



Tom P. Haney Technical College Patient Care Technician Program

3016 Hwy 77, Panama City, FL 32405

(850) 767-5500 Main Line / (850) 212-3121 Director of Nursing

Course Syllabus

Program Title: Patient Care Technician **Program Code:** B070300

Accreditations: Council on Occupational Education (COE), Southern Association of Colleges and Schools

Program Format: In-Person | Lab | Clinical Rotations

Program Duration: 20 weeks (Full-time Hybrid)

Total Hours: 600 (Theory + Clinical)

Instructor: Casey Ivory, RN

Instructor Hours: 7:30am – 2:30 pm

Instructor Contact: email - icoryc@bay.k12.fl.us ; Phone: (850) 767-5500 Ext 212-3210

Course Philosophy

We believe that the School of Patient Care Tech is a justifiable and essential part of Career and Technical Education.

We believe that every person has the right to choose a vocation and be given the opportunity to succeed commensurately with his or her aptitude and ability.

We believe selected men and women, who meet the requirements for entrance and potential career success, should be considered for the Patient Care Technician program.

We believe in a democratic environment, which provides for individual growth with equal opportunity, so that each student may develop his or her talents to the optimum capacity through self-expression.

We believe the student is an essential part of the health team dedicated to maintaining the health of society.

We believe the student should function with a problem-solving approach consistent with their assigned and assumed responsibilities.

We believe the student should recognize his/her role as a member of the health team through cooperation and communication with other workers.

We believe that closely related planned experiences in theory and practice must be provided by the faculty so the students will develop skills, knowledge, understanding, attitudes and appreciations toward job satisfaction and personal attainment.

We believe that teaching is guiding, directing, and leading the learners through the curriculum based on past experiences.

Course Sequence and Content

Theory Hours: Tuesday and Wednesday 7:30am – 2:30pm, Haney Campus in Building 3, Room 210

Clinical Hours: Monday, Thursday, Friday 7:30 – 2:30pm, locations to be assigned

HSC0003 Basic Healthcare Worker Total Hours: 90

Focus: Core concepts, anatomy, and introductory skills

Course Title	Hours	Type
Basic Healthcare Worker	90	Theory / Lab

HSCP0121 Nurse Aide and Orderly (Articulated) Total Hours: 75

Focus: Long Term Care, Infection and Safety

Course Title	Hours	Type
Nurse Aide and Orderly	75	Theory/Lab

HCP0332 Advanced Home Health Aide Total Hours: 50

Focus: Home Health Care, Safety and Infection Control in the Home

Course Title	Hours	Type
Advanced Home Health Aide	50	Theory/Lab

HCP0020 Patient Care Assistant Total Hours: 75

Focus: Body Systems, Normal Function and the Effects of Aging and Disease

Course Title	Hours	Type
Patient Care Assistant	75	Theory/Lab

HSC0016 Allied Health Assistant Hours: 150

Focus: Introduction to Healthcare,
Long-term Care, Infection Control

Course Title	Hours	Type
Allied Health Assistant	150	Theory/Lab

MEA0580 Advanced Allied Health Assistant Hours: 100

**Focus: Death and Dying,
Special Care Concerns, Acute Care**

Course Title	Hours	Type
Advanced Allied Health Assistant	100	Theory/Lab/Clinicals

PRN0094 Patient Care Technician Hours: 60

Health Care Basics

Course Title	Hours	Type
Health Care Basics	60	Theory/Lab/Clinicals

Patient Care Technician Policy and Procedures

For further details of the Policy and Procedures of Patient Care Technician: refer to the Tom P. Haney Technical College Patient Care Technician Policy and Procedures Manual.

Certification

Program Awarded: Certificate of Program Completion

All students will be prepared and encouraged to take the Certified Nursing Assistant certification/licensure test after completion of program.

Basic Skill Requirements for Program Completion

In order to be a program completer, students must finish all required skills (determined by Florida Department of Education curriculum frameworks) with a satisfactory performance and a score of no less than 70 on each unit exam and prior to and during their rotations in the clinical area. **Students must also meet one of the Basic Skills Testing Exemptions OR earn a passing score on an accepted Math test as well as an accepted Language OR Reading test.**

All students will take the CASAS Math and Reading exams within the first six weeks of enrollment. Passing CASAS scores in Math and/or Reading qualify to meet the Basic Skills Requirement. Students who have not already met the Basic Skills Requirement and do not earn qualifying scores on the initial CASAS test(s) must complete remediation in Essential Education Math and/or Reading to qualify to retest. Success Academy Instructors will support and track progress for students who need remediation and coordinate with the Nursing Department for retesting according to Florida Department of Education guidelines. **The Basic Skills Requirement must be met prior to the last day of the program in order to be a program completer.**

Facility Expectations:

Learning Environment:

- A safe and supportive environment for students to practice under supervision
- Orientation to the facility, including policies, safety procedures, infection control, and emergency protocols
- Opportunities to observe, practice, and develop clinical skills relevant to their level of training

Supervision & Mentorship:

- Access to qualified nursing staff (preceptors, clinical instructors, or mentors) who guide and evaluate students
- Appropriate supervision depending on the student's competency level
- Constructive feedback on performance

Resources & Access:

- Access to equipment, supplies, and technology necessary for learning (patient charts, electronic health records, PPE)
- Space for students to study, prepare or document
- Exposure to a variety of patient care experiences to meet curriculum requirements

Professional Integration:

- Clear communication about student roles, scope of practice, and responsibilities
- Inclusion in the healthcare team, while ensuring patient safety
- Respectful treatment and professional recognition as learners

Patient Safety & Confidentiality:

- Policies ensuring students' activities are within their scope of practice
- Safeguards so students are not asked to perform tasks beyond their competence without supervision
- Emphasis on ethical practice, patient dignity and confidentiality (HIPAA or local equivalents)

Legal & Institutional Requirements:

- Compliance with agreements made with Tom P. Haney Technical College Practical Nursing Program and its regulatory bodies.
- Ensuring liability coverage, occupational health requirements (vaccinations) and security clearances are met
- Documentation for attendance, evaluations and clinical hours

Attendance:

Excused absences or medical notes will not allot back the missing time.

If a student is going to be late or is not going to attend class or clinicals, the student must inform the Instructor as soon as possible of the absence or tardiness.

Each student is allotted 30 hours total for the entirety of the program that may be used for missed class or clinical time. Excused absences or medical notes will not allot back the missing time.

Grading Scale

Grade Percentage

90–100%

80–89%

70–79%

Below 70%

Note: Students must maintain a 70% minimum in all Patient Care Technician courses to remain in the program.

Dress Code:

Students are required to wear the appropriate designated uniform, shoes and socks to class and to clinicals. Scrub jackets must match the same color of the uniform.

Hair should be clean and pulled up off the collar with a hair accessory close to the natural color of the hair. Hair cannot be dyed with any color that is not a natural hair color.

No jewelry shall be worn with the exception of a plain wedding band and a plain black, blue or white watch with a time face and second hand. (No decorative bands or smart watches are allowed in either classroom or clinical setting)

Nails will be clean and trimmed. They will not be any longer than the tip of the finger, no polish, fake nails, gel or dip is allowed on the nails at any time.

For further details about Dress Code: refer to the Tom P. Haney Technical College Patient Care Technician Program Policy Handbook

Required Textbooks, Equipment & Resources

- **Nursing Assistants (Lippincott)**
- **Nursing Assistants workbook (Lippincott)**
- **Phlebotomy (Warekois/Robinson)**
- **Black or Blue Stethoscope**
- **Black or Blue Sphygmomanometer (Blood pressure cuff)**
- **Black, Blue or White watch with a face and second hand**

Work-Based Learning Objectives

Clinical Requirements: Students

- CPR Certification (BLS for Healthcare Providers)
- Health Clearance (physical exam, TB test, immunizations)
- Background Check and Drug Screen

Students will not be permitted to attend clinicals without the appropriate documentation on file.

Professionalism:

Punctuality: Arrive on time. students arriving 30 minutes late will not be allowed access to clinical rotation

Appearance: Wear clean, approved uniform with name badge, proper footwear and good hygiene

Attitude: Show respect to patients, staff and peers

Confidentiality: Follow HIPPA guidelines strictly

Critical skills:

Safe Practice: Perform skills within the scope of practice for PCT with CNA leader supervision and RN approval. **Documentation:** Chart accurately, timely, and according to facility standards

Vital signs & Assessments: Accurately collect and report patient data, recognize abnormal findings

Communication:

With nurses & staff: communicate clearly and professionally

With patients: Use therapeutic communication techniques, be empathetic and respectful

Accountability:

Mistakes: Report errors or near – misses immediately

Take Initiative: Seek learning opportunities, offer help, and volunteer to try new tasks

Time Management: Prioritize tasks effectively, complete duties within the assigned timeframe

Clinical Requirements: School – Work Based Activities

Facilities with agreements:

Ascension Sacred Heart Bay: 615 Bonita Ave., Panama City, FL 32401

Encompass Health Rehabilitation Hospital: 1847 Florida Ave., Panama City, FL 32405

VITAS Healthcare: 3611 Transmitter Rd., Panama City, FL 32404

Tallahassee Memorial Healthcare: 1300 Miccosukee Rd., Tallahassee, FL 32308

Pruitt Health: 3212 Jenks Ave., Panama City, FL 32405

St. Andrew's Community Medical Center, Inc.: 3101-B Hwy 98, Panama City, FL 32401

Emerald Coast Behavioral Hospital: 1940 Harrison Ave., Panama City, FL 32405

Community Health and Rehabilitation: 3611 Transmitter Rd., Panama City, FL 32404

Facility Expectations:

Learning Environment:

- A safe and supportive environment for students to practice under supervision
- Orientation to the facility, including policies, safety procedures, infection control, and emergency protocols
- Opportunities to observe, practice, and develop clinical skills relevant to their level of training

Supervision & Mentorship:

- Access to qualified nursing staff (preceptors, clinical instructors, or mentors) who guide and evaluate students
- Appropriate supervision depending on the student's competency level
- Constructive feedback on performance

Resources & Access:

- Access to equipment, supplies, and technology necessary for learning (patient charts, electronic health records, PPE)
- Space for students to study, prepare or document
- Exposure to a variety of patient care experiences to meet curriculum requirements

Professional Integration:

- Clear communication about student roles, scope of practice, and responsibilities
- Inclusion in the healthcare team, while ensuring patient safety
- Respectful treatment and professional recognition as learners

Patient Safety & Confidentiality:

- Policies ensuring students' activities are within their scope of practice
- Safeguards so students are not asked to perform tasks beyond their competence without supervision
- Emphasis on ethical practice, patient dignity and confidentiality (HIPAA or local equivalents)

Legal & Institutional Requirements:

- Compliance with agreements made with Tom P. Haney Technical College Practical Nursing Program and its regulatory bodies.
- Ensuring liability coverage, occupational health requirements (vaccinations) and security clearances are met
- Documentation for attendance, evaluations and clinical hours