



NUPC1420-Patient Care Technician- Hybrid

Course Syllabus

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

Instructors:

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	By appt.- other than Class 6-9pm	By appt.- other than Class 6-8pm	By appt.- other than Class 6:30-9:30pm Clinical (varies)	By appt – other than Clinical (varies)		Email anytime Zoom 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).**

<u>Graded Assessment Types:</u>	<u>Weights (%)</u>
PCT/CNA skills performance	=60%
EKG assignments, tests, and skills	=20%
PCT/phlebotomy assignments	=20%
Final grade	=100%

*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:

Free online e-textbook: Garcia, Thomas B., Daniel J., (2020). *Arrhythmia Recognition The Art of Interpretation, (second edition)*.

Publisher: Burlington, Massachusetts

ISBN Number:

NHA online study material

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 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:

- **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.
- **Announcements:** These can be found in Blackboard under the course link on the BB homepage. Please make sure you are reading any announcements thoroughly.
- **Once you have read this syllabus, please send the instructor an email, with the subject heading “I read the syllabus”**

Institutional/Course Policy: *i.e. student attendance, withdrawal, late assignments, and cell phone usage, etc.*

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.