



PROVIDENCE  
TRAINING INSTITUTE

## **PROVIDENCE TRAINING INSTITUTE**

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### **VOCATIONAL TRAINING PROGRAMS**

### **SCHOOL CATALOG**

A PRIVATE VOCATIONAL SCHOOL PROVIDING  
PROFESSIONAL TRAINING FOR HEALTH CARE PROFESSIONALS

**Providence Training Institute Location:**

9189 N. 59<sup>th</sup> Ave., Suite 2 & 3, Glendale, AZ 85302

*Certified as True and Correct in Content and Policy:*

AUTHORIZED OFFICIAL SIGNATURE ON FILE

Revised March 15, 2019

**Mission Statement:** PTI mission is to direct all our efforts in providing excellent professional training, and assistance in preparing aspiring professionals for jobs that provide a rewarding career and high quality services to the community.

**Accreditation:** PTI is fully licensed by the State of Arizona to provide these certificate programs and award these certifications. However, at this time Providence Training Institute is not accredited by any nationally recognized accrediting association.

**Training Objectives:**

- Ensure that students obtain the required knowledge and practical skills to perform effectively as professionals.
- Inculcate the spirit of respect, confidence, kindness and professionalism to students.

**Background History:**

The Adult Caregiver Training Institute (ACTI) was established in August 2007 to provide vocational training for assisted living caregivers and managers to meet the apparent shortage of trained professionals at residential care homes. The unqualified success of the caregiver training program led to the desire for expansion and providing affordable opportunities for the training of other health care professionals. This led to the formation of Providence Training Institute in August 2008 to provide vocational training in the fields of Medical Assisting, Phlebotomy, and Patient Care technician. In December 2014, CNA to Caregiver Bridge became the most recent programs of Providence Training Institute.

**Training Programs:**

1. Nursing Assistant (NA) *(Licensed by Arizona Board of Nursing)*
2. Clinical Medical Assistant (CMA) *(Licensed by Private Post-Secondary Education Board)*
3. Phlebotomy Technician (PT) *(Licensed by Private Post-Secondary Education Board)*
4. Patient Care Technician (PCT) *(Licensed by Private Post-Secondary Education Board)*
5. CNA – Caregiver Bridge\* *(Licensed by Nursing Care Institution Board)*
6. Caregiver\* *(Licensed by Nursing Care Institution Board)*

**\* Courses Currently not offered**

**School Calendar:**

The school does not utilize the conventional academic calendar of quarters or semesters. The programs are offered in two/ 8-hour weekend sessions, four 6-hour weekday sessions and four 5 hour/weekday evening sessions over a designated period. New classes are scheduled according to demand, and students will be informed accordingly about start and end dates for each class cycle.

**The following holidays are observed, and no classes are held:**

New Years Day  
 Easter Sunday  
 Memorial Day (last Monday in May)  
 Independence Day (July 4)  
 Labor Day (first Monday in September)  
 Thanksgiving Day (fourth Thursday in November)  
 Christmas Day

The school reserves the right to amend the calendar. Please refer to the programs' detailed schedule and calendar on the website: [www.ptihealthcollege.com](http://www.ptihealthcollege.com).

*Future classes are scheduled as enrollment is completed and class size minimums are filled.*

**Tuition Cost:**

	Patient Care Technician	Nursing Assistant	Clinical Medical Assistant	Phlebotomy Technician	CNA-Caregiver Bridge (Currently not offered)	Caregiver (Currently not offered)
Tuition	<b>\$1950</b>	<b>\$1200</b>	<b>\$2850</b>	<b>\$1850</b>		
Laboratory fees	N/A	Inc.	Lab fee only Inc.	Lab fee only Inc.		
Books/Supplies	Not Inc	Not Inc.	Not Inc.	Not Inc.		
-Blood Pressue Cuff with Stethoscope CPR Gaitbelt Scrub top	N/A	\$ 20- Blood Pressure Cuff \$ 65-CPR \$ 10-Gaitbelt \$ 10 – Scrub top	\$ 65-CPR	\$65-CPR		

**Tuition Payments:**

Prospective students will complete an application for admission. If the applicant is admitted, the tuition fee indicated above must be paid accordingly (See below), payable by, check, money order or credit card.

30% of the tuition cost needs to be paid at the time of enrollment.  
 50% of the tuition needs to be paid by the mid term exam.  
 100% of the tuition needs to be paid before taking the final exam.

**Financial Aid:**

Upon application for and approval of credit, payment plans are available for most programs. Financial help may be available from outside (i.e.: WIOA) but applicants are solely responsible for making arrangements and pre-qualifying with any agency.

**CANCELLATION AND REFUND POLICY:**

**Denial:** An application denied by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** Every student has the right to withdraw from the course within three (3) business days (excluding Saturday, Sunday, State/Federal Holidays), of registration deposit, signing an enrollment agreement or online acknowledging the enrollment agreement (whichever comes earlier) and receive a 100% refund of tuition/fees paid.

**Other Cancellations:** An applicant requesting cancellation more than three days after the cancellation clause above, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$200.00.

<b>% of the clock hours attempted:</b>	<b>Tuition Refund amount:</b>
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 75% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund
More than 40% and less than or equal to 50%	At least a 50% refund
More than 50%	No Refund is required

Tuition refunds will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance by the total number of clock hours in the program.

**Books and Supplies:** There is no refund for equipment, books and supplies received by the student.

**Special Cases:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair.

**Timely Refunds.** Tuition refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

## **PROGRAM OR COURSE CANCELLATION or RESCHEDULING:**

In the event a program or course cancelled or rescheduled, students will be contacted immediately via phone call and/or an email. Such students enrolled at the time of change will have first opportunity to be placed into the next session or such program.

## **ADMISSION REQUIREMENTS:**

### **Enrollment:**

Students may enroll or register at any time prior to the start of a new class by completing a registration form and signing the enrollment policy. The school reserves the right to cancel any scheduled classes at short notice due to unforeseen circumstances, but will make all attempts to inform students enrolled in the course.

### **Entrance Exam (NA Program):**

Students must complete a reading and math comprehension exam no less than 7 days to the start of program. Entrance exam is comprised of 20 math and 30 English comprehension questions. The potential student must achieve a score of 80% or higher on each portion.

### **Attendance and Tardy Policy:**

The school maintains an attendance record for each student. The school requires a hundred percent (100%) completion of class hours in order to receive a certificate of completion from the course. If during the course, a student's attendance is less than 80%, the student will be notified and placed on probation for a period of thirty days (CMA Students only). The missed time can be made up by arranging with the instructor. Once the student meets the attendance requirement in the next thirty days, he/she will be removed from probation. If the student fails to address/correct missed time, consequently, student will be dismissed from the program. If dismissed from the program, a request for reinstatement/possible re-enrollment can only be entertained after a minimum period of 30 days.

Tardiness is defined as showing up more than five minutes late for the beginning of a class. Classes will start promptly on the hour scheduled, and students are expected to be on time and attend all scheduled classes. Any student who is more than five minutes late will be allowed to join the class but will have to make-up the portion missed in the next session.

### **Leave of Absence (LOA):**

Leave of Absence may be granted in a medical or personal emergency or for military or jury duty. Such leave of absence shall not exceed 14 days in duration. To receive a leave of absence, a student must submit a properly signed and dated written notice to the school explaining the reason for the request and the expected duration. If a student fails to notify the school director/designee of their leave of absence, the student's training program may be considered terminated and the student will have to repeat the whole course or receive a refund in accordance with published policy. Students wishing to return to classes after a leave of absence must contact the school director/designee who will confer with the student and determine when and if the student will return to class. If the student does not return following a Leave of Absence the published refund policy will be followed.

### **Grading for Patient Care Technician, Clinical Medical Assistant, and Phlebotomy:**

Grades are determined by evaluation of performance in quizzes, laboratory tests and the final examination. The numeric percentage point system of grading will be used in obtaining the final grade based on 100%. Quizzes constitute 30%, laboratory tests 20% and final examination 50% of the final grade. The pass grade is 80% and above.

### **Grade Reporting and Transcripts:**

All student evaluations and grades are maintained by the school. Transcripts will be issued free of charge on written request from graduates.

### **Student Records:**

Student records including attendance and transcripts are kept on electronic file permanently at the school and are protected from fire, theft and other perils. Transfer credits are not accepted, and no course credit is given for life experience.

### **Certificates:**

Upon graduation, students will receive one free copy of the certificate of completion. A fee of \$20 will be charged per each request for an additional copy of the certificate.

### **Program Hours:**

	<u>Didactic/Lab Hours</u>	<u>Extern/Clinical Hours</u>	<u>TOTAL:</u>
Nursing Assistant	80	40	120
Clinical Medical Assistant	220	220	440
Phlebotomy Technician	80	160	240
Patient Care Technician	80	160	240
CNA-Caregiver Bridge (Currently not offered)			
Caregiver (Currently not offered)			

## **Instructional Methods:**

Instructional methods that will be used for training will include both direct and indirect methods as listed below.

- Lecture/Presentations
- Demonstrations
- Group Discussions
- Practical Clinical Experience
- DVD/Videos
- Laboratory Exercises

## **Academic Advising**

Academic counseling is available for all students. Students are encouraged to make an appointment with the Program Director to receive counseling regarding their academic progress, placement opportunities and other related matters.

## **Course Incompletes**

No "incomplete" final grade is awarded in these courses. At the discretion of the School Director, a student may be granted an extension of time to complete all the required course work, laboratory skills test or assignments. If the student does not complete such requirements within the extension period, zero points may be awarded for that section of the course, and included in calculating the final grade.

## **Satisfactory Progress**

Academic performance will be tracked daily by faculty during the course. Students must maintain satisfactory academic progress by having 100% attendance and completion of all lecture quizzes and laboratory tests at a grade of 80%.

## **Academic Probation, Suspension or Dismissal**

A student unable to maintain an average of 80% grade in the course work and laboratory tests will be placed on academic probation. The student will also be given extra assistance to reach the expected level of performance. At the end of probation, if the student has not brought his/her grades to meet our established attendance and academic standards, then the student may be suspended or terminated, depending on the recommendation of the faculty. The student has a right to appeal the decision to the School Director/designee.

## **Student Conduct**

Students must comply with the rules, regulations and policies of Providence Training Institute. Any student not conducting themselves in an orderly and professional manner, which includes, use of drugs and alcohol during school hours, dishonesty, theft, disrupting classes, carrying dangerous weapons, cheating on tests or exam, use of profanity, unexcused absences, poor academic performance, excessive tardiness, insubordination, violation of safety rules, threatening a fellow student or any of the staff member, or not abiding by the

school rules will lead to either probation or dismissal from class.

### **Termination Procedure**

Students who are dismissed or terminated from school will be notified in writing and can appeal to the school director within three days of receiving the termination notice.

### **Student Re-enrollment**

Students, who for any personal reasons have dropped out of the program, may be readmitted by contacting the school director/designee and paying all fees due at the time of readmission. Program requirements at the time of re-entry shall be applicable. Students, who were terminated for academic reason, may be readmitted after six months. Program requirements at the time of remittance shall be applicable. Students who were terminated for poor conduct may not be readmitted.

## **GRIEVANCE POLICY**

Any student wishing to file a grievance shall do so as soon as possible, (within one (1) business day). Below is the Student Grievance Procedure:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the School Director or designee. In the event the School Director or designee is not physically present at the school, the grievance should be emailed to: [director@ptihealthcollege.com](mailto:director@ptihealthcollege.com). The School Director or designee shall have ten (10) business days in which to investigate and address the grievance.
3. Should the School Director or designee fail to or unacceptably address the grievance, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education. The Student must contact the State Board for further details.

If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the appropriate State Board. The student must contact the State Board for further details.

### **The State Board Addresses are:**

*For: Clinical Medical Students, Patient Care Technicians and Phlebotomy Technicians*

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

602-542-5709

Website: [www.azppse.gov](http://www.azppse.gov)



## **GRIEVANCE POLICY Continued**

### *For Nursing Assistant Students*

1740 W. Adams St.

Phoenix, Arizona 85007

602-771-7800

Website: [www. Azbn.gov](http://www.Azbn.gov)

### *For Caregiver and CNA-Care Giver Bridge Students*

Nursing Care Institution Board

1740 W Adams Street, Suite 2490

Phoenix, Arizona 85007

602-542-3095

Website: [www.aznciboard.us](http://www.aznciboard.us)

## **STUDENT SERVICES**

**\*\*\*\*\* FOR ALL PROGRAMS/COURSES OFFERED BY PROVIDENCE TRAINING INSTITUTE\*\*\*\*\* No credit is given for work or life experience, however, education and training (verifiable) is given the necessary credit as it may be a prerequisite to some of the courses.**

### **Placement Services**

Students are assisted with writing a resume and furnished names and addresses of employment possibilities. Inquiries made to the school by potential employers will be placed on the bulletin board. Providence Training Institute will assist students trying to procure employment to the best of its ability but cannot guarantee employment. These services are available to all students at no additional charge.

### **Parking**

Convenient parking facilities are available at the school for student use.

### **Program Requirements**

- Have current immunizations as follows:
- **NA:** MMR, Negative Tb skin test or Chest X-ray.
- **Must Pass an entrance exam at 80% or higher.**
- **PCT:** MMR, negative Tb skin test or Chest X-ray within the last year, Hepatitis B (minimum of the first of a series of 3).  
**Prerequisites:** CNA, CMA, LEMT
- **CMA:** MMR, Hep B, negative Tb skin test or Chest X-ray within the last year, Hepatitis B (minimum of the first of a series of 3).  
**Prerequisites:** High School Diploma or GED
- **Phlebotomy:** MMR, negative Tb skin test or Chest X-ray within the last year, Hepatitis B (minimum of the first of a series of 3)
- **Prerequisites:** High School Diploma or GED

\*\*\*\* Drug Test may be administered randomly and or at the request of the externship site. \*\*\*\*

## 1. **NURSING ASSISTANT CERTIFICATE PROGRAM (120 clock hours)**

Our 120-hour Nursing Assistant Program is designed to prepare students for employment as Nursing Assistant in sub-acute and long-term care facilities, home health agencies and hospitals where basic bedside nursing care is needed. The program combines classroom instruction in nursing care with clinical skills laboratory, and clinical care experiences. Students who complete the program are eligible to take a written and practical certification examination of the Arizona State Board of Nursing, and work as a Certified Nursing Assistant. For Arizona State Nursing Assistant Certification, the graduate must pass the state certification exam given by Diversified Technologies. A CNA may apply to the AZBN to be a licensed nursing assistant with the following fees to be paid to the Arizona State Board of Nursing: \$50.00 fingerprinting processing and \$50.00 application fee.

### **Admission Requirements**

Applicants must be at least 16 years of age and be able to speak, read, comprehend, and write Basic English. Students will be required to take a placement test with a passing grade of 80% or above in BOTH the English comprehension and math sections.

### **Graduation Requirements/Grading**

Students must successfully complete all the course work and laboratory training, with a grade of 80% or above in all homework, laboratory test, midterm and final examination. If the student scores less than 80% on the mid-term and/or final test, he/she will be given a chance to retake the test; the retake exam will NOT be higher than 80%, regardless if the grade is ABOVE 80%. *The student may only retake ONE time for each test ONLY.* The test will cover the same material but with different questions. To receive a certificate of completion, students must also have a satisfactory/passing performance in clinical training, financial agreements met and must possess a current CPR card.

### **Program Objectives**

The objective of this certificate program is to equip the student with all the proper skills and abilities to fully perform the role of nursing assistant. These objectives include: the proper measurement of liquid and solid intake and output, the ability to measure and record vital signs, the understanding of the role and responsibilities of working under the supervision of the Nursing staff, the ability to assist disabled patients with duties including feeding, dressing and bathing, as well as a clear understanding of preventative healthcare measures for patients.

## **Program Outline**

- I. Introduction to the Certified Nursing Assistant Field
  - A. Definitions
  - B. What we will learn
  - C. State requirements
- II. Measurement and Math
  - A. The importance of measuring inputs and output
  - B. Techniques and Tools
  - C. Documentation of measurements
  - D. Lab work: procedures and practice
- III. Vital Signs
  - A. Defined and importance of vital signs
  - B. Techniques and tools
  - C. Lab work: procedure and practice
- IV. Patient Assistance
  - A. Moving disabled and ill patients
  - B. Bed, chairs, lifts, and positioning
  - C. Lab work: Helping with basic needs
    - a. Feeding
    - b. Dressing
    - c. Bathing
    - d. Other
- V. Nursing assistant practice and protocol
  - A. How to assist and be proactive
  - B. Legal issues and documentation
  - C. Taking orders, follow-through, and facility requirements

## **Clock Hours**

Class hours: 80 hours

Externship: 40 hours

## **Certification Awarded**

Nursing Assistant Certificate

## **2. CLINICAL MEDICAL (ASSISTANT) PROGRAM (440 clock hours)**

Our 440-hour Clinical Medical Assistant Program is designed to train students on how to provide “back office” assistance to physicians and other medical personnel in the examination and treatment of patients. Students are instructed on “back office” skills where clinical medical assistants work along with other clinical staff members and the physician in providing a wide array of healthcare services for the patient, such as: physical exams, health screening, immunizations, infection assessment, advice on health conditions, medications and dietary assistance. The clinical medical assistant program is taught with a combination of lecture, practical exercises in the clinical laboratory and with real world experience during externship. In the classroom, students will learn about

anatomy and physiology, health & safety, collection and preparation of laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies and sterilize medical instruments. Students are also trained on how to instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood and give injections, prepare patients for X-rays, take electrocardiograms, remove sutures and change dressings. Externship sites are typically doctor offices, clinics, hospitals and physical therapy sites. Students are prepared to sit for the national certification examination of the National Center for Competency Testing (NCCT).

### **Admissions requirements**

Applicants must be at least 18 years of age, possess a high-school diploma or GED and be able to speak, read, comprehend and write Basic English. Students must document current immunizations for measles, mumps, rubella, hepatitis B, and have received a negative PPD for tuberculosis or negative chest x-ray within the past year.

### **Graduation requirements**

Students must successfully complete all the course work and laboratory training and obtain a final grade of 80% and above in the quizzes, laboratory test and final examination. To receive a certificate, students must also have a satisfactory/passing performance report from their externship facility and possess a CPR certification. Upon satisfactory completion of the training program, students are qualified to take a national certification examination with NCC.

### **Program Objectives**

The objective is to equip the student to be able to perform successfully in a medical office environment. This includes being able to understand medical terminology and medical office procedures and well comprehend the principles medical office insurance billing. In addition, the student will be able to perform basic healthcare mathematics and have an understanding of basic anatomy and physiology. Finally, the student will also have a solid, basic understanding of pharmacology so that in all medical office situations, there is a familiarity with the procedures and processes that are involved.

### **Course Outline**

- I. Introduction to the Clinical Medical Assistant Field
  - A. Definitions
  - B. What we will learn
  - C. State requirements
- II. Medical Terminology
  - A. Root words and categories to know
  - B. Anatomy, physiology, and basic orientation to the body
  - C. Procedures, devices, and tools
- III. Medical Insurance
  - A. Overview of how insurance is billed
  - B. Terminology, codes, and documentation
- IV. Mathematics
  - A. Healthcare applications for math

- B. Dosages, volumes, and measurements
- V. Basic Anatomy and Physiology
  - A. Body overview
  - B. Systems
  - C. Organs
- V. Basic Pharmacology
  - A. Drug groupings
  - B. Dosages and measurement

### **Clock Hours**

Class hours: 220

Externship: 220

### **Certification Awarded**

Clinical Medical Assistant Certificate

### **3) PHLEBOTOMY TECHNICIAN TRAINING PROGRAM (240 clock hours)**

Our Phlebotomy certificate program consists of 80 hours of lectures and laboratory training plus at least 160 hours of clinical experience in a workplace setting in which the students will learn basic techniques of safe blood withdrawal for clinical analysis, and the collection and processing of other clinical specimens. The purpose of the program is to provide training to students who seek a career in phlebotomy or related health care professions. The course provides high-tech instruction and hands on training and prepares individuals for entry into the medical field as a phlebotomist.

### **Admissions requirements**

Applicants must be at least 18 years of age, possess a high-school diploma or GED and be able to speak, read, comprehend and write Basic English. Students must document current immunizations for measles, mumps, rubella, hepatitis B, and have received a negative PPD for tuberculosis or negative chest x-ray within the past year.

### **Graduation requirements**

Students must successfully complete all the course work and laboratory training, and obtain a final grade of 80% and above in the quizzes, laboratory test and final examination. To receive a certificate, students must also have a satisfactory/passing performance report from their externship facility, and possess a CPR certification. There are no licensing requirements for phlebotomists in Arizona, but upon satisfactory completion of the training program, students are qualified to take a national certification examination.

### **Program Objectives**

The objective of the phlebotomy program is to train students in the art and science of phlebotomy. Students will gain a clear understanding of the principles of phlebotomy as well as the technical skills of drawing blood on patients and specimen collection. They will also be able to record and document the procedures and samples as well as be able to take vital signs for precautionary and venipuncture purposes.

### **Course Outline**

- I. Introduction to phlebotomy
  - A. Definitions
  - B. What we will learn
  - C. Requirements
- II. Venipuncture
  - A. Blood drawing basics
  - B. Vein anatomy and location
  - C. Cleaning and techniques
- III. Specimen Collection
  - A. Technique
  - B. Corrective techniques
  - C. Tools and specification
- IV. Record Keeping
  - A. Documenting the specimen
  - B. Noting elements of procedure and vital signs

### **Clock Hours**

Class hours: 80

Externship: 160

### **Certification Awarded**

Phlebotomy Technician Certificate

## **4. PATIENT CARE TECHNICIAN TRAINING PROGRAM (240 clock hours)**

Our Patient Care Technician Program is designed to train students on how to assist physicians and other medical personnel in the examination and treatment of patients. The PCT Program at PTI prepares a graduate to work as an entry-level Patient Care Technician in a clinic, hospital, wound care centers, or long-term care facility. Graduates will be able to check vital signs, perform CPR and First Aid, and assist in medical examinations, performing electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy. This program is taught with a combination of lecture, practical exercises in the medical laboratory and with real-world experience during the externship portion of training conducted off-campus at medical facilities.

### **Admission Requirements**

Applicants must be at least 18 years of age and must be able to speak, read, comprehend and write Basic English. Must be able to pass criminal background check and drug screen.

### **Course Description**

#### **PCT 101 Role of Patient Care Technician                      10 hours**

This course is focused on patient care services under supervision of an instructor. Students will learn knowledge and skills necessary to perform mid-level nursing care to complex patients and recognize changes in patient conditions. Contents include, but are not limited to infection control, sterile technique, wound care, urinary catheterization, venipuncture, EKG application, neurological observation and skills in assisting with physical and occupational therapy

#### **PCT 103 Human Body in Health and Disease                      10 hours**

This course encompasses the study of the basic concepts of human biology which includes anatomy, physiology and related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body, mechanisms of disease in various systems of the body.

#### **PCT 104 Medical Terminology    10 hours**

This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions and also an introductory course for reading medication documents and accurate calculation of dosages and solutions.

#### **PCT 112 Electrocardiogram    10 hours**

This course is focused on knowledge and skills necessary to perform electrocardiogram duties. The content includes basic anatomy and physiology of the cardiac, pulmonary, and vascular systems. Technique, equipment and supplies used in telemetry including information for interpreting rhythm strips will be covered.

#### **PCT 120 Clinical Skills Lab.    40 hours**

This is the practical aspect of the patient care technician class where they practice skills of phlebotomy, EKG, catheterization and basic skill sets of nursing assistants. They will be expected to do multiple blood draws, perform electrocardiogram and practice multiple skills on the mannequin. At the end of the class, students are expected to pass a skills test.

## **PCT 140 Clinical Externship**

**160 hours**

Students will be posted to various, physician offices, clinics, hospitals and urgent care centers to practice the learned clinical skills.

### **Graduation Requirements**

Students must successfully complete all the course work and laboratory training, and obtain a final grade of 75% or above in the quizzes, laboratory test, and final examination. To receive a certificate, students must also have a satisfactory/passing performance report from their externship facility and possess a current CPR certification. There are no State licensing requirements for patient care technicians in Arizona, however, students must have taken and passed the state licensing examination to be a certified nursing assistant (CNA) and received their CNA Certification.

### **Program Objectives**

The objective is to equip the student with training above and beyond their certified nursing assistant education to include phlebotomy, the ability to operate electrocardiogram equipment, bladder catheterization, wound care, respiratory care and basic patient grooming.

### **Course Outline**

- I. Introduction to patient care
  - A. Definitions
  - B. What we will learn
  - C. Requirements
- II. Phlebotomy
  - A. Site preparation
  - B. Venipuncture
  - C. Sample collection
- III. Electrocardiograms
  - A. Introduction to the procedure
  - B. Basics of heart function
  - C. Lead Placement
  - D. Equipment function and operation
  - E. Data collection and recording
- IV. Catheterization
  - A. Bladder function and anatomy
  - B. Catheters, sizing and preparation
  - C. Catheterization procedure
  - D. Problem solving
- V. Wound Care
  - A. Types of wounds
  - B. Types of dressings and bandages
  - C. Long term care



- VI. Respiratory Care
  - A. Basic lung function and anatomy
  - B. Techniques and tools
  - C. Analysis and problem solving
- VII. Patient Grooming

**Credit / Clock Hours**

Class hours: 80

Externship: 160

**Certification Awarded**

Patient Care Technician Certificate

**Director, Administration and Faculty:**

**Ownership/Board of Directors:**

Kanwaljeet Kaur (CEO) (50% ownership)

Devinder Singh Sekhon (ED) (50% ownership)

**Director of School:**

Kanwaljeet Kaur

**Administration:**

Jeanine Bowlby

**Faculty Members:**

Vera Wolfson, RN (Nursing Assistant Instructor)

Hannah Jacobs (Medical Assistant and Patient Care Technician, Instructor)

Lupe Hedrick (Medical Assistant Instructor)

Janet Felder (CNA Program Coordinator)