



# Advancing HCA Practice in LTC

## An education day for HCAs working in PCH / Transitional Care

The Advancing HCA Practice in LTC course has been revised again this year, featuring captivating new material that you won't want to overlook! The course covers various topics, including:

- Communication Skills & HCA Roles
- Time Management & Navigating Change
- Building Capacity
- Basic Foot & Nail Care
- Nutrition & Hydration
- Movement & Exercise

Note: This virtual session is **only** available to HCAs working in LTC/Transitional settings

- 50 participants max per session

### Session Times: 0900-1530

Day	Dates	Location	Registration Deadline Date
THURS	November 7th 2024	Microsoft Teams	October 31 <sup>st</sup> , 2024
WED	January 29 <sup>th</sup> , 2025	Microsoft Teams	January 22 <sup>nd</sup> , 2025

### Session Details:

- **Registration** for this course is online, please visit **S.P.O.T.** at <https://sharedhealthmb.learnflex.net>
- Once logged in, type the keyword "HCA" into the **Search** box. Select the course called "PMH: Advancing HCA Practice in LTC"
- Please see S.P.O.T. instructions and registration email for further supplementary information
- PMH HCAs working in PCH / Transitional Care who attend this training will be paid 6.0 hours to attend. Casual Staff will be paid at the discretion of the site manager.
  - Reminder to staff to complete the [PMH153 – Employee Request for Leave or Shift Interchange](#) form requesting a "Paid In-Service" and submit to your manager prior to registration.
- Registrants will be sent the Microsoft Teams meeting link prior to the session to join using a smartphone, tablet or computer.
- As this is a virtual session travel expenses will not be reimbursed.
- Participation in the session is expected, attendance will be taken at various times throughout the session.
- **Cancellation** from the course **must be done no later than 1 week prior** to the course. *Cancelling out of any session as early as possible allows waitlist participants to attend.*
  - **Cancel by logging into the PMH LMS S.P.O.T.** Select 'Learning Plan'. Select the course **Cancel** button (this will not be visible/available if session registration/cancellation deadline has passed).
  - If session registration/cancellation deadline has passed, cancel by emailing [LTCEducator@pmh-mb.ca](mailto:LTCEducator@pmh-mb.ca).
  - Failure to cancel from a session using one of these steps will result in a permanent incomplete/unattended record in your S.P.O.T. Learning History.

**If you have any questions, call Clinical Education @ 204-523-3241 or email [LTCEducator@pmh-mb.ca](mailto:LTCEducator@pmh-mb.ca)**