

Florida Department of Education  
Curriculum Framework

**Program Title:** Patient Care Technician  
**Program Type:** Career Preparatory  
**Career Cluster:** Health Science

**Career Certificate Program**

Program Number	H170694
CIP Number	0351390205
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the <b><u>Program Structure</u></b> section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-1011 Home Health Aides 31-9099 Healthcare Support Workers, All Other 29-2099 Health Technologists and Technicians, All Other
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

**Purpose**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 29-2099.00 (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies (66008439), Home Health Aides (66011456), or Allied Health Assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

**Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

**Program Structure**

This program is a planned sequence of instruction consisting of 7 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	REG NURSE 7 G LPN 7 G* PRAC NURSE @7 %7%G (Must be a Registered Nurse)	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)		75 hours	31-1014
C	HCP0332	Advanced Home Health Aide	REG NURSE 7 G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	50 hours	31-1011
D	HCP0020	Patient Care Assistant		75 hours	31-9099
E	HSC0016	Allied Health Assistant		150 hours	31-9099
F	MEA0580	Advanced Allied Health Assistant		100 hours	31-9099
G	PRN0094	Patient Care Technician		60 hours	31-9099

**\* The LPN 7 G district issued certification is a practical nurse. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator which must be a registered nurse. Please refer to F.A.C. 64B9-15.005 for requirements.**

## **Regulated Programs**

Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. To be approved, this program must be supervised by a registered nurse and have follow the faculty qualifications set forth in 64B9-15.005 (3) (a) F.A.C.

New programs must be approved by the Board of Nursing, Department of Health prior to enrolling students.

Those students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long Term Care.

In accordance with 64B9-15.005 F.A.C., students will perform nursing skills in the clinical and simulated laboratory settings under the supervision of a qualified instructor. The recommended teacher/student ratio in the clinical area is 1 to 12, but the maximum is 1 to 15.

In accordance with 64B9-15.006 F.A.C., Clinical and simulated laboratory learning experiences must correlate with 80 hours of didactic instruction. In addition, a minimum of 40 hours clinical experiences must be obtained. Simulated labs are not a substitute for clinical experience. The clinical instruction shall include at least 20 hours of long term care clinical instruction in a licensed nursing home or licensed long term care facility.

In addition, Students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respecting residents' rights prior to any direct contact with a resident.

According to Section 400.211, F.S., persons who are enrolled in, or have completed, a state approved nursing assistant training program may be employed by a licensed nursing facility for a period of four months. However, the certification requirements must be met within four months of such initial employment.

Students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respecting residents' rights prior to any direct contact with a resident.

**Please refer to [42CFR§484.36](#) for the clinical requirements for the Home Health Aide program.**

## **Common Career Technical Core – Career Ready Practices**

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

## **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Use verbal and written communications specific to the nursing assistant.
- 13.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 14.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 15.0 Provide personal patient care.
- 16.0 Perform patient care procedures.
- 17.0 Apply principles of nutrition.
- 18.0 Provide care for geriatric patients.
- 19.0 Apply the principles of infection control specific to the nursing assistant.
- 20.0 Provide biological, psychological, and social support.
- 21.0 Perform supervised organizational functions, following the patient care plan.
- 22.0 Assist with restorative (rehabilitative) activities.
- 23.0 Use verbal and written communications specific to home health aide.
- 24.0 Demonstrate legal and ethical responsibilities specific to home health aide.
- 25.0 Perform physical comfort and safety functions specific to home health aide.
- 26.0 Apply principles of nutrition specific to home health aide.
- 27.0 Apply the principles of infection control specific to home health aide.
- 28.0 Perform home health-care services.
- 29.0 Perform nursing assistant skills related to the hospital setting.
- 30.0 Provide nursing assistant care for the adult patient.
- 31.0 Perform skills representative of 1-3 major allied health areas as determined by local labor market demand.
- 32.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 33.0 Perform additional skills from the previous module which are in the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.
- 34.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 35.0 Demonstrate knowledge of organizational and effective team member skills.
- 36.0 Practice organizational and effective team member skills in a clinical setting.

**Florida Department of Education  
Student Performance Standards**

**Program Title: Patient Care Technician  
Career Certificate Program Number: H170694**

The **Basic Health Care Worker (HSC0003)** is referred to as the **Health Science Core** and is the first OCP in the majority of the Career Certificate Program health science programs. Secondary and Postsecondary students completing the health science core will not have to repeat the core in any other health science program in which it is a part. When the recommended sequence is followed, the structure allows students to complete at specified points for employment or remain for advanced training or cross-training.

**Career Certificate Program Course Number: HSC0003  
Occupational Completion Point: A  
Basic Healthcare Worker – 90 Hours – SOC Code 31-9099**

To ensure consistency whenever these courses are offered, the health science core standards (1-11) have been placed in a separate document. You can access the course standards and benchmarks by visiting this link:  
<http://www.fldoe.org/core/fileparse.php/5655/urlt/health-sci-core-psav-cc.rtf>

**Course Number: HCP0121  
Occupational Completion Point: B  
Nurse Aide and Orderly (Articulated) – SOC Code 31-1014**

The following intended outcomes 12-23 should be taught together as a module to achieve the occupational completion point of Articulated Nursing Assistant. The average achieving student should be able to complete the module in 75 clock hours. The standard length for the Nursing Assistant (Articulated) program including the core is 165 hours but cannot be less than 120 hours.

12.0	Use verbal and written communications specific to nurse assisting. – The student will be able to:
12.01	Obtain specified data from patient and family.
12.02	Utilize verbal and written information to assist with the patient's plan of care.
12.03	Demonstrate use of the communication system.
13.0	Demonstrate legal and ethical responsibilities specific to nurse assisting. – The student will be able to:
13.01	Discuss and demonstrate legal and ethical behavior within the nursing assistant scope of practice including role limitations in Florida.
13.02	Describe the purpose of the chain of communication to resolve conflict.
13.03	Follow policies and procedures affecting the health, safety, and well-being of patients.

13.04	Demonstrate safe standards of patient care including prevention and quality of care
13.05	Exhibit behavior supporting and promoting patients' and/or residents' rights.
13.06	Recognize potential for and prevention of medical errors.
13.07	Practice the proper procedures to follow regarding medical errors.
13.08	Follow policies and procedures affecting the health, safety, and well-being of patients.
13.09	Recognize and report signs of substance abuse.
13.10	Demonstrate the understanding of vulnerable population abuse and reporting procedures per agency.
13.11	Define Omnibus Budget Reconciliation Act (OBRA).
13.12	Define Minimum Data Set (MDS).
14.0	Perform physical comfort and safety functions specific to nurse assisting. – The student will be able to:
14.01	Implement appropriate regulatory and accrediting agency patient safety guidelines.
14.02	Maintain safe patient units, equipment, and a comfortable environment.
14.03	Maintain service areas on the units including supplies and equipment.
14.04	Observe, report, and record changes in the patient's behavior as needed, including mental awareness.
14.05	Demonstrate adjustment of bed and side-rails according to facility policy.
14.06	Demonstrate and assist patient to dangle.
14.07	Demonstrate lifting, supporting and transferring patients from bed to chair, bed to bed, and bed to stretcher, including the use of the various assistive devices and equipment while utilizing proper body mechanics and patient safety measures
14.08	Demonstrate the proper use of a gait/transfer belt in both transfer and ambulation.
14.09	Assist patient in ambulation, including the use of crutch, cane, or walker.
14.10	Demonstrate the proper wheelchair safety techniques and assist patient as needed with use.
14.11	Apply supportive devices as directed (e.g., footboard, over-bed cradle, alternating pressure mattress).
14.12	Assist patient with care and use of prosthetic/orthotic devices.
14.13	Describe emergency procedures utilized in the clinical area(s) and the role of the nursing assistant in these procedures.

15.0	Provide personal patient care. -- The student will be able to:
15.01	Perform bed bath; observe and report changes in a patient including skin and level of consciousness.
15.02	Assist with shower or tub bath, including the use of specialty tubs or prepackaged disposable-bagged bath.
15.03	Administer back rub with bath and as needed.
15.04	Assist patient with hair care utilizing sink, tub, shower, bed or shower cap.
15.05	Demonstrate the use of a safety and/or electric razor to shave the patient.
15.06	Demonstrate how to groom patient, including hair, skin, foot, hand and nail care.
15.07	Assist with and/or administer oral hygiene including denture care.
15.08	Assist patient to dress.
15.09	Assist patient with toileting using various types of restorative and rehabilitative equipment.
15.10	Assist patient with use of bedpan (standard and fracture)
15.11	Assist with bowel and bladder training.
15.12	Assist and/ or provide perineal care.
15.13	Empty, measure and record urinary output and/or drainage.
15.14	Demonstrate application and use of a leg bag, leg strap and dignity bag.
15.15	Monitor and assist with the drainage of urostomy bags and colostomy bags.
15.16	Assist patient with both donning and doffing prosthesis and brace.
15.17	Assist patient with meals.
15.18	Describe the relationships of body systems when providing patient care.
15.19	Recognize abnormal signs and symptoms of common diseases and conditions when providing patient care.
16.0	Perform patient care procedures. – The student will be able to:
16.01	Demonstrate ability to accurately measure, record and report vital signs.
16.02	Assist with the admission of a patient and/or resident.



16.03	Assist with the admission, transfer, and discharge of a patient and/or resident.
16.04	Maintain patient-belongings list.
16.05	Make unoccupied/occupied bed.
16.06	Provide passive range-of-motion exercises.
16.07	Apply anti-embolic hose and sequential compression devices.
16.08	Understand and demonstrate proper collection of routine, timed urine and clean catch urine specimens.
16.09	Record fluid intake and output (I&O).
16.10	Observe, record, and report patient's emesis.
16.11	Monitor and provide urinary catheter care and drainage systems.
16.12	Assist with ostomy care including emptying or changing ostomy bags that do not adhere to the skin.
16.13	Collect stool specimen.
16.14	Assist with the collection of a sputum specimen.
16.15	Assist the nurse with care of the patient with complex medical needs.
16.16	Assist patient to apply binders.
16.17	Care for patient in skin and skeletal traction.
16.18	Assist with pre-operative and post-operative patient care.
16.19	Reinforce dressings under the supervision of the RN/LPN.
16.20	Obtain and record an apical pulse.
16.21	Provide cast care and/or pin care.
16.22	Provide care for eyeglasses, artificial eyes, and contact lens.
17.0	Apply principles of nutrition. – The student will be able to:
17.01	Identify nutrients and food groups.
17.02	Develop a basic food plan.

17.03	Describe special diets.
17.04	Check patient's diet tray for accuracy.
17.05	Monitor and document Nutritional Intake.
17.06	Identify and implement regional, cultural and religious food guidelines/preferences.
17.07	Demonstrate knowledge of the need for thickened liquids and fluid consistency.
17.08	Identify methods of maintaining fluid balance including encouraging and restricting fluids.
18.0	Provide care for geriatric patients. – The student will be able to:
18.01	Identify and assist with methods and procedures to prevent pressure ulcers.
18.02	Identify and assist with methods to prevent falls in the elderly.
18.03	Identify and assist with safety principles as related to the elderly.
18.04	Describe general characteristics, particular needs, and age related changes of the elderly.
18.05	Identify attitudes and living habits that promote positive mental and physical health for the elderly.
18.06	Distinguish between fact and fallacy about the aging process.
18.07	Apply reality orientation techniques and validation therapy unless it is contraindicated by the patient diagnosis.
18.08	Recognize and respond appropriately to symptoms of common diseases, including dementia, depression/suicide and Alzheimers.
18.09	Provide and involve patients in diversional activities.
18.10	Identify common alterations in elderly patient behavior.
18.11	Provide care for patients with special needs (e.g., impaired hearing, impaired vision, immobility, impaired body functions, cognitively impaired (dementia)).
18.12	Demonstrate awareness of common behaviors in drug use and abuse in the elderly.
18.13	Report concerns to the nurse and appropriate authorities related to drug use and abuse in the elderly patient.
18.14	Identify the need for community resources and services available to the elderly and their caregiver.
18.15	Identify components of the grief process.
18.16	Demonstrate an understanding of end of life care, hospice and palliative care.

19.0	Apply the principles of infection control specific to nursing assisting. – The student will be able to:
19.01	Discuss transmission-based precautions.
19.02	Identify the chain of infection.
19.03	Provide care for patients with infectious diseases applying the principles of "Standard Precautions" utilized with all patients as well as special procedures required.
19.04	Apply the proper use of personal protective equipment (PPE) for all types of isolation including donning and removing PPE appropriately.
19.05	Follow isolation procedure with food tray, PPE, and other supplies/equipment.
19.06	Collect specimen from patient in isolation.
20.0	Provide biological, psychological, and social support. – The student will be able to:
20.01	Discuss family roles and their significance to health.
20.02	Respond to patient and family emotional needs.
21.0	Perform supervised organizational functions, following the patient care plan. – The student will be able to:
21.01	Organize and prioritize patient-care assignments.
21.02	Complete assignments accurately and in a timely manner.
22.0	Assist with restorative (rehabilitative) activities. – The student will be able to:
22.01	List the purposes of restorative (rehabilitation) program.
22.02	Assist patient with specified restorative (rehabilitation) needs.
22.03	Assist patients/residents to reach the optimum level of independence.

**Course Number: HCP0332**

**Occupational Completion Point: C**

**Advanced Home Health Aide – 50 Hours – SOC Code 31-1011**

Students in this module have already completed a Nursing Assistant program. After completing this module, the student will have achieved the occupational completion point of Advanced Home Health Aide (a home health aide who is also a nursing assistant). This program also meets the requirements of Home Health Aide as stated in Rules of the Department of Health and Rehabilitative services, Division of Health, Chapter 10D-68 - Minimum Standards for Home Health Agencies.

**Please refer to 42CFR§484.36 for the clinical and faculty requirements for the Home Health Aide course.**

The recommended length of instruction for this module is 50 clock hours but no less than 20. Beginning 1995-96, secondary students who have completed the course 8417210 Nursing Assistant should take this module to become a home health aide.

23.0 Use verbal and written communications specific to home health aide. -- The student will be able to:

23.01 Obtain data from patient and family/significant others.

23.02 Utilize verbal and written information to contribute to the patient's plan of care.

23.03 Recognizes cultural differences in family.

24.0 Demonstrate legal and ethical responsibilities specific to home health aide. -- The student will be able to:

24.01 Demonstrate legal and ethical behavior within the role and scope of home health aide responsibilities.

24.02 Follow policies and procedures affecting the health, safety, and well-being of patients in the home setting.

25.0 Perform physical comfort and safety functions specific to home health aide. -- The student will be able to:

25.01 Maintain a clean and safe home environment for the patient.

25.02 Identify emergency evacuation procedures with adaptations to the home setting.

26.0 Apply principles of nutrition specific to home health aide. -- The student will be able to:

26.01 List factors that must be considered when purchasing food.

26.02 List factors that must be considered when storing food.

26.03 Discuss preparation and serving of trays in the home.

27.0 Apply the principles of infection control specific to home health aide. -- The student will be able to:

27.01 Provide care for patients with infectious diseases in the home.

27.02 Follow isolation procedures with food tray, garments, and other materials in the home.

27.03	Utilize standard and blood borne precautions in all home care.
28.0	Perform home health-care services. -- The student will be able to:
28.01	Follow an established work plan with the patient and family.
28.02	Perform patient-related cleaning tasks and laundry.
28.03	Identify methods for medication storage.
28.04	Assist patient with taking self-administered prescribed medication in the home and identify possible side effects and emergency procedures for adverse reactions in accordance with F.A.C. 59A-8.0095.
28.05	Demonstrate how to utilize specified equipment and supplies in the home.

**Course Number: HCP0020**

**Occupational Completion Point: D**

**Patient Care Assistant – 75 Hours – SOC Code 31-9099**

Students enrolled in this module have previously completed a Nursing Assistant and Home Health Aide program and are adding these skills to work in a health care facility other than a nursing home. The average achieving student should complete this module in 75 clock hours. The occupational completion point Patient Care Assistant can only be achieved when this module is completed plus the modules/or credentials for Home Health Aide and Nursing Assistant are satisfied.

29.0	Perform nursing assistant skills related to the hospital setting. -- The student will be able to:
29.01	Care for hospital equipment and supplies.
29.02	Transfer patient to stretcher and wheelchair.
29.03	Prepare hot and cold applications for nurse to apply them.
29.04	Assist patient to apply binders.
29.05	Care for patient in skin and skeletal traction.
29.06	Assist with pre-operative and post-operative patient care.
29.07	Reinforce dressings.
29.08	Practice nursing assistant skills in the hospital setting.
30.0	Provide nursing assistant care for the adult patient. -- The student will be able to:
30.01	Assist with physical examination.
30.02	Care for patients receiving oxygen therapy.

30.03	Change an unsterile dressing.
30.04	Take an apical pulse.
30.05	Take pedal pulse.
30.06	Demonstrate an understanding of artificial eye/contact lens care.
30.07	Demonstrate an understanding and knowledge of needs of patients with common health problems.
30.08	Measure pulse oximetry and report decreasing levels of O <sub>2</sub> saturation.

**Course Number: HSC0016**  
**Occupational Completion Point: E**  
**Allied Health Assistant – 150 Hours – SOC Code 31-9099**

Students enrolled in this module have completed the Patient Care Assistant competencies and/or are adding these skills to be a multi-skilled worker. Students will perform skills representative of one to three areas of allied health care in the laboratory and clinical settings. Major areas of allied health are defined as physical therapy, emergency, radiation, laboratory and respiratory medicine, and occupational therapy. Other areas of health, medicine, dentistry, or veterinary may be included with instructor provided competencies. **Such teacher made competencies must remain at the aide level and not go beyond the scope of practice of unlicensed assistive personnel. Invasive procedures that fall into the nursing scope of practice are not to be added.** Clinical experience is defined as activities performed in the clinical setting under the supervision of the appropriate health professional. School certificates for this module must be for “Allied Health Assistant”. Specific competencies should be listed on the back of the certificate.

31.0	Perform aide level skills representative of 1 to 3 major allied health areas in the school laboratory before beginning the clinical phase. -- The student will be able to:
31.01	Perform skills related to the body systems.
31.02	If unlicensed physical restorative type skills are to be taught, students will be able to:
31.02.01.1	Describe the functions of bones and muscles as related to the practice of physical therapy.
31.02.01.2	Define disability and identify types of disabilities.
31.02.01.3	Describe equipment used in physical therapy.
31.02.01.4	Teach crutch and walker use and care.
31.02.01.5	Perform safe body mechanics and transfer techniques.
31.02.01.6	Demonstrate an understanding of the use of modalities and practice of physical therapy (i.e. Ultrasound, heat and cold therapeutic massage, E-STEM, wound care, elastic stockings).
31.02.01.7	Perform communication skills specifically related to physical therapy.

31.02.01.8	Assist clients to eat using prompting techniques in the use of adaptive feeding devices.
31.02.01.9	Identify augmented communication devices and describe the purpose of each.
31.02.01.10	Demonstrate techniques used in active and passive range of motion exercises.
31.02.01.11	Instruct patients in bed/wheelchair mobility activities.
31.02.01.12	Describe the relationship between long-term and short-term goals.
31.03 If unlicensed occupational restorative type skills are to be taught, students will be able to:	
31.03.01.1	Describe, name, and discuss the avenues of occupational therapy practice and the equipment used.
31.03.01.2	Perform feeding and dressing skills using one hand and/or adaptive equipment.
31.03.01.3	Perform communication skills specifically related to occupational therapy.
31.03.01.4	Perform and instruct range of motion exercises.
31.03.01.5	Train the client in clothing care skills.
31.03.01.6	Train the client in food preparation skills.
31.03.01.7	Demonstrate an understanding of assisting the client in money management skills.
31.04 If unlicensed respiratory restorative type skills are to be taught, students will be able to:	
31.04.01.1	Name and discuss the avenues of Respiratory Care Practice.
31.04.01.2	Describe common respiratory diseases (asthma, emphysema, chronic bronchitis, and atelectasis) and common medications used to treat respiratory diseases.
31.04.01.3	Assemble and practice using gas reducing and flow regulating equipment.
31.04.01.4	Demonstrate and discuss the use of incentive spirometers.
31.04.01.5	Differentiate between various oxygen-delivery devices (nasal cannulas, simple and rebreathing masks, oxyhoods, enclosures).
31.04.01.6	Stock shelves with, process, and perform preventative maintenance on respiratory care equipment.
31.04.01.7	Check emergency equipment assigned to respiratory care.
31.04.01.8	Demonstrate/discuss the use of postural drainage and percussion.
31.04.01.9	Discuss and practice the use of the pulse oximeter.

31.04.01.10	Describe the equipment and use of humidity/aerosol.
31.05	If medical administrative assisting type skills is one of the selected allied health areas to be taught, students will:
31.05.01.1	Demonstrate an understanding of basic medical terminology e.g. prefixes, suffixes, and root words related to major body systems.
31.05.01.2	Demonstrate an understanding of straight numerical, alphabetical and terminal digit filing.
31.05.01.3	Demonstrate computer literacy, keyboarding and retrieval skills.
31.05.01.4	List procedures for scheduling and referring patients, and handling walk-in emergency patients.
31.05.01.5	Understand what is required to create and submit a medical bill.
31.05.01.6	Define a Release of Medical Information, Explanation of Benefit, Assignment of Benefit and Electronic Remittance Advice
31.05.01.7	Develop and understanding of the term HMO and be able to interpret the information contained on the patient's insurance card.
31.05.01.8	Understand the financial terms and procedures involved in operating a medical office practice, including Income, Expense, Accounts Receivable, Accounts payable, Cash and Accrual Accounting, Write-off Adjustments.
31.06	If unlicensed radiologic type skills are to be taught, students will:
31.06.01.1	Identify the function of a cassette, film, and screen.
31.06.01.2	Describe how radiation produces an image on film.
31.06.01.3	Identify the process by which x-ray film is developed.
31.06.01.4	Process a film through an automatic processor.
31.06.01.5	Identify anatomical position and terminology related to position (supine, prone, proximal, distal, medial, lateral, superior, inferior, anterior/ventral, oblique, and posterior/dorsal).
31.06.01.6	Identify patient properly (check identification band, etc.).
31.06.01.7	Explain appropriate exam(s) to the patient.
31.06.01.8	Perform safe body mechanics and transferring skills of patient onto x-ray table.
31.06.01.9	Position patient for exam(s) (chest, KUB, hand, and foot).
31.06.01.10	Position x-ray tube to simulate exposure for exam(s) (chest, KUB, hand, and foot).
31.06.01.11	Use an artificial arm to perform venipuncture.



31.07 If unlicensed electrocardiograph aide type skills are to be taught, students will:	
31.07.01.1	Describe the cardiovascular system.
31.07.01.2	Demonstrate knowledge of, apply and use medical instrumentation modalities.
31.07.01.3	Demonstrate knowledge of the use of electrocardiographic equipment on patients who have special needs and considerations.
31.07.01.4	Perform patient care techniques in the health care facility.
31.07.01.5	Demonstrate knowledge of telemetry application,
31.07.01.6	Assist with the patient care of patients undergoing ambulatory monitoring and stress testing.
31.07.01.7	Demonstrate knowledge of patient care of patients with pacemakers and implanted defibrillators.
31.07.01.8	Identify legal and ethical responsibilities of an EKG/ECG monitor technician.
31.07.01.9	Recognize normal and abnormal monitoring.
31.08 If unlicensed phlebotomy aide type skills are to be taught, students will:	
31.08.01.1	Demonstrate accepted professional communication and interpersonal skills of a phlebotomist.
31.08.01.2	Discuss phlebotomy in relation to the health care setting.
31.08.01.3	Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
31.08.01.4	Recognize and identify collection reagents, supplies, equipment and interfering chemical substances.
31.08.01.5	Demonstrate skills and knowledge necessary to perform phlebotomy.
31.08.01.6	Practice accepted procedures of transporting, accessioning and processing specimens.
31.08.01.7	Practice quality assurance and safety.
31.09 If unlicensed geriatric type skills are to be taught, (for students completing nurse assisting only) students will:	
31.09.01.1	Recognize types of long term care facilities and levels of care.
31.09.01.2	Be familiar with legislation affecting long term care.
31.09.01.3	Discuss physical and emotional effects of aging and appropriate ways of dealing with them.
31.09.01.4	Recognize the stages of dementia and the care of residents in each stage.

31.09.01.5	Discuss reality orientation, reminiscing, and validation therapy.
31.09.01.6	Describe the effects of aging on nutritional needs.
31.09.01.7	Provide for the safety of the elderly and chronically ill patient, including prevention of falls, prevention of infections, provision of a safe environment and prompt attendance to patients' needs.
31.09.01.8	Check integrity of patient's skin condition and take appropriate actions when needed.
31.09.01.9	Recognize common chronic illnesses and the special care required.
31.09.01.10	Provide appropriate end of life care.
31.09.01.11	Have a knowledge of common medications taken by the elderly and chronically ill, their effects, and side effects.
32.0	Successfully complete a clinical rotation in 1-3 major allied health areas. -- The student will be able to:
32.01	Demonstrate skills in the clinical setting as outlined in 32.0.
32.02	Complete clinical rotations under the supervision of a duly licensed/certified allied health care or nursing professional.
32.03	Exhibit behavior consistent with the professional ethics required of each of the allied health areas being studied.

**Course Number: MEA0580**

**Occupational Completion Point: F**

**Advanced Allied Health Assistant – 100 Hours – SOC Code 31-9099**

Students enrolled in this module have completed the Patient Care Assistant and Allied Health Assistant competencies and/or are adding these skills to be a more multi-skilled worker. Students will perform skills representative of one to three areas of allied health care in the laboratory and clinical settings. Major areas of allied health are defined as physical therapy, emergency, radiation, laboratory and respiratory medicine, and occupational therapy. Other areas of health, medicine, dentistry, or veterinary may be included with instructor provided competencies. **Such teacher made competencies must remain at the aide level and not go beyond the scope of practice of unlicensed assistive personnel. Invasive procedures that fall into the nursing scope of practice are not to be added.** Clinical experience is defined as activities performed in the clinical setting under the supervision of the appropriate health professional. School certificates for this module must be for "Advanced Allied Health Assistant". Specific competencies should be listed on the back of the certificate.

33.0	Perform additional skills from the previous module which are in the aide level and do not go beyond the scope of practice of unlicensed assistive personnel.
34.0	Successfully complete a clinical rotation in the selected major allied health area. -- The student will be able to:
34.01	Demonstrate skills in the clinical setting as outlined in 32.0.
34.02	Complete clinical rotations under the supervision of a duly licensed/certified allied health care or nursing professional.
34.03	Exhibit behavior consistent with the professional ethics required of each of the allied health areas being studied.

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**Course Number: PRN0094**

**Occupational Completion Point: G**

**Patient Care Technician – 60 Hours – SOC 31-9099**

Students enrolled in this module MUST have completed ALL modules in this program. Upon completion they will be prepared as the cross trained unlicensed worker known as the Patient Care Technician (Industry Title).

35.0 Demonstrate knowledge of organizational and effective team member skills. -- The student will be able to:

35.01 Define terms associated with organizational and time management skills.

35.02 Discuss the role of unlicensed assistive personnel (UAP's) in relation to the terms in 36.01.

35.03 Discuss various situations when a Patient Care Technician would utilize organizational skills.

35.04 List the characteristics of an effective team member.

35.05 Discuss the chain of command and characteristics of team member relationships.

35.06 Perform a self-evaluation.

36.0 Practice organizational and effective team member skills in a clinical setting. -- The student will be able to:

36.01 Demonstrate ways to deal with conflict.

36.02 Demonstrate employability skills specific to patient care technician.

36.03 Demonstrate communication skills that are supportive of team members.

36.04 Demonstrate effective time management skills.

36.05 Give and receive end-of-shift reports to team members.

## Additional Information

### Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

### Special Notes

This program also meets the requirements of Home Health Aide as stated in Rules of the Department of Health and Rehabilitative services, Division of Health, Chapter 10D-68 - Minimum Standards for Home Health Agencies.

**Please refer to 42CFR§484.36 for the clinical and faculty requirements for the Home Health Aide course.**

This program meets the Department of Health's education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors. Although not a requirement for initial licensure, it is a requirement for renewal, therefore the instructor may provide a certificate for renewal purposes to the student verifying these requirements have been met.

If students in this program are seeking a licensure, certificate or registration through the Department of Health, please refer to 456.0635 F.S. for more information on disqualification for a license, certificate, or registration through the Department of Health.

Students who have completed the Health Science Core may articulate to this program. For teacher certification requirements for the remaining modules please check the certification diagram and/or the individual module.

A voluntary Certified Patient Care Technician (CPCT) national Examination is available through the National Healthcare Association:

7500 West 160<sup>th</sup> Street  
Stilwell, Kansas 66085  
Phone: 973-605-1881  
Toll Free: (800) 499-9092  
FAX: (913) 661-6291  
<http://www.nhanow.com/>

Completion of this program should enable the postsecondary student to be given advanced standing in the Practical Nursing program H170607.

Outcomes 01-11 are referred to as the Health Science Core and do not have to be completed if the student has previously completed the core in another program at any level. However, outcomes 01-11 must be completed before the additional modules in this program. The Core should be

taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the National Health Care Foundation Skill Standards Assessment with instructor approval and the completion of a portfolio.

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student. Access MyCareerShines by visiting: [www.mycareershines.org](http://www.mycareershines.org).

### **Career and Technical Student Organization (CTSO)**

HOSA: Future Health Professionals is the intercurricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

### **Cooperative Training – OJT**

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

### **Basic Skills**

In a Career Certificate Program offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Mathematics 10, Language 10, and Reading 10. These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination.

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3) (a), F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination; or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement (Rule 6A-10.040, F.A.C.) Exemptions from state, national or industry licensure are limited to the certifications listed on the Basic Skills and Licensure Exemption List which may be accessed from the CTE Program Resources page.

### **Accommodations**

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as

instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.

### **Additional Resources**

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>