



# Education Provider CCA Student Final Evaluation<sup>1</sup>

Student Name:

Education Provider:

Primary Instructor:

Date of Submission:

Anticipated Exam:

## Purpose

The final evaluation indicates the student met all the requirements of the CCA Program (theory, lab, certificates and placements), meets entry-level competence, and is eligible for the CCA Certification Exam. This includes successful completion of the required learning outcomes/objectives, lab hours, and external certificates<sup>2</sup>, all placement hours, and successful demonstration of the foundational and core competencies on the CA.

## Evaluation

Using the *Education Provider's Final Evaluation*, the competencies are signed off by the primary instructor. The final evaluation requires consideration of the completed *Skills Development Check-List*, *Mentorship: CCA Student CA* (signed off by the mentor), as well as the periodic evaluations including check-ins and *Placement Feedback: Student Forms*. Providing the student progressed appropriately through the placements meeting expectations to achieve entry level by final placement, the primary instructor signs off that the student met the competencies.

## Directions

The Education Provider's final evaluation is submitted to the CCA Program as evidence the student has complete the program, met all course components, and has reached entry-level competent. **As a part of this submission, a copy of the Overall Mentorship Performance Evaluation section (pages 9, 10 and 11) of the Mentorship: Student Competency Assessment, must be included with submission (include Comment page even if blank).** \*Note, if the Mentorship Evaluation component is missing (pages 9 – 11), the student will not be permitted to write the exam.

At the end of all placements, the primary instructor uses the successful performance of the Foundational and Core competencies, the periodic evaluation forms, and the overall performance as indicators when determining if the student meets the competencies at entry-level.

The Primary Instructor signs off on each Foundational and Core Competency listed and in the comment section, makes note of any pertinent information.

On page 4, the Primary Instructor indicates the student name (print), identifies the date each required certificate was completed during the course delivery, and signs off the student met the required components of the program. The instructor can also comment on anything pertinent.

Final Sign off: Program Components Completed

Student Name: Jane Doe

Nova Scotia Certificate Completion:  
Please date and sign when the student completed each of the below certificate courses.

|  | Date          | Signature   |
|--|---------------|-------------|
| Dementia Understanding the Journey Care Course | Apr 11, 2019  | [Signature] |
| WHMIS  | Sept 15, 2018 | [Signature] |
| Introduction OH&S Act                          | Sept 15, 2018 | [Signature] |
| Standard First Aid/CPR Level C                 | Oct 16, 2018  | [Signature] |
| Food Handler's Course                          | Jan 18, 2019  | [Signature] |
| LEAP LTC                                       | Feb 27, 2019  | [Signature] |

Jane Doe (student name) has met all program requirements including theory, lab, professional development rubric, placements and consistently demonstrated the required entry-level competencies (Foundational, Core, and behaviours) required of a CCA. As the primary instructor, I am confirming the student is prepared to write the CCA Certification Exam.

CCA Primary Instructor: [Signature] Date: May 21/19

Primary Instructor Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> See Placement Standards and Guidelines for CCA Program expectations

<sup>2</sup> The six external certificates must be current (not expired) at the time of the Certification Exam.

## Foundational Competencies

| CCA Foundational Competencies  |  | Entry-Level |
|--|--|-------------|
| <b>Integrity</b>   |  |             |
| <p>The CCA acts with integrity earning others trust and respect through consistent professionalism in all interactions.</p> <ul style="list-style-type: none"> <li>In demonstrating integrity, the CCA conducts themselves in an honest, respectful, caring manner during all interactions regardless of the communication mode (e.g., verbal, non-verbal, written, technology-based), respecting confidentiality in the care setting according to policies and procedures.</li> </ul> |  |             |
| Comments:  |  |             |
| <b>Accountability</b>  |  |             |
| <p>The CCA takes responsibility and ownership for decisions, actions, quality, and timeliness of work and achieves results.</p> <ul style="list-style-type: none"> <li>In demonstrating accountability, the CCA exercises due diligence, problem solves, adapts to change, communicates professionally, manages time and stressors effectively while pursuing continuous learning in the care setting according to policies and procedures.</li> </ul>                                 |  |             |
| Comments:  |  |             |

## Core Competencies

| CCA Core Competencies  |  | Entry-Level |
|--|--|-------------|
| <b>Care Setting Management (CSM)</b>   |  |             |
| <p>Using appropriate time management strategies, the CCA provides housekeeping services to maintain a clean and safe environment for the client, family, and the care team in accordance with the care plan, legislation (e.g., OH&amp;S) and care setting policies and procedures.</p> <ul style="list-style-type: none"> <li>Respecting client preferences, the CCA demonstrates knowledge of and contributes to care setting management needs of clients in a variety of care settings according to the care plan and policies and procedures.</li> </ul> |  |             |
| Comments:  |  |             |
| <b>Communication</b>   |  |             |
| <p>The CCA establishes and maintains supportive relationships and applies appropriate communication to share information in the care setting according to policies and procedures.</p> <ul style="list-style-type: none"> <li>When communicating, the CCA interacts with clients, families and care teams respecting their unique needs and confidentiality while maintaining client records according to practice principles and legal requirements.</li> </ul>   |  |             |
| Comments:  |  |             |
| <b>Infection Prevention &amp; Controls (IPC)</b>   |  |             |
| <p>The CCA provides infection prevention and control measures, maintaining personal and care team safety and the safety of the clients and families.</p> <ul style="list-style-type: none"> <li>The CCA demonstrates knowledge of infection prevention and control guidelines according to legislation and care setting policies and procedures.</li> </ul>  |  |             |
| Comments:  |  |             |
| <b>Mental Health &amp; Wellness</b>  |  |             |
| <p>The CCA promotes wellness across the life span; respecting spiritual, cultural, moral, ethical values; psychological needs and life style of the client, family, and the care team.</p>   |  |             |

| CCA Core Competencies  | Entry-Level |
|--|-------------|
| <ul style="list-style-type: none"> <li>The CCA understands the impact common chronic illnesses have on the physiological, psychological, social, cultural, and spiritual needs of people within the continuum of wellness; promoting healthy choices; and prevention and intervention strategies for responsive behaviours according to the care plan and care settings policies and procedures.</li> </ul>  |             |
| Comments:  |             |
| <b>Nutrition</b>   |             |
| <p>The CCA provides nutritional services to support the wellness of the client according to the care plan, Canada's Food Guide, and care settings policies and procedures.</p> <ul style="list-style-type: none"> <li>The CCA promotes balanced nutritious snacks and meals, healthy eating habits, and food safety while meeting the client's needs, respecting culture, religion, dietary restrictions, food sensitivities, and preferences according to the care plan.</li> </ul>   |             |
| Comments:  |             |
| <b>Personal Care</b>   |             |
| <p>The CCA provides ADLs and IADLs promoting the client's wellbeing and safety as well as the family and care team's safety in accordance with the care plan and the care setting policies and procedures.</p> <ul style="list-style-type: none"> <li>The CCA demonstrates knowledge of individualized personal care needs (e.g., hygiene, nutrition, rest, and mobilization) and applies special procedures and protocols to meet unique requirements related to specific client conditions and preferences according to the care plan and care setting policies and procedures.</li> </ul> |             |
| Comments:  |             |
| <b>Safe Handling &amp; Mobility (SHM)</b>  |             |
| <p>Following positioning and transferring guidelines and applying principles of safe handling and mobility<sup>3</sup>, the CCA promotes wellbeing and safety in accordance with the care plan and the care setting policies and procedures.</p> <ul style="list-style-type: none"> <li>The CCA applies strategies and procedures based on person specific assessment to assist with ambulation, positioning, transferring, and restraint protocol (chemical, environmental, physical) according to care plan and care setting policies and procedures.</li> </ul>                           |             |
| Comments:  |             |
| <b>Safety Protocols</b>  |             |
| <p>The CCA follows environmental security measures, fire and disaster protocols, and safety precautions related to client and personal safety and equipment according to legal requirements and care setting policies and procedures.</p> <ul style="list-style-type: none"> <li>The CCA demonstrates knowledge of and contributes to a safe work environment in accordance with legislation and protocols (e.g., OH&amp;S), and promotes safety including applying falls prevention protocols and strategies according to the care plan.</li> </ul>   |             |
| Comments:  |             |

<sup>3</sup> Safe handling and mobility is referred to as body mechanics in the September 2013 CCA Program Curriculum Standards.

Final Sign off: Program Components Completed

**Student Name:** \_\_\_\_\_

**Nova Scotia Certificate Completion:**

*Please date and sign when the student completed each of the below certificate courses.*

|  | <b>Date</b> | <b>Signature</b> |
|--|-------------|------------------|
| Dementia Understanding the Journey Care Course | _____       | _____            |
| WHMIS  | _____       | _____            |
| Introduction OH&S Act                          | _____       | _____            |
| Standard First Aid/CPR Level C                 | _____       | _____            |
| Food Handler's Course                          | _____       | _____            |
| LEAP LTC                                       | _____       | _____            |

\_\_\_\_\_ (student name) has met all program requirements including theory, lab, professional development rubric, placements and consistently demonstrated the required entry-level competencies (Foundational, Core, and behaviours) required of a CCA. As the primary instructor, I am confirming the student is prepared to write the CCA Certification Exam.

\_\_\_\_\_  
**CCA Primary Instructor**

\_\_\_\_\_  
*Date*

Primary Instructor Comments

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