



Lake Technical College

**Program Requirements and Expectations
And Master Plan of Instruction**

Patient Care Technician

***Debra Hampton, Instructor
Elise Veremakis, Interim Healthcare
Programs Coordinator***

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

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

LAKE TECHNICAL COLLEGE

Program Requirements and Expectations

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Career and Technical Education programs have the following minimum admissions requirements:

1. Complete an LTC online application.
2. Take the basic skills examination, if required.
3. Meet with a career advisor.
4. Fulfill additional entry requirements as needed for individual programs.

A high school diploma or GED is not required to enroll in most programs. However, it is **recommended that all students complete either a high school diploma or a GED prior to program completion.**

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy and Paramedic applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS [1008.30](#) – Common placement testing for public postsecondary education and [Rule 6a-10.040](#) (eff. 2/16/21)

No expiration date:

- Tests of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in [Rule 6A-6.0201, F.A.C.](#) (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:

- A common placement test where a minimum score has been achieved pursuant to [Rule 6A-10.0315, F.A.C.](#) (eff. 9/24/19);
- PERT, SAT, The College Board, ACT, Next Generation, ACCPLACER, The College Board

Per 2020, FS [1004.91](#), FS [1008.30](#), and the [2021 CTE Basic Skills Assessment Technical Assistance Paper](#) – Requirements for career education program basic skills – Programs 450 hours or more

- An adult student with a disability may be exempted. (per [Rule 6a-10.040](#) (eff. 2/16/21), FS [1004.02\(6\)](#) (eff. 2020) – must follow LTC policy and process);
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. (*Graduated 2007+*)
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;

- A student who demonstrates readiness for public postsecondary education pursuant to s. [1008.30](#) (see *testing chart below*) and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to [s. 943.17\(6\), F.S.](#) for more information.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests 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 the document provided by the outside testing center is in a sealed envelope.

Remediation of Basic Skills

Students who do not meet the basic skills exit scores set by the Florida Department of Education for their program are strongly encouraged to begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the ASB faculty member. Lake Technical College follows vendor guidelines for all retesting. Students with an approved early testing waiver may be permitted to test early. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills test 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 each semester. Continuous enrollment applies to attendance in a single program.

DISABILITY 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 before or as soon as possible to the special populations staff and provide documentation that clearly shows evidence of a disability and applicable accommodations. The special populations staff will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field. 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. Note: attendance does not qualify as an accommodation. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the special populations staff to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TUITION

Tuition is charged to 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, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins may result in not being able to attend class and/or clinical.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

ATTENDANCE POLICY

Guidelines for All Students

In an effort to develop professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Some programs have more rigid requirements for attendance. LTC recognizes that students may face extenuating circumstances that could negatively impact their attendance. In such cases, LTC employs a Student Retention Specialist who works with students and faculty to track attendance, to collaborate in developing strategies to improve attendance, and to develop a plan.

CDE students are responsible for maintaining attendance in good standing at LTC. Should a student need to miss class due to mandatory high school activities or tests, the student should give notice to their instructor and meet with the Student Retention Specialist to document the absence. Approved absences may be set to not count against the student's overall attendance average.

Enrollment Period – period of time a student begins his/her education and training in a CTE program (i.e., August 15th, January 3rd) through the date of withdrawal or completion.

Payment Period – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

Students who are approved to make up missed time must complete the required hours through attendance during designated times outside the regular program schedule. Failure to complete scheduled make-up time may result in withdrawal from the program and/or loss of financial aid. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a \$25.00 make-up time fee per payment period.

Regularly scheduled class hours will be reported for attendance. Practice exercises completed at home will not count toward hours in a program. Students will be enrolled in additional hours if needed. Current tuition and fees will apply.

Excessive absences - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded; however, time missed may be added at the end of the program and will incur additional fees.

The excessive absences policy also applies to the adult education student. If the student requests to be re-enrolled during the same enrollment period, he or she will be assessed a \$10.00 re-enrollment fee. This may be waived depending upon mitigating circumstances.

Students with excessive absences will face the possibility of the loss of financial aid, lower professional skills grades and the ability to continue in the program.

**Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.*

Leaving Campus During School Hours

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

CHECK IN/OUT FACTS AND RULES

1. Students are required to check in and check out using a designated school computer.
2. Students are to check out/-in when going to lunch or leaving campus, but not for scheduled breaks or restroom breaks. However, students who leave for extended periods of time without permission will be checked out by their instructor.
3. Checking in early does not add time to hours present.
4. Checking out after the scheduled time of class does not add time to hours present.
5. Students must check out/in for their lunch breaks. Taking less than a 30-minute lunch break does not add time to student hours present. Lunch break starts at the time a student logs out for lunch. Students are expected to return and log back in within 30 minutes of the logout time. Students will be marked absent for each minute past the 30 minutes allowed.
6. If a student accidentally checks out, he/she should check back in immediately. If done within a minute, there is no reduction in student hours present.
7. It is NOT acceptable to check in or out for other students. Check in/out student IDs are to be kept confidential as stated in the Acceptable Use Policies. Violation will result in dismissal from the program.
8. A student must notify his/her instructor if it is suspected that someone is tampering with another student's check in/out ID.
9. Instructors are permitted to perform attendance overrides to correct attendance errors; however, these corrections must be made within two weeks of the original attendance date. Any changes needed beyond this two-week window must be submitted to the appropriate administrator for review and approval. Each instructor is allowed to complete **one** attendance override per student per academic year in cases of student oversight (e.g., forgetting to log out at the end of the day). Any additional overrides for the same student must be approved by an administrator.
10. There is NO limit to the number of instructor overrides if NOT due to the student's negligence. Instructors must record a reason for the override.
11. If a student's check in/out ID does not work, he/she should see the instructor.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, field trips, customer service projects, program job shadowing, cooperative on-the-job training, interactive learning, and web-based learning are among the teaching methods utilized.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation.

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 for 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 faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for people 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 an individual. Students should also be

cautioned on how private their social media content really is – despite the settings on an 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 most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Evaluation

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, professional skills, achievement of entry-level competencies, and other methods are used for evaluation. See “Grading Procedures”.

Work Based Activities

Work-based learning activities play an integral part of the curriculum of LTC’s career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a “real world” experience using the knowledge and skills attained in the program. Second, the activity provides the faculty with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program faculty.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty.
- Paid or unpaid cooperative training experiences conducted at the employer’s work location under the supervision of a qualified employer representative and under the direction of the program faculty.

Cooperative Education

Cooperative training is available for students and coordinated by the faculty. Cooperative training is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. High school students participating in the cooperative job placement program must be in at least grade 12. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program faculty. Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program faculty.

Job Shadowing

Job shadowing experiences, or volunteer experiences, are available to students as part of their program training. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences will vary. The program faculty determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the program faculty.

Career Dual Enrollment Students

All students enrolled in Lake Technical College are expected to function as adults. High school students will be held to the same behavioral and performance standards as adult students.

GRADING PROCEDURE

The grading scale for LTC is as follows:

90 – 100	A (4 quality points)
80 – 89	B (3 quality points)
70 – 79	C (2 quality points)
60 – 69	D (1 quality point)
< 59	F (0 quality points)
I	Incomplete
NG	Not Graded

Note: passing thresholds may vary by program based on industry standards. Separate program requirements are listed in the Master Plan of Instruction.

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. In determining grades, most programs evaluate students equally in the areas of skills (33.34%), knowledge (33.33%), and professional skills (33.33%). This structure should be included in the Master Plan of Instruction. A few programs do not use this structure due to State licensure, board and/or curricular requirements.

Program Progress

Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty and the Student Retention Specialist to ensure program completion in a timely manner. Most tests, projects, and similar assignments must be completed in class under the direction of the instructor.

Requirements for a Certificate

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed with at least a passing grade in the areas of skills, knowledge, and professional skills. Students must also meet minimum basic skills requirements prior to graduation.

Professional Skills

Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Faculty 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 faculty.

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 faculty to report concerns; notifies faculty 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/faculty 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 faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

STUDENT DRESS CODE

Students who attend Lake Tech 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. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times. Shorts are not permitted in CTE program areas.

The Executive 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.

Students will wear the designated program uniform each day to class and while on a Job Shadow experience, Co-op or clinical assignment. Shirts may be worn with pants or skirts. Shorts are not permitted. On designated days, some programs will require students to dress in business attire suitable for a job interview. This is defined to be clothing that would be acceptable for most job candidates to wear to a standard job interview.

NOTE - Remember that you are preparing for employment in a position in which public relations may be a factor in your 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. See the current school catalog for additional campus safety information.

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, faculty 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 faculty 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.

Food and Drink

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 faculty. However, under no circumstance may food or drinks be in the computer lab areas.

Lunch

Food services are provided on the main campus in the Lake Tech Café and are available during breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time.

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 5 mph speed limit is enforced. In consideration of the neighbors 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. This includes the parking lots.

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).

TEXTBOOKS

For the most recent book list for any program visit Lake Technical College's bookstore located in the Business Office.

LAKE TECHNICAL COLLEGE
Patient Care Technician

INTRODUCTION

Welcome to the Health Sciences Department at Lake Technical College and the Patient Care Technician (PCT) Program! Your future holds a rewarding and challenging health career!

The Patient Care Technician Program is a 600-hour face-to-face program located on the LTC main campus. It is designed to introduce students to the essential skills and knowledge necessary to be an entry-level patient care technician. This includes comprehensive coverage of basic healthcare, nurse aiding, advanced home health aiding, patient care assisting, allied health assistance, and advanced clinical rotations.

The goals of the Patient Care Technician program are to prepare students to successfully enter the workforce as multi-skilled healthcare professionals, with the relevant academic knowledge and technical skills to become state certified as a Nursing Assistant and succeed across hospitals, long-term care facilities, assisted living facilities, and rehabilitation settings. In addition, students in the program will be responsive to the needs of the community and the vital role the patient care technician serves in meeting those healthcare needs.

This Master Plan of Instruction (MPI) serves as a guide to help you become familiar with the program, school policies, expectations, and graduation requirements. We encourage you to refer to it throughout your training.

Our goal is to provide an educational experience that is both challenging and rewarding. We are committed to creating a positive learning environment where students are encouraged to ask questions, develop critical thinking skills, and grow professionally. Our faculty will instruct, mentor, demonstrate, guide, and support you throughout the program. In return, we ask that you actively participate in your learning, demonstrate professionalism, take initiative, and strive to provide safe, compassionate, high-quality patient care.

We look forward to partnering with you as you work toward achieving your educational and career goals. Welcome to Lake Technical College—we are excited to be part of your journey!

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

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 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 built 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. Individuals who meet the legal requirements of the state together with potential for success and satisfaction, should be accepted into this program.

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

ESSENTIAL 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 which have been established. Their performance is essential for success in the program.

Program Requirements:

- Must be 18 years of age.
- Must Pass a Level 2 background check and drug screen.
- Hair must be a natural hair color only.
- Visible tattoos must not be offensive and may require covering (such as black forearm sleeves) based on the specific clinical facility's guidelines.
- Must possess a valid driver's license.
- Provide a physical exam and a negative two-tier TB test.
- Artificial nails (including gel finishes, silk tips, and shellac) are strictly prohibited.
- Jewelry is generally limited to a watch and wedding rings. Most allow one small nasal stud (max 1.5mm), but no other visible body or tongue piercings are permitted.

Top Physical Requirements:

- Lift and move patients and equipment safely, between 50 pounds and assist with team lifts for items up to 100 pounds
- Recognize changes in patient condition using visual and auditory observations.
- Handle medical equipment with dexterity.
- Perform repetitive hand/arm motions.
- Maintain posture for extended periods.
- Perform duties in clinical settings with routine exposure to bodily fluids, dust, odor and medical-grade chemicals.
- Stand, walk (up to 5 miles/day), bend, crouch, and kneel frequently.
- Perform CPR and patient care procedures.
- Maintain balance while assisting patients.
- Operate clinical devices safely.

Top Mental/Cognitive & Emotional/Professional Requirements:

- Ability to communicate in verbal, written, and electronic form.
- Follow multi-step care procedures accurately.
- Apply critical thinking to provide safe care.
- Ability to retain, recall and follow all safety, hygiene, and medical protocols.
- Ability to adapt to unpredictable conditions.
- Maintain continuous engagement in assigned training activities for up to 8 hours per day in an industrial learning environment.
- Demonstrate empathy, patience, and professionalism.
- Maintain composure under stressful or emergency conditions, with the ability to handle anger, fear, hostility, confrontation, altercations, etc.
- Ability to manage tasks and complete assigned activities within expected time constraints.
- Read and interpret patient charts and instructions.
- Ability to interact with patients and families.
- Ability to retain, recall, and follow all industry and program safety protocols.
- Collaborate effectively with healthcare teams.
- Breaks are limited to scheduled times, and personal phone use is restricted except during designated break periods or when required for training purposes.
- Work independently and accept accountability.
- Exhibit pride in patient care quality.

NOTE: The safety and well-being of our students is a primary concern. Students are responsible for self-reporting any medical conditions, illnesses, or injuries which may affect performance of the required essential tasks to the program faculty in a timely manner. The reporting of these conditions is for your safety as well as for the safety of those we care for and interact with. A determination can then be made regarding the possible need for medical clearance from a physician, to determine if the student's level of participation in the program requires modification or if a student would need to withdraw in good standing.

If a student is deemed to have a medical condition, illness, or injury which may prevent, or hinder the student from performing the required essential tasks, medical evaluation and clearance from a licensed physician, a nurse practitioner, or a physician's assistant will be required to continue. See faculty or Healthcare Programs Coordinator for documentation requirements.

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
- Manslaughter
- Kidnapping
- Obscene literature
- Sexual battery
- Lewd and lascivious behavior
- Child abuse/aggravated child abuse
- Abuse/neglect of disabled adult or elderly
- False Imprisonment
- Negligent treatment of children

- Fraudulent sale of controlled substance
- Prohibited acts of a person in familial or custodial authority on a child
- Incest
- Arson
- Prostitution
- Assault to a minor
- Vehicular homicide
- Lewd and indecent exposure
- Aggravated Assault
- Exploitation of disabled adult or elderly
- Sexual performance by a child
- Killing of unborn child by injury to mother
- Theft, robbery and related crimes if the offense is a felony
- Relating to drug abuse prevention and control, if offense was a felony or if another person involved was a minor

CRIMINAL BACKGROUND HISTORY

Due to contracts with many of the clinical sites that are used for student patient care and the Florida Statutes, Lake Technical College does not accept any person with a felony conviction into the PCT Program. **This includes ALL convictions, guilty pleas and/or nolo contendere pleas to any felony violation, regardless of adjudication or years since the time of conviction, except as outlined below.**

In addition, the Florida Legislature outlines applicable laws related to licensure. It is prudent for all students to review this information as well as critical licensure information. The Florida Board of Nursing outlines information on the website.

IMPORTANT NOTICE: Pursuant to *Florida Statutes*, you **may not, based upon background, be eligible for licensure.** This information is outlined in the Florida Statutes accessible online.

BACKGROUND SCREENING & DRUG TESTING

The Agency for Health Care Administration (AHCA) requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to patients or has access to their living area or personal property to undergo a background screening.

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 with clinical facilities, has implemented a drug-testing program. If at any time during a pre-clinical screening, random screening or reasonable cause of screening, a student refuses to be tested; the student will be withdrawn from the program. If the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program at any time. If at any time the student's drug test is negative dilute, the student will immediately repeat at their own cost.

A criminal background check will need to be completed prior to clinical rotations. A conviction, regardless of adjudication, a plea of guilty to, or a plea of nolo contendere to an offense constitutes a conviction for the program. At that time, the student would be counseled regarding other potential employment opportunities and/or training.

If at any time during the program you are arrested, you must notify the Healthcare Programs Coordinator within 72 hours of your arrest. A conviction of; a plea of guilty to; or a plea of nolo contendere to an offense would require a meeting with the Healthcare Programs Coordinator to discuss continuing in the program. Failure to disclose this information in a timely manner may also lead to dismissal from the program.

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 6:30 AM and end as late as 7:15 PM. All schedules will be posted well in advance but are subject to change based on program and/or facility needs. It is important to note that clinical experience schedules are dependent upon the availability of appropriate personnel at the clinical site. Such clinical experience hours may be adjusted to meet the program requirements. Students will be notified well in advance if this occurs.

PROGRAM SPECIFIC ATTENDANCE INFORMATION

To develop appropriate work ethics, 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, the student **MUST** notify the faculty directly at least ONE HOUR PRIOR to the start of class/clinical on the date of absence unless extenuating circumstance occurs. Failure to comply with notification will be reflected in the professional skill grade for the day. The student attendance policy

for each postsecondary program is consistent with industry standards.

Failure of notification and/or no-call, no show will result in:

1. First and second occurrence- A verbal warning and written counseling from the instructor
2. Third occurrence- A written counseling and pre-SIT meeting with the instructor and HSE Coordinator
3. Fourth occurrence- any of the following may occur:
 - A referral to the Retention Specialist,
 - A Student Intervention Team (SIT) meeting may be scheduled,
 - Academic probation/student behavioral contract.

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.

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
Nurse Assistant	165
Accelerated Home Health Aide	25
Patient Care Assistant	45
Allied Health Assistant	100
Advanced Allied Health Assistant	200
Patient Care Technician	65
TOTAL	600

Notification of Absences

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.** If a pattern occurs of no call/no show, a Pre-SIT meeting will occur with the HSE Coordinator.

Absences- Late

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch. In Industry being late is considered absent time. Students are expected to notify the instructor before the start of class of any anticipated lateness. Excessive lateness will result in a SIT meeting and a Probationary Contract.

Students are expected to arrive on time for any clinical experience out of respect for the facility and to minimize disruption to the clinical experience. Students who will be more than 30 minutes late to class or clinical due to an extenuating circumstance (evaluated by instructor) and have notified their instructor of later absence will not receive a reduction in professional skill points for the day. Students that are late without notification or do not have extenuating circumstances will receive a reduction in professional skills for Attendance and Communication grades for the day.

Leaving Early

Students must notify the faculty as soon as possible if they must leave early. Students who need to leave clinical for emergencies, or other approved reasons, may not return until the next scheduled day unless approved by the HSE Coordinator or designee.

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 his/her 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.

PROGRAM SPECIFIC GRADING PROCEDURES

The grading policy for the Lake Technical College Patient Care Technician Program is as follows:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
<59 = F

Program grades are based on three criteria: Knowledge (33.33%), Skills (33.34%), and Professional Skills (Work Habits) (33.33%). Each area counts as one-third of the final grade for the grading period. **For a student to continue in the program, the student must successfully complete each area, independent of each other, with a 77% at each course ending. If a student does not meet the 77% minimum in any category, the final course grade recorded in the Student Information System will reflect the category in which the student was not successful.**

Missed Tests

- If a test is not taken at the same time or day as the scheduled test, 5 points are to be deducted. Based on documentation of extenuating circumstances, after review, the Healthcare Programs Coordinator may waive this penalty.
- Missed tests must be taken on the first day of your return to class.
- Missed tests are generally scheduled during class/clinical hours. It may require time from the student outside scheduled class time, i.e. Fridays in the computer lab.

Remediation and Retesting (Pathways to Success)

- Score of 77% or higher, student is not permitted to retest to earn a better score.
- If a student scores 76% or lower, the student is highly encouraged to immediately confer with the Student Success Counselor to analyze the test materials, study tools available, and the student's study habits.
- Remediation and retesting must be completed within approximately one week of the exam. Students may not retake the next exam in the course after it has been given.
- Process for Remediation and Retesting:
- If successful, the student earns a 77% score instead of a failing grade. If the student scores below a 77%, the higher of the two grades will be earned.
- A maximum of 2 remediation tests is allowed per Nursing Assistant, Home Health Aide, Patient Care Assistant, Allied Health, Advanced Allied Health, and Patient Care Technician. Final exams are not allowed to be repeated. At the end of any PCT course, students with academic, professional or clinical grades below 77% will be dismissed from the program.

Late Assignments

- Late assignments will be deducted a 5% of the assignment grade per day until received.
- Missing assignments will be marked with a 0 in the Canvas Gradebook until received.

PROGRAM SPECIFIC STUDENT DRESS CODE

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. This is evaluated annually by healthcare industry leaders at the HSE advisory council. 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. The Program Coordinator will make a final decision regarding any appearance-related concerns. Specifically, this means all students will wear the following in the **clinical and classroom setting**:

1. **Scrubs** – Clean approved scrub top in the designated program color (with LTC logo) and approved scrub black pants. Uniforms should not be worn for any activities that are 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. **Shoes** – All black including soles and logo, (no cloth/canvas), closed heel/toe and hard-soles in oxford or athletic style for classroom and clinical. Solid black socks must be worn, covering the ankles when wearing jogger pant-styled pants. Shoelaces, if applicable, must be clean and black. High heels, clogs, crocs, platforms, cowboy boots, or high-top work boots are unacceptable.
3. **Badge** – Lake Technical College Student ID badge must be worn, above the waist, always when on campus, and in uniform, including clinical sites.
4. **Jewelry** – In order to reduce the risk of infection, jewelry must be limited to a watch, wedding or engagement rings worn on ring finger, one watch with secondhand capability, a plain wedding band/set. Special rings for the right hand on the ring finger will be allowed in the classroom and practicum; however, only one ring per hand (exception: wedding ring and engagement ring may be worn together.) Earrings - 6mm or less, ball type or post style only (no hoops). One nasal piercing (stud only) is permitted but cannot exceed 1.5 mm. No other visible body piercings (including tongue piercings) are permitted. Piercings (other than noted above) must be removed or replaced with a clear or flesh toned small post. Plugs must also be replaced with skin tone spacers. Necklaces are not permitted in the classroom or clinical setting unless prior approval is given by the Healthcare Programs Coordinator.
5. **Make-up/Eyelashes** – Will be conservatively applied if worn. Eyelashes are to be natural in color and, as with nails, artificial eyelashes or enhancers are prohibited.
6. **Hair** – Will be (includes classroom, lab and clinical):
 - A natural hair color only.
 - Neatly combed, brushed, or styled.
 - Out of the eyes and restrained with clips or bands that blend with hair color or Black. No large flowers or large bows. All hair adornments must be professional.
 - Hair must be worn above the collar and away from the face at all times when in uniform. The only exception is with special permission from the instructor.
 - No Sculpting of hair.
 - Scrub caps or approved hair wraps that are black may be worn. Headbands and scarves are not allowed. For safety concerns, cultural headdress may not interfere with the placement or removal of PPE equipment.
7. **Facial Hair** – Beards and moustaches must be neatly groomed and not interfere with the placement or removal of PPE equipment.
8. **Fingernails** – No nail polish allowed. Nail polish should be completely removed with no residue visible. Nails should be no longer than the end of the fingertips. Artificial nails (to include, but not limited to, gel finish, silk tips, shellac) are not permitted.
9. **Scents** – No offensive odors (i.e., body, breath, shampoo, perfume, etc.) are acceptable. **Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.** These odors **could trigger an acute respiratory episode in patients with respiratory ailments.**
10. **Body Art** – Visible tattoos, Henna, etc. may not be offensive and may require covering based on facility guidelines. Forearm sleeves in black may be worn by students to cover tattoos, but both arms must be covered if this is the case. The only exception to coverings is the hands since this area is the greatest source for the spread of infection. Any body art on the hands cannot be offensive in nature. The Healthcare Programs Coordinator has the final decision as to what is considered offensive.
11. **Equipment** – A watch with the capability of a second hand and a black ink pen.

All aspects of personal hygiene, including the individual, uniform, and undergarments, represent one's professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

Any dress code infractions will be reflected in the professional skills grade.

PATIENT CARE TECHNICIAN GENERAL INFORMATION

Program Length and Hours

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. 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, nutrition, nursing skills, EKG monitoring, phlebotomy and rehabilitative skills along with demonstration and return demonstration of all skills.

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 patient care technician 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. Graduates are also eligible to take the Phlebotomy and PCT national certification exams.

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.

Background Check

An FDLE level two background check complete with fingerprinting is required prior to entering the clinical phase of the program. **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 Patient Care Technician Students

- 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 linens replaced neatly.
- All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
- The office telephone is for emergencies only. Please do not use it for other calls.
- No cell phones or earbuds are allowed in the **classroom or clinical setting** unless otherwise instructed by the clinical instructor. Students may not access social media during classroom or clinical time.
- No gum chewing.
- No food is allowed unless specific permission is granted by the faculty.
- Beverages in the classroom must be covered with a lid. However, under no circumstance may food or drinks be in the laboratory/ computer testing areas.
- No student is allowed in the instructor's office without permission.
- Conflicts – at any time that conflict arises, for any reason, during class time or clinical, the student is to avoid 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 Coordinator immediately and allow one of these individuals to disarm the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, and appropriate appearance.
 - Uniform dress code will be adhered to every day unless given permission to partake in special college events.

2. Demonstrate punctuality.
 - Notify an instructor prior to the expected time regarding tardiness or absences.
 - Seek permission and follow the procedure to leave early when necessary.
 - Return from breaks and mealtimes at specified time.
3. Respect the rights of others.
 - Respect culturally diverse beliefs.
 - Be attentive and polite.
 - Please refrain from engaging in side conversations, as this maintains an optimal learning environment for everyone.
 - 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.
 - Bullying is not permitted.
4. Demonstrate good interpersonal relationships with peers and instructors.
 - Exhibit/attempt to cooperate, have a congenial attitude with others.
 - Show respect for instructors and peers.
 - Accept others for themselves.
5. Follow chain of command as demonstrated in industry.
6. 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 to the topic when appropriate.
7. 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.
 - Please remain alert and engaged. Sleeping or resting on desks and lab beds is prohibited.
8. Take responsibility for your own learning.
 - Come with an electronic device to assist in learning.
 - Be proactive in contacting faculty with concerns about progress and to attain help from faculty when needed.
 - Submit assignments on the specified date. In the event of an absence, submit a missed assignment on the first day of the return to class.
 - Come to class prepared by bringing a 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.
9. Attempt to do the best possible.
 - Try to achieve your full potential.
 - Make an effort to answer questions when called upon.
 - Use time wisely.
 - See the instructor privately to clarify any unclear material.
10. Respect school and clinical facility property.
 - Always leave classroom, laboratory, and conference area neater than found.
 - Do not eat or drink except in designated areas.
 - Do not deface the 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 dress appropriately to perform duties. A student may not leave a duty assignment for any reason without consultation and 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 designated areas. To avoid congestion in the Student Center, each class is assigned a break and lunch time.

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 the school administration in consultation with the Patient Care Technician instructor(s) and the Healthcare Programs Coordinator. Students may appeal for a dismissal by following the school's appeals and/or grievance policy. The policy for filing a grievance can be located in the Student Catalog on the school website, www.laketech.org. Additionally, please note that students also have the right to contact state agencies regarding grievance.

This includes:

- The Florida State Board of nursing at <http://www.floridasnursing.gov/>
- The Florida Department of Education, <http://www.fldoe.org>

Program Completion

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 148.5 hours of the 165-hour program (for CNA); and 390 hours of the remaining course work for the 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 regarding any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day of their program.

Certification

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

JOB DESCRIPTION

Nursing service: Nursing Assistant

Position Summary: The nursing assistant is responsible for providing direct resident care under the supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinating 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 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 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 patients and families 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 a 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 entire staff, client, family, and agency transactions.

PROGRAM COURSES

COURSE	PROGRAM HOURS
Nurse Assistant	165
Accelerated Home Health Aide	25
Patient Care Assistant	45
Allied Health Assistant	100
Advanced Allied Health Assistant	200
Patient Care Technician	65
TOTAL	600

PROGRAM 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 individuals 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.

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

Florida Department of Education
Curriculum Framework

**This program is a replacement for Patient Care Technician H170694
(0351390205).**

Program Title: Patient Care Technician
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program		
Program Number	H700600	
CIP Number	0351390208	
Grade Level	30, 31	
Program Length	600 hours	
Teacher Certification	Refer to the Program Structure section.	
CTSO	HOSA and SkillsUSA	
SOC Codes (all applicable)	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.	
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml	
Basic Skills Level	Computation (Mathematics):10	Communications (Reading and Language Arts):10

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. This program is designed to prepare students for employment as patient care technicians and advanced cross-trained nursing assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant for both acute and long-term care settings.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 6 occupational completion points.

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

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	HCP0124	Nurse Assistant	REG NURSE 7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	165 hours
B	HCP0333	Accelerated Home Health Aide	REG NURSE 7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	25 hours
C	HCP0021	Patient Care Assistant		45 hours
D	HSC0012	Allied Health Assistant		100 hours
E	MEA0585	Advanced Allied Health Assistant		200 hours
F	PRN0095	Patient Care Technician		65 hours

*** The LPN 7 G district issued certification is a practical nurse. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator who must be a registered nurse. Please refer to 64B9-15.005, F.A.C., for requirements.**

Florida's Career Readiness Skills for CTE Programs

Employability Skills

01.0	Apply academic skills to workplace scenarios.
01.01	Use reading skills.
01.02	Use writing skills.
01.03	Use mathematical strategies and procedures.
01.04	Use scientific principles and procedures.
02.0	Design a solution to an industry problem.
02.01	Use critical thinking.
02.02	Use creativity.
02.03	Make sound decisions.
02.04	Solve problems.
02.05	Reason.
02.06	Plan and organize.
03.0	Manage resources within an industry project
03.01	Manage time.
03.02	Manage money or resources.
03.03	Manage materials.
03.04	Manage personnel.
04.0	Oversee the subcomponents, operations and output of a technical or organizational system.
04.01	Manage systems.
04.02	Monitor systems.
04.03	Improve systems.
05.0	Use information for decision making.
05.01	Locate information.
05.02	Organize information.
05.03	Use information.

05.04	Analyze information.
05.05	Communicate information.
06.0	Apply relevant technology to workplace scenarios to aid productivity.
06.01	Use technology.
07.0	Interpret and express interpersonal communication.
07.01	Communicate verbally.
07.02	Listen actively.
07.03	Comprehend written material.
07.04	Convey information in writing.
07.05	Communicate nonverbally.
07.06	Interpret nonverbal communication.
08.0	Interact with others to accomplish workplace goals.
08.01	Collaborate with others in a team.
08.02	Respond to customer needs.
08.03	Exercise leadership.
08.04	Negotiate to resolve conflict.
08.05	Respect others.
09.0	Manage personal behavior to maximize productivity and professional growth.
09.01	Demonstrate responsibility and self-discipline.
09.02	Adapt and show flexibility.
09.03	Work independently.
09.04	Demonstrate a willingness to learn.
09.05	Demonstrate integrity.
09.06	Demonstrate professionalism.
09.07	Take initiative.
09.08	Display positive attitude.
09.09	Take responsibility for professional growth.
Job Attainment	
10.0	Find, assess and apply to job opportunities.
10.01	Identify online job posts relevant to his or her career aspirations.
10.02	Compare and contrast the job posts' required qualifications, job duties, compensation, benefits and employers.
10.03	Define what information, documentation and writing prompts are required for the positions.
11.0	Communicate personal competence, character and fit for a job opportunity.
11.01	Develop a resume.
11.02	Write a cover letter.
11.03	Curate a professional portfolio that includes work products.
11.04	Prepare for and experience a mock job interview.

12.0	Cultivate and leverage relationships to professionally advance.
12.01	Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement.
12.02	Develop a plan to cultivate a professional digital footprint.
12.03	Develop a networking plan for a specific industry of interest.

Standards

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

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Use verbal, written, and/or electronic communications specific to the nurse assistant.
- 03.0 Demonstrate legal and ethical responsibilities specific to the nurse assistant.
- 04.0 Apply basic math and science skills specific to the nurse assistant.
- 05.0 Describe the anatomy and physiology of the human body.
- 06.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 07.0 Perform physical comfort and safety functions specific to the nurse assistant.
- 08.0 Apply the principles of infection control specific to the nurse assistant.
- 09.0 Demonstrate knowledge of blood-borne diseases.
- 10.0 Recognize and respond to emergency situations.
- 11.0 Perform supervised organizational functions following the patient care plan.
- 12.0 Provide biological, psychological, and social support.
- 13.0 Provide personal patient care.
- 14.0 Perform patient care procedures.
- 15.0 Apply principles of nutrition.
- 16.0 Provide care for geriatric patients.
- 17.0 Assist with restorative (rehabilitative) activities.
- 18.0 Demonstrate an understanding of information technology applications in healthcare.
- 19.0 Demonstrate employability skills.
- 20.0 Use verbal and written communications specific to the Home Health Aide.
- 21.0 Demonstrate legal and ethical responsibilities specific to the Home Health Aide.
- 22.0 Perform physical comfort and safety functions specific to the Home Health Aide.
- 23.0 Apply principles of nutrition specific to the Home Health Aide.
- 24.0 Apply the principles of infection control specific to the Home Health Aide.
- 25.0 Perform home health-care services.
- 26.0 Perform nursing assistant skills related to the hospital setting.
- 27.0 Provide nursing assistant care for the adult patient.
- 28.0 Perform skills representative of 1-3 major allied health areas as determined by local labor market demand.
- 29.0 Complete a clinical rotation in the selected major allied health areas.
- 30.0 Perform additional skills from the previous module at the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.
- 31.0 Complete a clinical rotation in the selected major allied health areas.
- 32.0 Demonstrate knowledge of organizational and effective team member skills.
- 33.0 Practice organizational and effective team member skills in a clinical setting.



ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

By signing this form, I acknowledge that I have received a copy of the Master Plan of Instruction for my program.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein inclusive of those concerning **drug testing, substance abuse, felony convictions** and **dress code**.

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

Print Name: _____ Date: _____

Student Signature: _____

STUDENT CONFIDENTIALITY STATEMENT

I, _____ (PRINT), understand that as a student at Lake Technical College Health Sciences Program, I will have access to private, confidential information regarding the patients at the clinical sites at which I will be practicing and/or job shadowing. I also understand that according to the law (HIPPA) this information is to be held in strict confidence and not discussed with anyone who does not have a legal right to know. This includes, but is not limited to, friends or relatives of mine, former employees of the practice and friends or relatives of the patient.

Information pertaining to a patient's health status can only be released upon the written authorization of the patient or patient's legal representative. Failure to comply with is a violation of Federal Law and grounds for immediate dismissal from the program of study.

Student Signature: _____ Date: _____



AUTHORIZATION TO RELEASE MEDICAL RECORDS

By signing this form, I authorize Lake Technical College to release confidential health information by releasing a copy of my vaccination/immunization record, or a summary of my protected health information to the entity listed below for the purpose of attending clinical/practicum at a designated facility in compliance with Contractual Agreements set forth between LTC and the aforementioned facility. I understand refusal to release documentation may result in an unsatisfactory academic grade in clinical experience and can be subject to disciplinary action set forth in the Master Plan of Instruction.

Student Name: _____ Program: _____

Vaccination/Immunization Requested:

Check here to release all _____

_____ Two-step Tuberculosis Test (PPD)	_____ BLS/First Aid
_____ MMR Immunity	_____ Varicella (Chicken Pox) Immunity
_____ Tetanus (TDAP)	_____ Hepatitis B
_____ Flu Vaccination	_____ Other _____

I understand that my records are confidential and cannot be disclosed without my written authorization, except when otherwise permitted by law. I understand I may revoke this authorization in writing at any time except to the extent that action has been taken in reliance upon the authorization.

Print Name: _____ Date: _____

Student Signature: _____