



Sault College of Applied Arts & Technology  
School of Continuing Education

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## **PERSONAL SUPPORT WORKER - ACCELERATED CERTIFICATE PROGRAM**

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Enclosed with this package you will find the following:

- **Program Overview**
- **What You'll Need**
- **Program of Study**
- **Program Delivery Methods**
- **Prior Learning and Experience**
- **Textbook and Supply List**
- **Fieldwork Requirements**
- **Information on Unpaid Placement**
- **Police Record Search Procedure**
- **Schedule**
- **Application**

### **Tuition Payment**

Tuition is free! OSAP is available to assist with living expenses.

**If you require more information or would like to discuss the program details, please contact:**

Carla Bumbaco, Continuing Education Services Officer  
School of Continuing Education  
705-759-2554, ext. 2658 or [Carla.bumbaco@saultcollege.ca](mailto:Carla.bumbaco@saultcollege.ca)

## **PROGRAM OVERVIEW**

The Personal Support Worker-Accelerate program at Sault College provides you with the knowledge and skills to meet the needs of individuals across the lifespan. Personal support workers work under the supervision of registered nurses or registered practical nurses. The program includes 690 hours of instruction - 390 hours of classroom, 220 hours in the institutional practicum setting and 80 hours in community practicum. This compressed program will be completed in 2 semesters, each 12 weeks in length.

## **WHAT YOU NEED**

Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status. Students who have not completed Grade 12 or equivalent will be required to complete College Academic and Aptitude Testing (CAAT) prior to entry. Contact 705-759-2554, ext. 2703 for details.

## **PROGRAM OF STUDY – Full Course Descriptions found at [www.saultcollege.ca](http://www.saultcollege.ca)**

PSW120 - Principles of PSW Practice I

PSW121 - Health Promotion and Health Challenges I

CMM115 - Communications I

PSW108 - Body Structure and Function I

PSW123 - PSW Practicum I

PSW130 - Principles of PSW Practice II

PSW131 - Health Promotion and Health Challenges II

PSW118 - Body Structure and Function II

PSW133 - PSW Practicum II

## **PROGRAM DELIVERY METHOD:**

The Personal Support Worker - Accelerated program is offered via Contact North. Sault College through its partnership with Contact North offers these courses using an “electronic classroom” from your home.

## **PRIOR LEARNING AND EXPERIENCE**

There are a variety of methods used to evaluate prior learning and translate it into a college level credit. If you require assessment of prior learning, please contact Lori Crosson at [lori.crosson@saultcollege.ca](mailto:lori.crosson@saultcollege.ca) or 705-759-2554 ext. 2442.

## **TEXTBOOK AND SUPPLY LIST**

*Subject to change*

All textbooks and Sault College Crest are available through the Sault College bookstore using the following link: <https://www.bkstr.com/saultstore/home>

Please search using the course names found above in the program of study. If you require assistance, please call 705-759-2554 ext. 2595.

**Note: Please do not mark, deface, or open sealed packages of any texts and/or supplies until you have confirmed these purchases with your individual instructors, otherwise material cannot be returned. All refunds or exchanges for the Sault College bookstore material must be in mint condition and will require the original sales receipt. Refer to the refund/exchange policies posted on the website for details.**

### **ADDITIONAL SUPPLIES REQUIRED:**

#### **A dress code is established for placement and you will require the following:**

- **Nametag (pin style or magnet style):** Must identify the full name of the student and name of the program. (Available at engraving and trophy shops or online at <http://unirec.ca/Namebadges?gclid=CIKojKL17McCFQuMaQodMOOA7w>.)
- **PSW Health Sciences Crest:** (available in the Sault College bookstore)
- **Uniform Solid Aqua Colour:** A school crest is to be worn on the upper left side of the uniform. The crest is to be attached securely (no staples or pins).
- **Warm-up Jacket (optional):** aqua or white colour, no writing on jacket with a securely attached Sault College PSW crest on the upper left side.
- **White Duty or Athletic Shoes** (closed heel and toe, non-skid soles)

### **FIELDWORK REQUIREMENTS**

All applicants will be required to submit documentation of having completed the following procedures **before** entering clinical/lab, identified courses and/or field placement activities. If the appropriate documentation is not received **at least one month** prior to the scheduled start of the course or activity it may be necessary for the student to withdraw from the course.

- **Police Records Search – Vulnerable Sectors Search** (current within twelve months) is required by each individual as they will be enrolled in a program during which they will have unsupervised access to vulnerable persons. Only criminal convictions relevant to the program activities may exclude participation, but in some cases this may impact on your ability to graduate from the Personal Support Worker program. Therefore, if you have past criminal convictions or pending charges, you must contact the office of the Chair of Continuing Education before you register in the Personal Support Worker program at Sault College. Steps to take to complete the Police Record Search requirements will be sent to you upon acceptance to the program. All costs associated to these requirements are the responsibility of the student. Continuing Education will provide you with a form to take to your local police station to request your CPIC. You will need a new CPIC for every 6 months that you are in the program.
- **Standard First Aid/CPR (Health Care Provider) with AED:** Can be obtained through a Workplace Safety and Insurance Board (WSIB) approved First Aid and CPR Training Agency such as Sault College, St. John Ambulance, Canadian Red Cross and other service providers. This usually involves two full days of training and costs vary. (Note: Internet courses are NOT acceptable)
- **WHMIS:** Can be obtained online from Sault College. Students are required to provide copies of their certification.
- **GPA – Gentle Persuasive Approach:** You will require this course in order to receive credit for PSW123. Course can be completed at [www.ageinc.ca](http://www.ageinc.ca)
- **Immunization & Health Record Form:** All costs associated to these requirements are the responsibility of the student. Proof of immunization requirements include:
  - ✓ Two-step Mantoux test for Tuberculosis. If the test is negative, it must be within one year prior to beginning the PSW program. For known positives, only a chest x-ray is required. Bi-Annual 1-step TB testing is required once a 2-step test has been done. There is a fee for this service. Please contact your local Public Health Office.
  - ✓ Knowing your immunity status to chicken pox (varicella)
  - ✓ Immunity against measles, mumps and rubella
  - ✓ Current Tetanus-diphtheria
  - ✓ Influenza vaccination documentation each November of the PSW program

- **Statement of Confidentiality Form** signed by the student.
- **Work Education Agreement Student Summary Sheet** signed by the student.
- **WSIB**
- Physical demands analysis **may** be required by the field placement facility.

**Students are expected to keep all of the requirements up to date and accessible so they can be presented to teachers/placement agencies at any time. The College does not keep a copy of the Police Records Search on file.**

## **INFORMATION ON UNPAID PLACEMENT**

- Unpaid Placement is work experience that is required for completion of course requirements, and for which a student receives no remuneration.
- During the time students are on approved placement assignments, they are covered for any injuries that they receive – for the job placement portion only.
- Although the Placement Employer is considered the student’s employer during the placement experience, that employer has no financial liability for work-related injuries, nor do placement injuries affect their experience rating.
- Expenses are paid by the Ministry of Training, Colleges and Universities, through a special arrangement with the Workplace Safety and Insurance Board (WSIB).
- Coverage includes related expenses that are not covered under the Health Insurance plan.
- Certain forms must be completed as part of this program. Students may be asked to complete sections and/or sign some of these forms.
- Students who suffer injuries while on placement are required to report them immediately to their Program Coordinator, or to a designated contact in the Placement Agency. If WSIB forms are required, they must be submitted within seven (7) business days.
- Students are expected to obtain first aid treatment for injuries that require it, either through the College Health Centre or through a community health provider (eg. Hospital, physician, or Group Health Centre).
- Following an injury, an injury report may be required. If so, the student will be asked to visit the Health Centre to provide details for completion of the report. The Health Centre may also assist with return to placement or to class.
- It is important for students to report any unsafe conditions they encounter to their Program Coordinator, so that measures can be taken to make it a safer workplace for placement.
- Cooperation is appreciated and will help to keep the system operating smoothly and without penalties to anyone.

## **Police Record Search Procedure (CPIC)**

### **Students in Health and Community Services Programs**

Please be aware that a Police Record Search (CPIC) is required for academic activities in the Personal Support Worker Certificate. Only criminal convictions relevant to the program activities may exclude participation, but in some cases this may impact on your ability to graduate from a program.

Therefore, if you have past criminal convictions or pending charges, you must contact the office of the Chair of Continuing Education as soon as possible. Students with pending charges will be suspended from placement until charges are resolved. Decisions regarding permanent placement status remain on hold until charges are resolved. It is important to clarify your status early. Failure to notify the Chair's office may result in dismissal from the program.

### **Why is this necessary?**

Sault College of Applied Arts and Technology is bound by its policies as well as the policies of its placement providers. Given this the purpose of a clear Police Record Search includes but is not limited to the following:

- The protection of vulnerable persons
- The protection of the interests of students
- The protection of the interests of the placement agencies and,
- The protection of the interests of the College and its employees

Students enrolled in designated programs will be working with, or have unsupervised access to, vulnerable persons. Vulnerable persons are defined by the Criminal Records Act as: "persons who because of their age, disability or other circumstances, whether temporary or permanent, are in a position of dependence on others or who are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them." If the Police Record Search identifies that a criminal record may or may not exist, the student must contact the Chair's office within 10 days of receipt of their Police Record Search. Failure to do so may adversely affect the student's academic status.

If a criminal record exists, prospective students must initiate the process of accessing their criminal record by submitting fingerprints to the Canadian Police Information Centre. (Contact the RCMP office to start **this process which takes 4 to 6 months.**) All costs associated with obtaining a police record search/fingerprints are the student's responsibility.

### **The Police Record Search will include:**

- National Criminal Record (Adult) for which a pardon has not been granted
- National Criminal Record (Young person provided it is not subject to non-disclosure under the Youth Criminal Act)
- Pardoned Sexual offences (Bill C-7)

**A current (within twelve months) Police Record Search** is required for this program.



**MAY 2021 FULL TIME INTAKE**  
**May 10 to October 29, 2021**

Course	Start Date	End Day	Days and Times
<b>SEMESTER 1 – May 10 to July 30</b>			
PSW120	Mondays, Tuesdays and Thursdays – 9am to 10:15am		
PW121	Mondays, Tuesdays and Thursdays – 10:30am to 11:45am		
PSW108	Mondays, Tuesdays and Thursdays – 1pm to 2:15pm		
CMM115	Mondays, Tuesdays and Thursdays – 2:30pm to 3:45pm		
PSW123	Fridays – 9am to 4pm (1 hour lunch) – May 14 to June 18		
<b>SEMESTER 2 – August 9 to October 29</b>			
PSW130	Mondays, Tuesdays and Thursdays – 9am to 10:15am		
PSW131	Mondays, Tuesdays and Thursdays – 10:30am to 11:45am		
PSW118	Mondays, Tuesdays and Thursdays – 1pm to 2:15pm		
PSW133	Fridays – 9am to 4pm (1 hour lunch) – August 13 to September 24 + October 1, 9am to 12pm		
<p>*PSW123 in semester 1 requires 84 hours of clinical placement in a long term care setting            *PSW133 in semester 2 requires 130 hours of clinical placement in a long term care setting as well as 80 hours of placement in the community.            Placements can occur on Wednesdays, Fridays, Saturdays and Sundays. <b>You may follow your preceptors’ schedule which can include all shifts, including nights.</b></p>			
<p>*There will be no scheduled classes on:            May 24 (Victoria Day)            July 1 (Canada Day)            August 2 (Civic Holiday)            August 3 to 6 (break between semesters)            September 6 (Labour Day)            October 11 (Thanksgiving)</p>			

Please note fieldwork may be required to be completed during evenings and weekends (hours will be dependent on placement availability). We aim to place you in your home community for placement as long as there is a placement opportunity available. Should an opportunity not be available, we will contact you to determine your next location choice.

**APPLYING**

Are you ready to be **AMAZING** as a Personal Support Worker? Apply today for the online Personal Support Worker program (3076) on [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

Please note there is a \$95 fee to apply to this program.