



## **PATIENT CARE TECHNICIAN CERTIFICATE PROGRAM**



**HANDBOOK  
VOLUME III**

## **ALLIED HEALTH DIVISION**

**Main Campus  
4425 West 20 Avenue  
Hialeah, Florida 33012  
305-821-3333 ext. 1043  
Fax: 305-362-0595**

**South Campus  
11865 SW 26 Street Unit H3  
Miami, Florida 33175  
305-226-9999  
Fax: 305-226-4439**

**Training Center  
4206 West 12 Ave  
Hialeah, FL 33012  
305-231-3326  
Fax: 305-819-9616**

**Email: [lalmonte@fnu.edu](mailto:lalmonte@fnu.edu)  
Web Page: [www.fnu.edu](http://www.fnu.edu)**

## TABLE OF CONTENT

<b>Foreword</b>	<b>2</b>
<b>Accreditation, Licensure and Articulation</b>	<b>3</b>
<b>Department Professional Organization</b>	<b>4</b>
<b>GENERAL INFORMATION</b>	<b>5</b>
<b>Competencies of the Allied Health Division</b>	<b>5</b>
<b>Competencies of Patient Care Technician</b>	<b>6</b>
<b>Program Objective</b>	<b>7</b>
<b>Patient Care Technician Clinical Competencies</b>	<b>8</b>
<b>Written Examination Content Outline</b>	<b>8</b>
<b>Clinical Skills Examination Content Outline</b>	<b>8</b>
<b>Program Code of Ethics</b>	<b>10</b>
<b>Program Policies and Procedures</b>	<b>12</b>
<b>Program Clinical Schedule</b>	<b>13</b>
<b>Program Clinical Records</b>	<b>13</b>
<b>Supervisory Policy</b>	<b>13</b>
<b>Internship Hours Form</b>	<b>14</b>
<b>Supplement Attestation of Residency</b>	<b>15</b>
<b>Attestation of Good Moral Character</b>	<b>15</b>
<b>Attachments</b>	



## FOREWORD

Dear Student:

You are now part of the Florida National University student body. As part of our University community you will learn not only health issues related to your career, but will also learn that the institution devotes itself to the cause of education preparing individuals for personal and professional success.

The main purpose of all medical careers at Florida National University is to: promote and protect the health and safety of all patients through the delivery of quality health services and the promotion of health care standards.

The Patient Care Technician will make every effort to provide quality services, to achieve and maintain quality results and outcomes through continuous performance improvement and learning.

The guide for actions of a student trained at Florida National University incorporates commitment to honesty, fairness, loyalty, and trustworthiness in the best interests of a patient.

Therefore, every course within the program specially those like: “Patient Care and Treatment”, “Nursing Clinical Practice,” along with the internship/clinical hours are directed to prepare the students to become a professional, well prepare and compassionate health care giver in the nursing profession.



**PATIENT CARE TECHNICIAN DEPARTMENT  
PROFESSIONAL ORGANIZATION**

Dr. Loreto Almonte  
Allied Health Division Head

DR. Carlos Cuervo  
Allied Health Department Head

Clinical Rotation Manager

INTERNSHIP  
HOSPITAL, NURSING HOMES  
AND CLINICS

## I. GENERAL INFORMATION

### ***PROGRAM GOALS***

The purpose of this program is to prepare the student for an entry-level position as patient care assistant. The program provides competency in the fundamentals of patient care and basic nursing skills, imparting the knowledge and skills, required of home health aides, in addition to training in basic EKG and venipuncture. Program graduates, after successfully passing the State of Florida License examination, will be qualified for employment at hospitals, nursing homes, clinics or at any health care institution under the supervision of a licensed practical or registered nurse. The college awards a diploma upon completion of this program.

### ***COMPETENCIES OF PATIENT CARE TECHNICIAN CERTIFICATE PROGRAM***

The content of the program is designed to provide the student with:

- knowledge of medical terminology, anatomy and physiology of the human body,
- the necessary skills for patient care and treatment,
- to determine medical emergencies,
- the knowledge required to provide home health care,
- to follow hospital procedure in benefit of the patients.
- introduction to electrocardiogram
- phlebotomy and injections
- hospital procedures
- nursing clinical practice

Through the completion of the “Nursing Clinical Practice” course the students will be able to learn medical asepsis, bed making, fire prevention, general care of patients, care of orthopedic patients, diets, nutrients, fluid balance, care of the diabetic patient, gynecological care, and care of the mentally ill patients. In addition the student will practice with infusion equipment, binder and elastic bandage, the geriatric patient and their rehabilitation. This will prepare the students for the externship hours (PCT-200) the student will have the opportunity to observe, assist, learn and perform in an on-the-job setting the necessary abilities to function with a patient.

Florida National College provides the students with a Patient Care Technician Student Handbook which offers a guide through the program and internship procedures. The handbook includes information about goals and objectives of the program, courses requirements, nursing centers, policies and procedures and code of ethics.

Upon completion, the student will be prepared to take the CNA State of Florida License examination.

## ***PROGRAM OBJECTIVES***

1. Introduction to the patient care/nursing field and the health care professions concentrating on the caregiver's relationship with the patient. Legal and ethical behavior, identify the role of each health-career team member, how to explain to the patient the "Patient Bill of Rights," patient confidentiality, identification of signs of abuse and negligence.
2. Understanding of the most common medical terminology abbreviations.
3. Understanding of the basic elements of anatomy and physiology, including study of the cells and levels of organization of matter, body planes and directions and body systems.
4. Demonstrate proficiency on taking and interpreting vital signs, transferring the patients, personal care including bed bath, food intake service and management of specimen collection.
5. Identification of general governing medical emergencies and giving assistance in specific emergencies, such as bleeding, burns, concussions, foreign bodies, poisoning, fainting, and chest pain.
6. Understanding of procedures for patient admissions, patient transfer, and patient discharge.
7. Demonstrate the necessary skills to establish a work plan with the patient at home, identification of methods for medication storage, and performing patient-related cleaning tasks and laundry.
8. Posses the knowledge and skills in medical asepsis, bed making, fire prevention, general care of patients, care of orthopedic patients, diets, nutrients, fluid balance, care of the diabetic patient, gynecological care, and care of the mentally ill patients. In addition the student will practice with infusion equipment, binder and elastic bandage, the geriatric patient and their rehabilitation.
9. Demonstrate the required skills to assist and perform in an on-the-job setting the necessary abilities to function with a patient.
10. Demonstrate proficiency through the successful completion of the CNA State of Florida Examination.

## ***PATIENT CARE TECHNICIAN CLINICAL COMPETENCIES***

BASED ON THE REQUIREMENTS OF THE FLORIDA DEPARTMENT OF HEALTH CNA REGISTRY BOARD OF NURSING.

ADOPTED IN JULY 1989 AND REVISED ON JANUARY OF 2012.

The core of the CNA Examination (included in the Patient Care Technician Curriculum) stipulates that all individuals must demonstrate the necessary knowledge and skills to pass the following requirements:

***WRITTEN EXAMINATION CONTENT OUTLINE:*** Up to five questions of this examination are used for statistical purposes only and will not be included in the scoring process. Time limit for examination – 2 hours, number of questions – 55.

- Role of the Nurse Assistant.
- Promotion of Health and Safety.
- Promotion of Functions and Health of Residents.
- Basic Nursing Skills.
- Specialized Care.

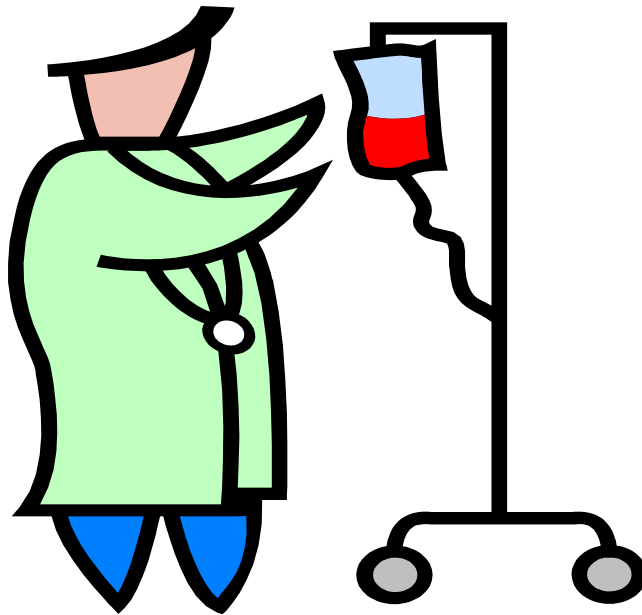
***CLINICAL SKILLS EXAMINATION CONTENT OUTLINES:*** The clinical skills examination is a timed assessment in which the candidates are given 25 minutes to complete the assigned skills. Candidates will be scored on five skills during their Clinical Skills examination. All candidates are scored on handwashing and on a skill called Indirect Care, which is scored throughout the candidate's entire test. Indirect care represents aspects of care related to resident rights, communication with the resident, resident safety, and conform and infection control.

Each checkpoint is assigned points for the scoring. The number of points reflects how critical the checkpoint is to the performance of the skill.

- Handwashing.
- Pulse and Respirations.
- Dentures.
- Transfer.
- Hair and Nail Care.
- Range of Motion: Upper Extremities.
- Range of Motion: Lower Extremities.
- Change an Occupied Bed.
- Height and Weight.
- Change of Position.
- Bedpan.
- Dressing.



- Perineal Care – Female.
- Blood Pressure.
- Brush Teeth.
- Measuring and Recording Content of Urinary Drainage Bag.
- Partial Bedbath.
- Feeding.
- Catheter Care.

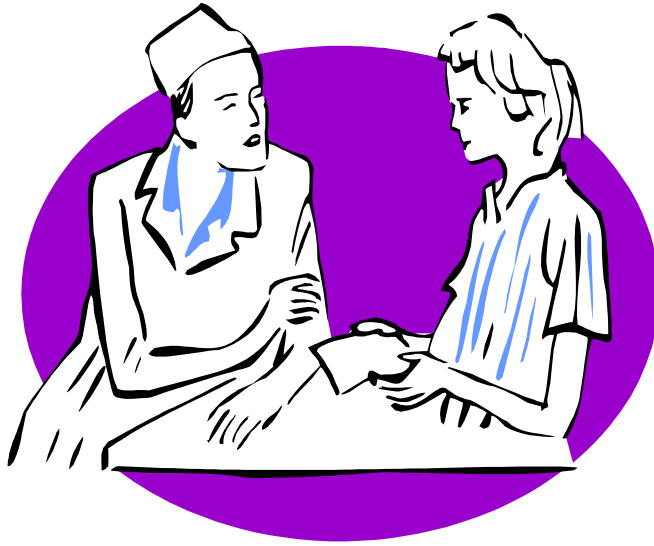


## ***PATIENT CARE TECHNICIAN CODE OF ETHICS***

The Code of Ethics outlines the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Patient Care Technician/Certified Nursing Assistants and applicants may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Patient Care Technician/Nursing Assistants to maintain high levels of ethical conduct and provide protection, safety, and comfort to the patients. The Code of Ethics is aspiring.

1. The Patient Care Technician conduct him/herself in a professional manner, responding to the patient's needs, and supporting colleagues and associates in providing quality patient care.
2. The Patient Care Technician act to advance the principle objective of the profession to provide service to humanity with full respect for the dignity of mankind.
3. The Patient Care Technician delivers patient care and services unrestricted by the concerns of personal attributes of the natural disease or illness, and without discrimination based on sex, race, creed or religion, or socioeconomic status.
4. The Patient Care Technician practice technology founded upon theoretical knowledge and concepts, user's equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Patient Care Technician assess situations; exercise care, discretions and judgment; assume responsibility for professional decisions; and act in the best interest of the patient.
6. The Patient Care Technician act as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Patient Care Technician use equipment and accessories, and performs services in accordance with accepted standard of practice, and demonstrate expertise in minimizing exposure of the patient to any hazard situation.
8. The Patient Care Technician practice ethical conduct appropriate to the profession and protects the patient's rights to quality nursing care.
9. The Patient Care Technician protects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The Patient Care Technician continually strives to improve knowledge and skills by participating in continuing education courses required by the Board of Nursing in the State of Florida.



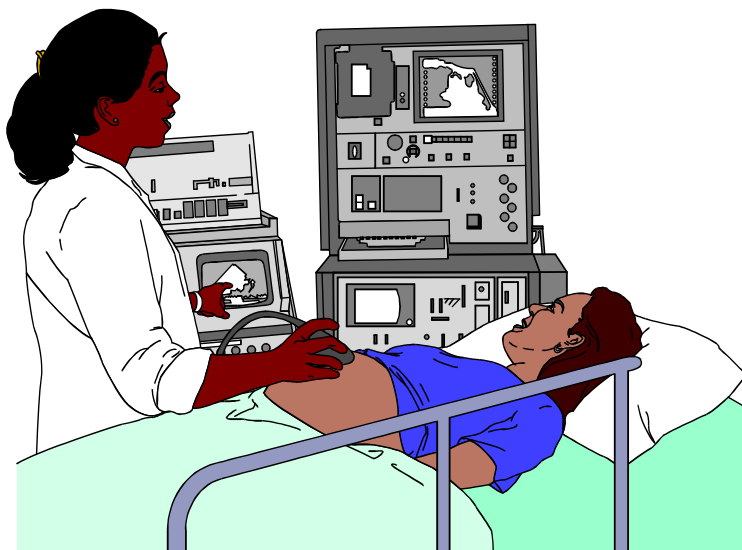
## **HOSPITAL ROTATION**

**There are some mandatory requirements needed for any student in order to be scheduled for hospital rotations. They are as follows:**

- 1. HIV course completion**
- 2. OSHA course completion**
- 3. CPR Seminar**
- 4. Proof of Health Screening Evaluation**
- 5. Student ID and College patch on the uniform and lab coat**
- 6. Immunization Record**
- 7. Purify Protein Derivative (Tuberculin Test)**
- 8. Personal Medical Insurance**
- 9. For Female Students-Pregnancy form**
- 10. Good Moral and Character form**
- 11. Annual student Liability Insurance contract copy**
- 12. Annual dosimeter (Monitoring Badge)**
- 13. Introduction to Hospital Policies Seminars.**
- 14. Light Blue Uniform**
- 15. White Lab coat**
- 16. White shoes**

***PATIENT CARE TECHNICIAN CERTIFICATE PROGRAM  
POLICIES AND PROCEDURES***

1. Students are required to wear uniform all the time.
2. Students must buy any books or required study materials within the first week of classes.
3. Students must present all requested class assignments, course work and exams on time.
4. Students must pass the CPR, OSHA, HIV-PDT seminars prior the clinical skills hours.
5. Students must complete 120 hours of clinical skills prior graduation.
6. Students must be documented of the HIPPA Standards.
7. Students must adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the fulfillment of their goal.



## ***CLINICAL SCHEDULE***

Students must complete the following requirements prior clinical hours:

- PCT 105 Fundamentals of Patient Care and Treatment
- PCT 110 Medical Terminology
- PCT 115 Anatomy and Physiology
- PCT 120 Introduction to EKG
- PCT 125 Phlebotomy and Injections
- PCT 130 Hospital Procedures
- PCT 145 Nursing Clinical Practices
- PCT 150 Adult/Geriatric Care
- CPR001 – Cardiopulmonary Resuscitation
- HIV004 – HIV/AIDS, PDT005 – Preventing Disease Transmission
- OSHA Regulations

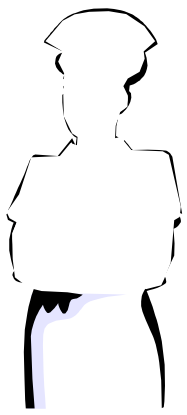
PCT 200 Externship: Students must complete 120 hours prior graduation. Schedule is given to the students by the nursing home, clinic or hospital personnel to their best judgment.

## ***CLINICAL RECORDS***

The institution provides a standard “Internship Hours Form” for clinical hours to each student. All hours are recorded in a weekly matter to receive credit for the hours attended at the clinical site and the performance of the student during clinical hours. A record of the “Internship Hours Form” is kept in the administrative office and/or the Registrar’s Office.

## ***SUPERVISORY POLICY***

All clinical hours are supervised by a Licensed Practical Nurse and/or a Register Nurse at the clinical site.



## **RESPONSIBILITY OF STUDENTS HEALTH MAINTENANCE**

Florida National University's **Patient Care Technician Program** recognizes that health maintenance is the primary responsibility of the individual student.

**Students are therefore required to carry their own health insurance for clinical rotations.**

If the student is involved in an incident or accident while in the clinical area, the student will be required to follow the established hospital / clinical facility protocol, complete the incident report form, and to report to the Emergency Department for treatment.

All students must obtain specific immunizations and health screening tests before entering the clinical areas.

A proof of immunization for MMR (two doses), Varicella (2 doses), Hepatitis B (3 doses), and H1N1 must be provided to the school. In the event that the student had the diseases, a blood titer for each disease must be submitted. The result of the annual Tuberculin skin test (PPD) must also be submitted.

Students have the right to decline to receive the Hepatitis B immunization series and H1N1 vaccine. However a refusal to receive the Hepatitis B immunization series and H1N1 vaccine form must be signed by the student before entering the clinical areas.

Immunization records will be submitted to the affiliating hospitals prior to the student's arrival at the health care facility for clinical practicum. Failure to comply with this, the student will not be allowed to participate in clinical rotations.

The requirements are subject to change, depending upon current knowledge and practices relating to health care.





## PATIENT CARE Clinical Rotation

Date: \_\_\_\_\_

Name: \_\_\_\_\_

SS # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

- ✓ CPR/ OSHA/HIV Seminar \$50 FNU/Bursar Office
- ✓ Liability Insurance \$25.50 FNU/Bursar Office
- ✓ Domestic Violence \$25 FNU/Bursar Office
- ✓ Pregnancy Form
- ✓ Good Moral Character
- ✓ Physical Exam
- ✓ Immunization Record
  - Hepatitis
  - Tetanus
  - Rubella
  - MMR
  - Varicella
  - PPD (tuberculosis no more that six months)
- ✓ HIPAA Assessment
- ✓ Fingers Prints FDLE \$43 FNU\Bursar Office
- ✓ Student Affiliation
- ✓ Statement of Responsibility A and B
- ✓ Release Form
- ✓ Vaccine Acknowledge
- ✓ Drug Test \$50 FNU/Bursar Office
- ✓ Copy FNU ID
- ✓ Hospital ID \$5 FNU\Bursar Office
- ✓ Health System Test
- ✓ FDLE / VECHS Release

- *Olga L. Palacios MHS*
- *Clinical Rotation Manager*  
[opalacios@mm.fnc.edu](mailto:opalacios@mm.fnc.edu)  
Phone # (305)821-3333 x 1035  
Fax # (305)362-0595