# Certified Patient Care Technician Course No. 14202 Credit: 0.5

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| --- | --- | --- | --- |
| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes: **Health Science (51.3901)**

Course Description: **Application Level**: A program that prepares students to perform basic patient care to patients in hospitals. Students acquire knowledge, skills, and experiences related to patient care with an acute-care focus and typically learn about such topics as medical/hospital procedures and environments, phlebotomy, medical terminology, activities of daily life, cardiac, wound care, vital signs and measurement, and the process of drawing blood.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Anatomy and Physiology

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Define the major body systems. |  |
| 1.2 | Understand common diseases associated with each major body system. |  |
| 1.3 | Understand range of motion (ROM). |  |
| 1.4 | Understand and recognize loss of muscle function. |  |

## Benchmark 2: Medical Terminology

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Define terminology associated with phlebotomy. |  |
| 2.2 | Define terminology associated with skin integrity:  |  |
|  | * Would care (sterile, non-sterile, drainage, etc.).
 |  |
|  | * Decubitus ulcer
 |  |
|  | * Fragile Skin vs Healthy skin
 |  |
|  | * Adhesive sensitivity and allergic reactions
 |  |
|  | * Primary and secondary lesions and fungal, viral, parasitic, and bacterial infections.
 |  |
| 2.3 | Define terminology associated with vital signs and measurements. |  |
| 2.4 | Define and differentiate surgical and medical asepsis: Understand the terms "don" and "doff" PPE. |  |
| 2.5 | Define terminology associated with ROM or joint movement (abduction, adduction, circumduction, dorsiflexion, etc.). |  |
| 2.6 | Define terminology associated with equipment (nasal cannula, O2 tank, foley, suction canisters, etc.) |  |

## Benchmark 3: Law and Ethics

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Adhere to HIPAA regulations regarding Protected Health Information (PHI). |  |
| 3.2 | Understand the meaning of slander and libel. |  |
| 3.3 | Demonstrate and employ “Patient Bill of Rights” to competent care: Understand the meaning of 4Ds of Negligence |  |
| 3.4 | Demonstrate understanding of consequences for fraud and abus. |  |
| 3.5 | Demonstrate adherence to best practices for Patient Care: |  |
|  | * Understand working within scope of practice
 |  |
|  | * Employ basic work ethics and attributes (maintaining a schedule, appearance, teamwork, etc.)
 |  |
| 3.6 | Understand the meaning of sexual harassment in the workplace. |  |
| 3.7 | Understand and explain the need for implied and informed consents. |  |
| 3.8 | Understand and explain the concept and need for Power of Attorney (POA) a. Properly execute and abide by any POA in force. |  |

## Benchmark 4: safety

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Follow The Joint Commission (TJC) patient safety guidelines. |  |
| 4.2 | Monitor patients’ environmental safety (fall precautions, faulty equipment, etc.) |  |
| 4.3 | Identify and report various abuse situations involving both patients and/or staff:  |  |
|  | * Abuse or neglect of patients
 |  |
|  | * Sexual abuse
 |  |
|  | * Substance abuse
 |  |
|  | * Domestic violence.
 |  |

## Benchmark 5: Communication

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Demonstrate knowledge of effective communication skills (verbal and nonverbal). |  |
| 5.2 | Recognize various levels of patient understanding (e.g., patients who are not cognitively sound, who are in a diseased state, or who are experiencing cognitive decline): Identify barriers to communication (cultural, language, age, non-verbal, etc.) |  |
| 5.3 | Understand and employ emergency response, corrective action, and chain-of-command. |  |
| 5.4 | Define and utilize professional etiquette. |  |
| 5.5 | Conduct patient orientation to room, staff, and services. |  |
| 5.6 | Understand patient/family interactions and the PCT role: |  |
|  | * Provide emotional support to patients and their families while performing patient care
 |  |
|  | * Assist the patients and their families with understanding the patients’ status and needs.
 |  |
| 5.7 | Communicate with healthcare practitioners, patients, and family. |  |
| 5.8 | Demonstrate proper documentation of patient data in electronic health records (EHR). |  |
| 5.9 | Understand and employ adverse event reports. |  |
| 5.10 | Understand and employ incident reports. |  |

## Benchmark 6: Activities of Daily Life (ADL)

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Define ADLs. |  |
| 6.2 | Understand and provide hygiene care: oral, hair, nails, and perineal. |  |
| 6.3 | Know and understand the proper technique for catheterization (straight, foley, and condom). |  |
| 6.4 | Describe proper catheter care, management, and maintenance. |  |
| 6.5 | Understand evacuation/elimination care and aftercare. |  |
| 6.6 | Understand how to safely use a bedpan/commode with patients. |  |
| 6.7 | Demonstrate range of motion (ROM) a. Assist patient with ROM (assistive, passive). |  |
| 6.8 | Demonstrate and assist patient with eating, feeding, and drinking. |  |
| 6.9 | Identify and properly use assistive devices (wheelchairs, braces, canes, crutches, walkers, shower chairs, grips, Velcro strips etc.) |  |
| 6.10 | Identify restorative skills. |  |

## Benchmark 7: Patient Health and Wellness

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Understand the reason for performing an enema and risks associated with them. |  |
| 7.2 | Understand the purpose, need form, and complications of tracheotomy care. |  |
| 7.3 | Employ proper use of nasal cannula. |  |
| 7.4 | Monitor patient for any changes in condition (e.g., level of consciousness, shortness of breath, pain, bleeding, etc.) |  |
| 7.5 | Record and report any changes to nurses and physicians. |  |
| 7.6 | Demonstrate proper documentation. |  |

## Benchmark 8: bathing

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Define terminology associated with bathing and aftercare. |  |
| 8.2 | Employ proper water temperature. |  |
| 8.3 | Understand and incorporate proper patient disrobing and clothing technique. |  |
| 8.4 | Recognize and employ proper bath/shower safety measures (grips, mats, call light, etc.) |  |

## Benchmark 9: Positionng and Turning

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Describe patient positions. |  |
| 9.2 | Demonstrate proper patient positioning for various exams and procedures. |  |
| 9.3 | Explain how to drape a patient for various exams and procedures. |  |
| 9.4 | Define turning time. |  |
| 9.5 | Execute proper turning of patient. |  |

## Benchmark 10: Click or tap here to enter text.

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Define transport techniques. |  |
| 10.2 | Understand ergonomics in relation to patient transfers. |  |
| 10.3 | Describe proper body mechanics of a patient transfer. |  |
| 10.4 | Demonstrate proper technique in transferring patients. |  |
| 10.5 | Understand and utilize proper transfer techniques with various equipment (wheelchair, lift, bed, bath, etc.) |  |
| 10.6 | Prepare proper documentation of patient transfer. |  |

## Benchmark 11: Postmortem Care

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 11.1 | Demonstrate empathy for family and friends. |  |
| 11.2 | Demonstrate proper communication with superiors and funeral home representative. |  |
| 11.3 | Define postmortem documentation. |  |

## Benchmark 12: nutrition

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 12.1 | Understand dietary needs for patients with various health conditions (new mothers with newborns, cancer patients, hospice patients, stoma patients, etc.) |  |
| 12.2 | Understand potential medication reactions with diets. |  |
| 12.3 | Record meal intake. |  |
| 12.4 | Assist with nutritional support. |  |

## Benchmark 13: Phlebotomy and Specimen Collection

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 13.1 | Perform tasks necessary for the collection and transportation of blood samples. |  |
| 13.2 | Know aspects of blood collection procedures: |  |
|  | * Employ Order of Draw
 |  |
|  | * Describe venipuncture safety precautions
 |  |
|  | * Describe various tests associated with evacuated tube additives
 |  |
|  | * Demonstrate proper venipuncture technique (straight stick, butterfly, capillary puncture).
 |  |
| 13.3 | Recognize tube association with affected disease states. |  |
| 13.4 | Collect and process specimens for non-blood samples: |  |
|  | * Differentiate types of specimen collection (e.g., urine, stool, blood)
 |  |
|  | * Demonstrate proper techniques for obtaining specimens (fecal, sputum, and urine)
 |  |
| 13.5 | Employ proper specimen transfer. |  |
| 13.6 | Demonstrate proper point-of-care (POC) testing (CLIA-waived blood and urine tests). |  |

## Benchmark 14: Vital Signs and Measurements

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 14.1 | Understand, identify, and employ proper procedures related to blood pressure. |  |
| 14.2 | Demonstrate proper technique of obtaining pulse and pulse oximetry. |  |
| 14.3 | Understand and employ proper procedures related to respiration. |  |
| 14.4 | Understand and employ proper procedures related to temperature. |  |
| 14.5 | Measure and record patient height and weight. |  |
| 14.6 | Understand and employ proper lifts as needed for weight. |  |
| 14.7 | Record the intake and output of fluids (e.g., urine). |  |
| 14.8 | Monitor and record functions related to digestion (e.g,, bowel movements, percentage of meal eaten, etc.) |  |
| 14.9 | Employ proper documentation of vital signs and associated measurements. |  |
| 14.10 | Understand when and what changes in vital signs need to be reported to a physician. |  |

## Benchmark 15: cardiac

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 15.1 | Describe the steps associated with proper CPR a. Perform CPR skills. |  |
| 15.2 | Define ECG. |  |
| 15.3 | Understand proper ECG techniques:  |  |
|  | * Explain ECG electrical systems
 |  |
|  | * Describe ECG rhythms
 |  |
|  | * Employ Holter monitor as part of an ECG
 |  |
| 15.4 | Understand basic elements of telemetry for ECGs. |  |
| 15.5 | Recognize and report abnormal rhythms. |  |
| 15.6 | Employ proper technique for obtaining an ECG: |  |
|  | * Use of ECG Lead Placements
 |  |
|  | * Identifying ECG artifact
 |  |
|  | * Troubleshooting ECGs
 |  |
|  | * Applying electrodes on patients for ECGs.
 |  |

## Benchmark 16: Click or tap here to enter text.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 16.1 | Describe procedures related to circulation checks. |  |
| 16.2 | Understand procedures related to basic wound care (e.g., decubitus ulcers, post-operative, skin tears, abrasions, etc.) |  |
| 16.3 | Employ proper procedures related to bandaging wounds. |  |
| 16.4 | Demonstrate and employ how to set up a sterile field for wound care. |  |
| 16.5 | Demonstrate and employ proper technique for dressing application and change a. Understand and employ sterile technique with dressing change. |  |
| 16.6 | Understand and employ precautions to prevent skin breakdown: |  |
|  | * First aid
 |  |
|  | * Describe the prevention of decubitus ulcers c. Identify stages of ulcers.
 |  |
| 16.7 | Describe proper procedures related to waste disposal in wound care. |  |
| 16.8 | Describe and understand how to prevent healthcare-associated infections (HAI): bacterial, fungal, parasitic, and viral |  |

## Benchmark 17: first aid

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 17.1 | Understand and employ techniques for assessing an emergency according to American Heart Association Standards:  |  |
|  | * Initiate Emergency Medical Services in the event of an emergency
 |  |
|  | * Provide proper emergency care for bleeding
 |  |
|  | * Provide proper emergency care for seizures
 |  |
|  | * Provide proper emergency care for choking
 |  |
|  | * Provide proper emergency care for incidents of syncope
 |  |
|  | * Understand and provide proper emergency care for consciousness vs. unconsciousness
 |  |

## Benchmark 18: Asepsis

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 18.1 | Define PPEs: (personal protective equipment) |  |
| 18.2 | Identify the different types of PPE. |  |
| 18.3 | Describe and employ proper donning and removal of PPE: (e.g., gloves, gown, mask, goggles, shoe covers) |  |
| 18.4 | Apply medical aseptic procedures. |  |
| 18.5 | Apply surgical aseptic procedures. |  |
| 18.6 | Employ surgical gloving. |  |
| 18.7 | Describe how to set up and maintain a sterile field. |  |

## Benchmark 19: Bedmaking

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 19.1 | Understand and employ proper disposal of PPE. |  |
| 19.2 | Describe proper procedures for making an occupied bed. |  |

## Benchmark 20: room Care

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 20.1 | Maintain room (clean, call bell in reach, etc.) |  |
| 20.2 | Check safety of room and patient equipment. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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