

## Program Syllabus Patient Care Technician

**Program Number:** H170694 (PSAV)

**Program Hours:** 600

**Instructor(s):**

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**Program Description:**

The patient care technician program is designed to provide students with the necessary instruction and clinical experience to prepare them to pursue a career and employment in the field of patient care technician after successful completion of the Prometric examination and the NHA Certified Patient Care Technician Examination. Upon completion of the program the student will have acquired the necessary skills required to perform competently in the field of patient care technician. The program will provide the student with opportunities for individual growth and personal awareness, which will hopefully lead to an expansion in their interests, confidence, personal success, work ethics and skills.

**Prerequisites:**

None

**Industry Certification/Licensure:**

Certified Nursing Assistant  
Patient Care Technician  
Phlebotomy Technician  
EKG Technician

**Occupational Completion Points:**

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	REG NURSE	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	7 G LPN 7 G* PRAC NURSE @7 %7%G (Must be a Registered Nurse)	75 hours	31-1014
C	HCP0332	Advanced Home Health Aide	REG NURSE	50 hours	31-1011
D	HCP0020	Patient Care Assistant	7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	75 hours	31-9099
E	HSC0016	Allied Health Assistant		150 hours	31-9099
F	MEA0580	Advanced Allied Health Assistant		100 hours	31-9099
G	PRN0094	Patient Care Technician		60 hours	31-9099

## Program Syllabus

### Program Objectives and Outcomes:

The program includes, but is not limited to:

The courses content includes, but is not limited to:

1. DOE Health Science Core (Basic Healthcare Worker) Frameworks
  2. DOE Articulated Patient care technician Assistant Frameworks
  3. DOE Advanced Home Health Aide
  4. DOE Patient Care Assistant
  5. DOE Allied Health Assistant
  6. DOE Advanced Allied Health Assistant
  7. DOE Patient Care Technician
- a. Demonstrate knowledge of the healthcare delivery system and health occupations.
  - b. Demonstrate the ability to communicate and use interpersonal skills effectively.
  - c. Demonstrate legal and ethical responsibilities.
  - d. Demonstrate an understanding of and apply wellness and disease concepts.
  - e. Recognize and practice safety and security procedures.
  - f. Recognize and respond to emergency situations.
  - g. Recognize and practice infection control procedures.
  - h. Demonstrate an understanding of information technology applications in healthcare.
  - i. Demonstrate employability skills.
  - j. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
  - k. Apply basic math and science skills.
  - l. Use verbal and written communications specific to the nursing assistant.
  - m. Demonstrate legal and ethical responsibilities specific to the nursing assistant.
  - n. Perform physical comfort and safety functions specific to the nursing assistant.
  - o. Provide personal patient care.
  - p. Perform patient care procedures.
  - q. Apply principles of nutrition.
  - r. Provide care for geriatric patients.
  - s. Apply the principles of infection control specific to the nursing assistant.
  - t. Provide biological, psychological, and social support.
  - u. Perform supervised organizational functions, following the patient plan of care.
  - v. Assist with restorative (rehabilitative) activities.
  - w. Perform skills related to the hospital setting (optional)
  - x. Use verbal and written communications specific to home health aide.
  - y. Demonstrate legal and ethical responsibilities specific to home health aide.
  - z. Perform physical comfort and safety functions specific to home health aide.
  - aa. Apply principles of nutrition specific to home health aide.
  - bb. Apply the principles of infection control specific to home health aide.
  - cc. Perform home health-care services.
  - dd. Perform nursing assistant skills related to the hospital setting.
  - ee. Provide nursing assistant care for the adult patient.
  - ff. Perform skills representative of 1-3 major allied health areas as determined by local labor market demand.
  - gg. Successfully complete a clinical rotation in the selected major allied health areas.
  - hh. Perform additional skills from the previous module which are in the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.
  - ii. Successfully complete a clinical rotation in the selected major allied health areas.
  - jj. Demonstrate knowledge of organizational and effective team member skills.
  - kk. Practice organizational and effective team member skills in a clinical setting.
  - ll. Demonstrate employability skills specific to practical patient care technician

## Program Syllabus

### Textbook:

Textbook name	ISBN #	Edition
Hartman's Nursing Assistant Care: Long-Term Care and Home Care	ISBN 978-1-60425-070-1	3 <sup>rd</sup>
Workbook: Hartman's Nursing Asst Care: Long-Term Care and Home Care	ISBN: 978-1-60425-071-8	3 <sup>rd</sup>
Hartman's Complete Guide for the Phlebotomy Technician	ISBN 978-1-60425-129-6	1 <sup>st</sup>
Hartman's Complete Guide for the EKG Technician	ISBN 978-1-60425-107-4	1 <sup>st</sup>

### Online Resources:

Certified EKG Technician (CET) Online Study Guide 2.0 + Online Practice Test 2.0	NHANOW.com
Certified Patient Care Technician/Assistant (CPCT/A) Online Study Guide & Practice Test 2.0	NHANOW.com
Certified Phlebotomy Technician (CPT) Online Study Guide & Practice Test 2.0	NHANOW.com

### Tools/Supplies/Materials:

Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to class on a daily basis. Safety equipment, specific to the patient care technician occupation, is provided, e.g., personal protective equipment. In addition, students are required to purchase 2 sets of approved uniforms, approved nursing shoes, a stethoscope, wristwatch with second hand or digital seconds, and a pocket sized note pad for clinical.

### Grading Scale:

#### NUMERICAL EQUIVALENT OF GRADES:

100-94	= A
93-85	= B
84-77	= C below 77% is failing

### Clinical:

Pass = P (77% or greater)  
Fail = F (below 77%)

### Evaluation/Assessment:

#### EXAMINATIONS:

The program examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each major topic assignment. An overall 77% on performance evaluations is required to successfully pass and proceed to the next assignment. Students are eligible and expected to sit for the Certified Nursing Assistant Examination and skills examinations after completion of OCP B.

### Satisfactory Progress:

Students must maintain an average of 77% in each class to pass the course and progress in the program. When a student is absent from class, the student must make up all tests or class work missed on the first day they return to class or a grade of zero will be awarded. Students will be provided with detailed assignment sheets and a specific syllabus for each course of study. Complete mastery of an area must be achieved before proceeding further. A student is not allowed to progress in the program if they have not passed each course at the time it is offered. Students are responsible for maintaining a sufficient rate of progress throughout the course.

### Instructional Delivery Methods:

Lecture, power points, audiovisual, team projects, skills demonstration with return demonstration.

## Program Syllabus

### Conferences and Assistance:

You are welcome and encouraged to come to the instructors' offices to talk over any problems you may have in this program. Conferences with instructors may be scheduled after class. Students needing assistance with problems will research along with the instructor all possibilities and utilize all reference materials to achieve a solution. In addition, Student Services personnel as well as the Adult Facilitator are available to students for assistance as needed. Subject-related problems can be presented to the class as a whole for research upon instructor's approval. Class interaction and discussion concerning health and wellness and patient care technician is encouraged.

Students who are having difficulty completing a lab assignment are encouraged to seek help from an instructor as soon as possible. The student is responsible for scheduling additional practice time as needed. These practice times are not to be scheduled during regularly scheduled lab hours.

### Classroom:

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433  
Building 400 Room 120

### Office Location:

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433  
Building 400 Room 120

### Office Hours:

Regular office hours for the instructors are Mon. – Thur., Day: 7:30 a.m. -5:00 p.m.

### Attendance:

The instructors will arrange individual class, lab, and clinical hours. Students are required to be present and on time for class, lab practice, and clinical in order to receive the necessary instruction and clinical experience. The student is responsible for all material covered in class. Any material missed, due to an absence, must be made up by the student. The student is responsible for completing this make up work within one week of the time missed.

If a student expects to be late to class or absent they should notify the instructor. The student should also notify the instructor in advance if they will be absent from clinical.

All hours missed whether theory or clinical must be made up. Students who believe that attendance may present a problem should discuss their situation with the instructor and with student services. Meet with instructor to schedule makeup hours.

### Meeting Times/Contact Hours

Day Class theory: Mon – Thur 7:30 am – 12:00 pm

Day Class clinical – Varies – 7:00 am – 12:00 pm

### Lab Equipment:

You will be assigned specific equipment for your labs. The equipment you will use is reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your work area and lab areas clean and orderly while performing assignments. Return all software, equipment and lab components to the proper storage area before departing at the end of the period. The classroom lab will be clean and secured at the end of each project or period whichever comes first.

## Program Syllabus

### Safety:

- Safety is priority one.
- This program follows CDC guidelines.
- Touch-free temperature and hand sanitizing stations have been installed.
- Report any unsafe conditions to the instructor immediately. Any abnormal findings in clinical require a patient care technician student action. Notify the instructor and the patient's nurse immediately.
- If you are not comfortable or confident with any lab or clinical assignment, stop and notify the instructor.
- All equipment and manuals have a place, return them to the proper location.
- Everyone must complete the safety lectures/labs prior to clinical assignments.
- Hand washing is the single most effective method to prevent the spread of infection and must be practiced regularly by students as instructed in theory.
- All students must adhere to Standard Precautions while in the Lab and during Clinical assignments. The student is to apply the necessary personal protective equipment (PPE) such as gloves, masks, eye protection, and/or gowns when performing or practicing assignments depending upon the task and degree of exposure anticipated. The student is to dispose of all contaminated PPE as instructed in theory or according to agency/facility policy in clinical.
- Contaminated needles or sharps shall be placed into a sharps receptacle immediately after use. Contaminated needles shall not be recapped or removed. Recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
- Students are at an increased risk for exposure to diseases and environmental stressors while in the Lab or on Clinical assignments. The student must assume responsibility for all personal health care costs that may occur. The student agrees to provide documentation to the patient care technician department for their personal file that such medical follow-up has occurred. Students are encouraged to have health insurance for the course of the program to cover expenses for follow-up of untoward events.
- The student must complete all health and admissions requirements as discussed in the Patient Care Technician Handbook.
- If you are not comfortable or confident with any lab or project, stop and notify instructor.

### Emergency Procedures:

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- Fire extinguishers are located in each area.

### Rules and Regulation / Policies and Procedures:

Students will follow all rules/regulations outlined in the Emerald Coast Technical College Catalog.

### General Information:

Refer to the ECTC Catalog located at <http://www.ECTC.edu>, for additional information:

- Career and Counseling Services
- Services for Students with Disabilities
- Student Grievance Procedures
- Leave of Absence
- Withdrawal
- Forms