



Patient Care Technician IET Sample Syllabus

Name of Course:

Patient Care Technician (PCT)

Course Schedule:

Aug. 19, 2024–Nov. 8, 2024 (12 weeks)
Monday–Thursday, 5–8 pm

Instructor(s):

- Professor Smith, RN, MSN, PCT Instructor, aSmith@rhs.iet.edu, 216-235-0578
Office Hours: Fridays, 2:00–4:30 pm at Riverdale High School, Rm. 35
- Professor Haas, AEL, HSE Instructor, tHaas@rhs.iet.edu, 440-633-6301 Office
Hours: Mondays, 9:00–11:00 am, 2:00–4:30 pm, by appt. on Zoom

Student Success Counselor:

- Name: Mr. Patel
- Contact: cPatel@rhs.iet.edu, 915-434-9955
- Location: Riverdale High School, Rm. 5
- Office Hours: 9:00 am–1:00 pm (MWF), 2:00–4:00 pm (Th), by appt. on Zoom

Course Format:

- Mondays, Professor Hass (HSE class), Riverdale High School, Rm. E-232
- Tuesdays and Wednesdays, Professors Smith and Haas (PCT class), Riverdale High School, Bldg. E, Lab 2
- Thursdays, clinical rotations, Unity Health Center, 7607 Allen Pkwy. (clinical instructors TBD)
- Weekly assignments and online class discussions can be found on our course website at rhs.iet.edu.

Course Description

This course prepares you to be a patient care technician (PCT) and to pass the NCCT Patient Care Technician Certification. It is also designed to help you develop your academic skills in preparation for the GED exam.

By the end of this course, you will be able to:

- provide direct patient care,
- perform basic patient care tasks,
- take vital signs,
- communicate with healthcare team and patients,
- assist with activities of daily living (ADLs),
- comply with confidentiality requirements, and
- utilize your math, reading, and writing skills to prepare for a career in healthcare and to pass the GED exam

You will attend lectures and labs and complete clinical rotations. You will complete weekly assignments on our online class platform, where you can view and submit all assignments and participate in our weekly online discussions. It's a fast-paced and rigorous program designed to develop academic, technical, and job skills.

You have the benefit of two instructors who will team-teach this course. Professor Haas teaches on Mondays. Professors Smith and Haas co-teach on Tuesdays and Wednesdays. Your professors will work together to deliver instruction, monitor your progress, and support you throughout the course. Having two instructors provides extra support and helps you make clear connections between your academic and PCT learning, with the added benefit of making classes interesting and fun. Mr. Patel is your student success counselor and is available to help you with any challenges affecting your ability to complete this course successfully. This team is here to support your academic, personal, and career growth.

Student Expectations

To be successful in this class, you will need to attend all classes, participate actively in class discussions, and complete all in-class and at-home assignments.

Attendance: Attendance is required for all classes (lecture, lab, and clinical). If you miss more than two (2) classes, you will be placed on probation and may be withdrawn from the course.

Class Participation: You are expected to contribute to class discussions, both online and in person. **Weekly online class discussion prompts can be found on our course website at rhs.iet.edu.** You are responsible for posting and responding to add depth to the conversation. We encourage your active participation and open communication. There are many perspectives, backgrounds, and experiences represented in this class, and it is essential for all the students to show respect for each other.

Assignments: You are expected to complete all assignments on time. You can make up a missed exam within two class days. During the last week of the course, any missed exams or assignments will be scored as zero (0). Labs can be made up with advanced approval, but clinical time cannot be made up. If you have a physical or learning disability and need accommodations, please contact studentservices@rhs.iet.edu. Free tutoring is available to assist you in learning the material.

Evaluation: To pass the course, you must meet all course requirements satisfactorily. This includes demonstrating PCT skills competency in simulations. If you do not demonstrate a sufficient level of competency initially, you will be given up to two more attempts. If your third attempt still doesn't meet faculty expectations, you will be withdrawn from the course.

Grading: Weekly quizzes (25%), class participation (25%), midterm simulation (20%), final simulation (30%)

Required Course Materials (will be provided or require purchase):

- Syllabus
- Online course log-in information (for assignments and discussions)
- PCT uniform (provided by program)
- Textbook – *Mosby's Essentials for Nursing Assistants*, 7th edition (ISBN #978-0-323-11317-5)
- Supplemental readings
- GED account and practice tests (provided by program)
- GED exam (provided by program)
- PCT certification exam (provided by program)

Course Outline

Weekly Topic & Assignments	Skills Focus
Week 1: Introduction to Healthcare and School Expectations No quiz this week Complete weekly discussions in online course	PCT Skills: Learning medical terms, understanding important body structures, and recording information in medical charts Academic Skills: Comprehending the meaning of words and phrases using context; interpreting meanings; and workplace writing Work Skills: Collaborative teamwork and communication in a healthcare setting (HIPPA)
Weeks 2–3: Infection Control and Safety Measures Quiz Topics: Infection control procedures, safety drills, and hygiene inspections Complete weekly discussions in online course	PCT Skills: Mastering infection control, following safety procedures, and practicing proper handwashing Academic Skills: Finding the main ideas in a passage, understanding inferences, and summarizing healthcare-related materials Work Skills: Stress management techniques and taking responsibility
Weeks 4–5: Patient Assessment and Vital Signs Monitoring Quiz Topics: Role-playing patient check, taking a pulse, and documentation Complete weekly discussions in online course	PCT Skills: Looking at patients, checking their heart, and documenting your findings Academic Skills: Using the appropriate terms, documenting notes, and converting numbers relevant to PCT role Work Skills: Communicating patient wellness, problem-solving, planning, and organizing
Weeks 6–7: Basic Life Support and Emergency Procedures Quiz Topics: CPR and AED, emergency simulations, and responding to patient discomfort Complete weekly discussions in online course Midterm PCT Skills Simulation Exam (Week 7)	PCT Skills: CPR and AED (automated external defibrillator) and recognizing patient discomfort Academic Skills: Locating evidence in readings to explain scientific theory, solving real-world healthcare problems, and identifying variables in a healthcare setting Work Skills: Leadership, communication skills, conflict resolution, and decision-making
Weeks 8–9: Patient Care Techniques and Procedures (Part 1) Quiz Topics: Skill demonstrations, giving medication, and helping patients move Complete weekly discussions in online course	PCT Skills: Patient care procedures, giving medication, and helping patients move Academic Skills: Using specific words for complex topics and converting units of measurement in everyday healthcare situations Work Skills: Time management, social skills, and responding to customer needs.
Weeks 10–11: Patient Care Techniques and Procedures (Part 2) Quiz Topics: Written assessments and practical evaluations of medication administration and wound care procedures Complete weekly discussions in online course	PCT Skills: Advanced patient care techniques, medication administration, and wound care Academic Skills: Using clear words, deciding if there is enough evidence, and explaining why one thing causes another in a healthcare environment Work Skills: Attention to detail, professionalism, and social skills

Weekly Topic & Assignments	Skills Focus
Week 12: Clinical Practicum and Capstone Quiz Topics: Application of academic knowledge and industry-specific skills Complete weekly discussions in online course Final PCT Skills Simulation Exam (Week 12)	PCT Skills: Review of academic knowledge and industry-specific skills Academic Skills: Using clear evidence from the healthcare readings to reach conclusions and explaining your understanding of the evidence Work Skills: Critical thinking, personal readiness, and collaboration
Post Class: <u>Official GED Practice Exams and the NCCT Patient Care Technician Certification Exam</u> (to be scheduled by the program)	

