

TOM P.HANEY  
TECHNICAL COLLEGE



# Patient Care Technician

## Handbook 2026



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# WELCOME

The faculty of Tom P. Haney Technical College School of Practical Nursing and Allied Health welcomes you to our program. Our school is approved and recognized by the Florida Board of Nursing, and we offer three programs: Practical Nursing, Patient Care Technician and Central Sterile Processing Technology.

It is our sincere desire that we may be of service in helping you prepare for the world of work as you expand your educational opportunities.

Our mission is to provide educational opportunities for all students and the training necessary to meet the needs and standards of today's changing global workplace.

This handbook is a supplement to the Tom P. Haney Technical College Student Handbook and will assist you in becoming knowledgeable regarding the policies of your assigned program.

We hope your time at Tom P. Haney Technical College will prepare you to function as responsible, competent and compassionate members of the HealthCare Team.

*The School of Practical Nursing and Allied Health Faculty*

## PURPOSE:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 29-2099.00 (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies (66008439), Home Health Aides (66011456), or Allied Health Assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long-term care settings.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

## DESCRIPTION

The program aims to prepare students for roles like patient care technicians and other healthcare support positions. It provides competency-based learning to build academic and occupational skills such as:

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

# FLDOE STUDENT PERFORMANCE STANDARDS

## **Testing Requirements for Basic Skills:**

Required scores are:

Reading – 10.0 A; Math – 10.0 A; Language – 10.0 A

\*All testing must be successfully finished prior to the program's completion date to be eligible to receive a certificate. For more information, please see the Guidance Counselor in Student Services.

# FLDOE STANDARDS PATIENT CARE TECHNICIAN

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Use verbal and written communications specific to the nursing assistant.
- 13.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 14.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 15.0 Provide personal patient care.

- 16.0 Perform patient care procedures.
- 17.0 Apply principles of nutrition.
- 18.0 Provide care for geriatric patients.
- 19.0 Apply the principles of infection control specific to the nursing assistant.
- 20.0 Provide biological, psychological, and social support.
- 21.0 Perform supervised organizational functions, following the patient care plan.
- 22.0 Assist with restorative (rehabilitative) activities.
- 23.0 Use verbal and written communications specific to home health aide.
- 24.0 Demonstrate legal and ethical responsibilities specific to home health aide.
- 25.0 Perform physical comfort and safety functions specific to home health aide.
- 26.0 Apply principles of nutrition specific to home health aide.
- 27.0 Apply the principles of infection control specific to home health aide.
- 28.0 Perform home health-care services.
- 29.0 Perform nursing assistant skills related to the hospital setting.
- 30.0 Provide nursing assistant care for the adult patient.
- 31.0 Perform skills representative of 1-3 major allied health areas as determined by local labor market demand.
- 32.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 33.0 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.
- 34.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 35.0 Demonstrate knowledge of organizational and effective team member skills.
- 36.0 Practice organizational and effective team member skills in a clinical setting.

# PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 7 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1014
C	HCP0332	Advanced Home Health Aide	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

# GENERAL RULES

## ABSENCES:

The maximum absences allowable for any patient care technician student will be 60 hours or 10% during the course of the program. This will be divided into 30 hours for each academic section. When a student has missed 15 hours in each section, an administrative warning will be issued. If a student misses more than the allowed 60 hours, the student will be automatically withdrawn.

\*It is the responsibility of each student to be aware of their absences. Haney Technical College is a clock hour institution; therefore, attendance is tracked minute by minute. Students should not be asking instructors for attendance information. Students may monitor their attendance using the student web portal located in FOCUS.

## TARDIES:

Students will adhere to the tardy policy which includes: failure to report to class on time, conferences, and late return from lunch or break. If you anticipate being late, you must contact your instructor. The minutes that the student is tardy will be counted as part of the allotted 60 hours absence from the program. If a student is more than 30 minutes late for clinicals, this is considered an absence and he/she will be sent home.

\*Students will not be allowed to enter the classroom once testing has started. If you are not in your classroom prior to testing, then you will have to wait in the lobby until testing is complete and the teacher allows the break. This time will be deducted from your 60 hours maximum absences allowed.

## INSTRUCTOR

Conferences may be scheduled after class. Students are not to make random visits into the instructor's office or the teacher workroom. At no time are students allowed in the instructor's office or workroom without the presence of their assigned instructor.

*EVALUATIONS:* Evaluations are a continuous process and will be done by the instructors. Students are required to maintain a Grade Point Average (GPA) of 70/C in each subject area. A student whose final GPA for the subject area is below a 70/C will result in automatic dismissal from the program. (Refer to Re-Entry or Advance Placement Policy)

*MAKE UP TEST:* If you are absent, all tests must be made up on the next day that you return. It is your responsibility to contact the instructor regarding make-up tests.  
Ex. If you return on a classroom day, the test will be made up after school. Failure to comply will result in 20 points deducted from that particular test.

*NAME BADGE:* Students must wear a Haney issued name badge while on campus and in the clinical setting. This is considered part of your uniform. Any student present without his/her name badge will be sent home. Time missed from the program will be counted as part of the allowed 60 hours absence from the program.

*DRESS CODE:* Students must dress for the occupation for which they are being prepared. Therefore, in the classroom and clinical setting, students will wear their uniforms. Uniforms cannot be tight-fitting. Female students must wear bras. Students must wear shoes at all times. No sweat shirts, hoodies, or blankets are allowed during school or clinical. Any student in violation of the dress code will be sent home. The time missed from the program will be counted as part of the allowed 60 hours absence from the program.

*UNIFORM & ACCESSORIES:* Tom P. Haney Technical College School of Practical Nursing faculty selects the style and accessories. It is the responsibility of each student to purchase the required uniform and accessories. Uniforms will be worn during clinicals and in the classroom. Uniform pants should touch the top of the shoe and not touch the floor. Specialty areas may require different attire, upon which instructors will notify you.

JEWELRY/  
TATTOOS:

In classroom and clinicals: A watch with a second hand and plain wedding band may be worn. Medic Alert bracelets or necklaces may be worn.

No smart watches allowed. Absolutely no other jewelry of any description may be worn.

Body Jewelry/Tattoos in visible places such as eyebrows, nose, lips, and tongue is not permitted during clinical/class rotations. Tattoos should be covered as much as possible.

STUDENT  
CONDUCT:

The student will adhere to the policy on student conduct as described by the Bay County School Board. Any act of unprofessionalism or behavioral issues at any time, either on campus or in the clinical setting will result in dismissal from the program and from Tom P. Haney Technical College

SCHOOL  
VISITORS:

In accordance with Bay District Schools Policy, No visitors are allowed on campus without prior consent from the administration. This includes times during lunch and breaks. All visitors must receive a visitor's pass from Student Services.

SMOKING:

Smoking / Vaping is not allowed on the school campus. All Bay County Schools are "Smoke-Free" zones.

MEALS:

Students may bring their lunch or purchase drinks/snacks from the market in the community area. Lunch is to be eaten in the designated areas. Food trucks will be available on specified days during weekday lunch hours. Microwaves are located in the community area. No food is permitted in classrooms, only clear water bottles with water.

BREAKS:

Breaks are given at the discretion of your instructor in the clinical area and classroom. Students are to remain on campus and in the building during break times, unless the student clocks out.

SOCIALS:

School policy allows no school functions during class/clinical hours. This includes birthday or holiday celebrations.

SPECIAL  
EQUIPMENT:

Students do not operate any type of special equipment without prior approval of the assigned instructor, in the lab or at clinicals.

HEALTH:

Students are responsible for personal health. Any condition, which interferes with or exposure to others, will not be tolerated in class or clinical areas. Admission to the clinical facility is at the discretion of the instructor in cooperation with the unit manager of the facility. All costs for medical care, including emergencies, are the student's responsibility. While on duty at the clinical facility, necessary care will be given at the student's expense. If in doubt regarding personal health, consult the instructor in charge.

PROFESSIONALISM:

Students are required to do individual testing. If a student obtains information while testing at any time, the student will be reported to the administration for immediate dismissal. All students must read and sign the "test-taking rules."

Students are not allowed to lie their heads on their desks during class time. This may be perceived as sleeping in class which is not tolerated. Any student seen with their head on their desks will be dismissed, and time missed will be deducted from the 60 hours of absence allowed in the program.

Students are expected to demonstrate respect, honesty and integrity at all times. They are expected to maintain a professional demeanor both in the classroom and during clinical rotations, and communicate respectfully with peers, faculty and staff. Any violation of this policy will result in immediate dismissal from the program without privileges to return.

CELL PHONES /  
SMART WATCHES /  
LAPTOPS / TABLETS:

To foster an environment conducive to learning, engagement and academic success, Tom P. Haney Technical College implements a cell phone lockup policy to minimize distractions during class/lab sessions.

1. *Phone Lockup Requirement:*

- Upon entering the classroom, students must place their cell phones in the designated secure cell phone lockers. Phones will remain inaccessible during the class and lab sessions.
- Cell Phones may be removed during the lunch break and when dismissed for the day after the student has clocked out.

2. *Compliance and Consequences:*

- Compliance is mandatory. Non-compliance (e.g., retaining or using a phone during class) will result in the student clocking out for the day and hours deducted from time missed. Repeated violations will lead to referral to the Dean of students for further action.
- Cell phones/smart watches out during testing will be seen as cheating, and will be an automatic dismissal from the program without privileges to return.

3. *Safety and Emergencies:*

- Campus alert systems and classroom communication channels (instructor email, learning management systems) ensure access to emergency notifications, mitigating the need for personal phone access during class.
- Family members can call the front office and they will get the message to the instructor. Phone number: [\(850\) 767-5500](tel:8507675500)

4. *Personal Laptops / Tablets / Recording Devices*

- No personal laptops, tablets, etc. are allowed in classrooms. A school laptop will be provided at school for testing and class assignments.
- Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without prior consent of individuals being recorded is prohibited (Haney Student Handbook).

ACCIDENTS /  
INJURY

If any accident and/or injury occurs in the school facility, notify the instructor immediately. Accident/injury reports must be completed as required by the Bay District School Board.

NOTE: School health insurance is available for purchase at a nominal fee. Information is available in the Student Services Office at Haney.

## RULES IN THE CLINICAL FACILITY

ATTENDANCE: Any student who leaves the designated clinical area, including campus or classroom, without the assigned instructor's permission will be subject to administrative discipline up to dismissal from the Patient Care Technician program.

SUPPLIES: Students are expected to come prepared for the clinical setting with all of the required supplies as indicated by the checklist. Any student that does not have his/her supplies will be sent home, and receive an unsatisfactory grade ("U") for the day. Time missed will be deducted from the 60 hours of absence allowed in the Central Sterile Processing Technology program.

CONFIDENTIALITY  
OF PATIENT  
RECORDS:

Students may make entries into healthcare records and reports and clinical assignment forms. Any false entries made will require the instructor (faculty or facility) to review these entries and notify the program director. Knowingly recording false information is a violation of the program professionalism policy and the student will be immediately dismissed from the program. Students should not have contact with patients/clients and/or family members during the clinical setting while in uniform. The student may visit after clinical hours and must change into regular street clothing.

JEWELRY/  
TATTOOS:

A watch with a second hand and plain wedding band may be worn. Medic-Alert bracelets or necklaces may be worn.

No Smart or digital watches are allowed. Absolutely no other jewelry of any description may be worn.

Body Jewelry/Tattoos in visible places such as eyebrows, nose, lips, and tongue are not permitted during clinical/class rotations. Tattoos should be covered as much as possible.

COSMETICS:

Cosmetics may be worn with discretion and used in moderation. No fragrances of perfume or aftershaves. No star-shaped acne patches on uncovered parts of the body will be allowed.

UNIFORMS:

Professionalism is reflected in behavior and appearance. This policy describes the uniform code and is designed to project a professional image that represents our school to area hospitals and community settings.

Students will wear the uniform adopted by the program (designated scrub top, pants, scrub jacket is optional but must be the same color as uniform).

You may wear a white or black long sleeve shirt under your scrub top or white or black arm sleeves.

Uniforms must be clean, well pressed and cannot be tight-fitting.

In specialty areas, students will wear the required facility attire.

Students will adhere to the dress code and any violation of this policy; the student will be sent home with hours deducted from the allotted 60 hours. Repeated occurrences may be grounds for dismissal from the program.

*SHOES / SOCKS:* Students will wear all white leather shoes. (Leather athletic shoes, leather nursing shoes, clogs with enclosed toes and back straps in place around the heels). Shoes must be clean at all times. All students will wear white socks that are above the ankles.

*NAILS:* Fingernails must be clean, short, and well-manicured. No nail polish, dip, acrylic nails, artificial nails, or tips are allowed in the classroom or clinical rotations.

*HAIR:* Hair must be off the collar and pulled back out of the face. It must be clean and neatly arranged. This applies to both men and women. Beards and mustaches should be clean and neatly trimmed. No hair dye that is not natural hair color is permitted at any time. Any hair accessory must blend with the color of hair. No ribbons, scarves or fancy combs are permitted in the classroom or the clinical rotations.

*PROCEDURES:* Absolutely no procedures in the medical (clinical) facility are to be performed by students without the presence of an instructor.

*ASSIGNMENT:* Student assignments are to be made by Haney instructors or their designee. All changes in assignments are made and/or approved by a Haney instructor.

*PAPERWORK:* Any clinical paperwork assigned must be turned in to the designated instructor at the beginning of the next clinical day. Any student that does not turn in his/her paperwork will receive an unsatisfactory (“U”) for the day. A “U” will result in loss of time from the allotted 60 hours. 3 “U’s” will result in the next step in the disciplinary process.

*SIGN IN/OUT SHEET:*

Instructors must know the location of all students at all times. Therefore, prior to leaving assigned areas for errands, breaks, etc., students must have the instructor’s approval. A designated sign-in/out sheet is to be used each time the student leaves the assigned area. Time missed from class will be included in the 60 hours allowed for the program.

WITNESS OF  
SIGNATURE:

Students are not allowed to “witness” (sign or co-sign) any documents in the clinical facility.

HOSPITAL  
VISITS:

There are to be absolutely no visits to hospital patients or other areas of the clinical facility during clinical hours and in uniform. Bring a change of clothing to visit after hours. No student in uniform is to remain in the clinical area after being dismissed by the instructor.

REQUEST OF  
WITHDRAWAL  
OF STUDENT:

The Affiliating Health Care Facility may request the school to withdraw any student whose work or conduct, in its opinion, may have a detrimental effect on patients or personnel; and/or reserves the right not to accept a student who has previously been dismissed by a health care facility for reasons which would make acceptance as an affiliate inadvisable.

CELL PHONE:

Cell Phones are not allowed in the clinical facility. If a student is seen with a cell phone, this will result in dismissal from clinicals. The student will lose hours for the day and must contact and meet with the Director of the program before being allowed back to school or clinicals. Failure to comply will result in administrative action, which may include dismissal from the program.

PROFESSIONALISM:

Students are expected to demonstrate respect, honesty and integrity at all times. They are expected to maintain a professional demeanor both in the classroom and during clinical rotations, and communicate respectfully with peers, faculty and staff. Any violation of this policy will result in immediate dismissal from the program without privileges to return.



# Policy Handbook Compliance Form

This is to certify that I have read, understand, and will comply with the following:

## **TOM P. HANEY TECHNICAL COLLEGE HANDBOOK**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **TOM P. HANEY TECHNICAL COLLEGE PATIENT CARE TECHNICIAN**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Phone and Smart Device Policy

## Classroom

All smart devices must be placed in your assigned phone locker box and remain on silent mode immediately after signing-in. The classroom, lab, bathrooms are device free zones. If you need to use your phone you must sign-out and leave the instructional area. If family members need to contact you, have them call 850-767-5500.

Cell Phones may be removed during the lunch break **ONLY** and when dismissed for the day. Disciplinary action will be taken if cellphones are out at any other time during the school day.

**Cell phones/smart watches out during testing will be seen as cheating, and will be an automatic dismissal from the program.**

## Clinical Setting:

Cell Phones/smart watches are **NOT** allowed in the clinical facility! If a student is seen with cell phone/smart devices will result in dismissal from clinicals. The student will lose 6 hrs. for the day and must contact and meet with the Director of Nursing before being allowed back to school or clinicals. Failure to comply will result in administrative action, which may include dismissal from the program.

I fully understand and agree to follow this policy.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_



# Test Taking Policy

Students are required to do individual testing. If a student obtains information while testing at any time, the student will be reported to the administration for immediate dismissal.

All assigned homework must be turned in prior to each test. If the unit has more than one test, the homework must be turned in prior to the last test in that unit.

There is to be absolutely no communication of any type during testing.

All books and study materials must remain off the desks until the last student is finished testing. Your instructor will let you know when you can retrieve materials.

Cell phones / smart watches are prohibited in the classroom or clinical setting. Violation of cell phone use during a test can be considered cheating and will result in immediate dismissal from the program.

You may not leave the testing area once the test has begun, unless extreme emergencies. You must notify the instructor.

Students who finish the test before others must close their computers and sit quietly while others complete the test and will not fidget, swing in chairs, or lay their heads down on the desk.

Students are not allowed to web browse or go to any other website than the program being used to test even if the student has finished and submitted their test. This can be viewed as cheating and may result in dismissal from the program.

I fully understand and agree to follow this policy.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_