

## Patient Care Technician

### Available Certifications:

BLS Healthcare Provider	Certified Patient Care Technician (CPCT)
OSHA Certification	Bloodborne and Airborne Pathogens
Certified EKG/ECG Technician (CET)	Personal Care Home Direct Care Staff Certificate

### Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Safety		
101	Identify safety measures that prevent accidents.		
102	RESERVED		
103	Follow OSHA standards which promote a safe work environment for employees.		
104	Follow the Right to Know law and the information provided on a SDS form.		
105	Perform body mechanics used by a health care worker when moving, lifting objects, or clients.		
106	Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.		
107	Assist client with dangling, standing, and walking.		
108	Turn and/or position client in bed, in a chair, and/or an exam table.		
109	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.		
110	Describe the use of a mechanical lift adhering to the current governmental regulations.		
200	Professionalism, Legal, and Ethical Issues		
201	Define the role, functions, and responsibilities of the health care team members.		
202	Define the chain of command within the scope of practice of the health care team members.		
203	RESERVED		
204	RESERVED		
205	Maintain personal hygiene and exhibit professional dress practices.		
206	Identify the legal responsibilities and ethical behaviors of a health care provider.		
207	RESERVED		
208	RESERVED		
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).		
210	Modify personal behavior in response to client attitude and behaviors.		
211	Follow documentation procedures, including charting client information.		
212	Apply standards of confidentiality as required by HIPAA.		
213	Identify, report, and document possible abuse and/or neglect in all health care settings.		
300	Communication		
301	Use abuse-free verbal and non-verbal communication with the health care team and clients.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
302	RESERVED		
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.		
304	Identify physical and psychological indicators of stress in self and others.		
305	Identify and use interpersonal conflict management skills.		
306	RESERVED		
307	RESERVED		
308	RESERVED		
309	Follow stress reduction techniques.		
400	Infection Control		
401	Identify and explain the chain of infection.		
402	Demonstrate proper hand hygiene techniques.		
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).		
404	Follow OSHA blood borne pathogens standards pertaining to the health care industry.		
405	Differentiate between medical and surgical asepsis.		
406	RESERVED		
500	Emergency Care and Disaster Preparedness		
501	Demonstrate CPR skills and the proper use of an AED, including a choking victim.		
502	Perform basic first aid skills.		
503	Describe emergency response/crisis plan procedures when life threatening situations occur.		
504	Identify potential fire hazards and procedures to use in a fire emergency.		
505	Recognize and report emergencies immediately.		
600	Human Needs and Human Development		
601	Identify growth and developmental stages across the human life span.		
602	Describe how illness and disability impacts the individual across their life span.		
603	Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.		
604	Use techniques to support gender identity and sexual identity choices of clients.		
700	Reserved		
701	RESERVED		
702	RESERVED		
703	RESERVED		
704	RESERVED		
705	RESERVED		
800	Health Care Provider Skills		
801	Provide the client with personal privacy.		
802	RESERVED		
803	Demonstrate unoccupied bed making techniques according to setting.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
804	Demonstrate occupied bed making techniques.		
805	Measure and record height and weight.		
806	RESERVED		
807	Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.		
808	RESERVED		
809	Assist with dressing and undressing.		
810	Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores.		
811	RESERVED		
812	Assist and/or administer denture and oral care for conscious and unconscious clients.		
813	RESERVED		
814	RESERVED		
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal.		
816	Provide catheter care and emptying of urinary drainage bag.		
817	RESERVED		
818	Measure and record body temperature using various thermometers placed on specific body sites.		
819	Measure and record various pulses.		
820	Measure and record respirations.		
821	Measure and record blood pressure.		
822	Identify parameters of blood glucose monitoring.		
823	Describe type, degree, and report client's pain.		
824	RESERVED		
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).		
826	Perform range of motion exercises with a client.		
827	RESERVED		
828	Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.		
829	RESERVED		
830	RESERVED		
831	RESERVED		
832	RESERVED		
833	Perform methods of collection, special handling, and labeling of specimens.		
834	Describe medication administration to a client utilizing proper medical math.		
835	Describe how an EKG/ECG is performed and how it is used diagnostically.		
836	Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.		
837	RESERVED		
838	Determine when the use of telemedicine/telehealth office visits is indicated.		
839	Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
900	Nutrition and Hydration		
901	List general principles of basic nutrition.		
902	Identify therapeutic diets including cultural variations.		
903	Prepare and serve meal trays to clients, including fluids.		
904	Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients.		
905	Measure and record intake and output (I&O).		
906	Measure and record meal percentages.		
1000	Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology		
1001	Identify the basic structure and explain the function and disease processes for the integumentary system.		
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.		
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.		
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.		
1005	Identify the basic structure and explain the function and disease processes for the muscular system.		
1006	Identify the basic structure and explain the function and disease processes for the skeletal system.		
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.		
1008	Identify the basic structure and explain the function and disease processes for the digestive system.		
1009	Identify the basic structure and explain the function and disease processes for the urinary system.		
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.		
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.		
1012	RESERVED		
1013	Distinguish the various directional terms, planes, and regions of the human body.		
1100	Death and Dying		
1101	Identify feelings and attitudes concerning death.		
1102	Research how culture and religion influence attitudes toward death.		
1103	Identify the stages of grief.		
1104	Identify and report the common signs of a client approaching death.		
1105	Identify goals of hospice care.		
1106	Identify various practices of postmortem care.		
1200	Medical Terminology		
1201	Define and differentiate between root words, prefixes, and suffixes.		
1202	Identify the meaning of medical abbreviations.		
1203	Differentiate the various medical specialties in health care settings.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
1204	Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations.		
<i>*Local Task List</i>			
VA857	Describe and or demonstrate removal of an IV		
VA858	Describe and/or demonstrate removal of foley catheter		
VA859	Describe reasons for performing bladder scans		
VA860	Describe/demonstrate bladder scanning		
VA861	Describe care of patient with a chest tube		
VA950	Describe care of patient with feeding tubes		
VA1300	MATERNITY		
VA1350	Describe stages of labor and delivery		
VA1351	Describe care given to mothers after delivery		
VA1352	Describe Apgar score and reflexes of an infant		
VA1353	Describe care given to newborn- feeding, diapering, circumcision care, umbilical cord care.		
VA1400	PHARMACOLOGY		
VA1450	Describe routes of administration		
VA1451	Describe drug classifications and list common drugs in each classification.		
VA3513	13.2.11.A- Apply effective speaking and listening skills used in a job interview.		
VA3514	13.2.11.B- Apply research skills in searching for a job. (CareerLink, O-NET, Networking, Newspapers, Professional Associations, Resource Books (OOH), etc.		
VA3515	13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, Cover Letter, Resume, Post-Secondary Application, etc.		
VA3516	13.2.11.E- Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Communication, Health and Safety, Resilience, Integrity, Problem Solving, Teamwork and Communication.		
VA3517	13.3.11.A- Evaluate personal attitudes and work habits that support career retention and advancement, with focus on Resilience, Integrity, Problem Solving, Communication, Teamwork.		
VA3518	13.3.11.B-Evaluate team member roles and describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, and summarizing.		
VA3519	13.3.11.C- Evaluate conflict resolution skills as they related to the workplace.: constructive criticism, group dynamics, managing leaderships, mediation, negotiation, problem solving.		
VA3520	13.3.11.D- Develop a personal budget based on career choice, such as but not limited to : fixed/variable expenses, gross pay, net pay, saving, taxes.		