

Certified Patient Care Technician Course Syllabus

2026-2027

Course Description

This course is designed to train students for a successful job as a certified patient care technician. Following completion of the course requirements, students will be eligible to take the certification exam.

*******This is now a Dual Credit class through SPC and will go on their SPC transcripts.**

Classroom Location:

Rm 107 Classroom

Rm 501 Clinic

Class times:

2nd and 3rd M-Th 8:52-10:31 Friday 8:41-9:59

6th and 7th M-Th 12:50-2:25 Friday 10:44-12:02

Certified Patient Care Technician Course Learning Objectives

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
 - Communication and interpersonal relationships
 - Safety and infection control
 - Personal care procedures
 - Obtain EKG readings and monitor vital signs
 - Nutritional requirements and techniques

- Admission, transfer, and discharge procedures
 - Exercise and activity
 - Elimination
 - Unsterile warm and cold applications
 - Care to clients with special needs
 - End of life care
 - Care to clients with cognitive impairment
 - Perform phlebotomy procedures
8. Comply with privacy and confidentiality laws.
 9. Demonstrate behaviors consistent with professional work ethics.
 10. Adhere to the policies and procedures of clinical sites.

Methods of Instruction

May include lecture, laboratory practice, discussion, surgery viewing, and direct patient care experiences.

Online resource: www.nhanow.com.

Materials needed for PCT

3 ring binder- 3 in
 5 tab dividers (I have extras, from previous years but they are limited)
 Pen/pencil
 Zipper pocket to go in 3 ring binder
 Composition book/spiral
 Paper
 Other items may be needed as the year goes

***optional:** Stethoscope, BP cuff

Evaluation Criteria for ALL Enrolled Students

The student will be evaluated through assigned online/worksheet exercises and quizzes that are designed to demonstrate understanding of the information relative to the role of the PCT. The grading criteria are presented below. A course average of 80% and completion of all class and clinical hours is required to successfully complete the course and gain admittance to take the certification exam. Students must complete all class and clinical hours as scheduled.

Grading Criteria	
Daily	Tests
75%	25%

Instructor Information

Name	Contact Number	Email
Sherri Arrington	806-632-4236	sherri.arrington@brownfieldisd.net

National Healthcareers Association – Certified Patient Care Technician

Module 1 Patient Care

Overview 3:29
Body systems 4:08
Disease processes 5:28
Basic patient care 19:01
Weighing patients 1:42
Emotional support 6:00
Equipment 12:45
Functional limitations 7:35
Rounding 1:33
Removing peripheral IV catheters 1:20
Sterile and aseptic dressings 2:05
Ostomy care 5:22
Ambulation, transfers and transports 9:45
Immobilization splints 1:45
Skin care 3:30
Compression devices 2:55
Respiratory care 2:05
First aid and CPR 5:40
Reporting information 25:00
Five rights of delegation 1:50
Prioritize patient care 2:45
Hospice and postmortem care 9:50
Patient care: Summary 2:35
Quiz 40 questions

Module 2 Compliance, Safety, and Professional Responsibility

Overview 3:45
Role of the patient care technician 2:55
Workplace safety 6:10
Patient safety 17:00
Protection patients' rights 10:25
Communication 7:00
 Medical terminology (10 minutes)
Summary 1:00
Quiz 20 questions – recommended 1 hour

Module 3 Infection Control

Overview 2:30
Medical and surgical asepsis 8:00
Disease transmission 4:15
Personal protective equipment 3:30
Types of precautions 4:30
Blood borne pathogens 4:00
Equipment sanitization, disinfection, and sterilization 3:15
Exposure control plan 5:00
Biohazard material disposal 3:20
Summary 1:00
Quiz 20 questions -recommended 1 hour

Module 4 Phlebotomy

Overview 3:00
Phlebotomy basics 8:40
Dermal punctures 8:00
Venipuncture 22:40
Nonblood specimens 18:45
Blood-culture collection 3:40
Supplies activity
Adverse reactions to blood cultures 4:45
Specimen handling and transport 7:00
Quality control 4:15
Preanalytical errors 2:45
Chain of custody guidelines 6:25
Summary
Quiz 20 questions

Module 5 EKG

Overview 3:15
Basic anatomy and Physiology of the heart 11:50
Heart anatomy activity
ECG acquisition 11:00
Patient preparation 7:30
Electrode application and lead attachment 6:40
Lead placement activity
Cardiopulmonary compromise and other adverse effects 1:45
Identification and resolution of artifacts 4:40
Heart rhythm 2:15
Intervals and waveforms 8:00
Dysrhythmias 15:40
Ischemia, injury, and infarction 2:05
Summary 1:45
Quiz 20 questions

Course Website: nhanow.com

Policy Briefs

Disclaimer	The instructors and school officials reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as required by the curriculum. By enrolling in this course, you are agreeing to abide by the Student Handbook policies, procedures, and Mrs. Arrington's rules and expectations.
------------	---

ADA Statement	It is the student's responsibility to notify Mrs. Arrington of any functional disabilities which might interfere with his/her learning and performance as a nursing student and necessitate special accommodations while in school.
Attendance	<u>Students must attend 95% of the required class/clinical to complete the course.</u> *Students must be present and on-time for all class/lab/clinical days. Should a family emergency, sickness, etc. occur, the student will notify Mrs. Arrington and call the charge nurse on the floor they are assigned. If it is for class they are still to notify Mrs. Arrington that they will be missing school/class that day. *In addition, students are expected to be on-time for class/lab/clinical experiences. On-time is defined as "In" the designated area and ready to go." For example, students are on-time for hospital clinical if they are at the designated meeting area in the day of hospital clinicals at 0800. A student is on-time when they are in the phlebotomy clinical lab and ready to go at 0800 (or 1300).
Class Cancellation	In the event of class/clinical cancellation, the student will be notified. We will follow the BHS schedule. If there is a delay, we will not go to the clinical that day.
Conduct	The Standards of Behavior and Conduct are a set of guidelines to which all students must commit. These standards set the tone for the learning environment in which students work and live by every day. The standards encompass all aspects of the student's educational experience and include accountability, adaptability, communication, community, continuous improvement, continuous learning, interpersonal effectiveness, stewardship, and teamwork. The student who is employed in a healthcare role (nurse aide, monitor tech, phlebotomist, paramedic, etc.) may not perform the duties of that role during the PCT clinical time. The student must provide patient care under the supervision of the instructor/preceptor. Student Behavior in clinical setting: If a student misbehaves while at BRMC, CMC, CMC Lakeside, Grace hospital, Labs or any other clinical setting, they will be sent back to the BHS campus and will have ISS for the rest of the day. They will have also receive consequences by Dr. Cooper and Mrs. Arrington depending on the behavior. They will not be allowed to go to any clinical settings with the PCT class in the future. Parents will be notified.

	<u>Misbehaviors include but not limited time to the following:</u> *Vaping, tobacco use, or drug use *Stealing from school or hospital *Cheating on college dual credit exams *Cussing, talking back to instructor/staff or pt. *Fighting in any way * Being disrespectful to pt., staff or any adult *Performing tasks without an instructor/preceptor *Not being where you are supposed to be *Technology use without permission *Breaking HIPAA (discussing pts. Using names, taking pics, leaving computers open to pt's. information) * Leaving without notifying Mrs. Arrington * Not doing what is asked of you by preceptor or instructor *Laughing at a pt's. in a disrespectful way
Confidentiality	PCT program is committed to assuring confidential information is handled in an appropriate manner according to established policies. Confidential information includes but is not limited to school/student sensitive data, patient health information and computer passwords. During any class or clinical experiences, the student is expected to know and comply with all HIPAA standards.
Exam and Quiz	The student will be evaluated through daily assigned online exercises and quizzes that are designed to demonstrate understanding of the prior lecture's information. A final exam/NHA test will also be given at the end of the course. Student performance of clinical skills will also be evaluated using the Performance Record. <u>A 80% course average</u> is required to pass the class and qualify to complete the PCT certification exam. Students must complete all classroom hours and clinical hours to meet the minimum course hours. ****If you are absent, it is your responsibility to get with Mrs. Arrington to get missed work and make up labs.
Health & Safety *****	The student must comply with Mrs. Arrington's health and safety policies including up to date immunizations. If the student is injured on the property of BRMC or any of the CMC campuses, the student will be sent to the hospitals ED and Employee Health Department, depending on what happened (needle stick, hit by pt, or back injury). The student is expected to report any unsafe activity observed to Mrs. Arrington as soon as possible and she will notify school authority, call 911 in the event of immediate danger, and . The student is expected to be aware of emergency policies and to participate in all emergency drills on campus or at clinical sites.

Social media	Social media will need to be managed in a responsible manner. If you are involved in social media bullying, inappropriate pictures taking or sending, and/or inappropriate postings it could lead to administrator discipline and/or removal of the student from the PCT program. Phones/watches will be allowed in the clinical setting to contact Mrs. Arrington ONLY. No phones, watches eye pods, or personal computers allowed in class.
Scrubs	I have scrubs we will try on to see if they fit first. VEB scrubs by Mardel's Gray with BHS in the left top Badges will be given for clinical setting, pictures will be taken. We have a lady coming Aug. 28th for badge reels if anyone wants to purchase one or more for their badges. This will be on with your own money. They are \$4 to \$8 a piece.
CPR	Students will get certified in CPR prior to clinicals. We are working on getting this set up for the students.
PCT students will be performing	EKGs on males/females Performing bathing tasks on male/female Blood Draws Catheter care male/female Ultrasounds male/female Lifting/transferring male/female Pts. That are mean/hitting/grabbing Urine, stool, blood, sputum Wounds, ostomy care

Drug Screening Policy

See attached paperwork

Sign and turn in

Schedule for Clinicals

This is a tentative schedule due to the hospital needing to change the dates or times.

Covenant Hospital

First Semester

September 21, 2026- 0800-1400 (Class 2/3)

September 28, 2026- 0800-1400 (Class 6/7)

October 19, 2026- 0800-1400 (Class 2/3)

October 26, 2026- 0800-1400 (Class 6/7)

November 2, 2026- 0800-1400 (Class 2/3)

November 16, 2026-0800-1400 (Class 6/7)

December 4, 2026-0800-1200 (Class 2/3)

December 11, 2026-0800-1200 (Class 6/7)

Total hours 1st semester: 21

Second Semester

January 22, 2027- 0800- 1230 (Class 2/3)

January 29, 2026- 0800-1230 (Class 6/7)

February 8, 2027- 0800-1400 (Class 2/3)

February 22, 2027 -0800-1400 (Class 6/7)

March 1, 2027- 0800-1400 (Class 2/3)

March 8, 2027-0800-1400 (Class 6/7)

April 12, 2027-0800-1400 (Class2/3)

April 26, 2027-0800-1400 (Class 6/7)

Total hours 2nd Semester: 22 ½ hours

Total hours for the year: at least 40 for Dual Credit SPC

Sept. to Feb.- Med Surg floors, Cardiac clinic, Therapy, Adult ER, Pallative Care

Feb.-May- PICU, Pedi, Pedi ER, Adult ER, Phlebotomy lab, Surgery, Therapy, NICU

Students will drive themselves to clinicals. I will be taking a mini bus and SUV from the school for those who will need transportation.

Year at a glance:

Aug 13th-Parent meeting 6-7:30

Aug. 17th- TB testing 1st round

Aug. 24th -Scrubs purchased if needed

Sept. 17th- BLS CPR

Sept. 18th- PCT/Pharmacy Initiation 2-3 in BHS commons (location could change)

March 24th- PCT certification test 8am (tentative)

April-30th- Pinning Ceremony 2-3 (tentative)

TB Parental Permission

I give permission for my child

_____ to receive 2 TB
skin tests during the 2026-2027 year so they may participate
in PCT clinicals.

Date:_____

Disclosures:**Public Notification of Nondiscrimination in Career and Technical Education Programs**

Brownfield ISD offers several career and technical education programs. Admission to these programs is based on student interest and course prerequisites as listed in the Brownfield High School Course Guide. It is the policy of Brownfield ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its career and technical education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Brownfield ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technical programs. For information about your rights or grievance procedures, contact the Title IX Coordinator, or the Section 504 Coordinator.

(Notificación pública de No Discriminación en Programas de Educación Técnica y Vocacional) El distrito escolar de Brownfield ISD ofrece varios programas de Educación Técnica y Vocacional. La admisión a estos programas esta basada en el interés que los alumnos muestren y los cursos pre-requeridos que se encuentran listados en la Guía de Cursos de la Secundaria en Brownfield ISD. Es política de Brownfield ISD es no discriminar de sus programas, servicios, educación técnica y vocacional por motivo de raza, color, país de origen, sexo o impedimentos físicos, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la ley de Rehabilitación de 1973, según enmienda. Brownfield ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el idioma Inglés no sea una barrera para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimiento de quejas, comuníquese con el coordinador del Título IX y/o la coordinadora de la Sección 504.

By signing below, you agree to information provided in this syllabus:

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Contact Information:

Primary: _____

Name: _____ Relationship: _____

Phone: _____ E-mail: _____

Secondary:

Name: _____ Relationship: _____

Phone: _____ Email: _____