



**SOUTH TEXAS
COLLEGE**

**PATIENT CARE
TECHNICIAN/ASSISTANT
(PTCA)
STUDENT HANDBOOK**

2018-2019

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I. ATTENDANCE GUIDELINES:

Classroom Attendance Standard:

Classroom attendance is expected of all students

- An absence *includes* being tardy to class **two (2)** times.
- Tardiness is defined as arriving **after** the official class start time.
- Arrival 30 minutes after the class start time will be counted as an absence.

Example: Scheduled classroom time: 8:00 a.m.
Tardy: Arrival between 8:00 a.m. - 8:29 a.m.
Absence: Arrival after 8:29 a.m.

- Students who leave the class prior to the scheduled dismissal time will be counted absent.

II. Clinical Attendance Standard:

The South Texas College Patient Care Technician Program maintains a strict attendance standard for the clinical setting to maximize professionalism of the PTCA student. Allowed absence percentage for each course is 10 percent.

- Tardiness is defined as arriving after the assigned start time.
- Tardiness of thirty (30) minutes after the assigned start time will be counted as an absence.
- An absence includes being tardy to clinical **three (3)** times.
- If the student is to be absent from clinical, the student **MUST** contact the clinical instructor **1 HOUR prior** to the assigned start time.
- Students who leave clinical prior to the dismissal time will be counted absent.
- The student who reports to the assigned clinical experience unprepared (e.g., without required skills book(s), name badge, appropriate dress, etc.) **may be** dismissed from the clinical setting that day and will be given an absence.

III. GRADING AND EVALUATION

This is a flipped classroom setting (students are required to read before the material is presented). Text Book content is the student's responsibility. Application is the faculty's responsibility.

Theory and Clinical:

Based on numeric computations as determined by the current computer grade calculation program as follows:

A=	90%	-	100%
B=	83%	-	89%

C=	78%	-	82%
D=	70%	-	77%
F=	69%	or	less

- If you wish to question a grade on a test, quiz, or any other graded material, please contact the instructor **within two weeks of receiving** the grade in question. If the grade is not questioned within the two week time frame, the grade will stand as posted.
- Students **must** achieve a grade of **78%** to pass all courses in the Patient Care Assistant program.
- The student must be passing the course with a 78% or better before testing for NACES state Exam and National Exams.
- National Exams require current Nurse assistant certificate and the National Health Career qualifications as follows:
 Certified Patient Care Tech (CPCT), Pass NUPC 1320 and 1360 with completed skills booklet.
 Certified Phlebotomy Tech (CPT), Pass PLAB 1323 and complete draw card
 Certified Electrocardiogram Tech (CET), Pass ECRD 1211 complete 10 ECGs' and 8 hours in the monitor room.

Please Note: Grades below a 78 WILL NOT be rounded.

(Example: Grade of 77.5 to 77.99 will not be rounded).

IV. CLINICAL PERFORMANCE EVALUATION

Evaluation is an ongoing process and serves as a tool to measure student progress. The student will receive a weekly evaluation, and a cumulative evaluation at the end of the clinical rotation to reflect the level of clinical competency.

****Note:** *Conference Summaries may be used at any time to share areas of concern with student(s) and to indicate areas that need improvement.*

V. PROFESSIONAL APPEARANCE GUIDELINES

While in uniform the student must comply with all aspects of the guidelines for professional appearance such as hair jewelry, etc. Students who report to the classroom and or clinical out of uniform.

Clinical Dress	
<u>Females</u>	<u>Males</u>

Purple scrub top with white bottom	Same
Standard white nursing shoes with closed toe and heels or all white (non-canvas) tennis shoes with conservative logo (no colored stripes, no clogs, crocs, etc.) WHITE SOCKS ONLY	Same
No colored or patterned undergarments that show through uniforms. WHITE undergarments ONLY.	Same
A fitted white long-sleeved t-shirt may be worn under uniform top, if desired, for warmth or to cover tattoos. Please note, this <u>does not</u> mean a sweat shirt or sweater.	Same
STC name Badge on left collar lapel.	Same
School patch sewn on left sleeve of scrub top uniform.	Same
Clinical accessories to include a watch with second hand, pen, small notebook, etc., are mandatory.	Same

- **Hair**

Natural hair color only, hair must be clean, well groomed, above the collar and away from the face to be in compliance with Infection Control standards. Hair barrettes should be of color compatible to the hair color. Ribbons, scarves, colored barrettes and alligator clips are not acceptable.

If hair worn up, it must be in a bun. All loose hair will be restrained, including pony tails (men/women), and bangs **must** be worn above the eye brows. Male students must keep beards and mustaches clean and neatly trimmed, or be clean-shaven.

- **Jewelry**

1. Pierced earrings, **one pair** of small studs. No other body jewelry should be visible.
2. Rings, one **plain** band only – **NO STONES.**
3. One analog wrist watch. Absolutely no smart watches

- **Tattoos**

Tattoos **must be** covered.

- **Fingernails**

Polished and/ or artificial fingernails of any kind are **not** allowed.

- **Hygiene**

Good oral hygiene and clean bodies, free of odor are essential. Cosmetics should be applied **discretely**. No perfume or cologne during Class or Clinical. No gum chewing.

- **Nursing Allied Health Attire**

- Uniforms must be worn to class and All Patient Care Activities.
- Name badge must be worn at all times (class & clinical).
- While in uniform the student must comply with all aspects of the guidelines for professional appearance.

VI. PROFESSIONAL BEHAVIOR

1. Family, visitors, or friends are ***not*** allowed at the clinical site. Your clinical instructor may ask your visitors to leave the building and wait for you outside after clinical.
2. Using abusive language, having a lack of courtesy, being argumentative, resistant to directions, demanding, or having a hostile attitude is not considered a professional way of dealing with an issue. If needed, conference summary forms will be utilized by instructors to call attention to such behavior, and may be brought before the faculty committee for further action.
3. Student ***must ask*** instructor for permission to use a recorder or other electronic device in class.

VII. WITHDRAWAL

When students withdraw from the PTCA program, they must go to the College Admission Center and officially withdraw from the course with a grade of "W."

CLINICAL ADDENDUM

Students may be dismissed from clinical if any of the following have been addressed and not remediated by the student:

- Failure to follow standard precautions and patient safety guidelines(eg. leaving equipment out, incomplete skills, bed left at highest position)
- Improper use of gloves. **NO GLOVES ALLOWED IN THE HALLWAYS**
- Improper student dress (refer to student guidelines for uniform requirements)
- Violation of professional boundaries; e.g.: referring to your patient by first name or terms of endearment, addressing nurses or doctors by their first name, fraternizing or flirting with anyone in the clinical setting, etc.
- Any form of Sexual Harassment, by anyone in the clinical setting or class need to be reported immediately to the Instructor.
- Unhealthy/non therapeutic/ineffective communication with classmates, staff, patients, family members or instructors
- Leaving the assigned unit without instructor notification/permission. The student will report to the instructor before leaving the unit for any reason.
- Students are not to answer the facility telephone in the clinical area.
- It is the responsibility of the student to keep the clinical instructor or designated supervisor informed of the assigned patient's progress and follow through as needed.
- Students will not witness permits or any legal document related to patient care.
- Students **may not** make or receive personal phone calls in the clinical area. However, on their breaks or at lunch, they may use public phones to make calls. In emergency situations, family members need to call the Nursing/Allied Health Department so the instructor may be contacted about the emergency and inform the student.
- **NO cell phones, smart watches or other electronic devices are allowed in the clinical setting.** Students will be removed from the clinical setting and suspended for the following clinical day (2 Clinical Days Absences).
- Failure to remain compliant with Complio requirements will result in an absence (s).