

T&Cs and Policies for Oxford International College Halifax (OIC Halifax) Policies Continuing Care Assistant Certificate Program -

1. All students who enroll for the CCA program by OIC Halifax are required to comply with the following -

1. Maintain the required attendance during the 9-month CCA program, including co-op
2. Receive passing grades in all areas of the CCA program (written and practical)
3. Receive Satisfactory reports from the placement providers
4. All learners must complete/obtain the mandatory certificate courses in their entirety
5. Respectfully and professionally work with male and female Senior residents from varied ethnic backgrounds
6. Attend and positively participate in the job and interview skills classes
7. Attend at least 3 interviews with a potential employer in addition to the work placement provider
8. Successfully pass the provincial licensing exam (can take the test up to a maximum of 3 times)

All learners must complete the following modules and courses, prior to their work placement and CCA certification:

- Environmental Safety
- Safe Handling and Mobility
- Care Setting Management
- Growth and Development
- Body Structure
- Function and Care Implications
- Personal Care
- Nutrition and Meal Preparation
- Mental Health and Social Wellbeing
- Medication
- Introduction to CCA Program and Health Care Sector
- CCA Personal and Professional Development
- Communication in the Care Setting
- Documentation and Technology in the Care Setting

Other General Program Requirements -

• The NS Private Career Colleges Act and Regulations mandate minimum attendance requirements for all scheduled classes, lab practice and placements. Current regulations require a minimum attendance rate of 90%. Please note that some certificate courses, program modules and or placements require 100% mandatory attendance. Failure to meet attendance requirements will lead to dismissal from the program.

- The CCA Program entails clinical placements in Long Term Care; Home Care and approved health care Settings. Students are required to provide their own, reliable transportation to clinical placements. This is of particular importance for home care placements.
- Shift work is an integral part of this occupation and learners are expected to follow the rotation of their placement mentors, Therefore, placements can involve day, evening and night shift assignments, for up to 12 hours per shift. While classroom instruction is held between Monday and Friday of each week, placements may occur any day the week.
- Students must successfully complete all program components in order to graduate and be eligible to write the provincial certification exam.
- The pass mark for each program module/course is 75 %.
- The CCA Program has additional requirements related to immunizations/vaccinations. Learners are responsible to obtain relevant vaccinations and provide documentation that they have completed these requirements at the beginning of the program.

2. Tuition Refund Policy

- To withdraw from the course, the student must first provide OIEG's Program Manager with a written letter including my reason for withdrawing.
- The application fee is non-refundable. Please see the table below for amounts and timelines related to refunds in accordance with the Private Career Colleges Act of Nova Scotia.
- A disagreement between the college and student with respect to the calculation of a tuition refund must be referred to the Director [of the Private Career Colleges Division] for a final decision.

Percentage of Hours of Program delivered to End of Enrollment	Refund (Minus any registration fee credited to tuition under subsection 51(2))
Program 12 weeks or longer	
0-25%	Any tuition paid for the 2nd, 3rd, or 4th quarters of the program
>25%-50%	Any tuition paid for the 3rd or 4th quarters of the program
>50%-75%	Any tuition paid for the 4th quarter of the program
>75%	None

3. COVID 19 Policies

Disclosure related to COVID 19:

The College advises all students that potential delays or interruption of any program delivery components (theory, clinical placements, and/ or mentorships) may (re) -occur if and when restrictions or orders are imposed or re-imposed by NS Chief Medical Officer of Health or under Emergency Management Act.

Restrictions and/or Orders, due to COVID – 19, may result in education provider (OIC Halifax) not being able to continue the delivery of any/all program components, as scheduled. Any imposed or re-imposed restrictions may also result in program timeline extensions as well as the alteration of modes of delivery (virtual vs classroom), placement locations, and the placement structure.

Student services, activities, or facilities that may not be available or limited under COVID-19 response measures:

- Placement sites such as NS Health Authority – Acute Care Facilities
- Shared travel with Mentors during Home Care Mentorship placements
- Shared travel to/from placement sites
- Non-essential/exploratory educational tours
- Access to 1:1 academic counseling and/or other student support services/advising sessions

Learners are further advised that:

If Public Health and/or Chief Medical Officer of Health, NS restrictions and orders are imposed that would necessitate the implementation of “virtual, on-line, program delivery, OIC Halifax will utilize a web-based, remote-delivery platform that allows for live, ‘real-time’ delivery of instruction. OIC Halifax reserves the right to determine which program content is deemed suitable for virtual delivery and to alter the delivery schedule of virtual programming.

If/when virtual program delivery is necessary and implemented, OIC Halifax will:

- Maintain and grant controlled learner access to an appropriate video conferencing platform or Learning Management System
- Notify learners of the transition to a virtual learning environment.
- Notify learners of program delivery alterations, including assessment methodologies.
- Advise learners of alternate, accessible learning spaces.
- Advise learners of alternate program options (including deferred program continuation) available to them.
- Advise students if and when Public Health Measures, NS PCC or NS Chief Medical Officer of Health orders and restrictions are lifted, facilities are re-opened and return to regular

programming is possible, at which time any remaining course/program hours would transition back to standard classroom/program delivery.

Learner Responsibilities:

- Learners that access/participate in virtual learning sessions, in their home environment, are responsible to ensure they can secure and maintain a private learning space, for the duration of any virtual learning sessions.
- Obtain and maintain reliable high-speed internet access.
- Secure and maintain any computer technology resources.
- Abide by program requirements/policies (attendance, conduct, submission of assignments) as set out in the “Learner Handbook” and/or as disclosed, by OIC Halifax, as part of virtual delivery protocols.

4. Understanding of Scope of Work -

Terms and Conditions for Placements-

1. Purpose and Objectives:

- Placements provide an opportunity for learners to demonstrate their ability to safely practice their roles with a variety of individuals in nursing homes, home care, acute care, or other approved care settings.

2. Placement Arrangements:

- Placements are arranged by the education provider and are conducted in Department of Health and Wellness licensed nursing homes or homes for the aged.

3. Supervision and Learning Environment:

- The placement is designed to introduce students to a real work environment, allowing them to develop their skills through hands-on experience.
- During the placement, students will work under the direct supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN).

4. Expectations and Compliance:

- Students are expected to adhere to all guidelines and instructions provided by their supervisors and the placement facility.
- Any failure to comply with the standards and expectations of the placement may result in disciplinary action, up to and including removal from the program.

Oxford International College Halifax (OIC Halifax) will refund the CCA tuition fees (less initial registration fee) if all listed conditions are met and verified by OIC Halifax and the CCA program supervisor.

5. Work Permit and PR

The Nova Scotia Office of Immigration and Population Growth (NSIPG) has recently introduced a new program through the Nova Scotia Nominee Program, called the International Graduates

In Demand Stream (IGDS). This program allows Continuing Care Assistant (CCA) graduates from a private career college program to secure employment in a CCA role and obtain a work permit.

Eligibility and Application Process:

1. **Eligibility:** Students who have graduated from a CCA program at a private career college are eligible to apply for the IGDS stream.
2. **Application:** Students can apply to the Nova Scotia IGDS stream immediately after graduation from the CCA program.
3. **Approval and Employment:**
 - Once approved for the IGDS and having received an offer of full-time employment from an eligible employer, students can apply for a work permit.
 - Simultaneously, if desired, students can also apply for permanent residency.
4. **Commencement of Work:** Upon receipt of their work permit, students are authorized to begin their employment in the CCA role.

This initiative facilitates a streamlined pathway for international graduates to transition from education to employment, while also providing an opportunity to seek permanent residency in Nova Scotia.