



Lake Technical College

2016 - 2017
Master Plan of Instruction
Patient Care Technician
(Includes CNA/HHA/PCA)

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

Lake Technical College prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The district provides equal access to district facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

charting new directions

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LAKE TECHNICAL COLLEGE
Patient Care Technician Program
(Includes CNA / HHA / Patient Care Assistant)

INTRODUCTION

Welcome to the Lake Technical College Health Science Education Department and the Patient Care Technician (PCT) program. Your future holds for you a rewarding and challenging health career!

This Master Plan of Instruction has been prepared to help you in orientation to the school and to become familiar with the requirements of the PCT program. We will do everything in our power to make this educational experience both enjoyable and challenging. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; and we believe the student must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of patient care.

Your instructors are registered nurses with years of clinical experience. Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the **Health Science Education Department** is to prepare students to meet the health care needs of a growing and diverse population, while serving as productive members of our local, state, national, and international communities.

PATIENT CARE TECHNICIAN PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art, which includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick and the teaching of appropriate health care. It is our belief that the PCT is an essential and distinct part of the health team. We further believe that qualified students may learn to become beginning practitioners in a variety of careers in the health field.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or PCT practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of direct importance to the process of learning to assist patients.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals, who meet the legal requirements of the state together with potential for success and satisfaction, should be accepted into this program.

We believe that Patient Care Technician education is a continuous process that must continue after completion of the program.

ADMISSIONS REQUIREMENTS

Lake Technical College's admission policy for Patient Care Technician requires that applicants should be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office.

Students enrolling in PCT must take the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given before entering the PCT program and helps staff and students determine the career fields in which each student can be successful.

The PCT program has the following minimum admission requirements. Students must:

1. Complete a Lake Technical College application.
2. Be at least 18 years of age and a senior in high school, if dual enrolled.
3. Take the TABE; Minimum TABE Scores must be met to receive a certificate of completion.
4. Meet definition of Good Moral Character and have the ability to perform essential physical and emotional requirements.
5. Provide verification of application for financial aid or a signed waiver statement.

6. Submit proof of a negative two-step Tuberculin test and/or chest x-ray (within one year's time) and influenza.
7. Submit a completed residency form with documentation to Admissions.
8. Have a negative drug screen prior to attending required clinical.
9. Have a criminal background report without any felonies (to be conducted by LTC).
10. Show proof of accident insurance.

TEST OF ADULT BASIC EDUCATION (TABE)

All applicants for Career and Technical Education programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, are required to take a state-mandated TABE prior to enrollment.

Several exemptions to TABE are accepted. In order to be exempt, a student must submit official documentation to a counselor/career advisor for verification of an exemption:

1. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented degree (AA, AS, AAS, BA or BS) may be exempt from TABE testing. (s.1004.91).
2. Applicants who earned a GED no more than two years prior to the start of class.
3. Students taking any accepted standardized tests such as PERT or ACT may be exempt from the TABE provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a Career and Technical Education program (6A-10315, 6A-10.040).
4. A student who has completed or who is exempt from the college-level communication and computation skills (CLAST) examination pursuant to s.1008.29 is also exempt from the TABE. Per s. 1008.29.
5. A student who achieves a score that meets or exceeds a minimum score on a nationally standardized examination (SAT or ACT) is also exempt from the TABE. The test must be taken within two years of enrollment in a Career and Technical Education program.
6. Documented successful completion of college-level remedial coursework may be used to meet TABE requirement.
7. Documented passing scores on state-designated industry certification tests may be used.
8. Mandated TABE exit scores may be waived for documented special needs students as per Florida guidelines. The student must enroll in AAAE and begin remediation in order to meet the exit requirements of the CTE program in which the student is enrolled. A student, with a documented disability, who is approaching completion (mastered 90% of the competencies) of the CTE program and has not met TABE scores, may be considered for a TABE exemption based on the following. It is determined through a SIT meeting that the student has successfully mastered the competencies of the CTE program in which she/he is enrolled and has been participating as expected in AAAE. The members of the SIT meeting may agree to waive TABE requirements.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAAE) lab or three months if not attending AAAE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAAE lab prior to or at the time of enrollment in a Career and Technical Education program for at least one block a day and make acceptable progress as determined by the AAAE instructor. Students should meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. Standardized tests scores are valid for two years.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

The TABE exit scores for this program are: Reading 10; Math 10; and Language 10.

ESSENTIAL TRAINING TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks that have been established. Their performance is essential for success in the program.

Physical Requirements

- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to project audible verbal communications at a distance of 4 feet
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to demonstrate high degree of manual dexterity
- Ability to work with chemicals and detergents
- Ability to tolerate exposure to dust and/or odors
- Ability to adapt to shift work
- Ability to grip
- Ability to distinguish colors
- Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
- Ability to bend a knee
- Ability to sit or stand for long periods
- Ability to perform CPR

Mental and Emotional Requirements

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to manage altercations
- Ability to concentrate
- Ability to cope with confrontation
- Ability to handle multiple priorities in a stressful situation
- Ability to assist with problem resolution
- Ability to work alone
- Ability to demonstrate high degree of patience
- Ability to adapt to shift work
- Ability to work in areas that are close and crowded

GOOD MORAL CHARACTER

According to Florida Statutes, PCTs must be screened through the Florida Department of Law Enforcement (FDLE) PRIOR to employment and must meet the standards of good moral character. A history of the following offenses DISQUALIFIES a PCT from employment:

Murder	Incest
Manslaughter	Arson
Kidnapping	Prostitution
Obscene literature	Assault to a minor
Sexual battery	Vehicular homicide
Lewd and lascivious behavior	Lewd and indecent exposure
Child abuse/aggravated child abuse	Aggravated Assault
Abuse/neglect of disabled adult or elderly	Exploitation of disabled adult or elderly
False Imprisonment	Sexual performance by a child
Negligent treatment of children	Killing of unborn child by injury to mother
Fraudulent sale of controlled substance	Theft, robbery and related crimes if the offense is a felony
Prohibited acts of a person in familiar or custodial authority on a child	Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

BACKGROUND SCREENING - DRUG TESTING

The Agency for Health Care Administration (ACHA) requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents/patients or have access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents may be counseled regarding potential employment opportunities.

The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The College, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and unable to perform expected duties causing concern for the health and safety of the student and/or those under his/her care. If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program.

INSURANCE

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance through Lake County Public Schools to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from the College's Admissions Office and at the "New Student Orientation".

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

TUITION

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

CLASS SCHEDULE

Patient Care Tech is a 600-hour program. PCT includes Core, Nursing Assistant, Home Health Aide, Patient Care Assistant, Allied Health, Advanced Allied Health and Patient Care Technician. All courses combine classroom hours and clinical hours. Classroom hours are 8:00 AM to 4:00 PM Monday through Thursday. Hours of clinical instruction will vary and may start as early as 6:45 AM and end as late as 7:15 PM. All schedules will be posted well in advance.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as recommended by a School Intervention Team (SIT).

If a student has a pattern of absences that could lead to excess, a SIT meeting will be held as necessary to attempt to alleviate issues and to counsel the student of possible alternatives and consequences. Students who miss more than 10% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program Master Plan of Instruction for specifics.

Lake Technical College's current school catalog, states, "The expectation of Lake Technical College is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or professional skills grade and can result in termination from the program. Only regularly scheduled class hours will be reported for attendance.

Absence of 10.0 hours for Nursing Assistant will result in a written reprimand by the instructor and a meeting with the Health Science Department Chairperson with the understanding that the student:

- Will be placed on probation.
- May continue in the class provided he/she misses NO more than a total of 16.5 hours for Nursing Assistant.
- May return on a space available basis with the next class to make up missed time during the clinical section. The student will have to make up the time in scheduled 8- or 12-hour shift increments, even if the shift(s) exceed needed make-up time. Student will not be allowed to complete only a partial shift(s).
- Must reregister for the appropriate 8- or 12-hour clinical day(s) and pay accident insurance (if applicable), tuition and malpractice insurance.

Because the State Board of Nursing, a regulating agency, approves the PCT program, STRICT ATTENDANCE POLICIES MUST BE ADHERED TO.

Program Attendance Requirements

COURSE	PROGRAM HOURS	ALLOWABLE ABSENCES (10%)
CORE	90	↓
CNA	75	16.5
HHA	50	5
PCA	75	7.5
AH	150	15
AAH	100	10
PCT	60	6
TOTAL	600	60:00

Notification of Absences

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. **A student who finds it necessary to be absent due to illness or emergency situations MUST notify the instructor before or within one hour of the start of class that day.**

Failure of notification will result in:

- a verbal reprimand at the first no-call, no-show
- a written reprimand for the second no-call, no-show
- a SIT meeting for the third no-call, no-show

Tardiness

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch. Students are expected to notify the instructor before the start of class of any anticipated tardies. Excessive tardiness will result in a SIT meeting and a Probationary Contract.

Excessive tardiness will impact grades and may result in an unsatisfactory knowledge, skills, and/or professional skills grade and termination from the program.

Probation

A student may be placed on probation when their academic grades, skills performance or attendance may jeopardize his/her ability to successfully complete the Nursing Assistant or Patient Care Technician programs. The purpose of probation is to formally notify the student and develop a plan to address and resolve any problems impeding his/her success.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, web-based materials, demonstration and return, discussion, group interaction, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, individualized instruction, self-directed learning activity packages, clinical experience, field trips, textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, videotaped instructions, films, audio tapes, transparencies, guest speakers, board examples, and labs are among the teaching methods utilized.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your instructor(s) have a current, working email address for you. See your instructor for more information.

Social Media

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about you. You should also be cautioned on how private your social media content really is – despite the settings on your account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that the most professions rely on great moral character. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the internet.

Evaluation

Evaluation of a student’s knowledge and skills include class performance, pre- and post-testing, unit examinations, practical test evaluation, required written and workbook assignments, clinical observation of performance objectives, decision-making, attendance, professional skills, and other methods are used for evaluation.

Clinical Experience

Students will receive clinical experience under the direct supervision of his/her instructor and/or preceptor when in the home health situation.

GRADING PROCEDURE

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

GRADING SCALE FOR THE PCT PROGRAM IS:

94-100	Outstanding Progress
85-93	Average Progress
77-84	Passing
< 77	Failing

Program grades are based on the three criteria: Skills, Knowledge, and Professional skills. Each area counts as one-third of the grade.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. An average Knowledge grade of 77% is required for successful completion of each occupational completion point (OCP). A minimum overall KNOWLEDGE average of 77% is required to successfully complete the PCT program.

PROFESSIONAL SKILLS (33 1/3% of the grade)

The Professional skills grade is based on personal appearance, attitude, attendance and punctuality. A daily Professional skills grade will be determined according to the Professional skills chart. A minimum PROFESSIONAL SKILLS average grade of 77% is needed to successfully complete the PCT program.

Professional skills

Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and instructors.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts instructor to report concerns; notifies instructor of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/instructors and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses instructors and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

SKILLS (33 1/3% of the grade)

The Skills grade results from performance in the lab and clinical setting. A clinical performance evaluation is completed at the end of each course within the program. A minimum SKILLS average grade of 77% is needed to successfully complete the PCT program.

If a student does not show satisfactory academic progress, the student will be referred to counseling, and, if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program within the number of hours stated in the Curriculum Framework (<http://www.fl DOE.org/workforce/dwdframe/>).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program instructor, Health Science Education chairperson, a College advisor and an administrator by way of a SIT meeting in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Students will receive a written assessment of grades at the end of each grading period. If at any time during the grading period a student's academic and/or clinical progress falls below the expected standard, the student will be counseled as to the steps required to bring the grade to a satisfactory level before the end of the grading period.

REQUIREMENTS FOR CERTIFICATES

Students must meet the following program requirements for in order to earn a certificate:

- Take and pass the Test of Adult Basic Education and meet required scores.
- Successfully complete and demonstrate all competencies specified in the Master Plan of Instruction and the State of Florida curriculum framework for the program.
- Successfully earn at least a 77% average in each area of Skills, Knowledge, and Professional skills.
- For CNA, attend at least 148.5 out of the 165 programs hours.
- For PCT, attend at least 540 out of the 600 program hours.

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed. Successful completion is at least a 77 percent average in the areas of skills, knowledge, and professional skills. Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, willingness to learn and to work, punctuality, cooperative attitude, and appropriate professional skills.

DRESS CODE

Students who attend Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

The Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's professional skills grade. Specifically, this means all Patient Care Technician students will wear:

1. Clean print scrub top and white pants or skirt. Uniform should not be worn for any activities not directly associated with the program. All uniforms must be free from wrinkles. Uniform pants must be above the level of the floor and no longer than the heel of the shoe. Undergarments should be a neutral color so as not to be seen through clothing.
2. Clean plain white socks for men; neutral hosiery for women with skirt/dress or white socks with slacks.
3. Clean, all white polishable, closed heel and toe, oxford or loafer-type shoes. Shoelaces, if applicable, must be clean and white.
4. A watch with a second hand and black ink pen.
5. Lake Technical College Health Science patch attached 3 inches below the left shoulder seam of the uniform.
6. A Lake Technical College student picture I.D. must be worn when the student is on campus or in the clinical setting.

Special Notations:

Special Notations. For patient, staff, and student safety, the following rules must be adhered to:

1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small stud (not to exceed 8mm) type earrings, post style, may be worn for pierced ears. No other visible body piercings are acceptable.
2. All visible body art (tattoos, Henna, etc.) must be covered at all times when participating in any program class or clinical activity.
3. No nail polish allowed. Nails should be no longer than end of fingertip. Artificial nails (to include, but not limited to, gel finish, silk tips, Gel finish, shellac or acrylic s) are not permitted.
4. Eyelashes are to be natural in color and, as with nails, artificial eyelashes are prohibited.
5. No perfume or cologne may be worn in the clinical areas.

6. Make-up should be conservative, including minimal eye make-up.
7. Hair must be worn above the collar and away from the face at all times when in uniform.
8. Good personal hygiene must be observed. A suitable deodorant should be used and adequate care of the mouth is mandatory.
9. Students are expected to arrive on time to any clinical experience out of respect for the facility and to minimize disruption to the clinical experience. Students will be sent home hence losing clinical time for the day.

REMEMBER – STUDENTS AT THIS COLLEGE ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE’S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.

GENERAL SCHOOL INFORMATION

Campus Safety

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. See the current school catalog for additional campus safety information.

Food and Drink in Program Areas

To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the instructor. However, under no circumstance may food or drinks be in the laboratory areas.

Leaving Campus During School Hours

For safety reasons, students will notify their instructor when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

Lunch

Food services are prepared on the Eustis campus by the culinary program students and are available during breaks and lunch.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the community and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location, including the parking lots.

GENERAL PROGRAM INFORMATION

Program Length and Hours

CNA is a 165-hour program that is designed to prepare an individual for employment as a Nursing Assistant in a long-term care facility and/or home health agency. The student will learn basic nursing skills necessary to assist patients in meeting physical, mental, and emotional needs and in performing daily living activities. The program covers communication skills, ethics, infection control, anatomy, physiology, nursing skills and nutrition, along with demonstration and return demonstration of nursing assistant skills.

Patient Care Technician is a 600-hour program (includes CNA / HHA / PCA / Allied Health / Advanced Allied Health and PCT) designed to prepare students for employment in long term care, hospitals, home health and a variety of other healthcare settings.

Upon successful completion of each classroom portion of the program, the student begins his/her clinical rotation in healthcare settings. During the clinical experience, the student will provide actual nursing assistant care to clients under the supervision of the instructor.

Our graduates are eligible to take the Certified Nursing Assistant Certification Examination to become a Certified Nursing Assistant listed with the Florida Board of Nursing and thus become a full member of the health team.

The State Board of Nursing reserves the right to deny certification to any individual who does not meet the qualifications.

Personal Qualities/Health

The following qualities are desirable for one studying to become a nursing assistant, home health aide or patient care technician: good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the instructor if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or student's patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care when reporting to the clinical area will be sent home. Being sent back to the school or to observational experience is not an option.

Clinical Experience

Clinical experiences will be at facilities within Lake and surrounding counties with whom Lake Technical College has formal contractual agreements.

Students must have reliable transportation for clinical and home health experience. Bus and/or car pool is not adequate for the clinical situation.

Supply Fee

Includes: CPR, First Aid, lab kits, supplies, school-required IDs, and malpractice insurance.

Background Check

An FDLE background check is required prior to entering the clinical area. **NOTE: Students will be required to complete a SECOND BACKGROUND CHECK** when they test for their Certified Nursing Assistant (CNA) licensure exam by a state-contracted testing company.

General Rules for All Nursing Assistant or Patient Care Technician Students

1. No student should be lying on or in laboratory beds without the permission of the instructor. All beds used in practice are to be remade with the bedspreads replaced neatly.
2. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
3. The office telephone is for emergencies only. Please do not use it for other calls.
4. No cell phones are allowed in the **classroom or clinical setting** unless otherwise instructed by the clinical instructor.
5. No student is allowed in the Instructors office without permission.
6. Conflicts – at any time that conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance.
2. Demonstrate punctuality.
 - Notify an instructor prior to expected time regarding tardiness or absences.
 - Seek permission and follow procedure to leave early when necessary.
 - Return from breaks and meal times at specified time.
3. Respect the rights of others.
 - Be attentive and polite.
 - Do not talk to neighbors preventing others from learning.
 - Respect the property of others.
 - Be patient and considerate of others.

- Pay attention.
 - Think before speaking to avoid misunderstanding.
 - Do not talk while others are talking.
4. Demonstrate good interpersonal relationships with peers and instructors.
 - Exhibit/attempt to cooperative, have a congenial attitude with others.
 - Show respect for instructors and peers.
 - Accept others for themselves.
 5. Contribute to a learning atmosphere.
 - Wait for recognition before speaking.
 - Do not interrupt class.
 - Assist peers if able and time is appropriate.
 - Contribute new or pertinent material on topic when appropriate.
 6. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress.
 - Practice procedures and be prepared for requested sign-off on procedures.
 7. Take responsibility for own learning.
 - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class.
 - Come to class prepared by bringing pen, pencil, paper, and books.
 - Make up work missed during absence in a timely manner without prompting.
 - Completes reading assignments and is able to participate in class discussions.
 - Be responsible for all assigned books and equipment.
 8. Attempt to do the best possible.
 - Try to achieve full potential.
 - Make an effort to answer questions when called upon.
 - Use time wisely.
 - See the teacher privately to clarify any unclear material.
 9. Respect school and clinical facility property.
 - Always leaves classroom, laboratory, and conference area neater than found.
 - Do not eat or drink except in designated areas.
 - Do not deface property of others.
 - Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Patient Care Technicians practice under a code of ethics which safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the “confidential communication” will be grounds for probation or recommendation for dismissal in accordance with program policy.

Clinical Assignment

Each student is expected to arrive promptly and dressed appropriately to perform duties. A student may not leave a duty assignment for any reason without consultation with and an approval from the instructor. Arrangement of clinical assignments will be the responsibility of the instructor.

Methods of Address

Students will address each other, the instructor, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

Meals

Food and drinks are confined to the Student Center and/or a designated area. In order to avoid congestion in the Student Center, each class is assigned a time for break and lunch.

Reasons for Withdrawal

The school reserves the right to withdraw a student from the Patient Care Technician programs for any of the following reasons:

1. Unsatisfactory performance
2. Disruptive conduct and/or aggressive behavior
3. Academic misconduct (cheating)
4. Unethical conduct (i.e., drug or alcohol abuse, breach of confidentiality)
5. Endangering a patient or jeopardizing their safety
6. Excessive absences
7. Failure to comply with requirements as stated in the Master Plan of Instruction

The final decision for dismissal will be made by school administration in consultation with the Patient Care Technician instructor(s) and the department chairperson. Students may appeal a dismissal by following the school appeals and/or grievance policy.

Program Completion

In order to complete the program successfully and be eligible to sit for the certification exam, a student must:

- Pass the theory components of the program with a grade average of 77% or higher
- Demonstrate mastery of all skills in the classroom and clinical area with a grade average of 77% or higher
- Earn at least a 77% grade average in professional skills
- Complete a minimum of 148.4 (90%) hours of the 165-hour program (for CNA); 540 (90%) of the 600-hour program (PCT).

Follow-Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, instructors may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your instructor any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Certification

Upon successful completion of the program, students may make arrangements to take the State of Florida Certification Exam at Lake Technical College. Lake Technical College is a testing site and works to assist the student with the application and testing process.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

JOB DESCRIPTION

Nursing service: Nursing Assistant

Position Summary: The nursing assistant is responsible for providing direct resident care under supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinate resident care with other facility personnel and families.

Position Relationships

Responsible to: Charge nurse, treatment nurse, nurse supervisor, director of nursing
Interrelationships: Director of nursing, nurse supervisor, charge nurse, treatment nurse, other department supervisors, physicians, families, consultant personnel auxiliary service providers.

Qualifications

Education: High School diploma desirable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Follows established performance standards and performs duties pertaining to nursing service policies and procedures.
2. Request clarification and/or training for policies and procedures that are not clearly understood.
3. Provides direct patient care as assigned, completing assignments accurately and in a timely manner.
4. Identifies special patient problems and reports immediately to the charge nurse.
5. Provides nursing care to patients without violating "patient's rights".

Nursing service: Home Health Aide

Position Summary: Assists nursing personnel with care in the home. Duties are planned and assigned by the professional nurse to meet the client's needs in the family situation.

Position Relationships

Responsible to: Director of patient care

Qualifications

Education: High School diploma desirable; GED acceptable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Assists patient and family with nutritional needs as directed by an RN or care plan; may purchase groceries, feed, assist with feeding and/or preparing the meal as assigned. Teaches client/family as directed and observes client/family after simple teaching period.
2. Assist client as directed by care plan with personal care - routine care of hair, shampoo, baths, skin care, change bed linens on occupied/unoccupied beds. Teaches client/family as directed; observes client/family after simple teachings. Documents all care delivered according to agency policy.
3. Maintains 100 percent confidentiality of information of all staff, client, family, and agency transactions.

PROGRAM UNITS

COURSE	PROGRAM HOURS
CORE	90
CNA	75
HHA	50
PCA	75
AH	150
AAH	100
PCT	60
TOTAL	600

OBJECTIVES

The student will:

1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, to know his/her responsibilities and limitations, and to interpret to others his/her role of functioning under minimal supervision in uncomplicated situations.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Exemplify good personal habits and hygiene.
5. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.
6. Demonstrate those traits necessary for successful working relationships with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-directions within his/her role.
7. Realize that learning is an individual responsibility that must be continued beyond the completion of the course to meet the demands of ever-changing health needs.
8. Demonstrate knowledge of legal and ethical responsibilities of the Nursing Assistant for the CNA program and of the Nursing Assistant, Home Health Aide and Patient Care Assistant for the Patient Care Technician program.
9. Provide a range of personal care for an individual with limited independence.
10. Describe the unique aspects of caring for an individual in the home setting.
11. Recognize, record and report gross changes in a patient's physical status or behavior.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

**Health Science Education
Patient Care Technician Program
(Includes CNA/HHA/PCA)**

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by the school board. I also understand that any student, convicted of, pleading no contest (nolo contendere), or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As outlined in the Policies and Procedures manual, law enforcement agencies will be notified of any illegal activity.

Student Name (Print): _____

Student Signature: _____ Date: _____

Program Instructor: _____ Date _____

LAKE TECHNICAL COLLEGE
Health Science Education
Patient Care Technician Program
(Includes CNA/HHA/PCA)

CONFIDENTIALITY STATEMENT

As a student in the Nursing Assistant program or Patient Care Technician program at Lake Technical College, I realize that while working in any health care facility during the program as part of my assigned clinical experience, I am dealing with confidential communications. I am also aware that what I learn about patients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities.

I shall not discuss what I have learned in the provision of my care in any other manner. I understand and assume my responsibility to protect the rights of patients, their families, physicians, and hospital/center employees by maintaining confidential communication.

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by program instructor, program chairperson, and administration.

Student Signature

Date

Print Name

**LAKE TECHNICAL COLLEGE
Health Science Education
Patient Care Technician
(Includes CNA/HHA/PCA)**

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Patient Care Technician programs Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

Student Signature

Date

Print Name

LAKE TECHNICAL COLLEGE
Patient Care Technician Program
(Includes CNA / HHA / Patient Care Technician)

INTRODUCTION

Welcome to the Lake Technical College Health Science Education Department and the Patient Care Technician (PCT) program. Your future holds for you a rewarding and challenging health career!

This Master Plan of Instruction has been prepared to help you in orientation to the school and to become familiar with the requirements of the PCT program. We will do everything in our power to make this educational experience both enjoyable and challenging. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; and we believe the student must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of patient care.

Your instructors are registered nurses with years of clinical experience. Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the **Health Science Education Department** is to prepare students to meet the health care needs of a growing and diverse population, while serving as productive members of our local, state, national, and international communities.

PATIENT CARE TECHNICIAN PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art, which includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick and the teaching of appropriate health care. It is our belief that the PCT is an essential and distinct part of the health team. We further believe that qualified students may learn to become beginning practitioners in a variety of careers in the health field.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or PCT practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of direct importance to the process of learning to assist patients.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals, who meet the legal requirements of the state together with potential for success and satisfaction, should be accepted into this program.

We believe that Patient Care Technician education is a continuous process that must continue after completion of the program.

ADMISSIONS REQUIREMENTS

Lake Technical College's admission policy for Patient Care Technician requires that applicants should be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office.

Students enrolling in PCT must take the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given before entering the PCT program and helps staff and students determine the career fields in which each student can be successful.

The PCT program has the following minimum admission requirements. Students must:

1. Complete a Lake Technical College application.
2. Be at least 18 years of age and a senior in high school, if dual enrolled.
3. Take the TABE; Minimum TABE Scores must be met to receive a certificate of completion.
4. Meet definition of Good Moral Character and have the ability to perform essential physical and emotional requirements.
5. Provide verification of application for financial aid or a signed waiver statement.

6. Submit proof of a negative two-step Tuberculin test and/or chest x-ray (within one year's time) and influenza.
7. Submit a completed residency form with documentation to Admissions.
8. Have a negative drug screen prior to attending required clinical.
9. Have a criminal background report without any felonies (to be conducted by LTC).
10. Show proof of accident insurance.

TEST OF ADULT BASIC EDUCATION (TABE)

All applicants for Career and Technical Education programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, are required to take a state-mandated TABE prior to enrollment.

Several exemptions to TABE are accepted. In order to be exempt, a student must submit official documentation to a counselor/career advisor for verification of an exemption:

1. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented degree (AA, AS, AAS, BA or BS) may be exempt from TABE testing. (s.1004.91).
2. Applicants who earned a GED no more than two years prior to the start of class.
3. Students taking any accepted standardized tests such as PERT or ACT may be exempt from the TABE provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a Career and Technical Education program (6A-10315, 6A-10.040).
4. A student who has completed or who is exempt from the college-level communication and computation skills (CLAST) examination pursuant to s.1008.29 is also exempt from the TABE. Per s. 1008.29.
5. A student who achieves a score that meets or exceeds a minimum score on a nationally standardized examination (SAT or ACT) is also exempt from the TABE. The test must be taken within two years of enrollment in a Career and Technical Education program.
6. Documented successful completion of college-level remedial coursework may be used to meet TABE requirement.
7. Documented passing scores on state-designated industry certification tests may be used.
8. Mandated TABE exit scores may be waived for documented special needs students as per Florida guidelines. The student must enroll in AAAE and begin remediation in order to meet the exit requirements of the CTE program in which the student is enrolled. A student, with a documented disability, who is approaching completion (mastered 90% of the competencies) of the CTE program and has not met TABE scores, may be considered for a TABE exemption based on the following. It is determined through a SIT meeting that the student has successfully mastered the competencies of the CTE program in which she/he is enrolled and has been participating as expected in AAAE. The members of the SIT meeting may agree to waive TABE requirements.

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAAE) lab or three months if not attending AAAE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAAE lab prior to or at the time of enrollment in a Career and Technical Education program for at least one block a day and make acceptable progress as determined by the AAAE instructor. Students should meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. Standardized tests scores are valid for two years.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

The TABE exit scores for this program are: Reading 10; Math 10; and Language 10.

ESSENTIAL TRAINING TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks that have been established. Their performance is essential for success in the program.

Physical Requirements

- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to project audible verbal communications at a distance of 4 feet
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to demonstrate high degree of manual dexterity
- Ability to work with chemicals and detergents
- Ability to tolerate exposure to dust and/or odors
- Ability to adapt to shift work
- Ability to grip
- Ability to distinguish colors
- Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
- Ability to bend a knee
- Ability to sit or stand for long periods
- Ability to perform CPR

Mental and Emotional Requirements

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to manage altercations
- Ability to concentrate
- Ability to cope with confrontation
- Ability to handle multiple priorities in a stressful situation
- Ability to assist with problem resolution
- Ability to work alone
- Ability to demonstrate high degree of patience
- Ability to adapt to shift work
- Ability to work in areas that are close and crowded

GOOD MORAL CHARACTER

According to Florida Statutes, PCTs must be screened through the Florida Department of Law Enforcement (FDLE) PRIOR to employment and must meet the standards of good moral character. A history of the following offenses DISQUALIFIES a PCT from employment:

Murder	Incest
Manslaughter	Arson
Kidnapping	Prostitution
Obscene literature	Assault to a minor
Sexual battery	Vehicular homicide
Lewd and lascivious behavior	Lewd and indecent exposure
Child abuse/aggravated child abuse	Aggravated Assault
Abuse/neglect of disabled adult or elderly	Exploitation of disabled adult or elderly
False Imprisonment	Sexual performance by a child
Negligent treatment of children	Killing of unborn child by injury to mother
Fraudulent sale of controlled substance	Theft, robbery and related crimes if the offense is a felony
Prohibited acts of a person in familiar or custodial authority on a child	Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

BACKGROUND SCREENING - DRUG TESTING

The Agency for Health Care Administration (ACHA) requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents/patients or have access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents may be counseled regarding potential employment opportunities.

The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The College, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and unable to perform expected duties causing concern for the health and safety of the student and/or those under his/her care. If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program.

INSURANCE

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance through Lake County Public Schools to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from the College's Admissions Office and at the "New Student Orientation".

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

TUITION

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

CLASS SCHEDULE

Patient Care Tech is a 600-hour program. PCT includes Core, Nursing Assistant, Home Health Aide, Patient Care Assistant, Allied Health, Advanced Allied Health and Patient Care Technician. All courses combine classroom hours and clinical hours. Classroom hours are 8:00 AM to 4:00 PM Monday through Thursday. Hours of clinical instruction will vary and may start as early as 6:45 AM and end as late as 7:15 PM. All schedules will be posted well in advance.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as recommended by a School Intervention Team (SIT).

If a student has a pattern of absences that could lead to excess, a SIT meeting will be held as necessary to attempt to alleviate issues and to counsel the student of possible alternatives and consequences. Students who miss more than 10% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program Master Plan of Instruction for specifics.

Lake Technical College's current school catalog, states, "The expectation of Lake Technical College is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or professional skills grade and can result in termination from the program. Only regularly scheduled class hours will be reported for attendance.

Absence of 10.0 hours for Nursing Assistant will result in a written reprimand by the instructor and a meeting with the Health Science Department Chairperson with the understanding that the student:

- Will be placed on probation.
- May continue in the class provided he/she misses NO more than a total of 16.5 hours for Nursing Assistant.
- May return on a space available basis with the next class to make up missed time during the clinical section. The student will have to make up the time in scheduled 8- or 12-hour shift increments, even if the shift(s) exceed needed make-up time. Student will not be allowed to complete only a partial shift(s).
- Must reregister for the appropriate 8- or 12-hour clinical day(s) and pay accident insurance (if applicable), tuition and malpractice insurance.

Because the State Board of Nursing, a regulating agency, approves the PCT program, STRICT ATTENDANCE POLICIES MUST BE ADHERED TO.

Program Attendance Requirements

COURSE	PROGRAM HOURS	ALLOWABLE ABSENCES (10%)
CORE	90	↓
CNA	75	16.5
HHA	50	5
PCA	75	7.5
AH	150	15
AAH	100	10
PCT	60	6
TOTAL	600	60:00

Notification of Absences

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. **A student who finds it necessary to be absent due to illness or emergency situations MUST notify the instructor before or within one hour of the start of class that day.**

Failure of notification will result in:

- a verbal reprimand at the first no-call, no-show
- a written reprimand for the second no-call, no-show
- a SIT meeting for the third no-call, no-show

Tardiness

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch. Students are expected to notify the instructor before the start of class of any anticipated tardies. Excessive tardiness will result in a SIT meeting and a Probationary Contract.

Excessive tardiness will impact grades and may result in an unsatisfactory knowledge, skills, and/or professional skills grade and termination from the program.

Probation

A student may be placed on probation when their academic grades, skills performance or attendance may jeopardize his/her ability to successfully complete the Nursing Assistant or Patient Care Technician programs. The purpose of probation is to formally notify the student and develop a plan to address and resolve any problems impeding his/her success.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, web-based materials, demonstration and return, discussion, group interaction, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, individualized instruction, self-directed learning activity packages, clinical experience, field trips, textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, videotaped instructions, films, audio tapes, transparencies, guest speakers, board examples, and labs are among the teaching methods utilized.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your instructor(s) have a current, working email address for you. See your instructor for more information.

Social Media

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about you. You should also be cautioned on how private your social media content really is – despite the settings on your account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that the most professions rely on great moral character. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the internet.

Evaluation

Evaluation of a student’s knowledge and skills include class performance, pre- and post-testing, unit examinations, practical test evaluation, required written and workbook assignments, clinical observation of performance objectives, decision-making, attendance, professional skills, and other methods are used for evaluation.

Clinical Experience

Students will receive clinical experience under the direct supervision of his/her instructor and/or preceptor when in the home health situation.

GRADING PROCEDURE

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

GRADING SCALE FOR THE PCT PROGRAM IS:

94-100	Outstanding Progress
85-93	Average Progress
77-84	Passing
< 77	Failing

Program grades are based on the three criteria: Skills, Knowledge, and Professional skills. Each area counts as one-third of the grade.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. An average Knowledge grade of 77% is required for successful completion of each occupational completion point (OCP). A minimum overall KNOWLEDGE average of 77% is required to successfully complete the PCT program.

PROFESSIONAL SKILLS (33 1/3% of the grade)

The Professional skills grade is based on personal appearance, attitude, attendance and punctuality. A daily Professional skills grade will be determined according to the Professional skills chart. A minimum PROFESSIONAL SKILLS average grade of 77% is needed to successfully complete the PCT program.

Professional skills

Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and instructors.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts instructor to report concerns; notifies instructor of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/instructors and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses instructors and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

SKILLS (33 1/3% of the grade)

The Skills grade results from performance in the lab and clinical setting. A clinical performance evaluation is completed at the end of each course within the program. A minimum SKILLS average grade of 77% is needed to successfully complete the PCT program.

If a student does not show satisfactory academic progress, the student will be referred to counseling, and, if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program within the number of hours stated in the Curriculum Framework (<http://www.fl DOE.org/workforce/dwdframe/>).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program instructor, Health Science Education chairperson, a College advisor and an administrator by way of a SIT meeting in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Students will receive a written assessment of grades at the end of each grading period. If at any time during the grading period a student's academic and/or clinical progress falls below the expected standard, the student will be counseled as to the steps required to bring the grade to a satisfactory level before the end of the grading period.

REQUIREMENTS FOR CERTIFICATES

Students must meet the following program requirements for in order to earn a certificate:

- Take and pass the Test of Adult Basic Education and meet required scores.
- Successfully complete and demonstrate all competencies specified in the Master Plan of Instruction and the State of Florida curriculum framework for the program.
- Successfully earn at least a 77% average in each area of Skills, Knowledge, and Professional skills.
- For CNA, attend at least 148.5 out of the 165 programs hours.
- For PCT, attend at least 540 out of the 600 program hours.

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed. Successful completion is at least a 77 percent average in the areas of skills, knowledge, and professional skills. Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, willingness to learn and to work, punctuality, cooperative attitude, and appropriate professional skills.

DRESS CODE

Students who attend Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

The Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's professional skills grade. Specifically, this means all Patient Care Technician students will wear:

1. Clean print scrub top and white pants or skirt. Uniform should not be worn for any activities not directly associated with the program. All uniforms must be free from wrinkles. Uniform pants must be above the level of the floor and no longer than the heel of the shoe. Undergarments should be a neutral color so as not to be seen through clothing.
2. Clean plain white socks for men; neutral hosiery for women with skirt/dress or white socks with slacks.
3. Clean, all white polishable, closed heel and toe, oxford or loafer-type shoes. Shoelaces, if applicable, must be clean and white.
4. A watch with a second hand and black ink pen.
5. Lake Technical College Health Science patch attached 3 inches below the left shoulder seam of the uniform.
6. A Lake Technical College student picture I.D. must be worn when the student is on campus or in the clinical setting.

Special Notations:

Special Notations. For patient, staff, and student safety, the following rules must be adhered to:

1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small stud (not to exceed 8mm) type earrings, post style, may be worn for pierced ears. No other visible body piercings are acceptable.
2. All visible body art (tattoos, Henna, etc.) must be covered at all times when participating in any program class or clinical activity.
3. No nail polish allowed. Nails should be no longer than end of fingertip. Artificial nails (to include, but not limited to, gel finish, silk tips, Gel finish, shellac or acrylic s) are not permitted.
4. Eyelashes are to be natural in color and, as with nails, artificial eyelashes are prohibited.
5. No perfume or cologne may be worn in the clinical areas.

6. Make-up should be conservative, including minimal eye make-up.
7. Hair must be worn above the collar and away from the face at all times when in uniform.
8. Good personal hygiene must be observed. A suitable deodorant should be used and adequate care of the mouth is mandatory.
9. Students are expected to arrive on time to any clinical experience out of respect for the facility and to minimize disruption to the clinical experience. Students will be sent home hence losing clinical time for the day.

REMEMBER – STUDENTS AT THIS COLLEGE ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE’S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.

GENERAL SCHOOL INFORMATION

Campus Safety

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. See the current school catalog for additional campus safety information.

Food and Drink in Program Areas

To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the instructor. However, under no circumstance may food or drinks be in the laboratory areas.

Leaving Campus During School Hours

For safety reasons, students will notify their instructor when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

Lunch

Food services are prepared on the Eustis campus by the culinary program students and are available during breaks and lunch.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the community and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location, including the parking lots.

GENERAL PROGRAM INFORMATION

Program Length and Hours

CNA is a 165-hour program that is designed to prepare an individual for employment as a Nursing Assistant in a long-term care facility and/or home health agency. The student will learn basic nursing skills necessary to assist patients in meeting physical, mental, and emotional needs and in performing daily living activities. The program covers communication skills, ethics, infection control, anatomy, physiology, nursing skills and nutrition, along with demonstration and return demonstration of nursing assistant skills.

Patient Care Technician is a 600-hour program (includes CNA / HHA / PCA / Allied Health / Advanced Allied Health and PCT) designed to prepare students for employment in long term care, hospitals, home health and a variety of other healthcare settings.

Upon successful completion of each classroom portion of the program, the student begins his/her clinical rotation in healthcare settings. During the clinical experience, the student will provide actual nursing assistant care to clients under the supervision of the instructor.

Our graduates are eligible to take the Certified Nursing Assistant Certification Examination to become a Certified Nursing Assistant listed with the Florida Board of Nursing and thus become a full member of the health team.

The State Board of Nursing reserves the right to deny certification to any individual who does not meet the qualifications.

Personal Qualities/Health

The following qualities are desirable for one studying to become a nursing assistant, home health aide or patient care technician: good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the instructor if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or student's patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care when reporting to the clinical area will be sent home. Being sent back to the school or to observational experience is not an option.

Clinical Experience

Clinical experiences will be at facilities within Lake and surrounding counties with whom Lake Technical College has formal contractual agreements.

Students must have reliable transportation for clinical and home health experience. Bus and/or car pool is not adequate for the clinical situation.

Supply Fee

Includes: CPR, First Aid, lab kits, supplies, school-required IDs, and malpractice insurance.

Background Check

An FDLE background check is required prior to entering the clinical area. **NOTE: Students will be required to complete a SECOND BACKGROUND CHECK** when they test for their Certified Nursing Assistant (CNA) licensure exam by a state-contracted testing company.

General Rules for All Nursing Assistant or Patient Care Technician Students

1. No student should be lying on or in laboratory beds without the permission of the instructor. All beds used in practice are to be remade with the bedspreads replaced neatly.
2. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
3. The office telephone is for emergencies only. Please do not use it for other calls.
4. No cell phones are allowed in the **classroom or clinical setting** unless otherwise instructed by the clinical instructor.
5. No student is allowed in the Instructors office without permission.
6. Conflicts – at any time that conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance.
2. Demonstrate punctuality.
 - Notify an instructor prior to expected time regarding tardiness or absences.
 - Seek permission and follow procedure to leave early when necessary.
 - Return from breaks and meal times at specified time.
3. Respect the rights of others.
 - Be attentive and polite.
 - Do not talk to neighbors preventing others from learning.
 - Respect the property of others.
 - Be patient and considerate of others.

- Pay attention.
 - Think before speaking to avoid misunderstanding.
 - Do not talk while others are talking.
4. Demonstrate good interpersonal relationships with peers and instructors.
 - Exhibit/attempt to cooperative, have a congenial attitude with others.
 - Show respect for instructors and peers.
 - Accept others for themselves.
 5. Contribute to a learning atmosphere.
 - Wait for recognition before speaking.
 - Do not interrupt class.
 - Assist peers if able and time is appropriate.
 - Contribute new or pertinent material on topic when appropriate.
 6. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress.
 - Practice procedures and be prepared for requested sign-off on procedures.
 7. Take responsibility for own learning.
 - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class.
 - Come to class prepared by bringing pen, pencil, paper, and books.
 - Make up work missed during absence in a timely manner without prompting.
 - Completes reading assignments and is able to participate in class discussions.
 - Be responsible for all assigned books and equipment.
 8. Attempt to do the best possible.
 - Try to achieve full potential.
 - Make an effort to answer questions when called upon.
 - Use time wisely.
 - See the teacher privately to clarify any unclear material.
 9. Respect school and clinical facility property.
 - Always leaves classroom, laboratory, and conference area neater than found.
 - Do not eat or drink except in designated areas.
 - Do not deface property of others.
 - Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Patient Care Technicians practice under a code of ethics which safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the “confidential communication” will be grounds for probation or recommendation for dismissal in accordance with program policy.

Clinical Assignment

Each student is expected to arrive promptly and dressed appropriately to perform duties. A student may not leave a duty assignment for any reason without consultation with and an approval from the instructor. Arrangement of clinical assignments will be the responsibility of the instructor.

Methods of Address

Students will address each other, the instructor, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

Meals

Food and drinks are confined to the Student Center and/or a designated area. In order to avoid congestion in the Student Center, each class is assigned a time for break and lunch.

Reasons for Withdrawal

The school reserves the right to withdraw a student from the Patient Care Technician programs for any of the following reasons:

1. Unsatisfactory performance
2. Disruptive conduct and/or aggressive behavior
3. Academic misconduct (cheating)
4. Unethical conduct (i.e., drug or alcohol abuse, breach of confidentiality)
5. Endangering a patient or jeopardizing their safety
6. Excessive absences
7. Failure to comply with requirements as stated in the Master Plan of Instruction

The final decision for dismissal will be made by school administration in consultation with the Patient Care Technician instructor(s) and the department chairperson. Students may appeal a dismissal by following the school appeals and/or grievance policy.

Program Completion

In order to complete the program successfully and be eligible to sit for the certification exam, a student must:

- Pass the theory components of the program with a grade average of 77% or higher
- Demonstrate mastery of all skills in the classroom and clinical area with a grade average of 77% or higher
- Earn at least a 77% grade average in professional skills
- Complete a minimum of 148.4 (90%) hours of the 165-hour program (for CNA); 540 (90%) of the 600-hour program (PCT).

Follow-Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, instructors may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your instructor any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Certification

Upon successful completion of the program, students may make arrangements to take the State of Florida Certification Exam at Lake Technical College. Lake Technical College is a testing site and works to assist the student with the application and testing process.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

JOB DESCRIPTION

Nursing service: Nursing Assistant

Position Summary: The nursing assistant is responsible for providing direct resident care under supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinate resident care with other facility personnel and families.

Position Relationships

Responsible to: Charge nurse, treatment nurse, nurse supervisor, director of nursing
Interrelationships: Director of nursing, nurse supervisor, charge nurse, treatment nurse, other department supervisors, physicians, families, consultant personnel auxiliary service providers.

Qualifications

Education: High School diploma desirable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Follows established performance standards and performs duties pertaining to nursing service policies and procedures.
2. Request clarification and/or training for policies and procedures that are not clearly understood.
3. Provides direct patient care as assigned, completing assignments accurately and in a timely manner.
4. Identifies special patient problems and reports immediately to the charge nurse.
5. Provides nursing care to patients without violating "patient's rights".

Nursing service: Home Health Aide

Position Summary: Assists nursing personnel with care in the home. Duties are planned and assigned by the professional nurse to meet the client's needs in the family situation.

Position Relationships

Responsible to: Director of patient care

Qualifications

Education: High School diploma desirable; GED acceptable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Assists patient and family with nutritional needs as directed by an RN or care plan; may purchase groceries, feed, assist with feeding and/or preparing the meal as assigned. Teaches client/family as directed and observes client/family after simple teaching period.
2. Assist client as directed by care plan with personal care - routine care of hair, shampoo, baths, skin care, change bed linens on occupied/unoccupied beds. Teaches client/family as directed; observes client/family after simple teachings. Documents all care delivered according to agency policy.
3. Maintains 100 percent confidentiality of information of all staff, client, family, and agency transactions.

PROGRAM UNITS

COURSE	PROGRAM HOURS
CORE	90
CNA	75
HHA	50
PCA	75
AH	150
AAH	100
PCT	60
TOTAL	600

OBJECTIVES

The student will:

1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, to know his/her responsibilities and limitations, and to interpret to others his/her role of functioning under minimal supervision in uncomplicated situations.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Exemplify good personal habits and hygiene.
5. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.
6. Demonstrate those traits necessary for successful working relationships with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-directions within his/her role.
7. Realize that learning is an individual responsibility that must be continued beyond the completion of the course to meet the demands of ever-changing health needs.
8. Demonstrate knowledge of legal and ethical responsibilities of the Nursing Assistant for the CNA program and of the Nursing Assistant, Home Health Aide and Patient Care Assistant for the Patient Care Technician program.
9. Provide a range of personal care for an individual with limited independence.
10. Describe the unique aspects of caring for an individual in the home setting.
11. Recognize, record and report gross changes in a patient's physical status or behavior.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

**Health Science Education
Patient Care Technician Program
(Includes CNA/HHA/PCA)**

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by the school board. I also understand that any student, convicted of, pleading no contest (nolo contendere), or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As outlined in the Policies and Procedures manual, law enforcement agencies will be notified of any illegal activity.

Student Name (Print): _____

Student Signature: _____ Date: _____

Program Instructor: _____ Date _____

LAKE TECHNICAL COLLEGE
Health Science Education
Patient Care Technician Program
(Includes CNA/HHA/PCA)

CONFIDENTIALITY STATEMENT

As a student in the Nursing Assistant program or Patient Care Technician program at Lake Technical College, I realize that while working in any health care facility during the program as part of my assigned clinical experience, I am dealing with confidential communications. I am also aware that what I learn about patients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities.

I shall not discuss what I have learned in the provision of my care in any other manner. I understand and assume my responsibility to protect the rights of patients, their families, physicians, and hospital/center employees by maintaining confidential communication.

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by program instructor, program chairperson, and administration.

Student Signature

Date

Print Name

**LAKE TECHNICAL COLLEGE
Health Science Education
Patient Care Technician
(Includes CNA/HHA/PCA)**

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Patient Care Technician programs Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

Student Signature

Date

Print Name