NUPC1420-Patient Care Technician- Hybrid

Course Syllabus Spring 2024

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	By appt.- other than Class 6-10pm	By appt.-other than Class 6-10pm	By appt.- other than Clinical (varies)	By appt – other than Clinical (varies)	Off campus	Email anytime Microsoft Teams meetings by appt.

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: 4 credit hours
Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a healthcare setting.

Prerequisite(s): CNA certification or completion of CNA program
Co-requisite(s): HPRS1105, HPRS1106, NUPC1260
Students must successfully complete all requirements for all 4 PCT courses taken to successfully pass the PCT program. Students may be dismissed from the PCT program if they do not meet the requirements of any of the four courses. No partial credit or grade is given for these courses.

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate knowledge and correctly perform skills related to the Patient Care Technician
2. Demonstrate appropriate and safe professional behavior
3. Demonstrate preparedness to successfully pass the NHA exams for certification in PCT, EKG, and phlebotomy

Evaluation/Grading Policy:
A   90-100
B   80-89
C   75-79
D   70-74

F   below 70

*A grade of C or above constitutes a passing grade in this course and in the PCT program.
The average of the test grades, before weighted calculation is performed, must be 75% or above to sit for the final and to receive credit for this course. Please note grades will not be rounded when calculating the average (74.5-74.9 is not rounded to 75 per the Nursing department handbook).

Graded Assessment Types:	Weights (%)
NHA practice tests/online study guide	=60%
EKG assignments, tests	=20%
PCT/phlebotomy assignments	=20%
Final grade	=100%

All NHA online study guides will be completed; not all of the NHA practice test will be done due students to take final three days before their state exams.
NHA online study guides to be graded need a final quiz grade of 80%. NHA practice test has 4+ tests per certificate with one attempt with remediation. If student does remediation with proof extra points can be attained.

*The current average posted in the blackboard course site is a calculated grade that represents your current course grade average based on the work you **have turned in.** It will not calculate correctly if you have missed assignments that have not been filled in with a zero.*

Required Instructional Materials:

- NHA online study material

Optional Instructional Materials: YouTube topical videos; E-books of any of the above-mentioned texts

Minimum Technology Requirements: Students are required to have a laptop with sufficient power and memory to utilize testing platforms, browse the internet, and create/edit documents of various types. Students will be required to utilize Microsoft Office applications (Word, PowerPoint, Excel, etc), their NTCC Student Email account, Blackboard, textbook resources, etc. The student will be required to have access to the internet for in class, as well as out of class resources and assignments. There will be no exceptions to these requirements.

Required Computer Literacy Skills: Ability to operate a computer, browse the internet, create and edit documents, download and upload resources/assignments, and access examinations and tutorials through internet based and installed applications

Course Structure and Overview:
This is an 8-week hybrid course with online and hands-on access to information to prepare the student for the role of Patient Care Technician in the healthcare setting. Students will be evaluated on their knowledge and performance of various required skills.

Communications: The student is expected to communicate with classmates, instructors, various campus and clinical personnel, and campus administration in a professional and respectful manner

upholding the highest degree of consideration and ethical practice in an effort to mirror expectations of the profession of nursing. The student is required to utilize their NTCC provided student email account for all written communication. For further details, see "Communications Policy" in Blackboard, as well as the VN Program Handbook.

Institutional/Course Policy:

Late Work – Nurses are expected to perform their duties skillfully, competently, and with timeliness. CNAs work within tight deadlines and especially with time-sensitive data or urgent situations. Late work policies reflect the expectations of the profession to which you will be entering. Late work in this course is not accepted. Students should plan for contingencies related to internet and power outages, mechanical issues with vehicles, babysitter call-offs, etc. Work not submitted on time will receive a "zero" in the gradebook.

Cell/Mobile Phones – Cell phones are strictly prohibited from the classroom. Possession of a cell phone in the classroom will result in point deduction in a progressive manner. For example, first infraction will result in a 5 clinical point deduction. Subsequent infractions will result in 10 clinical point deduction per infraction. There are no exceptions to this policy.

Exam Remediation – Students who score below 76% on any module exam are required to meet with the instructor who delivered that content and wrote the exam to discuss remedial concepts and develop a plan for success in subsequent exam work. Students must initiate the request for the meeting by sending an email to the instructor within 24 hours of exam grade posting. Failure to request a meeting for remediation within this timeframe will result in a 5 clinical point deduction.

Chain of Command – Students are required to follow the Chain of Command policy in the Vocational Nursing Handbook 2020-2021. The following is the chain of command for this course:

Instructor: Emily Mikel, BSN, RN
Program Coordinator: Emily Mikel, BSN, RN
Director of Nursing Programs: Interim Dr. Charla Denman DNP, APRN, FNP-BC, NP-C
Dean of Health Science: Dr. Marta Urdaneta PhD
Vice President of Instruction: Dr. Kevin Rose Ed. D

*Clinical point deductions reflect deficiencies in those professional behavior areas essential to the safety of patients and integrity in the profession. Clinical point are reflected in the clinical course grades, but may be instituted across all areas of the student's interaction with the program, including classroom, lab, and clinical.

Please refer to the VN Program Handbook for policies on attendance, tardies, uniforms, HIPAA, social media, withdrawals, communication, ethical practice, professionalism, conduct, etc. Those policies are an extension of this course's requirements and effectively become enforceable under this syllabus as such.

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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:
Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)

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 v. Dec 23 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.