



Patient Care Technician

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Conference Period: 9:05-9:55

Tutoring Opp: Will evaluate as needed

Class Materials:

- Textbook used is Fundamental Concepts and Skills for the Patient Care Technician by Kimberly Townsend, ISBN13: 978-0323430135
- 2" Three ring binder
- 1 set of scrubs (preferred black pants and maroon top)
- 1 box of medical gloves (any size)
- First certification test will be \$90.00 and if test is passed, the next tests will be \$60.00 each. Monies due as test dates get closer.

Access to Canvas and Office365 tools is available to students through our [Single Sign-on Portal \(SSO\)](#). Students receive their SSO login during enrollment.

Course Description:

The PCT Practicum is designed to give students practical application of previously studied knowledge and skill. Practicum experience can occur in a variety of locations appropriate to the nature and level of experience. Students should learn to reason, think-critically, make decisions, solve problems, and communicate effectively. Students should recognize that quality health care depends on the ability to work well with others. Students will learn how to perform phlebotomy, ECG's as well as other procedures such as inserting a Foley Catheter and perform wound care and assessments.

Course Goals:

Students who complete this course successfully will be able to:

- Work as a PCT, Phlebotomist or ECG Technician once they have passed their certification exams.
- Students will find jobs in either hospital setting, Doctor's office or Clinic
- Students who successfully complete this course will have the knowledge to help them continue in any medical career.

Student Evaluation:

The grading system for this course is as follows:

- Grade averaged 60% Major 40% Minor (Advanced courses 70% Major 30% Minor)
- Major grades – tests (including District Common Assessments, six weeks assessments, projects, final essays, research papers, presentations); minimum three per six weeks
- Minor grades – quizzes, daily assignments, journals; minimum four per six weeks

- Semester exams will count 1/7 of the semester grade
- A letter system (S, N, U) is used to report a student's conduct based on proper/responsive conduct and citizenship
- Per Board Policy EIA (LOCAL), "The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a **failing** grade. This policy applies only to initial identified major grades and does not apply to daily assignments, quizzes, six-week test, and semester final examinations. Upon reteach and retest, the new test, project, etc. recorded will be a high score of 70%.
- Official grades will be in Skyward only and can be accessed by student and parent through Family Access.

Assignments, exams, expectations outside of the classroom:

- All assignments are due on or before the due date assigned by the teacher.
- Students who are absent shall be allowed to make-up work. The student shall have a time equal to days absent from class plus one day to complete all missed assignments.
- Students are responsible for discussing with the teacher what is to be completed and the date to turn in makeup work. Canvas will have listing of assignments.
- Make-up tests should be administered before or after school. At a teacher's discretion, tests may be made up during the school day.
- Work, including tests, assigned prior to an absence may be due on the first return day.

Attendance/Tardy Policy/Make-Up Work:

You need to make sure that your absences are excused otherwise you can lose credit and will not be able to take the Certification Exam.

Late Work

Late work is defined as any assignment not turned in on the assigned and teacher communicated due date, unless the date is altered by the teacher at her discretion.

Guide Lines for late work:

1 day late- maximum score 85

- A 100 would record as an 85
- An 80 would record as 68

2 days late- maximum score is a 70

- A 100 would record as a 70
- An 80 would record as a 56
- 3 days late- maximum score of 60
- A 100 would record as a 60 • An 80 would record as a 48

- No late work accepted after 3 school business days and a ZERO is recorded in the grade book.

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Classroom Expectations:

The following are always to be followed in addition to all EMS-ISD and HCTC rules, whether the student is in the classroom, laboratory, clinic or other learning site:

Course / Professional Expectations

- Be Respectful to All People (i.e. peers, instructor, supervisors)
- Be Respectful of All Property
- Come Prepared to Learn and Be Involved
- Fully Participate in All Activities
- Follow All Learning and Safety Instructions

Any student who is disruptive or displays a blatant disregard for the expectations may be subject to disciplinary action and face possible removal from the Patient Care Technician Practicum.

Preliminary Schedule of Topics, Readings, and Assignments

8/24-9/2: Unit 1

9/3-9/11: Unit 2

9/14-9/25: Unit 3

9/28-1/8: EKG & Test

1/11-3/26: Phlebotomy & Test

3/29-4/16: Unit 6

7/19-4/30: Unit 7

5/3-5/14: BLS

5/17-5/21: PCT Test

DATES ARE SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION

Academic Integrity:

Academic integrity values the work of individuals regardless if it is another student's work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work. Academic dishonesty is not tolerated in our schools. Academic dishonesty, includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.