Patient Care Technician- 6897-16

At the completion of training, the student will be able to:

* Provide basic patient care including bathing, feeding, catheter care, and using Hoyer Lift
* Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight
* Perform lab test, such as phlebotomy and urinalysis
* Assist with diagnostic and medical procedures, such as EKG and catheterization
* Provide Basic Life Support including CPR, AED
* Help to organize a client’s schedule and plan appointments

Certification offered:

* Certified Patient Care Technician/Assistant
* Basic Life Support/CPR

### DESCRIPTION OF COURSES – 6897-16

**Medical Terminology I:**  This course introduces the terminology and abbreviations commonly used in medicine. Topics include prefixes, suffixes, medical word roots, combined forms, special endings, plural forms, abbreviations, and symbols related to anatomy, disease states, and medical treatment. Emphasis is placed on spelling, definition, usage, and pronunciation. Students will learn the mastery of medical terms used in the healthcare industry related to human anatomy and physiology. The learning objective consists of terms introduced in the context for students to understand exactly what they mean, and case studies, vignettes, and activities demonstrate how medical terms are used in practice. The total contact hours for course are **41** hours classroom and **58** hours lab.

**Body Structures and Functions:** Classroom training covering the Body Structures and Functions. Students will learn the many changes that are occurring in today’s health science and medical fields. The multi-skilled health practitioner (MSHP) of today must know the structure and functions of each body system as well as the common diseases. All disease and disorders content is integrated within each chapter of textbook. The textbook used for this course covers PowerPoint presentations from Body Structures & Functions 11th Edition published by Delmar Cengage Learning. Students will learn all major body systems (11) of the human anatomy with all major organs to each system. In addition, students learning objectives is to understand how common pathological conditions develop within each body system. Students will learn the various laboratory tests and diagnostics procedures associated with Provider Documentation (Medical Record). The total contact hours for course are **120** hours classroom and **85** hours lab.

**Infection Control and Medical Asepsis:** This course addresses the principles of the process of infection and control measures for use in ambulatory care settings. Because medical assistants deal directly with patients and other healthcare professionals, stringent adherence to the principles can greatly reduce transmission, or spread of infectious disease. The training is designed prepare students for continuous reliance on infection control measures to ensure a clinical environment that is as safe as possible for employees, patients, and families. The total contact hours for course are **30** hours classroom and **20** hours lab.

**Vital Signs and Measurements:** This course prepares students for the important and commonly performed tasks of a medical assistant which is obtaining and recording patient vital signs and body measurements. Vital signs include temperature, pulse, respiration, and blood pressure. Although height and weight measurements are not considered vital signs, they are often a routine part of a patient visit. The total contact hours for course are **30** hoursclassroom and **20** hours lab.

**The Physical Examination:** This course discusses the role of a medical assistant and provides hands-on demonstrations of the physical examination of patients in an ambulatory setting. The physical examination is performed to obtain a picture of the health and well-being of the patient. The course provides students with the two main categories of the physical examination: (patient preparation and room preparation) Patient preparation includes patient explanation and preparation, positioning, draping, vital signs, specimen collection such as urine and blood, and electrocardiogram (ECG). Room preparation includes assembling the appropriate instruments and equipment for the provider and ensuring patient privacy and comfort. Additional training includes supporting the patient, handling the provider instruments and equipment as required, and taking notes to be entered into the electronic medical record (EMR). The total contact hours for course are **30** hours classroom and **20** hours lab.

* **Electrocardiography:** The Physical Examination course includes the training students will need to operate and read the electrocardiogram. – EKG used by many providers in the healthcare industry. The EKG is part of a complete physical examination, especially for patients who are 40 years or older, for patients with a family history of cardiac disease, or for patients who have experienced chest pain. Students will have in class experience and training in how to operate and read the results of the EKG. The EKG is a graphic representation of the heart’s electrical activity, and EKG measures the amount of the electrical activity produced by the heart and the time necessary for the electrical impulses to travel through the heart during each heartbeat. The EKG is used in conjunction with other laboratory and diagnostic tests to assess total cardiac health. It is the PCT who records the EKG; therefore special knowledge and skills are necessary and include aspects of the correct electrocardiograph; elimination of artifacts, mounting, and labeling the EKG; and maintenance and care of the instruments. Students will receive certification training study material offered by National Healthcareers Association – NHA and ATI Allied Health. The certification preparation is an online study guide and practice test which prepares students for NHA CET exam and is aligned to the NHA Certified EKG Technician exam blueprint.

**Phlebotomy: Venipuncture and Capillary Puncture:** This course covers the important task of collecting blood samples from patients for diagnostic testing. The medical assistant role is to provide a great level of professionalism, efficiency, competency, and infection control when performing venipunctures. Students will be trained in a clinical lab environment using patient “dummies” to perform repeated simulations of conducting a venipuncture. Students will be taught the various syringes and needles used in phlebotomy along with proper safety and blood collection techniques. Students will be trained in proper use of vacuum tubes and adapters/holders and their collection requirements (color scheme system) for test to be performed. Student will receive OSHA standard training in needle safety to prevent on-the-job needle stick injuries. The total contact hours for course are **30** hours classroom and **20** hours lab.

**Basic Life Support:** Students will be certified in First Aid and CPR. Certification Training is offered by Pulse First 1 on contractual basis. The total contact hours for course are **5** hours classroom.

**Certification Prep:** Course provides students with certification training in the National Healthcareers Association – NHA certification of Certified Patient Care Technician/Assistant. Students complete a rigorous 6 weeks of intense review of the ATI Allied Health certification prep. Quizzes and tests are prepared with mock examinations and other skills building practices and exercises. CPCT/A certification prep is offered through an online study guide and practice test with ATI-Allied Health, a certification prep training partner with NHA. The CPCT/A certification is a NCCA Accredited Program. The total contact hours for course are **36** hours classroom and **36** hours lab.

**Job Placement Assistance (JPA):** Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **24** hours classroom and **27** hours lab.

**Externship:** Students are required to complete 240 hours of on-the-job experience or work practicum prior to graduation (externship) at hospitals, physician’s practices, out-patient care facilities, or other health related facilities, such as nursing/care homes, home health agencies, or other healthcare vendor establishments. The course is structured to be a learning experience, so the student and preceptor/teaching personnel should commit themselves to working toward that objective. The externship brings together all of the academic knowledge gained in the classroom with practical hands-on participation in various outpatient/inpatient settings. The clinical experience gained at these sites is invaluable in ensuring that the student becomes a competent Patient Care Technician/Assistant in all settings. Evaluation forms for the student and preceptor must be completed separately. **Please note: Externships are earned during classroom/lab training.** Students much exhibits the characteristics of ***Professionalism –*** *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Healthcare Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed. **The total contact hours for externships are a minimum of 240 hours.**