

## Outreach Palliative Care Assistant Certificate Programme

### 外展紓緩治療助理證書課程 (PCA-1-2022)

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**

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

#### **Lecture (24 lessons) 講座(24 課)**

- 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
- 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	Lesson 課	<b>Module 1 - General Nursing Care and Basic Concepts</b>  <b>Theory/Workshop</b>  <b>Venue: JTTC</b>  單元 1: 一般護理及基本概念和知識  理論/工作坊  上課地點: 沙田賽馬會善寧之家	Speaker 講員
<b>22.03.2022</b> (Tue. 二) 18:45-21:45	<b>1</b>	Roles/responsibilities of Patient Care Assistants 病人服務助理員的角色/職責	<b>Ms. Fiona Law</b> 羅錦儀老師
<b>26.03.2022</b> (Sat. 六) 09:00-16:30	<b>2</b>	Personal care procedures, bed-making, environmental comfort 個人護理程序, 執拾床鋪, 治療環境的元素	<b>Ms. Selina Lee</b> 李倩婷老師
<b>14:00 – 14:30 Lunch Break</b>			
	<b>3</b>	Communication & interpersonal relationships 溝通與人際關係技巧	<b>Ms. Jacky Tong</b> 湯惠文老師
<b>02.04.2022</b> (Sat. 六) 09:00-16:30	<b>4</b>	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	<b>Ms. Selina Lee</b> 李倩婷老師
<b>14:00 – 14:30 Lunch Break</b>			
	<b>5</b>	Safety, injury prevention & infection control 職業安全, 預防工傷和感染控制 ➡ 09.04.2022	<b>Ms. Fiona Law</b> 羅錦儀老師
<b>09.04.2022</b> (Sat. 六) 09:00-16:30	<b>6</b>	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	<b>Ms. Selina Lee</b> 李倩婷老師
<b>14:00 – 14:30 Lunch Break</b>			
	<b>7</b>	First aid & resuscitation 急救與心肺復甦法 ➡ 02.04.2022	<b>Ms. Gigi Lam</b> 林詠芝老師
<b>23.04.2022</b> (Sat. 六) 09:00-16:30	<b>8</b>	Vital signs, oxygenation 量度生命表徵, 提供氧氣技能	<b>Ms. Selina Lee</b> 李倩婷老師
<b>14:00 – 14:30 Lunch Break</b>			

	9	<ul style="list-style-type: none"> <li>- Common diseases of elderly 老年人常見疾病</li> <li>- Psychological care and spiritual care of elderly 老年人的心理及靈性照護</li> </ul>	<b>Ms. Clare Lai</b> 黎秀蟾老師
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Date 日期	Lesson 課	<b>Module 2 - Palliative Care</b> <b>Each Tues, Thur 18:45-21:45, 3 hours</b> <b>Venue: JTTC</b> 單元 2: 舒緩治療 逢星期二: 下午 6 時 45 分至 9 時 45 分, 共 3 小時 上課地點: 沙田賽馬會善寧之家	Speaker 講員
26.04.2022 (Tue. 二)	10	Palliative Care and Palliative Care services 舒緩治療護理及服務	Mrs. Faye Chan 陳丘敏如老師
03.05.2022 (Tue. 二)	11	Needs of palliative care patients/ families 舒緩治療患者及家人的需要	Ms. Vicky Shiu 邵倩文老師
10.05.2022 (Tue. 二)	12	Empathy training in palliative care 舒緩治療: 同理心的訓練和應用	Dr. Rhoda Yuen 袁家慧老師
17.05.2022 (Tue. 二) ⇒31.05.2022	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: 舒緩治療助理的角色 -Care of the home & personal belongings 家居環境及個人物品處理	<b>Home Care Nurses</b> 家訪護士 <b>Ms. Gigi Lam</b> 林詠芝老師
24.05.2022 (Tue. 二) ⇒17.05.2022	14	Advanced Care Planning & Advance Directive 預設醫療計劃及預設醫療指示	Mrs. Faye Chan 陳丘敏如老師

<b>31.05.2022</b> (Tue. 二) <b>⇒24.05.2022</b>	<b>15</b>	Psychological Support to patient and relative 對患者及親屬提供心理支援的技巧	<b>Dr. Rhoda Yuen</b> 袁家慧老師
<b>07.06.2022</b> (Tue. 二)	<b>16</b>	Care of patients with advanced cancer 晚期癌症患者的護理	<b>Ms. Jacky Tong</b> 湯惠文老師
<b>14.06.2022</b> (Tue. 二)	<b>17</b>	Care of patients with end-stage organ failure 晚期器官衰竭患者的護理	<b>Ms. Gigi Lam</b> 林詠芝老師
<b>21.06.2022</b> (Tue. 二)	<b>18</b>	Care of patients with degenerative illnesses 機能退化病人的護理	<b>Ms. Elane Siu</b> 蕭潔英老師
<b>28.06.2022</b> (Tue. 二)	<b>19</b>	Care of cognitive impairment & frail elderly 認知障礙和衰弱病人的護理	<b>Ms. Elane Siu</b> 蕭潔英老師
<b>05.07.2022</b> (Tue. 二)	<b>20</b>	<ul style="list-style-type: none"> <li>- Care of dying patient 臨終病人的護理</li> <li>- Care of relatives of patient during dying process 照顧臨終病人的親屬</li> <li>- Care of the patient at last 48 hours &amp; last offices 臨終 48 小時的護理及遺體善後</li> </ul>	<b>Ms. Fiona Law</b> 羅錦儀老師
<b>09.07.2022</b> (Sat. 六) <b>09:00 – 16:30</b>	<b>21</b>	Rehabilitation Services in Palliative Care 舒緩治療：復康服務	<b>Ms. Maggie Tsui</b> 徐美琪老師
<b>13:00 – 13:30 Lunch Break</b>			
	<b>22</b>	Bereavement support 喪親支援	<b>Mr. Francis Wong</b> 黃嘉然老師
<b>19.07.2022</b>	<b>23</b>	Consolidation 溫習 (18:45-20:45)	
<b>26.07.2022</b>	<b>24</b>	Examination 考試 (18:45-20:45)	

**Module 3 – Integrated Practicum Training on General/ Palliative Care**

**1<sup>st</sup> Working Day: 08:30-17:30;**

**2<sup>nd</sup> to 5<sup>th</sup> Working Day: 07:30 - 16:30 or 13:00 - 22:00**

**Daily Practicing hours: 8 (plus 1 hr. meal time)**

**Venue: JCCH**

**單元3：一般 / 紓緩治療綜合培訓實習**

**第一個工作天：上午8時30分 至下午5時30分**

**第二至五個工作天：上午7時30分 至下午4時30分 或 下午1時至10時**

**每天實習時數：8 (另加一小時用膳)**

**實習地點：沙田賽馬會善寧之家**

Date 日期		Practicum (IPU + HC) 實習 (病房工作 + 家訪護理)
由	至	<b>**Group (by Lot)</b> <b>**組別 (抽籤)</b>
01.05.2022	05.05.2022	<b>1</b>
06.05.2022	10.05.2022	<b>2</b>
11.05.2022	15.05.2022	<b>3</b>
16.05.2022	20.05.2022	<b>4</b>
21.05.2022	25.05.2022	<b>5</b>
26.05.2022	30.05.2022	<b>6</b>
31.05.2022	04.06.2022	<b>7</b>
05.06.2022	09.06.2022	<b>8</b>
10.06.2022	14.06.2022	<b>9</b>
15.06.2022	19.06.2022	<b>10</b>