



Atlantic Technical College

Patient Care Technician

Program Syllabus

2024-2025



Instructor Name: Carolyn Khan RN BSN Department Name: Nursing Office/Classroom Location: Bldg. 5, Room 272 Phone Number: 754-321-5158 Email Address: carolyn.khan@browardschools.com	Instructor Office Hours: M-F: 2:00-3:15 pm Instructor responses to student inquires will be provided within 24 hours of regular school operating hours: Monday – Friday, 7:00am – 3:00pm.
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Student Hours: <p style="text-align: center;">Monday – Friday</p> <p style="text-align: center;">Class Hours: 7:05 am – 1:50 pm <i>(Clinical hours may vary according to facility/agency)</i></p> <p style="text-align: center;">Break: 9:05am – 9:20am</p> <p style="text-align: center;">Lunch: 11:05am – 11:35am</p> <p>Note: It is important that students come to school every day on time and follow school policies regarding attendance, tardiness, makeup work, dress code, conduct & professionalism. Please refer to the ATC Student Handbook; ATC Code of Conduct; & the Patient Care Technician Program Student Handbook.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left; padding: 5px;">Program Name: Patient Care Technician</th> </tr> <tr> <th style="width: 10%; padding: 5px;">OCPs</th> <th style="width: 70%; padding: 5px;">Course Names</th> <th style="width: 20%; padding: 5px;">Hours</th> </tr> <tr> <td style="text-align: center; padding: 5px;">A</td> <td style="padding: 5px;">HSC0003 – Basic Healthcare Worker</td> <td style="text-align: center; padding: 5px;">90</td> </tr> <tr> <td style="text-align: center; padding: 5px;">B</td> <td style="padding: 5px;">HCP0121 - Nurse Aide and Orderly (Articulated)</td> <td style="text-align: center; padding: 5px;">75</td> </tr> <tr> <td style="text-align: center; padding: 5px;">C</td> <td style="padding: 5px;">HCP0332 - Advanced Home Health Aide</td> <td style="text-align: center; padding: 5px;">50</td> </tr> <tr> <td style="text-align: center; padding: 5px;">D</td> <td style="padding: 5px;">HCP0020 - Patient Care Assistant</td> <td style="text-align: center; padding: 5px;">75</td> </tr> <tr> <td style="text-align: center; padding: 5px;">E</td> <td style="padding: 5px;">HSC0016 - Allied Health Assistant</td> <td style="text-align: center; padding: 5px;">150</td> </tr> <tr> <td style="text-align: center; padding: 5px;">F</td> <td style="padding: 5px;">MEA0580 - Advanced Allied Health Assistant</td> <td style="text-align: center; padding: 5px;">100</td> </tr> <tr> <td style="text-align: center; padding: 5px;">G</td> <td style="padding: 5px;">PRN0094 - Patient Care Technician</td> <td style="text-align: center; padding: 5px;">60</td> </tr> </table>	Program Name: Patient Care Technician			OCPs	Course Names	Hours	A	HSC0003 – Basic Healthcare Worker	90	B	HCP0121 - Nurse Aide and Orderly (Articulated)	75	C	HCP0332 - Advanced Home Health Aide	50	D	HCP0020 - Patient Care Assistant	75	E	HSC0016 - Allied Health Assistant	150	F	MEA0580 - Advanced Allied Health Assistant	100	G	PRN0094 - Patient Care Technician	60
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Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
<http://www.atlanticechnicalcollege.edu/atc-student-handbook/>

Magnet High School/Attendance Policy:
 A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Book(s) and/or Online Access: <ul style="list-style-type: none"> AES, iCEV Core Curriculum Access Code Fundamental Concepts and Skills for the Patient Care Technician, Second Edition (2023); Townsend Little. Elsevier Workbook: Fundamental Concepts and Skills for the Patient Care Technician. Elsevier 	Required Materials/Supplies: Purchased from ATC Bookstore: <ul style="list-style-type: none"> CPR Valve Uniform: ATC logo Cherokee scrub top ATC logo t-shirt (optional) Not Purchased from ATC Bookstore: <ul style="list-style-type: none"> Uniform: Cherokee scrub bottom One scrub top and one scrub bottom will be purchased for all High School students.
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*All required books and most materials/supplies can be purchased from the ATC bookstore.
 Stop by during operational hours for pricing and purchasing information or visit:
<https://www.atlanticechnicalcollege.edu/bookstore-price-list/>.*

Grading System: A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	Additional Program Specific Grading Information: Course Tests 90% Quizzes, Class Participation & Professionalism 10% Clinical (includes Simulation & Labs) Pass/Fail (S or U) <i>Note: Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor.</i>
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Online Course Grading Policy: Online students' grades and attendance are based on the following: <ul style="list-style-type: none"> Scheduled assignments are due by 7:05am on the day they are due. Late submission of work will affect the assignment grade. Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be their own. Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments. Exams may include an oral or lab/skills component and exams used for determining competency will be delivered in a proctored environment.

View Your Grades: Grades can be viewed online by following the directions below: <ol style="list-style-type: none"> Go to Clever SSO Website link: www.clever.com/in/browardworkforce and login: <ol style="list-style-type: none"> Username: 10-digit student ID number Password: PMM/DD/YYYY (or your personally created password after initial login) Click on the FOCUS app on your Clever opening page. (You may need to scroll-down the page to see the FOCUS app.) Enter your FOCUS username and password. <i>NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly: https://broward.focusschoolsoftware.com/focus/.</i>

Classroom/Lab Rules: See Patient Care Technician Handbook

Industry Certification & State Credential Exam Cost: <ul style="list-style-type: none"> Upon passing the National Healthcareer Association, (NHA) certification exam for Certified Patient Care Technician Assistant (CPCT/A), the student can become a Certified Patient Care Technician Assistant. Information is available on the NHA website: https://www.nhanow.com <i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.</i>	Outstanding Student Recognition Information: A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.
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Program Name: Patient Care Technician
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Course Number: HSC0003 Course Name: Basic Healthcare Worker Occupational Completion Point: A Intended Outcomes: (From FL DOE Curriculum Framework) Student will be able to: <ul style="list-style-type: none"> Demonstrate knowledge of the healthcare delivery system and health occupations Demonstrate the ability to communicate and use interpersonal skills effectively Demonstrate legal and ethical responsibilities. Demonstrate an understanding of and apply wellness and disease concepts.
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- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.

Course Number: HCP0121

Course Name: Nurse Aide and Orderly (Articulated)

Occupational Completion Point: B

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Use verbal and written communications specific to nurse assisting.
- Demonstrate legal and ethical responsibilities specific to nursing assisting.
- Perform physical comfort and safety functions specific to nursing assisting.
- Provide personal patient care.
- Perform patient care procedures.
- Apply principles of nutrition.
- Provide care for geriatric patients.
- Apply the principles of infection control specific to nursing assisting.
- Provide biological, psychological, and social support.
- Perform supervised organizational functions, following the patient plan of care.
- Assist with restorative (rehabilitative) activities.

Course Number: HCP0332

Course Name: Advanced Home Health Aide

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Use verbal and written communications specific to home health aide.
- Demonstrate legal and ethical responsibilities specific to home health aide.
- Perform physical comfort and safety functions specific to home health aide.
- Apply principles of nutrition specific to home health aide.
- Apply the principles of infection control specific to home health aide.
- Perform home health care services.

Course Number: HCP0020

Course Name: Patient Care Assistant

Occupational Completion Point: D

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Perform nursing assistant skills related to the hospital setting.
- Provide nursing assistant care for the adult patient.

Course Number: HSC0016

Course Name: Allied Health Assistant

Occupational Completion Point: E

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Perform aide level skills representative of 1 to 3 major allied health areas in the school laboratory before beginning the clinical phase.
- Successfully complete a clinical rotation in 1-3 major allied health areas.

Course Number: MEA0580

Course Name: Advanced Allied Health Assistant

Occupational Completion Point: F

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Perform additional skills from the previous module which are in the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.
- Successfully complete a clinical rotation in the selected major allied health area.

Course Number: PRN0094

Course Name: Patient Care Technician

Occupational Completion Point: G

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate knowledge of organizational and effective team member skills.
- Practice organizational and effective team member skills in a clinical setting.