

Patient Care Technician Certification (CPCT/A) scope document

Course Name	Course = 1 Carnegie Unit Credit		
Course Description	The Patient Care Technician Certification (CPCT/A) course provides preparation for the National Healthcareer Association (NHA) CPCT/A certification exam. The course also instills the knowledge and standards needed for excellence in Patient Care Technician practice. The NHA CPCT/A certification is an approved certification found on the Career Development Incentive Program (CDIP) approved programs list.		
Note:	<ul style="list-style-type: none"> • This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered. Please contact your local community college partner for credit options available. • This course can only be run by instructors that can provide occupational experience in the field of Patient Care Technician or similar careers. If instructors provide proof that they have taken and passed the NHA CPCT/A certification exam then they will be approved to run this course as part of their program. • Students can sit for the exam up to 12 months before they graduate from high school. • Provisional Certifications are offered for students that pass the CPCT/A exam in the 12 months window before graduation. 		
Schedule:	Schedule calculation based on 120 contact hours. 60% of instruction time should be geared in meeting the course competencies in the scope and sequence. The remaining 40% of the instructional time allows for guest speakers, student presentations, field trips, remediation, or other content topics.		
<p>All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills</p>			
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Outcomes
Patient Care			1. Provide basic patient care under the direction of nursing staff e.g. <ol style="list-style-type: none"> bathing bed-making catheter care assisting with activities of daily living [ADLs] positioning
			2. Provide emotional support for a patient and family while performing patient care.
			3. Set up equipment to be used by a patient e.g. <ol style="list-style-type: none"> oxygen equipment

			<ul style="list-style-type: none"> b. suction equipment c. monitors
			<p>4. Provide care for a patient who has a feeding tube e.g.</p> <ul style="list-style-type: none"> a. take aspiration precautions b. observe tubing for kinks or problems
			<p>5. Recognize and adapt approach to care for a patient who has functional limitations e.g.</p> <ul style="list-style-type: none"> a. physical b. sensory c. cognitive d. mental impairment
			<p>6. Report any changes in a patient's condition e.g.</p> <ul style="list-style-type: none"> a. level of consciousness b. shortness of breath
			<p>7. Monitor and record functions related to bodily functions e.g.</p> <ul style="list-style-type: none"> a. urine output b. emesis c. bowel movements
			8. Perform ostomy care, excluding irrigation.
			9. Assist with ostomy care.
			<p>10. Monitor, record, and accurately measure intake and output e.g.</p> <ul style="list-style-type: none"> a. percentage of meal eaten b. mL of fluid
			11. Perform passive range-of-motion (ROM) exercises for a patient.
			<p>12. Assist the patient with adaptive devices for ADLs e.g.</p> <ul style="list-style-type: none"> a. feeding and dressing devices b. ambulatory assistive devices
			<p>13. Perform patient rounding e.g.</p> <ul style="list-style-type: none"> a. check for consciousness b. breathing, positioning
			14. Remove peripheral IVs.
			15. Assist in sterile and aseptic dressing changes.
			16. Assist a patient with ambulation.
			<p>17. Transfer a non-weight-bearing patient e.g.</p> <ul style="list-style-type: none"> a. stretcher to bed
			18. Transfer a weight-bearing patient
			19. Transport a patient via bed, stretcher, or wheelchair

		20. Apply immobility splints to a patient.
		21. Provide skincare and use devices to prevent skin breakdown e.g. <ul style="list-style-type: none"> a. repositioning b. non-prescription creams c. moisture barrier d. air mattresses e. draw sheets
		22. Identify and report changes in skin integrity.
		23. Apply sequential compression devices
		24. Apply anti-embolism stockings/compression hose.
		25. Assist a patient with turn, cough, and deep breathing (TCDB) exercises
		26. Assist a patient with incentive spirometry.
		27. Administer first aid
		28. Perform healthcare provider CPR
		29. Report critical values to the appropriate nurse assigned to the patient e.g. <ul style="list-style-type: none"> a. blood glucose levels b. vital signs
		30. Recognize and report edema.
		31. Recognize and report patient pain using a pain scale
		32. Recognize and report signs and symptoms of a wound infection
		33. Follow the Five Rights of Delegation
		34. Prioritize patient care based on patient's needs.
		35. Recognize visual abnormalities in patient specimens e.g. <ul style="list-style-type: none"> A. stool B. sputum C. urine D. emesis
		36. Obtain, record, monitor, and report vital signs.
		37. Weigh a patient <ul style="list-style-type: none"> a. standing b. wheelchair-bound c. using bed scales
		38. Provide non-curative care to a patient who is receiving hospice care
		39. Support the coping mechanisms of a patient and family who are dealing with grief, death, and dying.
		40. Perform postmortem care

Compliance, Safety, and Professional Responsibility			1. Define, identify, and report abuse or neglect
			2. Prevent workplace injuries by following Occupational Safety and Health Administration (OSHA) guidelines
			3. Recognize and respond to emergency situations e.g. <ul style="list-style-type: none"> a. fire b. hostage c. biological hazard
			4. Follow procedures for identifying patients.
			5. Follow Joint Commission (JC) patient safety guidelines.
			6. Follow safety procedures when using medical supplies and equipment e.g. <ul style="list-style-type: none"> a. lock hospital bed b. lock wheelchairs c. raise stretcher side rails d. apply safety belts and restraints
			7. Report and document work-related accidents.
			8. Adhere to HIPAA regulations regarding protected health information (PHI).
			9. Adhere to Patients' Bill of Rights
			10. Communicate with other health care professionals using electronic health records and appropriate medical terminology.
			11. Follow the chain of command
			12. Adhere to operational standards e.g., <ul style="list-style-type: none"> a. JC b. Clinical and Laboratory Standards Institute [CLSI] c. National standards d. Hospital Consumer Assessment of Healthcare Providers [HCAHPS] e. Medical codes of ethics
			13. Practice within the defined scope of patient care technician practice
Infection Control			1. Use standard and transmission-based precautions
			2. Disinfect equipment before and after use
			3. Dispose of biohazardous materials according to OSHA standards e.g. <ul style="list-style-type: none"> a. sharps containers b. red bags
			4. Follow exposure control plans in the event of occupational exposure.
			5. Perform aseptic technique

			6. Perform sterile technique
Phlebotomy			1. Perform capillary punctures
			2. Perform venipuncture e.g. <ul style="list-style-type: none"> a. winged infusion set b. evacuated tube system c. syringe
			3. Collect nonblood specimens
			4. Perform blood culture collections
			5. Identify and respond to adverse reactions to collection (e.g., syncope, diaphoresis, nausea, seizure)
			6. Handle and transport blood samples.
			7. Transport specimens based on handling requirements e.g. <ul style="list-style-type: none"> a. temperature b. light, time
			8. Label specimens at the bedside.
			9. Verify appropriate functioning of equipment e.g. <ul style="list-style-type: none"> a. sterility b. expiration date c. manufacturer's defects
			10. Perform quality control related to Clinical Laboratory Improvement Amendments (CLIA)-waived procedures
			11. Explain non-blood specimen collection procedures to patient e.g. <ul style="list-style-type: none"> a. stool b. urine c. semen d. sputum
			12. Handle and transport patient-collected nonblood specimens.
			13. Avoid preanalytical errors when collecting blood specimens e.g. <ul style="list-style-type: none"> a. quantity not sufficient [QNS] b. hemolysis
			14. Adhere to the chain of custody guidelines when required e.g. <ul style="list-style-type: none"> a. forensic studies b. blood alcohol c. drug screen
EKG			1. Prepare the patient e.g. <ul style="list-style-type: none"> a. patient history b. patient positioning

			<ul style="list-style-type: none"> c. skin preparation d. lead placement
			2. Apply electrodes on the patient.
			3. Identify and respond to signs and symptoms of cardiopulmonary compromise
			4. Identify and resolve artifacts from the tracing (e.g., wandering baseline, somatic, electrical)
			5. Recognize and report dysrhythmias.
			6. Respond to potentially life-threatening arrhythmias e.g. <ul style="list-style-type: none"> a. ventricular tachycardia b. ventricular fibrillation
			7. Verify EKG machine paper speed (e.g., 25 mm, 50 mm).
			8. Verify EKG machine sensitivity (e.g., h, 1, 2).
			9. Maintain EKG equipment.