



Patient Care Technician Program



DUAL ENROLLMENT

Student Information and Application Packet

Superintendent: Mr. Joseph Taylor Interim Director: Mr. Larry Moore Assistant Director: Bryan Lee
757 Hoyt Street, Chipley, FL 32428
Phone: 850.638.1180 FAX 850.638.6177

IMPORTANT INFORMATION

FPTC Patient Care Technician Program Dual Enrollment

1. After we receive your application packet, you will receive a letter notifying you of your acceptance to the program. You may be required to attend an orientation day prior to classes beginning. You must attend this orientation.
2. If selected for the program, you must have reliable transportation and child care if applicable. It is always good to have a back-up plan.
3. Classroom hours are as follows: 11:30am – 2:30pm. Clinical days are 7-8 hours depending on clinical site, usually from 06:45am until 2:30 or 3:00pm.
4. Attendance is very important. You can only miss 24 hours for the semester. This can add up fast if you miss a clinical day, which is 8 hours. If you miss a class day, you will be expected to make up exams scheduled the day you missed on the day you return. You must make up missed work when you return. Tardies are deducted from your 24 hours.
5. Once accepted into the program, your days are very busy. You are required to read your chapters prior to class daily and be prepared to take lesson exams and quizzes each day.
6. You will need to provide proof of an up-to-date immunization record. The following immunizations are required and proof provided prior to clinical (Tetanus (less than 10 years), 2 MMR, 3 Hepatitis B series, TB skin test or lab for TB (less than one year); physical exam, at least 5 panel drug screen and when available seasonal flu vaccine. As of November 2021, many employers began requiring proof of a COVID-19 immunization to participate in clinical operations, co-operative work-study, or for employment. You should be aware that, in some cases, the lack of a COVID-19 immunization may prevent your ability to complete a program or be placed for employment thereafter. These requirements may not take into consideration your status as a dually enrolled student. FPTC does not control any such requirements. You must decide how they handle such a situation should it arise; but should also consider their enrollment decisions in a manner that will address FPTC's enrollment and withdrawal policies exclusive of outside influences.
7. At the end of each OCP – you must have an average of at least 78% in order to remain in the program. During the OCP, when you have clinical, you must have a clinical average of 80% to remain in the program.
8. You will be required to have and pass a Level 2 fingerprint/background screening.
9. TABE testing is required for the Patient Care Technician program.

If you have any questions, please feel free to call 850-638-1180 ext 6349. If leaving a message, please speak slowly when leaving a message.

Rhonda M Wilson RN BSN

Patient Care Technician Instructor/Coordinator

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**FLORIDA PANHANDLE TECHNICAL COLLEGE (FPTC)
PATIENT CARE TECHNICIAN PROGRAM**

The Patient Care Technician (PCT) Program prepares the student for entry into the medical field. This program is a good base for any career in the medical arena.

The PCT program prepares the student to take the Florida Certified Nursing Assistant Licensure exam. The C.N.A. portion of the course teaches basic personal care skills, bathing, assisting with dressing, feeding, repositioning, transferring, and ambulating the patient. It also teaches how to properly obtain vital signs, height, weight, and recognize common abnormalities that can lead to medical emergencies. The students also learn about preventing medical errors, safety, documentation, how to recognize abuse/neglect and reporting procedures and legal aspects in healthcare, privacy and confidentiality rules/laws such as HIPAA. The students participate in clinical at the LTC/nursing home facilities. The successful passing of this exam enables the student to practice as a Licensed C.N.A. in the state of Florida.

The PCT program expands on the knowledge of C.N.A.'s as it prepares the student to take the Patient Care Technician Certification exam, which upon passing enables the student to practice as a Certified Patient Care Technician. The PCT student learns and practices all that the C.N.A. can do but the education expands to basic phlebotomy skills, EKG skills, assisting with physical exams, specimen collection and testing in physician's offices. The PCT portion involves clinical participation in the hospital and physician's offices (as available) in addition to the nursing home.

REQUIREMENTS FOR ADMISSION:

1. The Dual PCT program is open to all qualified applicants – Seniors or 18 years of age (within 3 months of completion of program for licensing) or older. An official transcript from the high school with a 2.0 or higher. Transcript will be reviewed by Instructor.
2. Copy of a valid driver's license
3. TABE test score **10** each section, Pert/Act/Sat minimum score per FPTC's catalog, test date no earlier than 2 years prior to entry.
4. FBI Level 2 Background screening if selected for the course – will be scheduled when you return in the fall.
5. Prior to first day of **clinical** - Proof of immunizations (Tetanus less than 10 years, Hepatitis B series, 2 MMR, Flu vaccine, at least 5 panel drug screen, TB Test (skin or blood). (You may be required to have a Covid-19 vaccine to participate in the clinical setting. This requirement is set by the facilities we participate with for clinical and not by the school.) As of November 2021, many employers began requiring proof of a COVID-19 immunization to participate in clinical operations, co-operative work-study, or for employment. You should be aware that, in some cases, the lack of a COVID-19 immunization may prevent your ability to complete a program or be placed for employment thereafter. These requirements may not take into consideration your status as a dually enrolled student. FPTC does not control any such requirements. You must decide how they handle such a situation should it arise; but should also consider their enrollment decisions in a manner that will address FPTC's enrollment and withdrawal policies exclusive of outside influences.
6. Prior to first day of clinical - Physical exam – must be able to lift 51 or more pounds with assist, and climb two flights of stairs without undue exertion.
7. Must be able to read, write, and speak the English language.
8. Obtain 3 references (attached to application) – Family members or friends **may not** complete a reference form. Current or former employers or current or former High School Teacher may be used. Teachers are good references.
9. Submit a typed letter to:
Attn: Rhonda Wilson RN BSN
Patient Care Technician Instructor/Coordinator
Florida Panhandle Technical College
757 Hoyt St.
Chipley, FL 32428
In the letter explain "Why I feel I should be selected for this program". The letter must be typed with your signature signed in ink. Handwritten letters will not be accepted.
10. Instructor will review applications, transcripts, references and make the final determination about acceptance.

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GENERAL REQUIREMENTS FOR ADMISSION (ALL APPLICANTS)

Applications for all Health Science Programs must be free of offenses that would disqualify one for employment with a health care or community health care agency. This policy is the result of requirements by clinical agencies which must comply with state and federal regulations.

Each applicant must be screened through the Federal Bureau of Investigation (FBI).

IMPORTANT NOTICE: Pursuant to Section 456.0635 Florida Statutes. Effective 2021

Chapter 456

HEALTH PROFESSIONS AND OCCUPATIONS: GENERAL PROVISIONS

456.0635 Health care fraud; disqualification for license, certificate, or registration.—

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the candidate or applicant:
 - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a pretrial diversion or drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
 1. For felonies of the first or second degree, more than 15 years before the date of application.
 2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. [893.13\(6\)\(a\)](#).
 3. For felonies of the third degree under s. [893.13\(6\)\(a\)](#), more than 5 years before the date of application;
 - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
 - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. [409.913](#), unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
 - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
 - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities, except when such applicant is listed solely based on a default or delinquency on a student loan as provided in s. [120.82](#).

While enrolled in the Patient Care Technician Program, the student is responsible for notifying the program coordinator /instructor of any arrests, regardless of adjudication, that occur after acceptance and during enrollment to the program. Failure to promptly notify the program coordinator/instructor shall be grounds for dismissal from the program.

After admission into the program, the student must remain free of disqualifying charges or may be subject to dismissal from the program.

All students enrolled in a health related program are required to be drug and/or alcohol free when at school/clinical settings or while at "affiliating agencies" (including parking lot and grounds).

Admitted students must remain drug-free throughout their tenure in the program. Failure to do so shall be grounds for dismissal from the program. Any student who has been arrested for any offense other than a minor traffic violation should be aware that the Florida Board of Nursing will require information about the arrest record before the student will be permitted to take the licensure examination upon graduation from the program. A Florida Department of Law Enforcement (FDLE) background check will be completed on each applicant. Florida Panhandle Technical College cannot guarantee that any graduate will be allowed to take the licensure examination.

All finalists who are accepted into the PCT program are required to submit a completed Physical Exam, 5 panel drug screen, proof of current TB test, copy of immunization record (must have tetanus less than 10 years, 2 MMR, Hepatitis B series, record of flu shot (when available) prior to the first day of clinical. You may be required to have a Covid-19 vaccine to participate in the clinical portion of the program. Onsite clinical is required by the Board of Nursing and for the LTC/CNA portion of the program. The vaccine may be required by the facilities in which we participate in for clinical, not by the school. As of November 2021, many employers began requiring proof of a COVID-19 immunization to participate in clinical operations, co-operative work-study, or for employment. You should be aware that, in some cases, the lack of a COVID-19 immunization may prevent your ability to complete a program or be placed for employment thereafter. These requirements may not take into consideration your status as a dually enrolled student. FPTC does not control any such requirements. You must decide how they handle such a situation should it arise; but should also consider their enrollment decisions in a manner that will address FPTC's enrollment and withdrawal policies exclusive of outside influences.

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REQUIRED BACKGROUND CHECK

Program: Patient Care Technician

Where: Washington County School Board Office
652 3rd St
Chipley, Florida 32428
850-638-6222

When: Tuesday or Wednesday
8:00am – 4:00pm (closed 12:00pm – 1:00pm)
(Appointment needed. Online registration required before
Scheduling appointment for the background check – once
You have registered online – call 850-638-6222 to schedule
Your appointment time.

Cost: \$ 51.25 (Money order or Credit card)

Online Registration: You must preregister at the website listed and enter your social security number during the registration process.

<http://www.cogentid.com>

choose: Florida

choose: Florida Schools for teachers, contractors, admins, volunteers, etc.

Register: online

County: Washington

CRI Literal: FL 931630Z – Washington County Schools

Each money order or credit card payment must be done individually for each applicant.

A photo will be taken for an ID badge at the time of fingerprinting. The ID badge will be sent to FPTC upon clearance of your background check. If you have any questions regarding results, please contact the Patient Care Technician Department at (850) 638-1180 ext 6349.

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