

Auburn Career Center



Attitude – Respect – Responsibility

Patient Care Technician 2021-2022 Syllabus

Building Location: Main Building C Wing

Room 2C

Instructor: Ms. Christine Tredent

Office Phone: 440-357-7542 ext. 8223

Attendance Office: 440-358-8023

Fax: 440-358-8012

Email: ctredent@auburncc.org

Website: www.auburncc.org

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Welcome

This program is designed for students who plan to enter the world of healthcare with skills that will prepare them for careers dealing with Nursing, State Tested Nursing Assistant, EKG Technician, Phlebotomist, Patient Care Technician, and other areas of allied health. Students will gain necessary skills to work in hospitals, nursing homes, clinics, as well as in physician's offices. Students will study the basic fundamentals and concepts that can be applied Patient Care Technicians.

Patient Care Technician is a Tech Prep Program. Students have the potential of earning Lakeland Community College credit for work completed in the Patient Care Technician program while attending Auburn Career Center. Additionally, Bryant and Stratton will extend articulation credit to completers of the Patient Care Technician program. Students may also choose to take the National EKG Certification Exam and/or the National Phlebotomy Certification Exam and/or Patient Care Technician Exam.

Auburn Career Center's Mission

Our mission is to guarantee that all students empower themselves, excel in the emerging workplace, and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Course Information/ Contact Information

Instructor Information:

Ms. Christine Tredent, MSN, RN
Office Phone: 440-357-7542 ext. 8223
Fax: 440-358-8012
Email: ctredent@auburncc.org
Website: www.auburncc.org

Course Schedule

First Year Schedule: 8:18am to 10:53am

Second Year Schedule: 10:58am to 2:28pm

Course Credits:

All students are eligible to receive four articulated credits for completion of two years in the Patient Care Technician (PCT) class at a minimum of B average through Lakeland Community College.

College credit is available for *Introduction to Health Care* for two credits in the junior year. Medical Terminology college credit is available through CT2 with successfully completing the course with a C.

Students interested in Auburn’s Practical Nursing Program upon graduation have the opportunity to receive course credit for maintaining a B average in Nutrition and Wellness.

Course Materials

Books, fees, tools, uniforms, supplies, etc.

First Year

| | |
|---|-----------------|
| Medical Terminology | \$ 82.00 |
| Blood Pressure Kit | \$ 42.00 |
| Classroom Fee (each year) | \$ 25.00 |
| Patient Care Textbook and Workbook | \$ 48.00 |
| Scrubs -2 scrub sets/can use both years(add'l for extra sizing) | \$ <u>64.00</u> |
| Total due first year: | \$261.00 |

Second Year

Optional \$53 each: purchase classroom copies of Phlebotomy, EKG and/or PCT book

All fees are due by October 31, 2021. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.

Class materials:

- Close-toed, non-skid shoes
- Watch with second hand
- Head phones

Program Scope:

First Year Course(s) Description/Outcomes:

Introduction to Health Science: (Health Science and Technology)

This first course in the career field provides students an overview of the opportunities available in the healthcare industry. As not only future workers in the health care system but also as consumers, the student will have a working knowledge of all aspects of health care. The topics are current and will provide the student with the means to make learned health care decisions for him/herself and also assist the patient and their family with tools needed to be an advocate in health care decisions rather than passive participant. Students will learn fundamental skills in effective and safe patient care that can be applied across a person’s lifespan. They will also be introduced to exercise science and sports medicine, the field of biomedical research and the importance of managing health information.

Outcomes:

1. Students will demonstrate knowledge of career opportunities available in the health care industry.
2. Students will demonstrate ability to make learned health care decisions for him/herself and also assist the patient and their family with tools needed to be an advocate in health care decisions.

Patient Centered Care:

Students will apply psychomotor nursing skills needed to assist individuals in meeting basic human needs. Students will implement interventions following a nursing assistant plan of care. Students will collect patient's vital signs including temperature, pulse rate, respiration rate, and blood pressure.

Additionally, students will observe patients' physical, mental, and emotional conditions and document any change.

Outcomes:

1. Students will demonstrate knowledge and ability to apply psychomotor nursing skills needed to assist individuals in meeting basic human needs.
2. Students will demonstrate knowledge and ability to implement interventions following a nursing assistant plan of care.
3. Students will demonstrate knowledge and ability to perform vital signs.
4. Students will demonstrate knowledge and ability to observe patients' physical, mental, and emotional conditions and document any change.

Medical Terminology:

This course focuses on the applications of the rules for constructing and defining medical terms with an emphasis on building a working medical vocabulary. Topics include using the appropriate abbreviations and symbols for anatomical, physiological and pathological classifications and the associated medical specialties and procedures. Students will decipher medical terms by identifying and using word elements with an emphasis on derivation, meaning, and pronunciation. Further, students will interpret and translate medical records and documents.

Outcomes:

1. Students will demonstrate knowledge of the applications of the rules for constructing and defining medical terms with an emphasis on building a working medical vocabulary.
2. Students will demonstrate knowledge of using the appropriate abbreviations and symbols for anatomical, physiological and pathological classifications and the associated medical specialties and procedures.
3. Students will demonstrate ability to decipher medical terms by identifying and using word elements with an emphasis on derivation, meaning, and pronunciation.

Second Year Course(s) Descriptions/Outcomes:

Patient Centered Care:

Students will apply psychomotor nursing skills needed to assist individuals in meeting basic human needs. Students will implement interventions following a nursing assistant plan of care. Students will collect patient's vital signs including temperature, pulse rate, respiration rate, and blood pressure. Students will perform phlebotomy procedures with emphasis on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, and processing. Additionally, students will observe patients' physical, mental, and emotional conditions and document any change.

Outcomes

1. Students will demonstrate knowledge and ability to apply psychomotor nursing skills needed to assist individuals in meeting basic human needs.
2. Students will demonstrate knowledge and ability to implement interventions following a nursing assistant plan of care.

3. Students will demonstrate knowledge and ability to perform vital signs.
4. Students will demonstrate knowledge and ability to observe patients' physical, mental, and emotional conditions and document any change.
5. Students will follow standard operating protocols for handling, preparing, storing and disposing of specimens, supplies and equipment
6. Students will describe the morphology and process of reproduction of microorganisms important in the clinical disease and biotechnology applications and perform assays as a diagnostic tool to detect the presence of a pathogen. Competencies: maintain integrity of a clinical sample; Describe control substance procedures, protocols, documentation and labeling techniques; Initiate blood withdrawal using various techniques (e.g. butterfly, vacutainer, capillary puncture; Differentiate between specimen collection, storage and handling techniques (e.g., temperature, light, time); Determine order of draw; Identify complications of venipuncture; Prepare peripheral blood smears; Perform electrocardiograph (ECG); Identify major routine tests performed in clinical lab sections (e.g., blood bank, chemistry, hematology, serology, microbiology, urinalysis); Instruct patients/clients in the collection procedures for random, routine, non-specimen collection (e.g., clean-catch, mid-stream, stool specimens, semen, or sputum for testing)

Nutrition and Wellness:

Students will increase their knowledge of comprehensive health and wellness. Students will be able to identify the components of fitness and communicate the relationship between physical fitness, physical performance, injury prevention, and nutritional intake. Students will evaluate an individual's state of nutrition based upon the impact of personal choices and social, scientific, psychological and environmental influences. Further, students will calculate an individual's kilocalorie burn rate and recommend an ideal diet and physical fitness plan.

Outcomes:

1. Students will demonstrate knowledge of comprehensive health and wellness.
2. Students will demonstrate the ability to identify the components of fitness and communicate the relationship between physical fitness, physical performance, injury prevention, and nutritional intake.
3. Students will demonstrate the knowledge to evaluate an individual's state of nutrition based upon the impact of personal choices and social, scientific, psychological and environmental influences.
4. Students will demonstrate the ability to calculate an individual's kilocalorie burn rate and recommend an ideal diet and physical fitness plan.

First Year Sequence

Patient Centered Care

1st and 2nd Semester

This is a year-long class. Topics to be covered include, but are not limited to assistive care, psychosocial care, end-of-life care, basic anatomy and physiology, health interventions, exercise and rehabilitative interventions, leadership and communication, business law and ethics, information technology, and electronic medical records.

2nd Semester

Students will learn the anatomy of the heart, how to perform and interpret an EKG, and how to respond to life-threatening cardiac emergencies. Students will learn the basics of phlebotomy, needle safety, and vein selection. Simulated blood draws on phlebotomy training arms will be performed.

Introduction to Health Science

1st Semester:

The topics covered include, but are not limited to the history of health care, the Affordable Care Act, the operations of health care systems, health care financing, the health care workforce, the impact of Information Technology on health care, legal and Ethical issues that impact health care and mental health issues.

Medical Terminology

1st Semester

The following chapters will be completed in the first semester:
Chapters 1-8 with Midterm exam at the end of the 1st Semester.

2nd Semester

The following Chapters will be completed in the 2nd semester: Chapters 9-15, with a Final exam at the end of the 2nd Semester.

Second Year Sequence

Patient Centered Care

1st Semester

Students will concentrate on curriculum related to State Tested Nursing Assistant (STNA) certification.

Nutrition and Wellness

1st and 2nd Semester

Students will increase their knowledge of comprehensive health and wellness, identify the components of fitness, evaluate an individual's state of nutrition, and calculate kilocalorie burn rate for recommendation of an ideal diet and physical fitness plan.

Patient Centered Care

2nd Semester

Students will learn to perform phlebotomy procedures with emphasis on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, and processing.

Auburn Certificates

Auburn Career Center provides an extended curriculum for our participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Auburn Completion Ceremony and placed in the student's portfolio.

See APPENDIX for additional information on certificates.

Instructional Philosophy

The manpower demands of our technological society along with the critical shortage of skilled health care workers necessitate an educational program designed to prepare persons for productive citizenship in the world of work. The Patient Care Technician class provides fundamental knowledge, skills, abilities, values, and entrepreneurship, leadership and employability. The program provides the opportunity to explore the medical field in cooperation with local medical facilities and advisory committee members. It helps the student who is undecided about future careers to see if health care interests them, without wasting college dollars.

Assessment Plan

The grading for the Patient Care Technician Program is on a total point system. The grades are made up of formative and summative evaluations completed either formally through tests, quizzes and final products of labs and projects or as a means of observation such as through professional points. It is the students' responsibility to make up work according to the attendance policy that gives the student one day up to five days, for each excused absence. If upon return the absence is unexcused, the students' work for the missed day will become a "0" grade. Every effort will be made to grade on an ongoing basis so students and parents always know the progress the student is making in the Patient Care Technician course.

Grading

Grading Scale

Auburn Grading Scale will be used.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Grading Policies

- All assignments are to be handed in at the beginning of the class unless being reviewed during class.
- Interims are every 4.5 weeks and semesters are every nine weeks. For Perry students, grades are every six weeks.
- If the absence is *unexcused*, this will result in a grade of “0” on all assignments for the missed day and will be reflected in the on-line grade program Infinite Campus.
- Professional points are given on a daily basis. Daily points are a combination of being prepared for class, working diligently in class and having uniform on at the time of taking attendance.
- All assignments are in the lesson plans posted for each week in Schoology. If a student is absent, it is his/her responsibility to look for the assigned work and complete it according to policy.

Employability Skills

It is the expectation that the student will put on their uniform every day before attendance is completed. If the student does not wear their career wear, a “0” score will be given for professional Points. If this becomes a recurring issue communication with the parent/guardian will take place. Other ways the employability skills grade will be impacted might include demeanor in class, preparedness for class and also completing assigned work in a manner as to not interrupt the educational process for other students.

Course Assignments, Labs and Projects

All assignments are due at the assigned times. Projects all have rubrics and there will be a timeline as to when the projects are done.

Course Policies

The school Code of Conduct included in the student handbook is enforced in our classroom. Students are expected to respect school property, staff and peers. Daily employability points are earned and impact the student’s grade.

Students deserve a quiet classroom where all students may learn without interruptions. No student will keep another person from learning or the instructor from teaching. Students must ask permission to leave the room and then sign out so instructor knows where all students are at all times. Hall passes are required without exception. No more than two students may be in the hallway at any time.

All students will practice good classroom etiquette: not talking or sleeping during class, guest speakers, assemblies, or lectures; raising hands before speaking; not engaging in horseplay; cooperating with each other and the instructor; treating each other with dignity and respect.

Attendance

To be successful at Auburn Career Center, it is important for the student to have good attendance. The policy on attendance is the same as in the student handbook. Each student who is absent must report to the high school office to receive an admittance slip that indicates whether the absence is excused or unexcused.

Safety

Safety is an important concept that is maintained in all aspects of the Patient Care Technician Course. This course of study conforms to all federal, state, and local laws and regulations included in Title IX and nondiscrimination against any students because of race, color, creed, sex, religion, citizenship, economic status, married status, pregnancy, handicap, age, or national origin. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

Safety rules are posted in the lab. For the safety of the student, only those who are in full uniform will be allowed in the lab. No open toed or open heeled shoes are allowed in the lab. At no time are flip flops, slippers, or bare feet allowed in the classroom or lab. No equipment is to be touched without the express permission of the instructor and only after the student has been fully instructed on the use of the equipment.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the Reception Office by using the telephone in the Instructors office.

Pick up the phone and dial “0” for the Reception Office.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Program Apparel

The career wear for PCT consists of navy scrubs including a top and pants. The uniform is to be worn with the top over the pants. The pants or top are not to be altered in any way. An optional white or black long-sleeve shirt may be worn under the scrub top for added warmth. When ordering uniforms, consider allowing room for an additional layer to be worn under the scrub top. Sweatshirts or fleece zip-ups can be worn if they are a solid color. Shoes and socks must be worn. No flip flops, slippers, bare or stocking feet are permitted at any time in the classroom or lab. Athletic shoes or professional shoes are the best to wear with the uniform. Professional points are taken daily. To receive the most points the student must have scrubs, shoes, socks and name tag on for full credit.

Classroom Entry – Attendance

Attendance is done at the beginning of each period. If the student is not in the classroom at the time of attendance, the instructor may send the student down for a pass.

Classroom Exit – Dismissal

The students may obtain their belongings from their locker five minutes before the dismissal bell rings. Students will return to the classroom until the bell rings.

Electronic Device Policy

Electronics are permitted in class for educational purposes, for listening to music during times of independent work, and at the instructor's discretion. If a student is found to abuse this policy, then this privilege can be taken away by the instructor at any time during the two years at Auburn.

Classroom Rules, Consequences and Rewards

Consequences for poor choices may include but not limited to a verbal warning, a call to parents, one-on-one meeting with student and parents, and if necessary, a referral to PBIS or principal. It is not expected that students in my class will be a behavior problem. I expect students to behave, as they have chosen to take the Patient Care Technician Program



Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

Membership:

SkillsUSA serves more than 372,655 students and instructors annually. This includes 20,598 instructors who join as professional members. Including alumni, Skills USA membership totals over 434,000. SkillsUSA has served more than 13.6 million annual members since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

APPENDIX

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
 - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

TECHNOLOGY LITERACY PROGRAM

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

FINANCIAL LITERACY PROGRAM

Financial understanding is a competency requirement in the PCT coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

Auburn Career Center – Patient Care Technician Program

Syllabus Agreement

After reviewing the Patient Care Technician Syllabus, please sign and return this agreement page to the Patient Care Technician Instructor.

I have read and understand all of the information included in the Auburn Career Center Patient Care Technician Syllabus.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____