

LAKETECH

2012 - 2013

Master Plan of Instruction Patient Care Technician (Includes CNA/HHA/PCA)

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MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Center Board of Directors. Lake Technical Center is an Equal Opportunity Institution.

charting new directions

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LAKE TECHNICAL CENTER
Patient Care Technician Program
(Includes CNA / HHA / PCA / Patient Care Technician)

INTRODUCTION

Welcome to the Lake Technical Center Health Science Education Department and the Patient Care Technician (PCT) program. Your future holds for you a rewarding and challenging health career!

This Master Plan of Instruction has been prepared to help you in orientation to the school, long term care facilities, home health agencies and other health care arenas, and to become familiar with the requirements of the PCT program. We will do everything in our power to make this educational experience both pleasant and profitable. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; however, we believe the student must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of patient care.

Your instructors are registered nurses and certified teachers.

Lake Technical Center encourages people with disabilities to enroll in vocational programs. The Center has on staff a Special Populations Coordinator who will assist in arranging special modifications or accommodations.

Lake Technical Center has institutional financial aid available for eligible PCT students. Agency support services, which may include childcare, tuition, textbooks and supplies for students who qualify, may also be awarded. Each individual's needs are unique. To determine what assistance you may be qualified to receive, please contact the Financial Aid Office. Even if you think you don't need assistance, apply and apply early. Emergencies arise! **BE PREPARED!**

Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the Health Science Education department is to prepare students for productive healthcare careers in a global economy.

HEALTH SCIENCE EDUCATION PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art, which includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick and the teaching of appropriate health care. It is our belief that the PCT is an essential and distinct part of the health team. We further believe that qualified students may learn to become beginning practitioners in a variety of careers in the health field.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or PCT practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of direct importance to the process of learning to assist patients.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals, who meet the legal requirements of the state together with potential for vocational success and satisfaction, should be accepted into this program.

We believe that Patient Care Technician education is a continuous process that must continue after completion of the program.

TEST OF ADULT BASIC EDUCATION (TABE)

All applicants for Career and Technical Education programs 450 hours or more, with the exception of Law Enforcement Officer applicants, take a state mandated TABE prior to enrollment (documented A.A., A.S., A.A.S., B.A, and B.S. degreed persons are exempt from this requirement).

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAAE) lab or three months if not attending AAAE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAAE lab prior to or at the time of enrollment in a Career and Technical Education class for at least one block a day and make acceptable progress as determined by the AAAE instructor. Students should meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring TABE or CPT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment. Scores brought in by hand will not be accepted.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

ADMISSIONS REQUIREMENTS

The Health Science Education's admission policy for Patient Care Technician requires that applicants should be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office.

Students enrolling in PCT must take the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given before entering the PCT program and helps staff and students determine the career fields in which each student can be successful.

The PCT program has the following minimum admission requirements. Students must:

1. Complete a Lake Technical Center application.
2. Be at least 18 years of age and a senior in high school if dual enrolled.
3. Take the TABE; Minimum TABE Scores must be met to receive a certificate of completion.
4. Meet definition of Good Moral Character and have the ability to perform Essential Physical and Emotional requirements
5. Provide verification of application for financial aid or a signed waiver statement
6. Submit proof of a negative Tuberculin test and/or chest x-ray (within one year's time), Tetanus inoculation (within 10 years), current MMR immunizations and Hepatitis B vaccination.
7. Submit a completed residency form with documentation to Admissions.
8. Have a negative drug screen (to be conducted at the start of the program).
9. Have a criminal background report without any felonies (to be conducted by LTC).
10. Show proof of accident insurance.

ESSENTIAL TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks that have been established. Their performance is essential for success in the program.

Physical Requirements

Ability to perform repetitive tasks
Ability to walk the equivalent of 5 miles per day
Ability to project audible verbal communications at a distance of 4 feet
Ability to reach above shoulder level

Mental and Emotional Requirements

Ability to cope with a high level of stress
Ability to make fast decisions under high pressure
Ability to cope with the anger/fear/hostility of others in a calm manner
Ability to manage altercations

Ability to interpret audible sounds of distress
Ability to demonstrate high degree of manual dexterity
Ability to work with chemicals and detergents
Ability to tolerate exposure to dust and/or odors
Ability to adapt to shift work
Ability to grip
Ability to distinguish colors
Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
Ability to bend a knee
Ability to sit or stand for long periods
Ability to perform CPR

Ability to concentrate
Ability to cope with confrontation
Ability to handle multiple priorities in a stressful situation
Ability to assist with problem resolution
Ability to work alone
Ability to demonstrate high degree of patience
Ability to adapt to shift work
Ability to work in areas that are close and crowded

GOOD MORAL CHARACTER

According to Florida Statutes, PCTs must be screened through the Florida Department of Law Enforcement (FDLE) PRIOR to employment and must meet the standards of good moral character. A history of the following offenses DISQUALIFIES a PCT from employment:

Murder
Manslaughter
Kidnapping
Obscene literature
Sexual battery
Lewd and lascivious behavior
Child abuse/aggravated child abuse
Abuse/neglect of disabled adult or elderly
False Imprisonment
Negligent treatment of children
Fraudulent sale of controlled substance
Prohibited acts of a person in familiar or custodial authority on a child

Incest
Arson
Prostitution
Assault to a minor
Vehicular homicide
Lewd and indecent exposure
Aggravated Assault
Exploitation of disabled adult or elderly
Sexual performance by a child
Killing of unborn child by injury to mother
Theft, robbery and related crimes if the offense is a felony
Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

BACKGROUND SCREENING - DRUG TESTING

The Agency for Health Care Administration requires all employees and other individuals (students) whose responsibilities may require them to provide personal care or services to residents/patients or have access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents will be counseled regarding a retention program and potential employment opportunities.

The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The Center, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and refer them to available treatment resources. If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive, and has not been medically approved, the student will be withdrawn from the program.

INSURANCE

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from the Center's Admission Office and at the "New Student Orientation".

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend 2012-13 Master Plan of Instruction

class and/or clinicals.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each quarter. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program Master Plan of Instruction for specifics.

Lake Technical Center's *Student Responsibilities*, available in the current school catalog, states that, "The expectation of the Lake County School Board is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or work habits grade and can result in termination from the program.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

- Absence of 6.0 hours for CNA/HHA will result in a written warning by the instructor and a meeting with chairperson with the understanding that the student:
 - May continue in the class provided he/she misses NO more than a total of 10.75 hours for CNA/HHA, 12 hours for CNA/HHA or 6 hours for PCA.
 - May return on a space available basis with the next class to make up missed time during the clinical section. The student will have to make up the time in 7-hour shift increments.
 - Must reregister for the appropriate 7-hour clinical day(s) and pay accident insurance (if applicable), tuition and malpractice insurance.

Because the State Board of Nursing, a regulating agency, approves the PCT program, STRICT ATTENDANCE POLICIES MUST BE ADHERED TO.

Program Attendance Requirements

COURSE	PROGRAM HOURS	ALLOWABLE ABSENCES (5%)
CORE	90	↓
CNA	75	8:15
HHA	50	2:30
PCA	75	3:45
AH	150	7:30
AAH	100	5:00
PCT	60	3:00
TOTAL	600	30:00

The student will be placed on probation if the 5% allowable for each course is exceeded. If the student is absent 30 hours or more, regardless of when it occurs during the program, the student will be withdrawn from the program.

Notification of Absences

In an effort to develop appropriate work ethics, Lake Technical Center students are expected to attend all class sessions. **A student who finds it necessary to be absent due to illness or emergency situations MUST notify the instructor before or within one hour of the start of class that day.**

Failure of notification will result in:

- a verbal reprimand at the first no-call, no-show
- a written reprimand for the second no-call, no-show
- a School Intervention Team meeting (SIT) for the third no-call, no-show

Tardiness

Students are expected to be in their seat promptly in the morning, after break, and after lunch. Students must notify the instructor of any expected tardiness prior to or within one hour of the start of class. Excessive tardiness will result in a SIT (School Intervention Team) conference and a Probationary Contract.

Excessive tardiness will impact grades and may result in an unsatisfactory knowledge, skills, and/or work habits grade and termination from the program.

Probation

A student may be placed on probation when their academic grades, skills performance or attendance may jeopardize their ability to successfully complete the Nursing Assistant or Patient Care Assistant programs. The purpose of probation is to formerly notify the student and develop a plan to address and resolve any problems impeding their success.

CLASS SCHEDULE

Patient Care Tech is a 600-hour program. PCT includes CORE, Nursing Assistant, Home Health Aid, Patient Care Assistant, Allied Health, Advanced Allied Health and Patient Care Technician. All courses combine classroom hours and clinical hours. Classroom hours are 8:15am to 2:45pm. Hours of clinical instruction will vary and may start as early as 7:00am and end as late as 3:00pm. All schedules will be posted well in advance.

GRADING PROCEDURE

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

GRADING SCALE FOR THE PCT PROGRAM IS:

94-100	Outstanding Progress
85-93	Average Progress
77-84	Passing
< 77	Failing

Program grades are based on the three criteria: Skills, Knowledge, and Work Habits. Each area counts as one-third of the grade.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. An average grade of 77% is required for successful completion of each occupational completion point (OCP).

A minimum overall KNOWLEDGE average of 77% is required to successfully complete the CNA program.

WORK HABITS (33 1/3% of the grade)

The Work Habits grade is based on personal appearance, attitude, attendance and punctuality. A daily WORK HABITS grade will be determined according to the WORK HABITS chart.

A minimum WORK HABITS grade of 77% is needed to successfully complete the CNA program.

SKILLS (33 1/3% of the grade)

The Skills grade results from performance in the lab and clinical setting. A CLINICAL PERFORMANCE EVALUATION is completed at the end of each OCP.

A minimum SKILLS grade of 77% is needed to successfully complete the CNA program.

If a student does not show satisfactory academic progress, the student will be referred to counseling, and, if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of membership hours stated in the Curriculum Framework.

Failure to progress at this rate will require the student to meet with the program instructor, Health Science Education chairperson, and a Center counselor in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Work Habits Assessment

The mission of Lake Technical Center includes providing the necessary skills for students to be successful employees in their chosen careers. To be successful in the world of work, graduates must possess both strong occupational skills and good work habits. LTC is committed to incorporating these good work habits into every facet of the student's education. The following are ten areas of work habits traits and performance standards that all students are expected to exhibit in classrooms and laboratories:

1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organization Skills
8. Communication
9. Leadership
10. Respect

REQUIREMENTS FOR CERTIFICATES

Students must meet the following program requirements for in order to earn a certificate:

- Take the Test of Adult Basic Education
- Successfully complete and demonstrate all competencies specified in the Master Plan of Instruction and the State of Florida curriculum framework for the program.

- Successfully earn at least a 77% average in each area of Skills, Theory and Work Habits.
- For CNA, attend at least 157:45 out of the 165 programs hours.
- For PCT, attend at least 570 out of the 600 program hours.

DRESS POLICY

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair and appropriately sized.

The director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's work habits grade. Specifically, this means all Nursing Assistant and Patient Care Assistant students will wear:

1. Clean print scrub top and white pants or skirt. Uniform should not be worn for shopping or visiting. All uniforms must be free from wrinkles.
2. Clean plain white socks for men; neutral hosiery for women with skirt/dress or white socks with slacks.
3. Clean, all white polishable, closed heel and toe, oxford or loafer-type shoes. Shoelaces, if applicable, must be clean and white.
4. A watch with a second hand and appropriate ink pen.
5. Lake Tech emblem attached 3 inches below the left shoulder seam of the uniform.
6. A Lake Tech student picture I.D. must be worn on the left front whenever the student is in the classroom or in the clinical setting.

Special Notations:

1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small stud (not to exceed 8mm) type earrings, post style, may be worn for pierced ears. No other visible body piercings are acceptable.
2. Neutral color or no nail polish may be worn. Nails should be no longer than end of fingertip. Artificial nails are not acceptable.
3. No perfume or cologne may be worn in the clinical areas.
4. Make-up should be conservative, including minimal eye make-up.
5. Hair must be worn above the collar and away from the face during clinical experience.
6. Good personal hygiene must be observed. A suitable deodorant should be used and adequate care of the mouth is mandatory.
7. Students reporting to clinical area consistently tardy or dressed inappropriately will be dismissed for the day and receive "Unsatisfactory" on the clinical evaluation tool.

REMEMBER – STUDENTS AT THIS CENTER ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE'S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships). Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre and post testing, lecture, online coursework, demonstration and return, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, and self-directed learning activity packages, clinical experience and field trips are among the teaching methods utilized.

Teaching and Instructional Aids

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video taped instructions, films, audio tapes, transparencies, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods are used for instruction as appropriate.

Provisions for Individual Differences

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks, and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skill remediation.

Evaluation

Class performance, skills performance, pre and post testing, unit examinations, practical test evaluation (laboratory and clinical), required written and workbook assignments, clinical observation of performance objectives during on-the-job experiences, decision making, attendance, work habits, and achievement of entry-level competencies and other methods are used for evaluation.

Clinical Experience

Students will receive clinical experience under the direct supervision of their instructor and/or preceptor when in the Home Health situation.

JOB DESCRIPTION

Nursing service: Nursing Assistant

Position Summary: The nursing assistant is responsible for providing direct resident care under supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinate resident care with other facility personnel and families.

Position Relationships

Responsible to: Charge nurse, treatment nurse, nurse supervisor, director of nursing
Interrelationships: Director of nursing, nurse supervisor, charge nurse, treatment nurse, other department supervisors, physicians, families, consultant personnel auxiliary service providers.

Qualifications

Education: High School diploma desirable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Follows established performance standards and performs duties pertaining to nursing service policies and procedures.
2. Request clarification and/or training for policies and procedures that are not clearly understood.
3. Provides direct patient care as assigned, completing assignments accurately and in a timely manner.
4. Identifies special patient problems and reports immediately to the charge nurse.
5. Provides nursing care to patients without violating "patient's rights".

Nursing service: Home Health Aide

Position Summary: Assists nursing personnel with care in the home. Duties are planned and assigned by the professional nurse to meet the client's needs in the family situation.

Position Relationships

Responsible to: Director of patient care

Qualifications

Education: High School diploma desirable; GED acceptable

Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Assists patient and family with nutritional needs as directed by an RN or care plan; may purchase groceries, feed, assist with feeding and/or preparing the meal as assigned. Teaches client/family as directed and observes client/family after simple teaching period.
2. Assist client as directed by care plan with personal care - routine care of hair, shampoo, baths, skin care, change bed linens on occupied/unoccupied beds. Teaches client/family as directed; observes client/family after simple teachings. Documents all care delivered according to agency policy.
3. Maintains 100 percent confidentiality of information of all staff, client, family, and agency transactions.

GENERAL PROGRAM INFORMATION

Program Length and Hours

CNA is a 165-hour program that is designed to prepare an individual for employment as a Nursing Assistant in a long-term care facility and/or home health agency. The student will learn basic nursing skills necessary to assist patients in meeting physical, mental, and emotional needs and in performing daily living activities. The program is offered approximately every seven (7) weeks and covers communication skills, ethics, infection control, anatomy, physiology, nursing skills and nutrition, along with demonstration and return demonstration of nursing assistant skills.

Patient Care Technician is a 600-hour program (includes CNA / HHA / PCA / Allied Health / Advanced Allied Health and PCT designed to prepare students for employment in long term care, hospitals, home health and a variety of other healthcare settings.

Upon successful completion of each classroom portion of the program, the student begins his/her clinical rotation in healthcare settings. During the clinical experience, the student will provide actual nursing assistant care to clients under the supervision of the instructor.

Our graduates are eligible to take the Certified Nursing Assistant Certification Examination to become a Certified Nursing Assistant listed with the Florida Board of Nursing and thus become a full member of the health team.

The State Board of Nursing reserves the right to deny certification to any individual who does not meet the qualifications.

Personal Qualities/Health

The following qualities are desirable for one studying to become a nursing assistant, home health aide or patient care assistant: good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the instructor if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or student's patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care when reporting to the clinical area will be sent home. Being sent back to the school or to observational experience is not an option.

Clinical Experience

Clinical experiences will be given at sites selected, but not limited to from the following facilities: (in Leesburg) Avante at Leesburg, Lake Harris Square, Leesburg Health Care, Leesburg Regional Home Health, Interim Home Health; (in Leesburg) Hospice, Inc.; (in Eustis) Bayview Nursing Center, Florida Hospital/Waterman Home Health, Ruleme Center, Lake Eustis Care Center; (in Mount Dora) The Edgewater at Waterman Village, Avante at Mt. Dora.

Students must have reliable transportation for clinical and home health experience. Bus and/or car pool is not adequate for the clinical situation.

Supply Fee

Includes: CPR, First Aid, lab kits, supplies, school-required IDs, and malpractice insurance.

Background Check

An FDLE background check is required prior to entering the clinical area.

General Rules for All Nursing Assistant or Patient Care Assistant Students

1. THERE IS TO BE NO FOOD IN THE CLASSROOM, WATER IN COVERED CONTAINER ONLY.
2. A proper uniform must be worn to class and to clinical areas.
3. No student should be lying on or in laboratory beds without the permission of the instructor. All beds used in practice are to be remade with the bedspreads replaced neatly.
4. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
5. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
6. The office telephone is for emergencies only. Please do not use it for other calls.
7. No cell phones are allowed in the **classroom or clinical setting**.
8. No student is allowed in the Instructors office without permission.
9. Conflicts – at any time that conflict arises, for any reason, during class time or clinicals the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance
2. Demonstrate punctuality
 - Notify an instructor prior to expected time regarding tardiness or absences
 - Seek permission and follow procedure to leave early when necessary
 - Return from breaks and meal times at specified time
3. Respect the rights of others
 - Be attentive and polite
 - Do not talk to neighbors preventing others from learning
 - Respect the property of others
 - Be patient and considerate of others
 - Pay attention
 - Think before speaking to avoid misunderstanding
 - Do not talk while others are talking
4. Demonstrate good interpersonal relationships with peers and instructors.
 - Exhibit/attempt to cooperative, have a congenial attitude with others
 - Show respect for instructors and peers
 - Accept others for themselves
5. Contribute to a learning atmosphere
 - Wait for recognition before speaking
 - Do not interrupt class
 - Assist peers if able and time is appropriate
 - Contribute new or pertinent material on topic when appropriate
6. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress
 - Practice procedures and be prepared for requested sign-off on procedures
7. Take responsibility for own learning.

- Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class
 - Come to class prepared by bringing pen, pencil, paper, and books
 - Make up work missed during absence in a timely manner without prompting
 - Completes reading assignments and is able to participate in class discussions
 - Be responsible for all assigned books and equipment
8. Attempt to do the best possible.
- Try to achieve full potential.
 - Make an effort to answer questions when called upon.
 - Use time wisely
 - See the teacher privately to clarify any unclear material
1. Respect school and clinical facility property.
- Always leaves classroom, laboratory, conference area neater than found
 - Do not eat, drink, or smoke except in designated areas
 - Do not deface property of others
 - Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Nursing Assistants practice under a code of ethics that safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the "confidential communication" will be grounds for probation or recommendation for dismissal in accordance with program policy.

Clinical Assignment

Each student is expected to arrive promptly and dressed appropriately to perform duties. A student may not leave a duty assignment for any reason without consultation with the instructor. Arrangement of clinical assignments will be the responsibility of the instructor.

Methods of Address

Students will address each other, the instructor, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

Smoking and Gum Chewing

Smoking is strongly discouraged as it reflects on the health care profession. Students desiring to smoke may only do so in the designated smoking area. Gum chewing is not allowed in the classroom or during clinical experiences.

Meals

Food and drinks are confined to the Student Center and/or a designated area. In order to avoid congestion in the Student Center, each class is assigned a time for break and lunch.

Reasons for Withdrawal

The school reserves the right to withdraw a student from the Nursing Assistant or Patient Care Assistant programs for any of the following reasons:

1. Unsatisfactory performance
2. Disruptive conduct and/or aggressive behavior
3. Academic misconduct (cheating)
4. Unethical conduct (i.e., drug or alcohol abuse, breach of confidentiality)
5. Endangering a patient or jeopardizing their safety
6. Excessive absences
7. Failure to comply with requirements as stated in the Master Plan of Instruction

The final decision for dismissal will be made by school administration in consultation with the Nursing Assistant instructor(s) and the department chairperson. Students may appeal a dismissal by following the school grievance policy.

Program Completion

In order to complete the program successfully and be eligible to sit for the certification exam, a student must:

- Pass the theory components of the program with a grade average of 77% or higher
- Demonstrate mastery of all skills in the classroom and clinical area with a grade average of 77% or higher
- Earn at least a 77% grade average in work habits
- Complete 157.75 hours of the 165-hour program (for CNA); 570 of the 600-hour program (PCT).

Follow-Up

The instructor assists students with job placement; however, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Lake Technical Center is a tax-supported school. In order to receive funding the school must show evidence of placement of graduates in field. It is your professional responsibility to maintain contact with Lake Technical Center through the completion and return of follow-up surveys which you will receive one year after graduation.

Certification

Upon successful completion of the program, students may make arrangements to take the State of Florida Certification Exam at Lake Technical Center if desired.

GENERAL SCHOOL INFORMATION

Campus Safety

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

Food and Drink in Program Areas

Food and drinks other than water are not allowed in classroom and laboratory areas. Water is permitted in these areas provided it is in a closed, covered container that will not spill if the container is tipped. This is to protect the equipment and furnishings in the classroom and laboratory areas.

Leaving Campus During School Hours

All students who leave campus due to sickness or personal reasons during the scheduled class time are required to inform their program instructor. High school students may leave campus by checking out in the Admissions Office with parental permission and an instructor referral.

Lunch

Food services are provided on the main campus by the Culinary Institute and are available during breaks and lunch.

Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time. High school students may not leave the LTC campus during the lunch break.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Smoking is only allowed in the designated smoking area. Please dispose of smoking materials in the designated containers.

PROGRAM UNITS

COURSE	PROGRAM HOURS
CORE	90
CNA	75
HHA	50
PCA	75
AH	150
AAH	100
PCT	60
TOTAL	600

OBJECTIVES

The student will:

1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, to know his/her responsibilities and limitations, and to interpret to others his/her role of functioning under minimal supervision in uncomplicated situations.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Exemplify good personal habits and hygiene.
5. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.
6. Demonstrate those traits necessary for successful working relationships with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-directions within his/her role.
7. Realize that learning is an individual responsibility that must be continued beyond the completion of the course to meet the demands of ever-changing health needs.
8. Demonstrate knowledge of legal and ethical responsibilities of the Nursing Assistant for the CNA program and of the Nursing Assistant, Home Health Aide and Patient Care Assistant for the Patient Care Assistant program.
9. Provide a range of personal care for an individual with limited independence.
10. Describe the unique aspects of caring for an individual in the home setting.
11. Recognize, record and report gross changes in a patient's physical status or behavior.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

**Florida Department of Education
Curriculum Framework**

2012 – 2013

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

	PSAV						
Program Number	H170694						
CIP Number	0351390205						
Grade Level	30,31						
Standard Length	600 hours						
Teacher Certification	See Certification Matrix						
CTSO	HOSA						
SOC Codes (all applicable)	31-9099; 31-1012; 31-1011; 29-2099						
Facility Code	[253] http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)						
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm						
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp						
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp						
Statewide Articulation	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp						
Basic Skills Level	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mathematics:</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Language:</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Reading:</td> <td style="text-align: right;">10</td> </tr> </table>	Mathematics:	10	Language:	10	Reading:	10
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 the 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.

Program Structure

This program is a planned sequence of instruction consisting of six occupational completion points. The Health Science Core is required for all health programs and options. Secondary or postsecondary students who have previously completed the Health Science Core will not have to repeat the core. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or exit as an occupational completer.

Specific course information regarding licensure and certification guidelines is included with the student performance standards portion of the framework. The recommended length for the core is 90 clock hours.

This program may be offered in PSAV courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44, F.S.

The related modules available in this program are:

- Health Science Core
- Articulated Nursing Assistant
- Advanced Home Health Aide
- Patient Care Assistant
- Allied Health Assistant
- Advanced Allied Health Assistant
- Patient Care Technician

To complete at Patient Care Assistant, the module Core, Nursing Assistant (Articulated) and Home Health Aide plus the Patient Care Assistant module must be completed.

To complete at Patient Care Technician the module Core, Articulated Nursing Assistant, Advanced Home Health Aide, Patient Care Assistant, Allied Health Assistant, Advanced Allied Health Assistant and the last module of Patient Care Technician must be completed. The standard length of the entire program is 600 hours.

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

When offered at the post secondary adult career and technical level, 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.

The following table illustrates the program structure:

A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1012
C	HCP0332	Advanced Home Health Aide	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	29-2099

Teacher Certifications for each course			
	ANY HEALTH OCC G	PRAC NURSE @7G (replaced by REG Nurse 7 G)	REG NURSE 7 G
CORE	X	X	X
Nursing Assistant (Articulated)		X	X
Home Health Aide		X	X
Patient Care Assistant		X	X

Allied Health Assistant	*	X	X
Advanced Allied Health Assistant	*	X	X
Patient Care Technician		X	X

* This option may only be used if the programs listed under the certification utilized encompass the competencies being taught.

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Students will perform nursing skills in a clinical setting for approximately one-half of the program, under the supervision of a qualified registered nurse instructor. The recommended teacher/student ratio in the clinical area is 1:12. Clinical learning experiences must correlate with didactic instructional and laboratory experiences.

Special Notes

This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that 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 160th Street
 Stilwell, Kansas 66085
 Phone: 973-605-1881
 Toll Free: (800) 499-9092
 FAX: (913) 661-6291
<http://www.nhanow.com/>

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

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.

In accordance with Rule 6A-10.040 FAC, the minimum basic-skills grade levels required for this postsecondary adult vocational program are Mathematics 10.0, Language 10.0, and Reading 10.0. These grade-level numbers correspond to grade-equivalent scores obtained on state-designated basic-skills examinations.

Completion of this program should enable the postsecondary student to be given advanced standing in the Practical Nursing program H170605.

Outcomes 01-16 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 01-16 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.

Career and Technical Student Organization (CTSO)

Health occupations Students of America Inc. (HOSA) is the appropriate career and technical student organization for 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative Training – OJT

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation which reflects equipment, skills and tasks that are relevant to the occupation which the student has chosen as a

career goal. The student must receive compensation for work performed. **Students enrolled in a state approved nursing assistant program, approved by the Department of Education, may be employed as a nursing assistant for a period of 4 months. They must, however receive their certification within the 4 months.**

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills

In PSAV programs 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 at <http://www.fldoe.org/workforce/dwdframe/rtf/basicskills-License-exempt.rtf>.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations' plan 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.

In addition to accommodations, some secondary students with disabilities (students with an Individual Educational Plan (IEP) served in Exceptional Student Education or ESE) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note postsecondary curriculum cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on statewide articulation agreements which correlate to programs and industry certifications, refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Standards

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

After completing the module, the student will be able to:

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations
- 02.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.

- 03.0 Describe the importance of professional ethics and legal responsibilities
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 06.0 Recognize and respond to emergency situations
- 07.0 Recognize and practice infection control procedures
- 08.0 Use information technology tools.
- 09.0 Explain the importance of employability skill and entrepreneurship skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including AIDS
- 11.0 Demonstrate mathematics and science knowledge and skills.
- 12.0 Demonstrate language arts knowledge and skills.
- 13.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 14.0 Solve problems using critical thinking skills, creativity and innovation.
- 15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 17.0 Use verbal and written communications specific to the nursing assistant.
- 18.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 19.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 20.0 Provide personal patient care.
- 21.0 Perform patient care procedures.
- 22.0 Apply principles of nutrition.
- 23.0 Provide care for geriatric patients.
- 24.0 Apply the principles of infection control specific to the nursing assistant.
- 25.0 Provide biological, psychological, and social support.
- 26.0 Perform supervised organizational functions, following the patient plan of care.
- 27.0 Assist with restorative (rehabilitative) activities.
- 28.0 Use verbal and written communications specific to home health aide.
- 29.0 Demonstrate legal and ethical responsibilities specific to home health aide.
- 30.0 Perform physical comfort and safety functions specific to home health aide.
- 31.0 Apply principles of nutrition specific to home health aide.
- 32.0 Apply the principles of infection control specific to home health aide.
- 33.0 Perform home health-care services.
- 34.0 Perform nursing assistant skills related to the hospital setting.
- 35.0 Provide nursing assistant care for the adult patient.
- 36.0 Perform skills representative of 1-3 major allied health areas as determined by local labor market demand. **Such skills must be at the aide level and not beyond the scope of unlicensed assistive personnel.**
- 37.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 38.0 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.
- 39.0 Successfully complete a clinical rotation in the selected major allied health areas.
- 40.0 Demonstrate knowledge of organizational and effective team member skills.
- 41.0 Practice organizational and effective team member skills in a clinical setting.

2012 – 2013

**Florida Department of Education
Curriculum Framework**

Program Title: Nursing Assistant (Articulated)
Program Type: Career Preparatory
Career Cluster: Health Science

	PSAV
Program Number	H170690
CIP Number	0351390203
Grade Level	30,31
Standard Length	165 hours
Teacher Certification	PRAC NURSE@7 G REG NURSE 7 G
CTSO	HOSA
SOC Codes (all applicable)	31-9099; 31-1012

PSAV	
Facility Code	[252] http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Statewide Articulation	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp
Basic Skills Level	N/A

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 the Health Science career cluster.

This program is designed to prepare students for employment as nursing assistants (SOC 31-1012 Nursing Aides, orderlies, and attendants). 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 464.203, Florida Statutes. To be approved, the course must be taught by a Registered Nurse. Those students who satisfactorily complete and approved course are eligible to apply to take the National Nursing Assistant examination being utilized in Florida, in accordance with 464.203, F.S. Nursing assistants do not need to be certified except to work in nursing homes unless it is a condition for employment in other institutions. This framework does not include acute care skills.

Persons who are enrolled in a state approved nursing assistant training program, approved by the department of education, may be employed by a licensed nursing home for a period of four months. The certification requirements must be met within four months of such initial employment, however. All new programs must obtain approval from the board of nursing, department of health.

The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

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.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

When offered at the post secondary adult career and technical level, 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.

The following table illustrates the program structure:

A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1012

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. The recommended teacher/student ratio in the clinical area is 1 to 12, but the maximum is 1 to 15. Clinical and simulated laboratory learning experiences must correlate with didactic instruction. For nursing assistant certification a minimum of 40 hours clinical and/or cooperative education learning experiences must be obtained. Twenty hours of this clinical experience must be in a licensed nursing home.

Special Notes

This program must be taught by a Registered Nurse meeting the qualifications as set forth in 64B9-15.004 (3) (a) F.A.C.

This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that 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 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.

The length of this program is 165 hours. Completion of this program should enable the postsecondary student to be given advanced standing in the Patient Care Technician and Patient Care Assistant programs. It also allows successful completers of this program to enter the Practical Nursing program at OCP B.

Outcomes 01-16 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 health occupations program at any level. 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.

Career and Technical Student Organization (CTSO)

Health occupations Students of America is the appropriate career and technical student organization for 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

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.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills

N/A

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations' plan 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.

In addition to accommodations, some secondary students with disabilities (students with an Individual Educational Plan (IEP) served in Exceptional Student Education or ESE) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note postsecondary curriculum cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on statewide articulation agreements which correlate to programs and industry certifications, refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Standards

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

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 03.0 Describe the importance of professional ethics and legal responsibilities
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts
- 05.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 06.0 Recognize and respond to emergency situations
- 07.0 Recognize and practice infection control procedures
- 08.0 Use information technology tools.
- 09.0 Explain the importance of employability skill and entrepreneurship skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including aids
- 11.0 Demonstrate mathematics and science knowledge and skills.
- 12.0 Demonstrate language arts knowledge and skills.
- 13.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 14.0 Solve problems using critical thinking skills, creativity and innovation.
- 15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 17.0 Use verbal and written communications specific to the Nursing assistant.
- 18.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 19.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 20.0 Provide personal patient care.
- 21.0 Perform patient care procedures.
- 22.0 Apply principles of nutrition.
- 23.0 Provide care for geriatric patients.
- 24.0 Apply the principles of infection control specific to the nursing assistant.
- 25.0 Provide biological, psychological, and social support.
- 26.0 Perform supervised organizational functions, following the patient plan of care.
- 27.0 Assist with restorative (rehabilitative) activities.

Florida Department of Education Curriculum Framework

2012 – 2013

Program Title: Home Health Aide (Postsecondary)
Program Type: Career Preparatory
Career Cluster: Health Science

	PSAV
Program Number	H170604
CIP Number	0351260200
Grade Level	PSAV
Standard Length	165 hours
Teacher Certification	REG NURSE 7 G PRAC NURSE @7 G

	PSAV
CTSO	HOSA
SOC Codes (all applicable)	31-9099;31-1011
Facility Code	[252] http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Statewide Articulation	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp
Basic Skills Level	N/A

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 the Health Science career cluster.

This program is designed to prepare students for employment as a home attendant, or home health aide (SOC Code 31-1011) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment, as stated in Rules of the Department of Health - Minimum Standards for Home Health Agencies. Additional content areas to be included are: legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; pet-facilitated therapy; and employability skills.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job-preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

Section 59A-8.0095 Home Health Aide, Administrative Rules, Department of Health and Rehabilitative Services contain much valuable information for program planning. These rules require that if the Home Health Aide receives training through a vocational school where professional standards have been established in accordance with the State Board of Education, a certificate of successful completion shall be on file with the employer.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

When offered at the post secondary adult career and technical level, 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.

The following table illustrates the program structure:

A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0330	Home Health Aide	75 hours	31-1011

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Basic infection control, first aid, cardio- pulmonary resuscitation (CPR)--heart saver level, vital signs, home-care skills and client-care skills are integral parts of this program. Clinical experiences, where the student may practice, demonstrate and perform the procedures associated with bedside client care, are an appropriate part of this program.

Please refer to 42CFR§484.36 for the clinical requirements for the Home Health Aide program.

Special Notes

This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that 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.

If the Home Health Aide receives training through a vocational school where professional standards have been established in accordance with the State Board of Education, a certificate of successful completion shall be on file with the employer.

Upon successful completion of this program, the student should be eligible to take the voluntary national certification through the National Association for Home Care.

Outcomes 01-16 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 health occupations program at any level. 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.

Career and Technical Student Organization (CTSO)

Health occupations Students of America Inc. (HOSA) is the appropriate career and technical student organization for 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

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.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills

N/A

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations' plan 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.

In addition to accommodations, some secondary students with disabilities (students with an Individual Educational Plan (IEP) served in Exceptional Student Education or ESE) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note postsecondary curriculum cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on statewide articulation agreements which correlate to programs and industry certifications, refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Standards

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

- 17.0 Demonstrate knowledge of the health care delivery system and health occupations
- 18.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 19.0 Describe the importance of professional ethics and legal responsibilities
- 20.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 21.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 22.0 Recognize and respond to emergency situations.
- 23.0 Recognize and practice infection control procedures.
- 24.0 Use information technology tools.
- 25.0 Explain the importance of employability skill and entrepreneurship skills.
- 26.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS
- 27.0 Demonstrate mathematics and science knowledge and skills.
- 28.0 Demonstrate language arts knowledge and skills.
- 29.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 30.0 Solve problems using critical thinking skills, creativity and innovation.
- 31.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 32.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 17.0 Use verbal and written communications specific to Home Health Aide.
- 18.0 Demonstrate legal and ethical responsibilities specific to Home Health Aide.
- 19.0 Perform physical comfort and safety functions specific to Home Health Aide.
- 20.0 Provide personal patient care.
- 21.0 Perform patient care procedures.
- 22.0 Apply principles of nutrition.
- 23.0 Provide care for geriatric patients.
- 24.0 Apply the principles of infection control specific to Home Health Aide.
- 25.0 Provide bio-psycho-social support
- 26.0 Perform supervised organizational functions, following the patient plan of care.
- 27.0 Assist with rehabilitative activities.
- 28.0 Perform home health-care services

2012 – 2013

Program Title: Patient Care Assistant
Program Type: Career Preparatory
Career Cluster: Health Science

	PSAV
Program Number	H170692
CIP Number	0351390202
Grade Level	30,31
Standard Length	290 hours
Teacher Certification	See Certification Matrix
CTSO	HOSA
SOC Codes (all applicable)	31-9099; 31-1012 ; 31-1011
Facility Code	[253] http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm

	PSAV
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Statewide Articulation	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp
Basic Skills Level	N/A

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 the Health Science career cluster.

This program is designed to prepare students for employment as cross trained nursing assistants (SOC 31-9099 Healthcare Support Workers,) All others, Patient Care Assistants, Nursing Aides and Orderlies, or Home Health Aides. 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

Program Structure

This program is a planned sequence of instruction consisting of four occupational completion points. The Health Science Core is required for all health programs and options. Secondary or postsecondary students who have previously completed the Health Science Core will not have to repeat the core. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or exit as an occupational completer.

Specific course information regarding licensure and certification guidelines is included with the student performance standards portion of the framework. The recommended length for the core is 90 clock hours.

This program may be offered in PSAV courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44, F.S.

The related modules available in this program are:

Health Science Core
 Articulated Nursing Assistant
 Advanced Home Health Aide
 Patient Care Assistant

To complete at Patient Care Assistant, the module Core, Articulated Nursing Assistant and Home Health Aide plus the Patient Care Assistant module must be completed.

The standard length of the entire program is 290 hours.

When offered at the post secondary adult career and technical level, 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.

The following table illustrates the program structure:

A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1012
C	HCP0332	Advanced Home Health Aide	50 hours	31-1011

D	HCP0020	Patient Care Assistant	75 hours	31-9099
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Teacher Certifications for each course			
	Any Health OCC G	PRAC NURSE @7G (replaced by REG Nurse 7 G)	REG NURSE 7 G
CORE	X	X	X
Nursing Assistant (Articulated)		X	X
Home Health Aide		X	X
Patient Care Assistant		X	X

Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Students will perform nursing skills in a clinical setting for approximately one-half of the program, under the supervision of a qualified registered nurse instructor. The recommended teacher/student ratio in the clinical area is 1:12. Clinical learning experiences must correlate with didactic instructional and laboratory experiences.

Special Notes

This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that 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.

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

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.

Completion of this program should enable the postsecondary student to be given advanced standing in the Practical Nursing program H170605 as well as the ability to enter the Patient Care Technician program at OCP E.

Outcomes 01-16 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 health occupations program at any level. 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.

Career and Technical Student Organization (CTSO)

Health Occupations Students of America, Inc. (HOSA) is the appropriate career and technical student organization for 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. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

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.

Essential Skills

Essential skills identified by the Division of Career and Adult Education have been integrated into the standards and benchmarks of this program. These skills represent the general knowledge and skills considered by industry to be essential for success in careers across all career clusters. Students preparing for a career served by this program at any level should be able to demonstrate these skills in the context of this program. A

complete list of Essential Skills and links to instructional resources in support of these Essential Skills are published on the CTE Essential Skills page of the FL-DOE website (http://www.fldoe.org/workforce/dwdframe/essential_skills.asp).

Basic Skills

N/A

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations' plan 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.

In addition to accommodations, some secondary students with disabilities (students with an Individual Educational Plan (IEP) served in Exceptional Student Education or ESE) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note postsecondary curriculum cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular Occupational Completion Point (OCP) or a Modified Occupational Completion Point (MOCP). If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete an OCP/MOCP. The student should work on different competencies and new applications of competencies each year toward completion of the OCP/MOCP. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number (for eligible students with disabilities).

Articulation

This program has no statewide articulation agreement approved by the Articulation Coordinating Committee. However, this does not preclude the awarding of credits by any college through local agreements.

For details on statewide articulation agreements which correlate to programs and industry certifications, refer to http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Standards

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

- 32.01.01 Demonstrate knowledge of the health care delivery system and health occupations
- 33.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 34.0 Describe the importance of professional ethics and legal responsibilities
- 35.0 Demonstrate an understanding of and apply wellness and disease concepts
- 35.01.01 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 36.0 Recognize and respond to emergency situations
- 37.0 Recognize and practice infection control procedures
- 38.0 Use information technology tools.
- 39.0 Explain the importance of employability skill and entrepreneurship skills.
- 40.0 Demonstrate knowledge of blood borne diseases, including aids
- 41.0 Demonstrate mathematics and science knowledge and skills.
- 42.0 Demonstrate language arts knowledge and skills.
- 43.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 44.0 Solve problems using critical thinking skills, creativity and innovation.
- 45.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 46.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 17.0 Use verbal and written communications specific to the nursing assistant.
- 18.0 Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- 19.0 Perform physical comfort and safety functions specific to the nursing assistant.
- 20.0 Provide personal patient care.
- 21.0 Perform patient care procedures.
- 22.0 Apply principles of nutrition.
- 23.0 Provide care for geriatric patients.
- 24.0 Apply the principles of infection control specific to the nursing assistant.

- 25.0 Provide biological, psychological, and social support.
- 26.0 Perform supervised organizational functions, following the patient plan of care.
- 27.0 Assist with restorative (rehabilitative) activities.
- 28.0 Use verbal and written communications specific to home health aide.
- 29.0 Demonstrate legal and ethical responsibilities specific to home health aide.
- 30.0 Perform physical comfort and safety functions specific to home health aide.
- 31.0 Apply principles of nutrition specific to home health aide.
- 32.0 Apply the principles of infection control specific to home health aide.
- 33.0 Perform home health-care services.
- 34.0 Perform nursing assistant skills related to the hospital setting.
- 35.0 Provide nursing assistant care for the adult patient.

**Lake Technical Center
Health Science Education
Patient Care Technician Program
(Includes CNA/HHA/PCA)**

Student Grade _____%

Student _____

Adult Student _____

Instructor _____

H.S. Student _____

		FOLLOWS				
<u>ATTENDANCE</u>	<u>PUNCTUALITY</u>	<u>ATTITUDE</u>	<u>APPEARANCE</u>	<u>INSTRUCTIONS</u>	<u>PROGRESS</u>	
Good ____	On Time ____	Good ____	Good ____	Good ____	Excellent ____	
Fair ____	Late ____ Leaves	Fair ____	Fair ____	Fair ____	Average ____	
Poor ____	Early ____	Poor ____	Poor ____	Poor ____	Slow ____	
					None ____	
					Improving ____	

WORK QUALITY

Excellent ____
Good ____
Fair ____
Poor ____

COOPERATION IN TRAINING

Cooperative ____
Indifferent ____
Not Cooperative ____
Argumentative ____

LEARNING DIFFICULTIES

Theory ____
Following Instructions ____
Handling Tools &
Equipment ____
Speed ____
Accuracy ____
None ____

Instructor Comments: _____

Instructor Signature

Date

Student Goals: _____

Student Comments: _____

Student Signature

Date

**LAKE TECHNICAL CENTER
Health Science Education
Patient Care Technician Program
(Includes CNA/HHA/PCA)**

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by the school board. I also understand that any student, convicted of, pleading no contest (nolo contendere), or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As determined by Lake Technical Center Board policy, law enforcement agencies shall be notified.

Student Name (Print): _____

Student Signature: _____ Date: _____

Program Instructor: _____ Date _____

LAKE TECHNICAL CENTER
Health Science Education
Patient Care Technician Program
(Includes CNA/HH/PCA)

CONFIDENTIALITY STATEMENT

As a student in the Nursing Assistant program or Patient Care Assistant program at Lake Technical Center, I realize that while working in any health care facility during the program as part of my assigned clinical experience, I am dealing with confidential communications. I am also aware that what I learn about patients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities.

I shall not discuss what I have learned in the provision of my care in any other manner. I understand and assume my responsibility to protect the rights of patients, their families, physicians, and hospital/center employees by maintaining confidential communication.

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by program instructor, program chairperson, and administration.

Student Signature

Date

Print Name

**LAKE TECHNICAL CENTER
Health Science Education
Patient Care Technician
(Includes CNA/HHAPCA)**

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Nursing Assistant / Patient Care Assistant programs Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

Student Signature

Date

Print Name