fully-qualified applicants are admitted to the HS/RCA Program in order according to the date of completed applications. Therefore, it is important that your application and supporting documentation be submitted as early as possible. Applications will be accepted starting March 1, 2006.

Before an application is considered to be complete, the following must be received by the **Admissions Office**:

(PLEASE CHECK WHEN COMPLETED.)

- A. Application form and processing fee.
- B. Official transcripts or interim grades, for all prerequisite courses (mailed directly by educational institution).
- C. Official transcripts of all other post-secondary education grades (mailed directly by educational institution).
- D. Physical examination form (mailed directly by physician).
- E. Three reference forms (mailed directly by referees).
- F. Current CPR Certificate (Level C).
- G. Current certificate in Standard First Aid.
- H. Criminal Record Check.
- I. Immunization Form (see note "3." below).

NOTES:

1. For courses taken at Selkirk College, arrangements should be made with the Records Office to have transcripts and statements of interim grades forwarded to the Admissions Office (Items 2 and 3, above).
2. References (Item 6) must be completed by teachers, employers, or others who are familiar with your abilities, work habits, and personal qualities. References from family members and friends are NOT acceptable.
3. A completed immunization form and criminal record search must be received by the Admissions Office no later than one month prior to program entry; however, conditional admission may be offered before these are completed.
4. Because some documentation (Items B, C, D, and E) must be forwarded by persons other than yourself, it is recommended that you contact the Admissions Office to confirm that your application is complete.



School of Health and Human Services

HS/RCA PROGRAM **CRIMINAL RECORDS**

Most health care facilities require all prospective employees to submit to a criminal record check and meet requirements for bonding.

An official police criminal record search is required before entering the Program. This form is available at your local RCMP station. It must be completed by them and returned directly to the Admissions Office, Selkirk College.

If these requirements may be a problem for you, please consult the Chair, School of Health and Human Services.

Instructions for completing the Consent for Disclosure of Criminal Record Information Form.

1. This form is available at your local RCMP or City Police Station. It must be completed by them and returned directly to Selkirk College.
2. You must initial every category of Information of Disclosure.
3. You must also complete the Consent for a Criminal Record Check for a Sexual Offence for Which a Pardon has been Granted or Issued. This is part of the same Consent for Disclosure form and is necessary for all people who will be working with one or more children or vulnerable persons.


Selkirk College
School of Health and Human Services

HS/RCA PROGRAM
HEALTH RECORD

Instructions to the Applicant

1. Complete Part 1 (Health Record) before having your physical examination.
2. At your local health unit, complete your immunization record, have a tuberculin test, and/or arrange for a chest X-ray.
3. Take this entire package, and the immunization instructions with you to the physicians's office.
4. Have your family physician complete Part II (Physical Examination). This should be mailed to the College directly from the physician's office.
5. Through your physician, arrange for a rubella test, if required.
6. Please take notice that the cost of the physical examination and any required tests is the responsibility of the applicant. The cost of the physical examination may not be paid by MSP of British Columbia.



School of Health and Human Services
ADMISSIONS OFFICE
 301 Frank Beinder Way, Castlegar, BC V1N 3J1

Part I: Health Record (Health Programs)
 (To be completed by the Applicant: *[please print]*)

Name		Date of Birth			Sex
		Day	Month	Year	
Personal Physician: Name		Address			
Personal History: <i>Have you ever had or been treated for:</i>		Yes	No	Details (Give number, circle item and give diagnosis, date and duration.)	
1. Disorder of eyes, ears, nose or throat?					
2. Dental Problems, cavities, periodontal disease, etc.?					
3. Dizziness, fainting, convulsions, headache, speech defect, paralysis or stroke?					
4. Shortness of breath, cough, spitting blood, bronchitis, asthma, T.B., or chronic respiratory disorder?					
5. Chest pain, high blood pressure, rheumatic fever, heart murmur or any disorder of heart or blood vessels?					
6. Jaundice, intestinal bleeding, ulcer, hernia, appendicitis, colitis, or other abdominal disorder?					
7. Sugar, protein, blood or pus in urine; stone or any disorder of kidney or bladder?					
8. Diabetes, thyroid, or other endocrine disorder?					
9. Gout, neuritis, sciatica, rheumatism, arthritis, or other disorder of muscles, joints or bones (including back)?					
10. Impaired mobility?					
11. Disorder of skin: lymph glands', cysts', tumour or cancer?					
12. Allergies?					
13. Anemia or other disorders of the blood?					
14. (Females) Any disorder of pregnancy, reproductive organs, breast or menstrual difficulties?					
15. Sexually transmitted diseases?					
16. Emotional or psychiatric disorders?					

(CONTINUED NEXT PAGE) →

Part I: Health Record (Health Programs) (cont'd)

1. What medications/drugs do you take regularly? _____

2. Have you ever abused, or been addicted to, alcohol, drugs, or other substances? _____

If "yes", please explain: _____

3. Describe how you maintain your physical, emotional and mental fitness (i.e., stress reduction).

Declaration

I declare that the above answers and statements are true and complete in all respects.

Authorization

I authorize any physician or agency with knowledge of my health to provide full particulars to Selkirk College.

Signed at _____ this _____ day of _____, 20____.

Witness

Signature of Applicant



ADMISSIONS OFFICE
School of Health and Human Services
IMMUNIZATION INSTRUCTIONS (Health Programs)
(Please complete the attached immunization record.)

Immunization Requirements

1. **Diphtheria, Tetanus:** Primary series, and reinforcing immunization if more than 10 years have elapsed since previous immunization. *(Free at Health Units)*
2. **Poliomyelitis:** Primary immunization with IPV (if no previous course of OPV or IPV). *(Free at Health Units).*
3. **Rubeola (Measles):** Two doses of live, attenuated vaccine, if born after 1957. *(Charge for second dose).*
4. **Rubella:** One dose live, attenuated vaccine, or serological test indicating immunity.
5. **T.B. Testing:** Do only when accepted into the program.
 - a. Tuberculin Test: 5 TU of PPD, read in 48-72 hours, unless individual is a positive reactor.
 - b. Chest X-ray, if positive reactor.
6. **Hepatitis B:** A 3-dose series. The second dose is one month after first dose, and third dose 6 months after first dose.
7. **Varicella (Chickenpox):** This vaccine is only administered to those individuals who have not had the disease. If you have no history of chicken pox or are unsure, you can arrange to have a blood titre for antibodies done through your physician. If negative, you will require the vaccine, which is two doses, 4-8 weeks apart.

For information on receiving the varicella and hepatitis B vaccines, please contact the Kootenay Boundary Travel and Immunization Clinic at 364-6219. There may be a one-time fee of \$25 to cover the administration costs of these vaccines.

Instructions to the Applicant

1. Many immunizations are done free of charge by local Health Units in B.C.
2. Arrangements for a chest X-ray, if required, can also be made through local health units.
3. Take this form with you when arranging for immunization.
4. Immunization is not a requirement for **acceptance** into the program; however, it must be completed at least one month prior to **entry** into the program.
5. **Students who have not met the immunization requirements may not be permitted to attend clinical learning experiences.**
6. Any costs involved in meeting the above requirements are clearly the responsibility of the applicant.

Hepatitis B

Hepatitis B is a viral disease which affects the liver. Although it is seldom fatal, victims of the acute form of the disease frequently require hospitalization and need weeks or months of rest and recuperation before they can return to normal life and work. During the incubation period (before symptoms appear) a victim can, unknowingly, be highly infectious and therefore a danger to others.

With chronic Hepatitis B, the symptoms may be hidden and go unnoticed for years; however, the virus may be destroying the liver. The chronic form is incurable, and may lead to death through cirrhosis or cancer of the liver.

The virus can be transmitted by infected blood getting into the body through extremely small, perhaps even invisible breaks in the skin. It is also carried in all body fluids – especially in semen and vaginal secretions, and less commonly in sweat, tears, and saliva.

Many health care and social agencies are requiring their staff to be immunized against Hepatitis B, especially staff working in critical care areas. All health care and social agency workers, including students, are at increased risk of contacting this disease. Vaccines **prevent** diseases; they do not cure them. Therefore, it is essential to be vaccinated **before** the virus attacks.

Selkirk College strongly recommends that all students in Health and Human Service programs receive a 3-dose series of Hepatitis B vaccine. The College will not be held legally responsible for any harm or legal action arising from lack of such immunization.



**School of Health and Human Services
HEALTH PROGRAMS
IMMUNIZATION RECORD**

Applicant's Name: _____

Address: _____

TO BE COMPLETED BY COMMUNITY HEALTH UNIT AND/OR PHYSICIAN.

Primary Immunization			
	Date	Date of Last Dose	Signature
Diphtheria			
Tetanus			
Poliomyelitis			

Rubella Antibody Test			Rubella Vaccine (if immunity not documented)	
Date	Result	Signature	Date	Signature

Rubeola (if born after 1957)			Hepatitis B		
	Date	Signature		Date	Signature
1 st Dose			1 st Dose		
2 nd Dose			2 nd Dose		
			3 rd Dose		

Varicella: Document history of disease?					YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Varicella Antibody Test <i>(If no history of disease)</i>	Date	Result	Signature	Varicella Vaccine (if immunity not documented)				
				Date	Signature			

Tuberculin Test *			Chest X-Ray (if positive reactor)		
Date	Result	Signature	Date	Result	Signature

* Do only when accepted into the nursing program.

PLEASE RETURN THIS FORM TO:
ADMISSIONS OFFICE
SELKIRK COLLEGE
301 FRANK BEINDER WAY
CASTLEGAR BC V1N 3J1



School of Health and Human Services

HS/RCA PROGRAM

Physical Examination

To the Examining Physician

Health Care workers must maintain physical, mental and emotional health. Please give consideration to this professional requirement and the following factors regarding this applicant for the **Home Support/Resident Care Program**:

1. The applicant must be physically able to undertake full nursing duties. For example, a good deal of lifting and other strenuous activity will be required. A history of recurrent back problems may indicate a need for further assessment.
2. The applicant must be emotionally and mentally stable in order to provide safe care to others. For example, a history of unhealthy or unsuccessful attempts to cope with stress may indicate remedial strategies are needed before undertaking the HS/RCA Program.
3. The applicant should be considered on his/her merits as a safe and effective caregiver rather than on the benefit which the individual may derive from the program.
4. A rubella antibody test will be required if there is no record of immunization.
5. Please return this form directly to:

**Admissions Office
Selkirk College
301 Frank Beinder Way
Castlegar, BC V1N 3J1**



School of Health and Human Services

HS/RCA PROGRAM
Part II: Physician's Examination
(To be completed by the Physician)

Applicant's Name: _____

1. Describe the overall health of this applicant? _____

2. Height: _____ cm Weight: _____ kg

3. Blood Pressure: _____ Pulse: _____

4.	Any evidence of past or present disease of:	YES	NO	DETAILS
a)	Nervous system: reflexes, coordination, tremors, seizures, etc.			
b)	Head and neck: eyes, ears and mouth.			
c)	Cardiovascular system.			
d)	Respiratory system.			
e)	Abdomen: liver, spleen, masses, tenderness, hernia. Reasons for any scars.			
f)	Genitourinary system.			
g)	Reproductive system (including breasts)			
h)	Musculoskeletal system (including back and joints).			
h)	Endocrine system, thyroid, diabetes.			
i)	Skin: acne, rashes, lymph nodes.			
j)	Emotional or psychiatric disorder.			

(CONTINUED NEXT PAGE) →

Part II: Physician's Examination (HS/RCA Program) (cont'd)

5. Has the applicant, to your knowledge, ever abused or been addicted to alcohol, drugs, or other substances?

Yes No If yes, please elaborate:

6. HS/RCA students are called upon to perform physically demanding procedures and assist disabled clients with activities of daily living. Normal range of motion (flexibility), muscle strength, and co-ordination are required at the outset of the program to perform the required nursing procedures. Students who are unable to perform lifting and transferring safely, following scheduled instruction and practice, may not be able to meet the employment expectations.

Does this applicant have any **limitations** of physical activity which would affect him/her or the clients?

Limitations

Range of motion (flexibility) of all joints: Yes No

Muscle strength: Yes No

Co-ordination: Yes No

Comments:

7. HS/RCA requires mental and emotional fitness and a high degree of responsibility and accountability. Please comment on this individual's ability to meet these requirements.

8. Do you have any additional information concerning this person's health status which is relevant to this application?

Yes No If yes, please elaborate:

9. How long have you known the person examined? _____

Is the applicant a regular patient? _____

Examined by: Dr. _____ *(please print)*

Address: _____

Telephone: _____

Signature: _____

Date: _____



ADMISSIONS OFFICE – CASTLEGAR, BC
School of Health and Human Services

HS/RCA PROGRAM

Personal Reference Form

Applicant's Name: _____

The above-named is applying for entry to the **HS/RCA Program** at Selkirk College, and is requesting your assistance by providing a personal reference. Please be aware that completion of the applicant's file is dependent on receipt of all documents. Thank-you for responding to the items below at your earliest convenience:

1. Does this person demonstrate a respect for and an ability to relate effectively to people?
 YES NO UNABLE TO COMMENT
2. Does this person demonstrate effective work habits?
 YES NO UNABLE TO COMMENT
3. Does this person demonstrate effective problem-solving skills?
 YES NO UNABLE TO COMMENT
4. In your experience, has this person been responsible and reliable?
 YES NO UNABLE TO COMMENT
5. To the best of your knowledge, is this person honest and trustworthy?
 YES NO UNABLE TO COMMENT
6. Does this person respond effectively to pressure situations?
 YES NO UNABLE TO COMMENT
7. Does this person respond constructively to feedback?
 YES NO UNABLE TO COMMENT
8. What is your impression of this person's academic ability?
 HIGH AVERAGE LOW UNABLE TO COMMENT
9. What is your impression of this person's suitability for a caring profession?
 HIGH AVERAGE LOW UNABLE TO COMMENT

(CONTINUED NEXT PAGE) →

Personal Reference Form (cont'd)

10. Please add any comments which you feel may be of assistance in the selection process. Use a separate page if necessary.

11. How long have you known this applicant?

_____ MONTHS _____ YEARS

12. In what capacity have you known this applicant?

Name: *(please print)* _____

Position: _____

Address: _____

Phone: _____

Signature: _____

PLEASE RETURN THIS FORM DIRECTLY TO:

**Admissions Office
Selkirk College
301 Frank Beinder Way
Castlegar, BC V1N 3J1**



ADMISSIONS OFFICE – CASTLEGAR, BC
School of Health and Human Services

HS/RCA PROGRAM

Personal Reference Form

Applicant's Name: _____

The above-named is applying for entry to the **HS/RCA Program** at Selkirk College, and is requesting your assistance by providing a personal reference. Please be aware that completion of the applicant's file is dependent on receipt of all documents. Thank-you for responding to the items below at your earliest convenience:

1. Does this person demonstrate a respect for and an ability to relate effectively to people?
 YES NO UNABLE TO COMMENT
2. Does this person demonstrate effective work habits?
 YES NO UNABLE TO COMMENT
3. Does this person demonstrate effective problem-solving skills?
 YES NO UNABLE TO COMMENT
4. In your experience, has this person been responsible and reliable?
 YES NO UNABLE TO COMMENT
5. To the best of your knowledge, is this person honest and trustworthy?
 YES NO UNABLE TO COMMENT
6. Does this person respond effectively to pressure situations?
 YES NO UNABLE TO COMMENT
7. Does this person respond constructively to feedback?
 YES NO UNABLE TO COMMENT
8. What is your impression of this person's academic ability?
 HIGH AVERAGE LOW UNABLE TO COMMENT
9. What is your impression of this person's suitability for a caring profession?
 HIGH AVERAGE LOW UNABLE TO COMMENT

(CONTINUED NEXT PAGE) →

Personal Reference Form (cont'd)

10. Please add any comments which you feel may be of assistance in the selection process. Use a separate page if necessary.

11. How long have you known this applicant?

_____ MONTHS _____ YEARS

12. In what capacity have you known this applicant?

Name: *(please print)* _____

Position: _____

Address: _____

Phone: _____

Signature: _____

PLEASE RETURN THIS FORM DIRECTLY TO:

**Admissions Office
Selkirk College
301 Frank Beinder Way
Castlegar, BC V1N 3J1**



ADMISSIONS OFFICE – CASTLEGAR, BC
School of Health and Human Services

HS/RCA PROGRAM

Personal Reference Form

Applicant's Name: _____

The above-named is applying for entry to the **HS/RCA Program** at Selkirk College, and is requesting your assistance by providing a personal reference. Please be aware that completion of the applicant's file is dependent on receipt of all documents. Thank-you for responding to the items below at your earliest convenience:

1. Does this person demonstrate a respect for and an ability to relate effectively to people?
 YES NO UNABLE TO COMMENT
2. Does this person demonstrate effective work habits?
 YES NO UNABLE TO COMMENT
3. Does this person demonstrate effective problem-solving skills?
 YES NO UNABLE TO COMMENT
4. In your experience, has this person been responsible and reliable?
 YES NO UNABLE TO COMMENT
5. To the best of your knowledge, is this person honest and trustworthy?
 YES NO UNABLE TO COMMENT
6. Does this person respond effectively to pressure situations?
 YES NO UNABLE TO COMMENT
7. Does this person respond constructively to feedback?
 YES NO UNABLE TO COMMENT
8. What is your impression of this person's academic ability?
 HIGH AVERAGE LOW UNABLE TO COMMENT
9. What is your impression of this person's suitability for a caring profession?
 HIGH AVERAGE LOW UNABLE TO COMMENT

(CONTINUED NEXT PAGE) →

Personal Reference Form (cont'd)

10. Please add any comments which you feel may be of assistance in the selection process. Use a separate page if necessary.

11. How long have you known this applicant?

_____ MONTHS _____ YEARS

12. In what capacity have you known this applicant?

Name: *(please print)* _____

Position: _____

Address: _____

Phone: _____

Signature: _____

PLEASE RETURN THIS FORM DIRECTLY TO:

**Admissions Office
Selkirk College
301 Frank Beinder Way
Castlegar, BC V1N 3J1**



School of Health and Human Services
HS/RCA PROGRAM
Applicant Information Questionnaire

Name: _____ Age (on September 1 of year of entry): _____

Mailing Address: _____

Telephone Number: _____

Permanent Address (if different from above):

Telephone Number: _____

EDUCATIONAL INFORMATION:

1. **High School Graduation**

Year of graduation _____

Name & location of high school _____

2. **Prerequisite Courses Completed** (Note: This section **must** be completed. Do **not** write "see transcripts".)

Grade Obtained

Educational Institution

Science 10
(minimum grade of "C+" or 67%) _____

English 11
(minimum grade of "C+" or 67%) _____

Mathematics 10
(minimum grade of "C+" or 67%) _____

(CONTINUED NEXT PAGE) →

Application Information Questionnaire (cont'd)

3. Are you currently enrolled in any educational program or course? Yes No

If yes:

Course	Educational Institution	Anticipated Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIFE EXPERIENCES:

Please outline any of your life experiences, including employment or volunteer work, which may have relevance to your application. (Use a separate page, if necessary.)

LANGUAGE:

1. Is English your first language? Yes No

2. a. If no, how would you describe your abilities in English?

Speak fluently _____

Read and write fluently _____

Other _____

- b. have you taken a TOEFL test? Score Obtained: _____

CONTINUED NEXT PAGE) →

Application Information Questionnaire (cont'd)

3. In what other languages are you fluent?

INTEREST IN HS/RCA:

1. When did you first become interested in becoming home support/resident care attendant? _____

2. Please state, briefly, why you want to become a home support/resident care attendant.

4. Are you currently applying to any other programs? Yes No

If yes, where? _____

Signature: _____ Date: _____

PLEASE SUBMIT THIS FORM TO:

**Admissions Office
Selkirk College
301 Frank Beinder Way
Castlegar, BC V1N 3J1**