



Health Care Aide Workplace Program



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For students to apply, visit our website
[Health Care Aide](#) or contact us.

About the Health Care Aide Workplace Program

The Health Care Aide Workplace Program is a partnership between NorQuest College and healthcare employers. In this partnership NorQuest College provides:

- course materials using the 2019 Alberta HCA Provincial curriculum
- HCA student and tutor supports
- accredited HCA certification to students upon successful completion of the [Alberta HCA Provincial Exam](#)



Information for Employers

Healthcare employers provide **tutors** who:

- collaborate with students for registration
- mentor and support student learning and growth
- supervise students during exams or designate a proctor to evaluate lab and clinical skills in the student's workplace
 - **Note:** Employers must provide sufficient equipment for evaluation of all skills in the program
- collaborate with NorQuest College to facilitate each student's progress through the HCA Workplace program
- NorQuest instructional support available for theory content
- provide an employment site with complexity of client care where the student is able to complete their LTC clinical hours

Note: students must be able to complete **160 hours of clinical hours** in a DSL/4 and above or LTC setting to complete the program.

Information for Tutors

- must be employees of affiliated healthcare employer(s) and currently licensed nurses - RNs, LPNs or RPNs
- need to attend an orientation that prepares them to follow NorQuest College guidelines when facilitating the students through the program
- must sign a declaration on the student's application form to confirm that NorQuest policies and procedures will be followed for each student in the HCA Workplace program
- collaborate with students for registration and any assistance required during the admission process
- responsible for supervising students during exams or designate a proctor who oversees exams with students. The program has a **total of 6 online exams** (one final exam in each theory course)
- evaluate students by observing performance of all lab and clinical skills, using proper equipment and techniques, in each course. Where possible, skills should be performed on a client; simulations may also be used for any skills that are not available to be performed during client care
- help to mentor and support student's learning and growth
- collaborate with NorQuest College to facilitate the students' progress through the HCA program
- need **160 hours at minimum** of indirect or direct supervision of HCA students over the duration of the program
- Additional of between 11 to 18 hours of proctoring course exams by tutor or another staff member at the employer facility

Information for **Students**

- must be currently employed as a health care aide or in a similar role at a healthcare employer that participates in the HCA Workplace Program
- complete **320 clinical hours** (typically part of their employment) at their facility, of which **160 hours must occur at a DSL4** and above site
- take HCA courses one at a time while they are working as an HCA at the approved employer site
- be prepared to learn course content through self-study of the on-line learner materials
- progress through the program according to a schedule that begins at the start of a month and continues for **12 consecutive months**. Intakes are available each month (except for January)
- prepare for scheduled online course exams
- prepare for lab and clinical skills assessments where they will be evaluated by a work site tutor
- must successfully pass the Alberta HCA Provincial Exam, at the end of their studies.

How to Become an HCA Workplace Program Student

To become an HCA Workplace Program student:

- 1) Talk to your employer first to make sure they participate in the program and can support you as a student.
- 2) Apply to NorQuest College through [ApplyAlberta](#), and choose the **Health Care Aide Workplace** option. Read about the rest of the admissions process at norquest.ca/apply

Costs for Health Care Aide Workplace Students

Tuition	Fee Estimate	Total Estimate
\$2,826	\$701	\$3,527

Note: See [Tuition and Fees](#) for changes and details.

There are additional costs for:

- Textbook and supplies can be purchased through [the Core](#)
- The [Alberta HCA Provincial Exam](#)