

Society for the Promotion of Hospice Care

善寧會

Outreach Palliative Care Assistant Certificate Programme

外展紓緩治療助理證書課程

The certificate programme aims to produce Outreach Palliative Care Assistants, a new discipline. Recruits will receive fundamental training to attain the knowledge and skills of a personal care worker followed by more advanced training in palliative and bereavement care to reach the level of palliative care assistant. Training will be provided by expert professionals in palliative care and elderly care.

此證書課程的目的是培訓外展紓緩治療助理（“PCA”），是一嶄新職系。學員先接受基礎培訓，獲取個人護理員的知識和技能，然後進階再接受紓緩治療和哀傷輔導培訓，達至紓緩治療助理的水平。培訓導師均為紓緩治療和老人護理的專業人士。

Goals 目標

The goal of the education programme is to prepare 180 recruits to become PCA with elderly and palliative care training within three years. Each PCA will be equipped with skills required for providing physical, psychosocial, and spiritual support to frail elderly, patients and their family members.

此教育課程的目標，是透過老人護理及紓緩治療的培訓，於三年內訓練 180 位學員成為 PCA。每位 PCA 均能勝任為體弱老人，患者及其家屬提供身、心、社、靈的照顧及護理。

Course curriculum: 課程

- 23-week course with 115 teaching hours in total, including lectures and practicum
23週共115個小時的課程，包括講座和實習

Lecture (23 weeks) 講座(23 週)

- 75 hours total
共 75 個小時
- Lectures by experienced palliative care and health professionals
由經驗豐富的紓緩治療醫護人員授課
- Written examination
筆試

Practicum (5 Days) 實習（5 天）

- Total 40 hours per student
每個學員總計 40 個小時
- To be held at JCHH
在善寧之家實習
- Starting from week 13
實習從第 13 週開始
- Clinical assessment
臨床考核

- Demonstrate capability and independence in carrying out all procedures

學員顯示具備獨立處理各護理程序的能力

- Clinical Assessments on all procedures

臨床考核學員處理各護理程序的能力

Course outline (課程大綱)

Date 日期	Week 週	<u>Module 1 -Basic concepts & knowledge</u> <u>Workshop (9:30AM- 4:30PM) 6hrs</u> <u>Venue: JTTC</u> 單元1 : 基本概念和知識 工作坊 (上午 9時30分 - 下午 4時30分) 共6小時 上課地點:長沙灣安家舍	Speaker 講員
25.07.2020 Sat. 星期六	1	<u>Topics 課題</u> <ul style="list-style-type: none"> - Process of ageing, anatomy and physiology 老化過程，身體結構和生理學 - Common diseases of elderly 老年人常見疾病 - Psychological care and spiritual care of elderly 老年人的心理及靈性照護 - Patients with chronic diseases / terminal illness 老年人慢性病 / 末期病患 	Ms. Clare Lai 黎秀蟾老師

Date 日期	Week 週	Module 2 - General Nursing Care Theory/Workshop Each Tues, 18:15-21:15, 3 hours Venue: JTTC 單元 2: 一般護理 理論/工作坊 逢星期二下午 6 時 15 分至 9 時 15 分, 共 3 小時 上課地點: 長沙灣安家舍	Speaker 講員
28.07.2020	2	Roles/responsibilities of Patient Care Assistants 病人服務助理員的角色/職責	Mr. Edward Chan 陳漢華老師
04.08.2020	3	Personal care procedures, bed-making , environmental comfort 個人護理程序，執拾床鋪，治療環境的元素	Ms. Selina Lee 李倩婷老師
11.08.2020	4	Elimination procedures - assisting, cleaning & helping the defecation and urination and related procedures 排泄護理程序 - 協助病人排便及排尿，善後清潔 及相關程序	Ms. Selina Lee 李倩婷老師
18.08.2020	5	Exercise, activity, transferring technique, unsterile warm & cold applications 協助病人運動、家居活動，轉移病人技巧，冷敷 及熱敷的應用	Ms. Selina Lee 李倩婷老師
25.08.2020	6	Vital signs, oxygenation 量度生命表徵，提供氧氣技能	Ms. Selina Lee 李倩婷老師
01.09.2020	7	First aid & resuscitation 急救與心肺復甦法	Mr. Edward Chan 陳漢華老師
08.09.2020	8	Communication & interpersonal relationships 溝通與人際關係技巧	Mr. MK Chan 陳木光老師 / Ms. Kitty Siu 蕭錦綉老師
15.09.2020	9	Safety, injury prevention & infection control 職業安全，預防工傷和感染控制	Mr. Edward Chan 陳漢華老師

Date 日期	Week 週	Module 3 - Palliative Care <u>Each Tues, 18:15-21:15, 3 hours</u> <u>Venue: JTTC</u> 單元 3: 紓緩治療 逢星期二下午 6 時 15 分至 9 時 15 分, 共 3 小時 上課地點: 長沙灣安家舍	Speaker 講員
22.09.2020	10	Palliative Care and Palliative Care services 紓緩治療護理及服務	Mrs. Faye Chan 陳丘敏如老師
29.09.2020	11	Needs of palliative care patients/ families 紓緩治療患者及家人的需要	Ms. Vicky Shiu 邵倩文老師
06.10.2020	12	Empathy training in palliative care 紓緩治療: 同理心的訓練和應用	Dr. Rhoda Yuen 袁家慧老師
13.10.2020	13	-Observing, recording and reporting abnormality 觀察, 記錄和報告病人異常情況 -Introduction to home care & confidentiality 家訪服務及保密原則簡介 Roles of PCA in Home visit service 家訪服務: 紓緩治療助理的角色 -Care of the home & personal belongings 家居環境及個人物品處理	Home Care Nurses 家訪護士
20.10.2020	14	Advanced Care Planning & Advance Directive 預切醫療計劃及預切醫療指示	Mrs. Faye Chan 陳丘敏如老師
27.10.2020	15	Psychological Support to patient and relative 對患者及親屬提供心理支援的技巧	Dr. Rhoda Yuen 袁家慧老師
03.11.2020	16	Care of patients with advanced cancer 晚期癌症患者的護理	Ms. Jacky Tong 湯惠文老師

10.11.2020	17	Care of patients with end-stage organ failure 晚期器官衰竭患者的護理	Ms. Gigi Lam 林詠芝老師
17.11.2020	18	Care of patients with degenerative illnesses 機能退化病人的護理	Ms. Elane Siu 蕭潔英老師
24.11.2020	19	Care of cognitive impairment & frail elderly 認知障礙和衰弱病人的護理	Ms. Elane Siu 蕭潔英老師
01.12.2020	20	Rehabilitation Services in Palliative Care 紓緩治療：復康服務	Dr. Fowie Ng 伍時豐老師
11.12.2020	21	<u>Workshop (9:30AM- 4:30PM) 6hrs</u> <u>Venue: JCCH</u> 工作坊（上午 9時30分 - 下午 4時30分）共 6小時 上課地點: 沙田賽馬會善寧之家 <u>Topics 課題</u> - Care of dying patient 臨疼病人的護理 - Care of relatives of patient during dying process 照顧臨疼病人的親屬 - Care of the patient at last 48 hours & last offices 臨疼 48 小時的護理及遺體善後 - Bereavement support 喪親支援	In-Patient Unit Nurses 病房護士 “ “ Clinical Social Worker 臨床社工
15.12.2020	22	Consolidation 溫習	
22.12.2020	23	Examination 考試	

Module 4 – Integrated Practicum Training on General/ Palliative Care Mon.- Fri., 08:30-17:30, 8 hrs/day Venue: JCCH 單元4：一般 / 紓緩治療綜合培訓實習 星期一至星期五，上午8時30分至下午5時30分，每天8小時 實習地點：沙田賽馬會善寧之家		
Date 日期	Week 週	Practicum (5 days, IPU + HC) 實習 (共5天，病房工作 + 家訪護理)
		Group 組別
12.10.2020	13	1
19.10.2020	14	2
26.10.2020	15	3
02.11.2020	16	4
09.11.2020	17	5
16.11.2020	18	6
23.11.2020	19	7
30.11.2020	20	8
07.12.2020	21	9
14.12.2020	22	10