

Health Career Access Program: Employer Guidance

December 3, 2020

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1. Program Overview

On September 9, 2020, the Government of British Columbia announced The Health Career Access Program (HCAP) to increase the supply of Health Care Assistants (HCAs) in BC and support employment transitions to the health sector. HCAP provides an opportunity for individuals to begin employment in a non-direct care role (the Health Care Support Worker, HCSW) and receive employer-sponsored training leading to a provincially recognized Health Care Assistant (HCA) credential.

Through HCAP, employers can become an integral part of an innovative strategy that will address recruitment challenges in the long-term care sector and build an engaged workforce. There is no fee or cost levied on organizations that choose to take part. Employee wages, benefits and education costs will be fully covered by the Government of British Columbia.

All long-term care and assisted living employers (including health authority owned and operated, affiliated and private) providing care to seniors in BC and who employ registered HCAs are invited to participate in the HCAP.

The Health Care Support Worker (HCSW) Position

The HCSW is a new temporary non-clinical role that provides supports to clients and residents in long-term care and assisted living. An expansion to home health services is being explored at this time. HCSWs are supervised by registered nurses or other health care professionals.

Typical duties of the HCSW include:

- Establishing a caring relationship with residents and their families,
- Providing support and assistance with recreational activities,
- Assisting and directing visitors,
- Restocking supplies and performing housekeeping tasks, and
- Providing support and assistance at mealtimes.

While participating in HCAP, HCSWs will be enrolled in a modular Health Care Assistant (HCA) training program at a partnering post-secondary institution.

Upon successful completion of the 12-18-month modular HCA training program, the employee will be eligible to register with the BC Care Aide and Community Health Worker Registry and become employed as an HCA.

Eligibility

Entry requirements for the Health Care Support Worker (HCSW) position are based on the minimum qualifications to register with the BC HCA Registry. The Education and Skills requirements include:

Education

- Grade 10, including the successful completion of English 10, or equivalency
- For guidance on the English Language Competency Requirement please visit this [link](#)

Skills

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with other effectively
- Ability to organize work
- Physical ability to carry out the duties of the position
- Ability to operate related equipment

The HCSW job description is available in Appendix A.

Anyone who meets the basic qualifications is invited to apply; including internal staff who may be working in non-direct care roles, internationally educated nurses who have not had their qualifications recognized, and individuals with no health sector experience.

Interested applicants should apply through the provincial expression of interest web form (www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care), or through an internal job posting if one is required under collective agreement.

Job Benchmark and Terms of Employment

To enable hiring of HCSWs through HCAP, the Health Employers Association of British Columbia (HEABC) and the Ministry have been engaging with the Community Bargaining Association (CBA) and the Facilities Bargaining Association (FBA) to negotiate a memorandum of agreement (MOA) pertaining to the terms and conditions of employment for this role.

While the MOA is not yet finalized, agreement in principle has been reached on the following items. The following bullets are applicable to HEABC members and non-HEABC members. Further detail will be made available in the Employer Funding Agreement:

- Employers will use the agreed-upon temporary CBA and FBA benchmarks for the HCSW.

These benchmarks may only be used for participants in the HCAP program. Should the program cease in the future, these benchmarks and job descriptions may no longer be used by employers.

- Employers may only use the associated job descriptions for the HCSW positions and may not alter the content of the job descriptions.
- The MOA will include a term that existing HCAs are not eligible for the HCSW positions/HCAP.
- HCSW positions will be scheduled for full time hours. Employers will set the work schedule for the HCSW, which could include weekends, evenings, nights and statutory holidays, depending on the needs of the organization.
- The wage rate is per FBA Grid 11. The standardized wage rate is \$20.95 per hour. This rate will be used for both FBA and CBA HCSW positions and the wage rate applies at sites with both unionized and non-unionized employees.
- The Ministry of Health will direct employers to pay HCSWs a stipend (funded by the Ministry) while they are on leave completing the education components. We anticipate this stipend will be \$785/week and may be paid out with the employer's regular payroll (i.e. every 2 weeks).
- HCAP participants will be subject to a 12-month return-of-service. Employers will be provided with the negotiated return of service agreement.

Streamlining of Staffing Processes

In the interest of responding to urgent staffing needs across the long-term care and assisted living sectors, and to reduce the burden on applicants; employers are encouraged to streamline and expedite hiring processes wherever possible while continuing to comply with all applicable guidelines and regulations.

Program Support

The Ministry of Health has created a dedicated email address for the HCAP, and it is being monitored closely to ensure timely responses. Please direct any program-related questions to HCAPInfoQuery@gov.bc.ca.

2. Hiring Process and Requirements

The Ministry requests that participating employers take note of the following information and requirements pertaining to the HCSW hiring process.

Internal Posting Requirements Under Collective Agreement

Where required by a collective agreement, positions must first be posted internally. In accordance with applicable CBA and FBA provisions, it is expected that employers will post HCSW opportunities internally prior to seeking external candidates.

If an internal candidate is not identified, employers will be eligible to hire through the participant pool that has been developed for HCAP.

Hiring from the HCAP Pool of Participants

Participant Expression of Interest

HCAP launched with a participant expression of interest (PEOI) web form. Participants who completed the simple EOI web form were invited to a preliminary phone interview where the details of the program were shared, and contact details were confirmed.

Participants who attended the phone interview between September 9 (when the web form launched) and November 30, 2020, were referred to a basic criminal record check. The Ministry is currently developing a system to manage the EOI process for the next stage of the program.

Participant Pool

The Participant Pool contains information on participants who submitted an EOI form, expressed continued interest in the HCAP program, and have completed a basic criminal record check.

Participants in the pool have not been screened for English language competency but have been informed of the requirements. Costs for the English Requirement tests will be funded by the Ministry, more information on the mechanism for accessing this funding is forthcoming.

Logging in to the HCAP Employer Portal

Employers who have exhausted their list of internal applicants or who are not required under collective agreement to post HCSW positions internally are required to hire from the Participant Pool described above.

Employers will access the participant pool and report on hiring and other progress related to the HCAP through the **HCAP Employer Portal**.

To access the HCAP Employer Portal, employers will be required to login to ensure privacy and security of portal access and its use is maintained. To login into the Employer Portal employers will be using the provincially supported **Basic BCeID or Business BCeID**.

Employers who already have a **Basic or Business BCeID** associated with their work email (the one provided through the HCAP Employer EOI process) can proceed directly to the Employer Portal.

Employers who do not have an active **Basic or Business BCeID** will register for a **Basic BCeID**. Registration for a **Basic BCeID** is quick and is completed online (<https://www.bceid.ca/>). Once registration is complete, the employer will use their **Basic BCeID** to login to the Employer Portal.

We anticipate the web portal will be live and accessible to employers the week of December 7th – an email communication will go out once the web portal is operational with further instructions.

Navigating the HCAP Employer Portal

Once an employer has successfully signed in to the HCAP Employer Portal, they will have access to a list of participants who have:

- Expressed continued interest in the HCAP program, and
- Passed a basic criminal record check (CRC).

The following data on participants will be displayed in a simple table view:

- Participant ID: a unique identifier for the HCAP Participant
- Participant First and Last Name
- Postal Code
- List of Preferred Health Regions (drawn from the Participant Expression of Interest Process). Please note that the participant preferences are not ranked, and participants may have changed their preferences.
- Whether the participant is interested in non-HCAP opportunities (see: “Staffing non-HCSW Vacancies from the HCAP Participant Pool”, below)

Working through this list, employers will select if they wish to engage with a participant by clicking on a button. At this time, the employer will also be able to view contact information for the participant including:

- Phone Number
- Email Address

Employers may then contact the participants from the pool to complete the hiring process, which may include further screening and a suitability interview.

Reporting and Progress Tracking through the HCAP Employer Portal

Through the hiring process, employers will be required to track the following for every participant with whom they engage (e.g. any participant whose phone number and email address the employer views):

1. **Date Contacted:** the date the applicant was contacted to commence the hiring process.
2. **Applicant Final Status:**
 - a. **Hired for HCAP Opportunity:** If the participant is hired, the employer must also report on items 3 (Date Hired) and 4 (Start Date).
 - b. **Hired for non-HCAP Opportunity:** if the participant is hired for a non-HCAP role, the employer must also report on items 3 (Date Hired), 4 (Start Date), 5 (Position Title), and 6 (Position Type).
 - c. **Withdrawn from Pool at Applicant Request:** if the participant asks the employer to remove them from the HCAP pool, the participant will receive follow-up communication
 - d. **Not Hired – Position Filled:** if the participant is not hired because the HCSW position is filled by another person, the participant is returned to the HCAP pool.
 - e. **Not Hired – Participant Not Qualified:** if the participant is not hired because the employer determines that the participant does not meet the entry qualifications for the HCAP program (including education and skill requirements), the participant will receive follow-up communication.
3. **Date Hired:** the date the applicant accepted the offer of employment.
4. **Start Date:** the date the applicant will start work.
5. **Position Title:** the position title if the applicant was hired for a non-HCAP opportunity.

6. **Position Type:** is the position accepted by the applicant for Full-Time, Part-Time, or Casual work.

Additional reporting will be required at other key milestones throughout the HCAP process in accordance with the terms of the Funding Agreement signed between Employers and the Health Authorities.

External Recruiting

Approval to recruit participants from outside of the participant pool through the HCAP Employer Portal must be sought and explicitly granted through the Ministry of Health.

Employers may refer interested candidates to the Participant EOI web form.

Staffing non-HCSW Vacancies from the HCAP Participant Pool

During the employer expression of interest process, employers were asked to supply baseline staffing and vacancy data at the site level to support a parallel process of matching promising candidates from the HCAP participant pool to non-HCAP opportunities (including food service, housekeeping, and administrative roles).

During the participant expression of interest process, participants were asked if they were interested in non-HCAP opportunities (including food service, housekeeping, and administrative roles) in long term care and assisted living. The HCAP employer portal will indicate those participants who expressed an interest in additional opportunities in the health sector.

Employers may offer non-HCAP positions to those participants who are interested in other opportunities on the condition that the participant is notified that accepting a non-HCAP role will remove them from the pool of applicants for HCAP positions for this round of the program.

When a non-HCAP vacancy is filled by a participant from the HCAP pool, the participant's record must be updated in the employer portal (including the date on which the offer was accepted and the role which was accepted). At this time the participant will be removed from the HCAP pool.

Funding for the HCAP may only be used for the supernumerary HCSW role and may not be used to fund non-HCSW positions (existing vacancies).

General Staffing Requirements

As per Part 4 of the *Residential Care Regulation* under the *Community Care and Assisted Living Act*, employers must ensure that new HCSWs meet general staffing requirements. These include required criminal record checks, conducting reference checks to determine employee fit, and other employment requirements.

In most cases, a basic criminal record check will have been completed for individuals appearing on the Participant Expression of Interest list; however, employers must undertake Vulnerable Sector checks, where required, prior to offering employment.

Ensuring Participants Understand HCAP Terms and Conditions

Employers will be responsible for ensuring that successful applicants understand that they are required to engage in the HCAP education pathway and that their continuing employment is contingent on their ability to successfully complete their HCA training. HCSWs who successfully complete the Training Program must register with the BC Care Aide & Community Health Worker Registry upon completion.

Employers must also communicate that HCSWs will be required to sign a 12-month return of service agreement in recognition of the educational investment.

Employers must provide new hires with the Participant Frequently Asked Questions that are provided in Appendix B.

3. HCA Partnership Pathway

Employees will take part in the modularized HCA training program (the “Training Program”), delivered through an acknowledged Post-Secondary Institution.

Though the HCAP is a work-integrated learning program, the employee’s work as an HCSW is distinct from their training as an HCA; HCSWs shall not perform any of the independent/non-supervised clinical or direct-care duties of an HCA while employed as an HCSW. HCSWs will, however, be called upon to perform supervised clinical and direct care duties during formal practicum placements associated with the Training Program.

Employers will support the HCSW through the new HCAP pathway, which will be aligned with the British Columbia HCA provincial curriculum. The modular training program will be delivered by public post-secondary institutions (PSIs) over the course of 12-18 months in a cohort-based format. Work is currently underway to match HCSW positions to training seats within their geographical region. Staggered education start times are anticipated and more information will be communicated by Health Authorities to employers regarding the matching to Post Secondary Institutions.

Onboarding, Orientation, and HCA Education Program Pre-Requisites

Before the HCSW can enter into the HCA Training Program, the following orientation and pre-requisite requirements will need to be completed by the HCSW:

1. **Health and safety requirements** (e.g. immunizations, tuberculosis test) required as part of the HCA education component.
2. **Provincial HCSW orientation** (approximately 2.5 weeks). The employer must provide the new HCSW with paid time to complete the orientation materials as outlined in the orientation package.
3. **HCA program pre-requisite courses** (e.g. food safe, first aid, CPR). The employer must provide the HCSW with paid time to complete the pre-requisite courses. Costs associated with the pre-requisite courses for the HCA program will be paid directly to the providers of the courses.

Employers and participants should be aware that local post-secondary institutions have differing registration and program entry requirements. Applicants will be supported by the HCAP team, Health Authorities and their employer to identify and complete all program entry requirements so that they are able to register for the program.

After completion of the pre-requisite and orientation requirements, the HCSW will complete registration for the HCA Training Program at the post-secondary institution with which they have been matched through the HCAP.

HCA Training Program

Following successful enrollment in the HCA Training Program, the HCSW will enter the program. Tuition and other education expenses will be paid directly to the Post-Secondary Institution by the Ministry of Health and the Ministry of Advanced Education Skills and Training (AEST).

HCSWs who do not successfully complete the Training Program will be required to repay a pro-rated portion of their tuition and education stipend.

Employer Obligations to the HCSW

The HCAP requires an employer commitment of approximately 12-18 months for each HCSW. During this period:

- Employers will be responsible for working with the HCSW’s post secondary institution in providing appropriate oversight to the HCSW during their progression through the HCA program.
- Employers must provide the HCSW leave to complete their educational program and pay the educational leave stipend during this time.

Employers will be required to provide specific information and data throughout the program including human resources data as necessary to ensure program success. Data elements reported through the HCAP Employer Portal will include:

- Hiring data (see: “Reporting and Progress Tracking through the HCAP Employer Portal”, above);
- HCSW schedules and hours worked;
- Progression of HCSWs through the HCA Training Program;
- Site-level staffing and vacancies data (in the same format as the data collected through the Employer Expression of Interest web form);
- Number of HCA positions filled upon completion of the HCAP program;
- And periodic qualitative feedback on the HCAP program.

The data will be used to measure the success of the initiative, track the employment status of individuals in the HCSW role, and to distribute funding

Further detail on the required data elements will be communicated as the initiative rolls out.

Commitment to Hire

Employers must be prepared to offer employment to HCSWs who successfully complete HCAP training and become registered as HCAs through the British Columbia Care Aide and Community Health Worker Registry.

The Ministry requests that employers be innovative and consider development of strategies to reduce reliance on casual staff, reduce overtime, and consistently meet the required hours per resident day targets in long-term care homes.

JOB TITLE: Healthcare Support Worker (HCSW)

JOB SUMMARY: Under the direction of a Registered Nurse or another regulated healthcare professional, performs a variety of non-direct and/or non-clinical healthcare supports to clients, residents, families, and/or visitors in long term care, assisted living and home settings in accordance with the established care plan and safety requirements.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Participates as an integral member of a healthcare delivery team to provide a variety of non-direct and/or non-clinical healthcare supports to clients, residents, families and/or visitors to meet established needs.

Establishes rapport with clients, residents and families, and assists in promoting physical, emotional, cultural, social, and spiritual well-being. Observes clients and residents, and their environments, to identify and report unsafe conditions, behavioral and/or physical changes to designated supervisor.

Assists with mealtime activities; sets up, welcomes and transports clients or residents to dining areas, sets up and collects meal trays, assists with limited food preparation such as heating prepared food, making tea, coffee, toast, etc. where clients or residents require support.

Provides assistance in carrying out activities; sets up supplies and equipment, assists with transporting clients or residents to designated areas, encourages participation in activities and provides support to clients or residents where required.

Performs housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, and washing, drying, folding, and delivering laundry, where required.

Greets visitors and others in accordance with established safety, security and infection control procedures and guidelines; provides information and/or redirects to appropriate person or area, where required.

Checks and restocks supplies as required, including personal care, first aid, and housekeeping supplies and assists in taking inventory.

Completes and maintains related records electronically, or using documents such as inter-shift communication books, daily log sheets and progress reports related to non-direct and/or non-clinical healthcare activities.

Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training and Experience

Grade 10, including successful completion of English 10 or equivalency.

Skills and Abilities

Ability to communicate effectively, both verbally and in writing

Ability to deal with others effectively

Ability to organize work

Physical ability to carry out the duties of the position

Ability to operate related equipment

1. What is the Health Career Access Program (HCAP)?

HCAP is designed in large part to increase the Health Care Assistant workforce in BC. The HCAP education and training program will take approximately 12-18 months to complete. HCAP provides an opportunity for individuals to begin employment as Health Care Support Workers (HCSWs) and receive paid employer-sponsored training leading to a provincially recognized Health Care Assistant (HCA) credential.

HCAP will contribute to meeting several high-priority goals in the BC. health sector and in the province more generally:

- Increase staffing of health care assistants in BC.
- Support the COVID-19 response at long-term care and assisted living sites by staffing critical non-clinical non-direct care roles to assist residents and staff.
- Support BC's economic recovery efforts by offering employment in long-term care, assisted living sites and across the province.
- Reduce the barriers to entry into health care careers by providing applicants with an opportunity to train to become HCAs while receiving a guaranteed income.

2. Where can I go to find out more about the HCAP?

Employee Information and Expression of Interest landing page: <https://www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care>

Employer Information and Expression of Interest landing page: <https://hcapemployers.gov.bc.ca/>

3. Will HCAP employees be unionized?

If the setting has a union certification for the work performed by an HCSW, the role will be unionized.

The HCSW position is temporary; it is an interim position while the employee completes education and training requirements for an HCA role. HCSWs will be required to apply on vacant HCA positions on completion of their training and fully qualifying as an HCA.

4. What are the benefits to employers who participate in HCAP?

Employers participating in HCAP will receive:

- Funding for salaries for non-clinical, non-direct care HCSWs who will provide support to residents as part of the multidisciplinary team.
- Funding for educational stipend to be paid to HCSWs while on leave for educational components.
- A provincially standardized HCSW training and onboarding package.
- The opportunity to engage in an innovative strategy to address recruitment challenges in the long-term care sector and build an engaged workforce.

There is no fee or cost levied on organizations who choose to take part in the HCAP. Employee wages and any eligible benefits will be fully covered by the Government of British Columbia.

5. What are the Employer obligations in taking part in the HCAP program?

This is a new initiative and requires an employer commitment of approximately 12-18 months for each HCSW hired. During this period:

- Employers will be responsible for providing appropriate oversight to the HCSW during their progression through the HCA program.
- Employers must provide the HCSW leave to complete their educational program.
- Employers must be prepared to offer employment to HCSWs who successfully complete the education and training for an HCA and are registered in the BC Care Aide & Community Health Worker Registry.
- The Ministry expects that employers will manage the job vacancies within their organization through the period of HCSW employment on their sites to maximize the opportunity for permanent positions as HCSWs complete their education and become registered and available for employment as an HCA.
- The Ministry requests that employers be innovative and consider development of strategies to reduce reliance on casual staff, reduce overtime, and consistently meet the required hours per resident day targets in long-term care homes.

Employers will be required to provide specific information and data throughout the program including human resources data as necessary to ensure program success. Examples may include:

- Hiring dates for new HCSWs
- Hours worked by HCSWs
- Progression of HCSWs through the education process
- Status of vacancies at the site where the HCSW is training
- Number of HCA positions filled upon completion of the HCAP program

The data will be used to measure the success of the initiative, track the employment status of individuals in the HCSW role and to distribute funding. Further detail on the required data elements will be communicated as the initiative rolls out.

6. How do the Single Site Orders impact this initiative?

All COVID-19 provincial policies and guidelines apply to Health Care Support Worker positions, including the Single Site Orders.

7. Who do I contact with additional questions?

Employers with questions about the Expression of Interest process or form should contact the Health Career Access Program Project Team at the Ministry of Health (HCAPInfoQuery@gov.bc.ca).

Appendix C: Participant Frequently Asked Questions

1. What is the Health Career Access Program (HCAP)?

COVID-19 has increased the need for health care assistants (HCAs) in long-term care and assisted living settings across the province.

The HCA program typically requires six to eight months of full time post-secondary education. Through the Health Career Access Program (HCAP), the Province will pay for your post-secondary education while helping to place you in an entry-level job within the care sector.

New hires in the program start in a health care support worker (HCSW) position and receive paid education and training that leads to full qualification as an HCA.

2. Where can I go to find out more about the HCAP?

<https://www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care>

3. What positions are available through the HCAP?

Health care support workers perform a variety of non-direct and/or non-clinical healthcare supports for clients, residents, families and/or visitors in long-term care and assisted living settings under the direction of a Registered Nurse or another regulated healthcare professional. Typical duties include:

- Participating as an integral member of a healthcare delivery team
- Establishing a caring relationship with clients, residents and families
- Providing support and assistance with mealtime activities
- Providing support and assistance in carrying out activities
- Performing housekeeping duties
- Greeting and directing visitors
- Restocking supplies
- Completing and maintaining relevant records

HCSWs will earn \$20.95 per hour.

All HCAP applicants must start as an HCSW before becoming an HCA.

Upon successful completion of the paid HCA training program, HCSWs will be eligible to register with the BC Care Aide & Community Health Worker Registry and seek employment as a qualified HCA.

Health care assistants provide personal care in a variety of settings including acute care hospitals, assisted living facilities and residential care. They are supervised by registered nurses or other regulated health professionals and follow established care plans. Typical duties include:

- Assisting with bathing, grooming, dressing, and oral hygiene
- Helping in the delivery of nursing care, including taking temperature, pulse and respiration readings
- Documenting information on a patient's chart
- Monitoring patient progress, symptoms, and behavioural changes; and reporting significant observations

- Utilizing mechanical aides (specialty beds, lifts, wheelchairs and stretchers) to transport patients
- Helping to position, lift, and/or transfer patients using established lifting safety techniques
- Maintaining a clean and safe environment for patients and staff

Typically, in long-term care homes and assisted living settings, HCAs provide coverage 24 hours a day, 365 days a year. Start and end times of shifts vary between settings, but often there will be a “day shift”, an “evening shift”, and a “night shift”.

4. Will Health Care Support Workers (HCSWs) be unionized?

The long-term care and assisted living sector employs both unionized and non-unionized positions depending on the employer. If the setting has a union certification for the work performed by an HCSW, the role will be unionized.

5. Who is eligible to participate in the HCAP?

Anyone who meets the education and skill requirements is invited to apply.

Education

- Grade 10, including the successful completion of English 10, or equivalency. Valid Class V BC Driver’s License.
- For guidance on the English Language Competency Requirement please visit this [link](#)

Skills

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.

HCAP participants will also have to meet the post-secondary institution’s program pre-requisites.

6. What is the process for applying and completing the HCAP?

Step 1: Expression of Interest

- The first step is to submit an expression of interest online at: <https://www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care#EOI>.
- Applicants who meet the education and skill requirements and pass a criminal record check will enter the pool of pre-screened applicants and be considered for positions in their region of interest.
- Applicants should be aware that an enhanced criminal record check will be required before starting work with vulnerable populations in a long-term care or assisted living setting.

Step 2: Application and Hiring

- If the HCSW position is unionized, the employer will follow their collective agreement commitments and post the HCSW position internally. If the position is not filled, the employer will then offer interviews to select an applicant through the HCAP matching process.

- If the site is not subject to collective agreement posting requirements, the position may be filled internally, or the employer will select an applicant through the HCAP matching process.
- Successful applicants will be issued an offer letter by the employer and hired as an HCSW.
- HCSWs will be required to sign a 12-month return of service agreement.

Step 3: HCSW Orientation

- Upon hiring, HCSWs will receive a standardized HCAP orientation, in addition to a facility/employer-specific orientation, to their new role.
- HCSWs will provide non-clinical support to patients and residents under the supervision of registered nurses or other regulated health care professionals.

Step 4: HCA Training Program

- Following orientation, HCSWs will begin the HCA training program, delivered by a registered post-secondary institution.
- The HCA education program will be delivered over a period of 12 to 18 months and the employee will receive a stipend for HCA education components.
- The education stipend for HCSWs will be \$785/week, paid bi-weekly through their employer's pay roll.
- It is mandatory that HCAP participants successfully complete the HCA training program. Employees who do not undertake the HCA training will not be eligible to work as an HCSW or have their salary paid by the province.

Step 5: Registration as an HCA

- Following successful completion of the HCA training program, the employee will be eligible to be registered with the BC Care Aide and Community Health Worker Registry and work as an HCA across the province.
- At this point, funding for the HCSW will end and the employee must apply for employment as an HCA under the terms of their return of service agreement.