

# Patient Care Technician

Offered at Main Campus  
And  
Magnet Innovation Center - Watersound

**Program Number:** H170694 (PSAV)

**Program Hours:** 600

## Instructor(s):

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## Mission Statement:

We prepare and empower today's students to meet the demands of an evolving and competitive workforce.

## 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.

**Program Goals:** The goal of the Patient Care Technician (PCT) program is to prepare students for patient care practice in an entry-level setting to include certification as a CNA, CPCT, CPT, and CET. Safe and competent patient care practice requires that graduates demonstrate competencies in knowledge, skills, and attitude guided by adherence to ethical and legal principles.

## 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 7 G	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	LPN 7 G* PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	75 hours	31-1014

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
C	HCP0332	Advanced Home Health Aide	REG NURSE 7 G PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	50 hours	31-1011
D	HCP0020	Patient Care Assistant		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 Objectives and Outcomes:**

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

**Textbook:**

Textbook name	ISBN #	Edition
Hartman’s Nursing Assistant Care: Long-Term Care and Home Care	ISBN 978-1-60425-133-3	4th
Workbook: Hartman’s Nursing Asst Care: Long-Term Care and Home Care	ISBN: 978-1-60425-134-0	4th
Hartman’s Complete Guide for the Phlebotomy Technician	ISBN 978-1-60425-129-6	1st
Hartman’s Complete Guide for the EKG Technician	ISBN 978-1-60425-107-4	1 <sup>st</sup>
Workbook: Hartman’s Complete Guide for the EKG Technician	ISBN 978-1-60425-152-4	2nd

**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

**Student Admission Requirements:**

*All entrance and health requirement fees required are required to be paid by the student.*

**Background Check:** Accepted students are required to complete a National/State fingerprint/background screening through the Walton County School District (Automated Fingerprint-based Applicant Processing System). A background check may also be required through an approved consultant firm for clinical facility site approval. A student may not participate in a clinical rotation if they are denied admittance to a facility based on a previous criminal history. This will result in dismissal. If a student is dishonest on their nursing application and states that they have not had a felony conviction, and the background check shows otherwise, the student will not be eligible to attend the PCT program and will be dismissed. The student will not be eligible for re-admission into ECTC’s PCT program.

**Drug Screening:** Complete urine drug screening as required. Additional drug screening may be required and will be at the discretion of the Instructor or designated clinical personnel. The student must agree to submit to this testing or be dismissed. A negative urine drug screen will be required after the summer break in July for nursing students who are returning for the new school year which generally begins in August.

Students may be required to undergo a substance abuse test when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the hospital involving students or others working in the area to which students have been assigned. Students may also undergo a substance abuse test at random intervals: when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances; or when there is reasonable cause or suspicion to believe that students are under the influence.

Students may not take any medication that is prescribed or not prescribed, before or during clinical, that may alter his/her thinking and functioning ability and places the safety of patients, self, or others in jeopardy. The student should discuss these medications with their health care provider and with the instructor prior to clinical. Students are not allowed to bring over the counter medications (OTC) with them to a clinical setting. The student should notify the instructor of any OTC medications taken.

**Immunizations:** Provide proof of completed immunization to seasonal Influenza, Measles, Mumps, & Rubella (MMR x 2), Hepatitis B\* and Varicella or be vaccinated. In lieu of vaccination for Varicella, a student may provide written physician/PA/ARNP documentation of Chickenpox disease or a positive Varicella titer. \*If a student chooses not to have the Hepatitis B vaccine, a declination statement will need to be signed by the student. The student will need to receive a Tuberculin skin test (PPD) or chest x-ray (if there is a history of a positive Tuberculin skin test). The Tuberculin test should be within the last 90 days to meet yearly clinical requirements.

**Physical Exam:** A physical examination with clearance from a qualified physician, PA or APRN is required to enter the program. If a student is diagnosed with or has a reoccurrence of a mental or physical condition while in the program that may place the safety of patients, self, or others in jeopardy, he/she must report this condition to the program director immediately. A statement from the attending health care provider must be provided by the student to the program director attesting to the student’s ability to continue in the program.

**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.

**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.

**Dismissals:**

**The school reserves the right to ask a student to withdraw from this program for any of the following reasons:**

1. Unsatisfactory academic or skill performance—the instructor will have a verbal consultation with the student and keep a record. If the student is not capable of performing the skills required in the skills lab prior to clinical at the level that is expected the student will be dismissed from the nursing program. Students must be able to perform each skill required satisfactorily before being allowed to attend a clinical site. The counseling sessions will be scheduled as needed when grades fall below average or are borderline failing. Remediation may be required. All assignments in each course must be completed before moving on to the next course. The student is required to maintain a 77% average in each course. Additional grading guidelines will be listed on individual course syllabi. Clinical and theory classes are taken together. If you pass clinical and do not pass theory, you have failed both. If you pass theory and fail clinical, you have failed both.
2. Cheating and Plagiarism – Cheating of any kind will not be tolerated in the PCT program. If a student is found to be cheating it will be at the Nursing Director's discretion to dismiss the student from the PCT program. Students who are dismissed for cheating will need to appeal to the Nursing Director for re-admission into the PCT program. It is at the Nursing Director's discretion to approve or not approve re-admission. Classes that must be repeated due to being dismissed for a cheating, will be at the student's expense.

3. Plagiarism will not be tolerated, and students are expected to use proper citations when citing information that is being used in research papers that are assigned.
4. Unsatisfactory clinical performance which might seriously jeopardize the health and safety of a patient or client that includes repeatedly reporting to clinical without sufficient preparation for the clinical assignment, unsatisfactory care of a patient or skills which could result in harm to the patient, or presenting to clinical under the influence of a drug or alcohol. Presenting to clinical dressed unprofessionally or not following the clinical dress code. Unsatisfactory clinical performance also includes a student who is unable or unwilling to accept constructive criticism or satisfactorily follow-up on an instructor's direct request. Insubordination to the Instructor will not be tolerated. Students suspected to be under the influence of an illegal substance will be asked to submit to a drug screen at their own expense and if the results are positive, they will be dismissed from the program. The Florida Board of Nursing Rules, including the Nurse Practice Act, will be followed.
5. Denial of admittance to a clinical site.
6. Violation of attendance or tardiness policies or WCSD policies.
7. Health problems or conditions that may prevent the student from successfully completing the objectives of the program.
8. Unprofessional Conduct - Faculty and Administration may recommend that a student be placed on probation, sent home, or dismissed in the event of unprofessional conduct at school or in the clinical facility to include unprofessional behavior, violation of the WCSD or ECTC Code of Conduct, dress code violations and/or ethical or social misconduct (to be determined by the instructors and Administration). Providing false information on applications, records or reports is grounds for dismissal. Creating a hostile environment that includes bullying, harassment either physical or verbal, graphic or written conduct that is sufficiently severe is grounds for dismissal. Acts of insubordination to nursing faculty or clinical staff. Students who are dismissed for unprofessional conduct will not be eligible for readmission.
9. Specific Felony Violations that the Department of Health shall refuse to admit a Candidate for examination if the applicant has been:
  - a) convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C.ss.801- 970 or 42 U.S.C. ss 1395-1396.
  - b) been terminated for cause from the Florida Medicaid Program
  - c) been terminated for cause by any other State Medicaid Program
10. Convicted of a felony and/or DUI

**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 cleaned and secured at the end of each project or period whichever comes first.

**Lab Practice and Clinical:**

Following the demonstration and practice of the assigned skills, the student must demonstrate the knowledge of assigned skills using mannequins. Students must demonstrate the individual skills satisfactorily to pass the laboratory skills component. Students requiring additional practice to return the demonstration correctly will be asked to do so during their personal time.

Students will not be allowed to perform individual skills independently in the clinical setting until an instructor has checked them off in the simulation lab. In addition, as worded in facility contracts, "a student cannot provide any treatment to a patient without the instructor being present with the student." Any student who fails to follow this rule will be failed for the clinical day. If a student receives three clinical failures, they will be dismissed from the PCT program. Failures include no call, no shows, violation of clinical rules, or practicing out of their scope of PCT student which places the patient at risk.

**Clinical:**

Clinical experiences will be obtained from area hospitals, nursing homes, and other community facilities. Some clinical assignments will require students to travel out of town to provide the clinical experience that will be needed. Prior to any direct contact with a resident, all students will receive a minimum of 16 hours of classroom instruction in communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich maneuver; promoting residents' independence; and respecting residents' rights. **All clinical experience shall be provided under the direct supervision of the program instructor.**

The student must notify the instructor in advance if the student will be absent from clinical. Students must notify the instructor if they will be tardy to a clinical assignment. No student will be allowed in clinical later than 15 minutes after clinical is scheduled to begin. A student who does not show or does not call in for a clinical assignment will be failed for the day. If a student has 2 or more no call/no show clinical days, it could result in dismissal from the program due to unprofessional conduct and will be determined by the Nursing Director.

The student PCT uniform is to be worn with pride and dignity. All regulations are based on safety, asepsis, professional appearance, and behavior.

1. The student will be neat, clean, and well-groomed always. Adequate mouth care, use of deodorant, and clean clothes and shoes should always be addressed.
2. All uniforms will be purchased from the contracted uniform apparel company. The student must follow the agreed upon styles and purchase pre-approved items. Students are to purchase two Teal Blue tops, two Teal blue pairs of scrub pants, as well as one white lab coat. All uniform tops must be long enough to cover the entire buttocks.
3. Scrubs will be required in the skills lab setting and will be ordered through the school approved vendor as part of the student lab fees. These scrubs will also be worn at clinical times such as school screenings etc.
4. All uniforms should be ironed and appear neat. The Instructor may send noncompliant students' home.
5. The male student is required to wear a white T-shirt under their white uniform shirt. Mustaches or beards must be kept neatly trimmed. Sideburns can be no longer than earlobe length.
6. For the female student, if a dress is worn, then a full slip should be worn along with white hose. The dress uniform of the female student should fall below the knee. The length of pants should fall at or just below the ankle or lie at least one inch above the floor. White underwear should always be worn under a white uniform. No colored underwear is allowed.
7. Shoes must be all white leather. No open toed shoes, clogs, sling backs, or any form of shoe which exposes the foot may be worn. Socks must be all white and cover the ankle.
8. All students are to wear the personal school issued nametag on the right side of the uniform. If a student arrives at clinical and does not have the required name tag, they will be sent home and receive a fail for the day. The school issued name tag will be worn as issued with no holders or badge reels. When the lab coat is worn, the student's nametag must be visible on the outside of the coat on the right side so that the school embroidery is visible on the left side.
9. Make up should be conservative. Cosmetics are used conservatively. Strive for the "natural look". This means minimal eye makeup. No fragrances are to be worn, to include, perfume, cologne, after-shave, fragrant lotions, or bath gel, etc. (Patients and hospital staff may have allergies).
10. Hair should be kept up off the collar and away from the eyes and face in a conservative style. Hair color should be a natural color for the student with no vibrant coloring or highlighting – if you are unsure, ask your instructor before coloring.
11. Hair should be confined without adornment in a manner that reflects a professional image and does not interfere with patient care. Hair should not touch the collar or shoulder area or fall forward onto the face when bending over. No hair ornaments or bows. The clinical instructor may use discretion to determine if the hair arrangement/confinement is appropriate for the clinical setting. Headbands must be no wider than ½ inch and all white.
12. A plain wedding band with no stones is the only jewelry that may be worn. No other jewelry may be worn with the uniform. No pierced jewelry may be worn. This includes earrings, nose piercings, cheek piercings, lip piercings, or tongue rings which are not allowed. Fingernails should be clean, short, and well-manicured. Artificial nails and nail polish are not allowed in the clinical setting.
13. Gum may not be chewed in the clinical setting.
14. Uniforms are not to be worn while shopping, visiting, or any other leisure activity.
15. The following is required at each clinical: a black pen, wrist watch with second hand (watch should be white, black, or silver with no stones on the dial or band) or digital seconds (Smart Watches of any kind are NOT allowed at clinical due to

HIPAA), pocket size note pad, bandage scissors, stethoscope, penlight, and name tag. A student will not be allowed to participate in clinical activities if he/she comes without his/her nametag. Time missed due to inappropriate dress code will be subtracted from the allotted forty-eight (48) hours and will have to be made up by the student on campus.

16. Visible tattoos must be completely covered or concealed during all clinical hours including clinical simulation and skills labs.

#### **Student Clinical Assignments:**

1. Students may be assigned to any clinical agency used by the PCT program for clinical experience. Preparation by the student for clinical experiences is essential. The instructor is obligated to protect patient safety, which includes sending unprepared students' home. Being more than fifteen minutes late to clinical is considered a sign of unpreparedness and unprofessional conduct and will result in the student being sent home and receiving a fail for the day. Hours missed will be deducted and will have to be made up on school campus.
2. Students will report to the clinical facility prior to the beginning of the assigned shift at the time and place designated by the clinical instructor. Health requirements must be completed before beginning clinical. The clinical facility administrative staff will make the final determination to allow or deny a student entry into their facility. Tardiness will not be tolerated. Students should park in areas designated by the clinical facility. Students are to report to the designated meeting place upon arrival to the clinical facility or agency to await further instructions from the instructor. Students may not go to the patient care area without the instructor.
3. Student assignments will only be made by the instructor. Additional assignments may only be made by the instructor. An assignment sheet will be available for students in the pre-conference room or nursing unit. Students are not to provide direct patient care to patients who have not been assigned to them unless permission is granted by the instructor. A report on assigned patients should be received prior to providing direct care from the PCT instructor.
4. The instructor is present to assist in any care and observe skills as needed. A student cannot provide any invasive or complex treatments (dressing changes, etc.) to a patient without the instructor being present with the student. Students should always be accompanied by an instructor when performing a procedure even after successfully completing the procedure for the first time in the clinical setting.
5. Students that are assigned to provide bathing of a patient must always have another ECTC student or their instructor present with them. This is a safety rule that protects the patient and student. Failure to comply with this rule could result in verbal counseling, written counseling, probation, or dismissal.
6. Any problems during the clinical observation or clinical assignments should be addressed with the instructor immediately. The instructor will follow up through the proper channels. This is neither the student's role nor responsibility. Students failing to follow this chain of command will be counseled and final action may include dismissal.
7. If there are any changes in status or lab values, or significant (abnormal) vital signs are observed during patient care, then the student is to immediately notify the assigned nurse and instructor.
8. Students are expected to conduct themselves in a professional manner during all clinical experiences. Students are always to be polite and respectful to patients, staff, instructors, and fellow students. The student should not address any problems encountered with staff. Any problems with staff during clinical or observation rotations should be brought to the attention of the instructor so that they can be addressed by the instructor through proper channels. The student must maintain a professional attitude. Dignity, poise, calmness, and consideration, and professionalism is expected. Staff in clinical observation areas have the authority to dismiss a student from that clinical observation at any time that it is deemed appropriate because of student behaviors. Students should be aware that their performance might affect not only their clinical experience but also that of students who follow them. Remember you are a representative of Emerald Coast Technical College and the school district.
9. The student must ensure the patient's privacy by proper management of the chart and clinical folder and using all measures to maintain confidentiality. Health Insurance Portability and Accountability Act (HIPAA) standards and safeguards will always be followed. Students must keep confidential all information which relates to or identifies a particular patient, including, but not limited to name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with state and federal laws and standards of professional ethics. All school documentation should be turned in to the instructor at the end of the clinical shift. Any notes taken by the student on their personal paper needs to be placed into a shred container before leaving the clinical site or given to the nursing instructor if a shred container is not available. A student found in violation of HIPAA rules will be counseled by the nursing director and at their discretion the student can be dismissed from the nursing program.

10. Clinical facility reference books are not to be removed from the nurses' units or agency libraries.
11. The student may not receive personal phone calls during clinical and may not bring a cell phone into the facility unless it is given to the instructor before the clinical day begins. Student's that are found to have a cell phone device in their possession within the facility will be dismissed from clinical, receive a fail for the day, and time will be deducted from their hour bank. Student's need to give their family members and child caregivers their instructor phone numbers to get in contact with the student in the event of an emergency. The instructor will notify the student as soon as they receive notification of an emergency. The student may not have any visitors during clinical hours.
12. Students are required to complete their assignments prior to leaving their units for the day. They are also required to be at a safe stopping point to participate in breaks or lunch. The students are required to report to their assigned patient's staff nurse and instructor before leaving the floor for breaks, meals, or at the end of the shift. The instructor, and in some cases the charge nurse, should know where the students are always. At the end of the shift the student is to give a summary of the events to the staff nurse who is assigned that patient. This report should be given to the instructor prior to the staff nurse.
13. In post conference a short summary of events will be discussed, and time will be allotted for any questions by the students. Additional educational activities or learning opportunities will be provided or discussed as the instructor deems necessary.
14. Students are not allowed to witness any documents in the clinical facility.
15. Clinical facilities reserve the right to deny a student admission to clinical nursing courses based upon the results of the background records check. Students currently serving under any court-imposed order of supervised probation, work-release, or parole in connection with any felony conviction(s), plea agreement or any agreement will be denied admission to a clinical site.
16. Students who do not follow the guidelines and rules listed in this syllabus under *student clinical assignments* will be subject to disciplinary action to include, at minimum, a failure for the day, or at maximum, dismissal from the program. Further legal action may also be required.
17. Students may check-out a school-issued iPad to be used at clinical, the iPads should only be used during paperwork time or during post conference. You cannot bring your iPad on to the floor at a clinical site, it should be kept in your clinical bag and put away until post conference. iPads can only be used for Nursing Central access. Any student using a school-issued iPad is bound by the ECTC acceptable use policy. Downloading games, texting, or taking photos with the iPad is strictly prohibited. All activity on the school-issued iPads is monitored by the WCSD IT Department, and any student found in violation of the above will be dismissed from the nursing program at the discretion of the nursing director. The student is fully responsible for an iPad they check out for use and will be required to reimburse ECTC for any loss, damage, or theft of school property.

### **Student Health Requirements**

1. Each student is responsible for his/her own health and any problems related to his/her health. A student cannot attend class or clinical if they have a medical condition that would interfere with providing safe nursing care to assigned patients or would cause exposure to others. Admission to the clinical facility is at the discretion of the instructor in cooperation with the nurse manger or educational coordinator of the facility.
2. A physical examination is required to enter the program. If a student is diagnosed with or has a reoccurrence of a mental or physical condition while in the program that may place the safety of patients, self, or others in jeopardy, he/she must report this condition to the program director immediately. A statement from the attending health care provider must be provided by the student to the program director attesting to the student's ability to continue in the program.
3. A follow-up evaluation of major injuries, illnesses, or conditions will also be required upon entry and after any change in physical/mental status. The student will be required to have physician clearance to return and provide a return to school slip from the physician or healthcare provider managing this condition.
4. A student may not participate in a clinical setting if he/she has any health restrictions that would require a reduced patient load or that would place the safety of the patient or student in jeopardy, such as reduction in ability to lift.
5. Students may not take any medication that is prescribed or not prescribed, before or during clinical, that may alter his/her thinking and functioning ability and places the safety of patients, self, or others in jeopardy. The student should discuss these medications with their health care provider and with the instructor prior to clinical. Students are not allowed to bring over the counter medications (OTC) with them to a clinical setting. The student should notify the instructor of any OTC medications taken.



6. The student is required to report any exposure to a communicable disease (home, community, and health care facility) to the nursing director immediately. A student with an infectious illness should also report this immediately to the nursing director and PCT instructor.
7. A student who is pregnant must immediately report this information to her instructor. A statement from the attending physician or prenatal clinic attesting to the safety of the student's continuing in the program including activity restriction/s will be required. The student will be required to submit a note from the physician stating she may continue in the nursing program at each monthly check up. All efforts will be made to offer the student a safe environment. The student also must accept the responsibility for her own well-being in avoiding unsafe situations.
8. The student must sign a release of responsibility (declination) form if they choose not to be immunized with the Hepatitis B Vaccine.
9. An accident report will be completed for any accident/injury occurring to a student while on campus or in the clinical facility. The student is responsible for reporting the accident to their assigned instructor as soon as possible. The student may also be required to undergo a substance abuse test for the presence of alcohol, drugs, or other controlled substances following an injury occurring at the clinical facility.
10. Students may have to undergo a substance abuse test when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the hospital involving students or others working in the area to which students have been assigned. Students may also undergo a substance abuse test at random intervals; when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances; or when there is reasonable cause or suspicion to believe that students are under the influence.
11. The student is responsible for the cost of any medical evaluation or treatment received during clinical rotations at any health care facility or agency.
12. An annual PPD tuberculin skin test (or chest x-ray) is required, as is an update of immunizations when applicable. If a student has a positive PPD tuberculin skin test, then a negative chest x-ray is required prior to admission to the program or clinical facility. Other vaccine requirements may be added by clinical facilities.
13. The student is responsible for demonstrating good health habits as a role model for patients.
14. Standard precautions are mandatory and are to be practiced by all students in laboratory and clinical settings.
15. The student is required to notify the nursing Director of any changes that occur in their health status or if the student begins taking any additional medications that are not listed on the physical examination form that is turned in at the beginning of the program.

**As a PCT student, you must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including, but not limited to, blood or other body fluids.**

1. Sudden Illness or Exposure to Communicable Disease. You are responsible for your own health care. Should you contract a communicable disease or be exposed to same via body fluids or other means, you must report such exposure or condition to your clinical instructor or preceptor immediately. Should immediate assessment and treatment be deemed necessary (including emergency care), you must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.
2. Accident. Should you become injured in a clinical facility or traveling to/from a clinical facility, you must assume the costs and responsibility for diagnosis, treatments (including emergency care), and/or appropriate interventions as a result of the accident. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.
3. Chronic Illness. You are responsible for informing your instructor(s) of any health condition which increases your potential risk, i.e., pregnancy, allergies, and/or auto-immune disease. You must also report any health condition (including prescription medications or other treatment) which may potentially harm a client (for example, a febrile illness or infectious skin lesion) or otherwise render you unfit for providing nursing care.

Note: You must notify the Program Director when using any prescription drugs, except for antibiotics and contraceptives, as medications may affect behavior. Notification is required at any point in the program. If your health status (physical or mental) is, in the opinion of the faculty/preceptor, impaired in the delivery of care, you may be required to submit proof of medical assessment and/or interventions as determined by the Program Director. Should you be unable to meet the program standards, you may be dismissed from the program. You may appeal the dismissal through the appropriate channels within 24 hours.

***Any violation of Patient Safety Standards may result in immediate dismissal from the ECTC PCT Program.***  
**Safety:**

1. Safety is priority one. Make learning safe, fun, and enjoyable!
2. The program follows the CDC guidelines.
3. Touch free temperature and hand sanitizing stations have been installed.
4. Report any unsafe conditions to the instructor immediately. Any abnormal findings in clinical require a PCT student action. Notify the instructor and the patient's nurse immediately.
5. All equipment and manuals have a place, return them to the proper location.
6. Everyone must complete the safety lectures/labs prior to clinical assignments.
7. 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.
8. 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.
9. 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 nursing 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.
10. If you are not comfortable or confident with any lab or project, stop and notify instructor.

#### **Wireless Communication devices and telephone calls**

Per the WCSD Handbook, personal telephones or other electronic wireless communication devices may not be used during the normal instructional school hours. However, the adult student may use the devices **during breaks and lunch break ONLY**. If devices or telephones ring or are used inappropriately during the school day, they will be subject to confiscation and will be returned upon completion of the school day. The student should have the wireless communication device including smart watches turned off during times of testing and other student evaluations. Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute ZERO TOLERANCE on cell phone use.

No personal calls are to be made or accepted during class or **clinical** hours. Phone calls that need to be made during class time may be done at allotted break times. If there is an emergency and family must get in touch with you while you are, e.g., in a clinical rotation at the hospital, then and only then may they call the facility. The student should notify their family members that when they call, they will have to ask for the instructor. The instructor will then take the message and relay it to the student.

**Clinical facilities do not allow their employees or students to have wireless communication devices due to possible violation of HIPAA laws. Students who are non-compliant with this policy can jeopardize the PCT program's ability to attend clinical at the clinical facility which would be detrimental to the entire PCT program. Cell phones or wireless communication devices including smart watches of any kind are not allowed during clinical and should not be carried or worn by a student while in the clinical setting. A student found to have a cell phone/wireless communication device or smart watch in/on their possession (in personal belongings or on their person) while in a clinical facility will receive a written warning and a failing grade for the day and be sent home. Hours will be subtracted from the student's absentee hours and will need to be made up. A second offense will result in automatic probation of the student for non-compliance of ECTC Handbook and clinical rules, a third offense will result in automatic dismissal from the PCT program.**

#### **MAIN CAMPUS:**

##### **Classroom and office location:**

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

**WATERSOUND CAMPUS:****Classroom and office location:**

133 S. Watersound Parkway Inlet Beach, Florida 32461

**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 two weeks 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 8:00 am – 12:30 pm

Day Class clinical – Varies – 7:30 am – 12:00 pm

**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