

Course Syllabus

COURSE: Patient Care Technician
COURSE NUMBER: NUPC 1020
YEAR: 2026 - 2027
CLASS TIMES: M-F 8:00-3:55
INSTRUCTOR: Jaime Bayley RN
ADDRESS: 411 Owl Dr. Hale Center, TX 79041
OFFICE HOURS: Monday-Friday: 7:45-4:15
CONFERENCE: Monday-Friday 10:29 - 11:14
PHONE: 806-839-2451
E-MAIL: jbayley@southplainscollege.edu

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

Students will learn the skills necessary to work in a healthcare setting. This will consist of clinical training, work-based experiences using simulation, and classroom training.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

The student should only access his or her own Blackboard account. Granting permission to another or accessing another student’s Blackboard account is prohibited and against the Academic Integrity code.

If you have questions or need help with Blackboard:

blackboard@southplainscollege.edu
806-716-2180

GOOGLE CLASSROOM

Google Classroom is an e-Education platform that will be used in this course throughout the year. Parents may be added to the Google Classroom to monitor student’s progress, please note that not all content will be available here, this is just an additional tool utilized.

COURSE OBJECTIVES

1. A basic understanding of the human body systems and disease process.
2. An understanding of medical terminology use. This is needed for charting and communication among other healthcare providers.
3. Providing basic care for the patients: bathing, feeding, transferring, dressing, mobility assistance and correct positioning
4. Techniques for blood drawing, specimen collection and proper handling.
5. Basics of EKG (electrocardiography), how to set up a 12-lead EKG and who to report results to.
6. Understanding the scope of practice, patient rights, HIPAA compliance, and legal liability.

7. Basic Life Support (BLS), CPR, First Aid, and emergency response protocols. CPR certification will be provided prior to clinicals.
8. Proper communication techniques for patient care and communication amongst other members of the healthcare team.
9. Safety and infection control practices. Understanding each type of isolation and required equipment for the patient and self.
10. Learn skills to gain employment.

STUDENT LEARNING OUTCOMES

- Demonstrate the knowledge and skills needed to be successful in the healthcare field.
- Recognize and practice infection control.

- Demonstrate their ability to practice within their scope of practices.
- Demonstrate the ability to communicate with patients, coworkers and other members of the healthcare team.
- Recognize and practice safety and security procedures.
- Demonstrate employability skills.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

****Any assignment 0 or F** will be given on any assignment or test that cheating was utilized. Offender may be liable for being dropped from the course at the discretion of the instructor.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

****A 0 or F** will be given on any assignment or test that cheating or plagiarism was utilized. Offender may be liable for being dropped from the course at the discretion of the instructor.

LOGGING INTO THE COURSE

Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

SPECIFIC COURSE INFORMATION

REQUIRED TEXT AND MATERIALS

- **Introduction to Medical Terminology**
- Linda Stanhope, Kimberly Turnbull
- ISBN: 978-1-64925-321-7
- The Goodheart-Willcox Company
- 2nd Edition

No purchase of book(s) necessary for this course, all required text/textbooks will be provided by HCISD.

ATTENDANCE POLICY (*READ CAREFULLY*)

Class Attendance

To complete this course, you must have 96 classroom hours and 40 clinical hours. All hours will be logged by the instructor, the students must sign in everyday, if they fail to do so they will not earn the required hours. Any student caught signing in for another student will receive disciplinary action.. If attendance is an issue and students are in jeopardy of not completing the correct number of hours, they will lose eligibility to earn their certification.

If the student passes the course, they will earn high school credit.

Clinical Hours

Students are required to complete a minimum of 40 clinical hours at the following locations:

Covenant Medical Center – Hope Tower, 3615 19th st., Lubbock, TX 79410

University Medical Center – 602 Indiana Ave, Lubbock, TX 79415

UMC Team Rehab Center – 7105 Kewanee Ave, Lubbock, TX 79424

Transportation will be provided to the facilities. We will leave Hale Center High School at 6:15am, the students **MUST** be at HCHS before that time, or they will not be traveling with the school. The student may **NOT** go to the clinical site late. The instructor will provide ONE makeup clinical day if a student misses, if they miss more than one day, they will lose eligibility to earn their certification. 2 separate clinical days will be provided as well; these do **NOT** count towards their required 40 hours. The students will follow a phlebotomist for 8 hours and will be given the opportunity to follow a PCT in a specialty unit (ED, NICU, PICU, etc.) for 8 hours. These additional 16 clinical hours provide students with the opportunity to learn more from experienced healthcare professionals through hands-on clinical experiences. Transportation will be provided on these additional days as well.

IF YOU FAIL TO COMPLETE YOUR WORK, YOU WILL FAIL. FAILURE IN THIS COURSE WILL CAUSE YOU TO BE INELIGIBLE FOR COMPLETING YOUR CERTIFICATION EXAM.

EVALUATION METHODS

The course grade will be determined using a combination of assignments, skills check-offs, chapter exams, and a comprehensive final.

GRADING RUBRIC – Grades in this course will be determined using the following criteria:

ASSESSMENT TOOLS	%
Chapter Assignments	25%
Chapter Exams	50%

Comprehensive Final Exam	25%
Total	100%

PERCENTAGE SCORE	GRADE
90-100	A
80-89	B
75-79	C
0-74	F

Remember, this is a dual credit course. The grade posted for HCHS is for high school credit and the letter grade posted for SPC is for college credit. The grading periods are different for SPC and HCHS, so the grades will not always match exactly. You MUST pass both in order to get college and high school credit and to be eligible for your certification exam.

CHAPTER ASSIGNMENTS

Assignments are posted in Blackboard and Google Classroom. There will be a Bellringer **EVERYDAY**, the grade for the week will be posted the following Monday. Classroom assignment due dates will be posted with the assignment, they are due by that date unless the student is absent, then classroom grading policy will be followed. If an assignment is never completed/turned in the student will receive a zero.

SKILLS CHECK-OFF

Students will learn required skills throughout the year. They will have time to practice with peers and their instructor during class time and other times by appointment. The students will then perform the skill with their instructor before/on the due date. If the student completes the skill on the first attempt with less than 2 mistakes, they will earn a 100, if they make more than 3 mistakes, they try again and the following rubric will be used:

GRADING RUBRIC

Skill Attempt	Grade
First	100
Second	90
Third	75
Fourth	50 - this grade will NOT change and the student is required to come in and practice with the instructor until the skill is performed safely and correctly.

CHAPTER EXAMS

Each Chapter will have an exam given on paper. This will allow students to easily review content and ensure that records are maintained. Missed exams will be recorded as zero, and classroom grading policy will be followed when students complete the exam. If the exam is never completed, the zero will stand.

COMPREHENSIVE FINAL EXAM

A comprehensive final exam will be given in December. There will *NOT* be exemptions for this final.

COMMUNICATION POLICY

- The “*Remind*” app will be used to communicate with students when we begin our clinical rotations. This code will be given to all students before clinicals begin, this will allow for quick communication and to ensure the safety of each student. If the student uses the app to communicate with the instructor about topics not related to clinicals, they will be removed from the app, and the instructor will notify the principal and the parents. This app is only being used for communication regarding clinicals (reminder the night before, lunch times, student-instructor check-ins, etc.)
- Electronic communication between instructor and students in this course will utilize their HCHS email and instructors email: jbavlev@hcisdowls.com
- **The instructor will not communicate using private email accounts or personal phone number.**

STUDENT CONDUCT

- Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide and Hale Center High School.

SPECIAL REQUIREMENTS

Students are not required to purchase their own computer, but must have their school provided computer with them, charged and ready to use daily.

Uniforms - For clinical hours, the students will wear the required uniforms provided by HCHS. They **will** need to purchase/have comfortable athletic style shoes. These shoes will get dirty (blood, bodily fluids, etc.) please be aware of that when purchasing.

Venipuncture - Part of this course requires students to participate in a venipuncture lab. SPC requires that students practice their skills in the classroom before entering clinicals. They are required to draw blood from 1 classmate and have their own blood drawn at least **ONE** time before clinicals. If the student does not meet **BOTH** of these requirements, they are not eligible for clinicals and will not be eligible for their certification.

Certification Exam - To register for your certification exam, you must have a valid Texas ID or driver’s license and a social security number. These are state requirements. The first attempt will be paid for by HCISD, if any further attempts are required the student is financially responsible.

CLASS PERFORMANCE

Required skills will be demonstrated and practiced in the classroom. For each skill the student will be required to practice a **MINIMUM** of 3 times with a peer. The peer must initial and date in columns ✓. When the student feels comfortable with performing the skill, they will have the instructor grade them. They will have 3 attempts with the instructor to master the skill. After the skill is mastered, they can move on to the next. Each skill will have a posted “Due Date,” if the student does not master the skill by that date, they will receive a zero and it will stand with **no** corrections offered. The student will have ample class time to practice the skill with their peers and with the instructor. The students may also practice before school, after school, and during my lunch break **WITH** an instructor present (please let instructor know ahead of time for instructor availability). If the student cannot perform the skill with their fourth attempt, the grade will stand and they will need to schedule time with the instructor to practice one-on-one. They cannot move on or attend clinicals if all skills are not completed.

**Grading rubric listed above.

DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online. **Students will not be required to obtain an instructor signature to drop**, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting

<http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

DROPPING A CLASS SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a [Schedule Change Form](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

SYLLABUS DISCLAIMER

Serious effort and consideration were used in preparing the syllabus presented. While viewed as an educational contract between instructor and student, unforeseen events may cause changes to the scheduling of exercises, quizzes, etc. Every effort will be made NOT to change scheduled items. Nonetheless, instructors reserve the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means.

Jaime Bayley, RN
SPC PCT Instructor

Syllabus Statements: For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

Student Signature: _____ Date: _____

ParentSignature: _____ Date: _____

InstructorSignature: _____ Date: _____