



NUPC1260-Patient Care Technician-clinical Course Syllabus

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Cindy Reider, RNC-OB

Office: UHS

Phone: 903-434-8303

Email: creider@ntcc.edu

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	By appt.	By appt.	By appt.	By appt.		anytime

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 2 credit hours.

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite(s): CNA certification or completion of CNA program

Co-requisite(s): HPRS1105, HPRS1106, NUPC 1420

Student Learning Outcomes:

Upon successful completion of this course, students will,

1. Provide proper patient care techniques in the hospital, urgent care, rehabilitation facilities, and laboratory settings.
2. Demonstrate appropriate professional behavior and communicate effectively within the healthcare setting.
3. Practice quality assurance and safety, and follow universal precautions for infection control.

Evaluation/Grading Policy:

Students must successfully complete all of the following requirements to receive credit for this course:

- A minimum 120 hours clinical experience
- A minimum 30 successful blood draws
- A minimum 10 successful EKGs
- A minimum 10 successful finger sticks
- A minimum score grading of 75 points

All students begin with 100 clinical points. Point deductions will be made for, but are not limited to, the following: unsafe practice, poor preceptor evaluation, any violation of HIPAA, tardiness, behavior problems, rules infractions, other than neat uniform appearance. *see also Student Clinical Performance Grading Guide

Points are deducted at the discretion of the instructor and the student will be counseled on reason for the points deduction.

Student Clinical Performance Grading Guide

1-5 points

Late arrival to clinical site (max 45 minutes).
Uniform code violation
Documentation error or omission
Incomplete / inappropriate preparation for clinical
Failure to turn in objectives/skills list and written work when due.
Unacceptable ratings and comments by preceptors
Early departure from clinical areas
Incomplete/ inappropriate post clinical written work.
Inappropriate communication with staff, preceptor, or peers
Inappropriate patient care
Other items at instructor discretion

5-10 points

Late arrival to clinical site (greater than 40 minutes)
Failure to turn in pre-clinical or written work, or not appropriate for client needs
Failure to communicate with the interdisciplinary team
Leaving clinical without permission of instructor
Medication error (no patient harm...because med error did not leave med room)
Performing learned invasive skills without permission/supervision of instructor
Failure to safely and proficiently perform a skill at the expected level
Inappropriate communication with staff, preceptor, or peers second offense
Casual confidentiality breach
Other items at instructor discretion
Administered medication prior to passing math exam
Unprofessional communication with client staff, peers, others

10-15 points

Absence without notification
Failure to provide care
Failure to obtain beginning report or to perform exit report
Failure to report changes in client status to assigned nurse
Curiosity Confidentiality breach
Other items at instructor discretion

15-20 points

Medication error (patient actually received medication)
Intentional Confidentiality Breach

20-25 points

Performing procedures not yet learned in classroom or lab setting without permission/supervision of instructor.
Dishonesty or unprofessional conduct with instructor, staff, preceptors, client
Intentional violation of patient or institutional confidentiality

Required Instructional Materials:

NHA online study material

Free online e-textbook:

Garcia, Thomas B., Daniel J., (2020), *Arrhythmia Recognition The Art of Interpretation*, (second edition). Burlington, Massachusetts, Jones and Bartlett Learning.

Optional Instructional Materials: none**Minimum Technology Requirements:**

- Reliable high-speed internet access
- Proper and safe use of healthcare equipment and supplies required for performing patient care as taught, practiced, and performed in skills lab.

Required Computer Literacy Skills:

- Word processing skills
- Email and texting skills

Course Structure and Overview:

This is a 10-week clinical hands-on experience in various healthcare settings in the community. It also includes preparatory video instruction of skills and small group simulation training on the NTCC campus. Students are required to attend approximately 8-12 hours per week of clinical experience to complete the course and fulfill the PCT program requirements.

Communications:

- **Email:** Please check your NTCC email every day. Email is the official form of communication used at NTCC. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible.
- **Text message notifications:** Communication with the instructor through text messaging is permissible during daytime hours and encouraged when appropriate during clinical experience.
Return communication from the instructor will typically be within the hour while students are in the clinical setting.
- **Announcements:** These can be found in Blackboard under the course link on the BB homepage. Please make sure you are reading any announcements thoroughly.

Institutional/Course Policy:

On-time attendance is mandatory for all assigned clinical instruction. Tardiness and/or missed clinical will result in clinical point grade deduction and will be rescheduled at the instructor's

discretion.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when

he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.