The PCA/PCT programs at Florida Gateway College will be phased out during the 2017-2018 academic year.

NURSING AND HEALTH SCIENCES

Admission Packet

PATIENT CARE TECHNICIAN (PCT) PROGRAM
( Including the Home Health Aide Certificate, EKG Aide Certificate and Phlebotomy Certificate Programs)

APPLICATION FOR 2017

FLORIDA GATEWAY COLLEGE

For additional information and guidance, before you apply to one of the programs, call 386-754-4222, to set up an appointment with an advisor.

If you are enrolled in the PCT Program: Call the Testing Center at 386-754-4309 to schedule the TABE Test. You are not required to take the TABE Test for the Phlebotomy, EKG, Home Health Aide, or Patient Care Assistant Certificate Programs.

Schedule your test on the website:
www.fgc.edu/ Future Students; Test Center; or call (386) 754-4309

Contact: Admissions 386-754-4287/386-754-4396
Appointment with an advisor 386-754-4222
149 S.E. College Place, Lake City, Florida 32025-8703
Website:
www.fgc.edu/Academics/Allied Health/Patient Care Technician
FGC will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required in affording equal educational opportunity. The Office of Disabled Student Services can provide further information and assistance at (386) 754-4393. It is the student’s responsibility to register with Disabled Student Services and to contact the faculty member in a timely manner to arrange for appropriate accommodations. Accommodations will be provided for standardized testing (i.e., CPT, RNET) when requested in a timely manner.

Florida Gateway College does not discriminate in its employment practices, admission and treatment of students on the basis of race, color, religion, nation origin, sex, age, disability, marital status or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Director of Human Resources, and may be reached at (386) 754-4313.

Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.
Currently the Nursing Assistant Training Program is under one year of probation (January-December 2017) by the Florida Board of Nursing due to failure of first time combined pass rates 10% less than the state average for two consecutive quarters during 2016.

OVERVIEW OF PATIENT CARE TECHNICIAN PROGRAM

In order to be qualified as a patient care technician, the student must complete the following courses:

**HCP 0001 Health Career Core** - 90 contact hours or 3 vocational credits.
This course must be taken prior to HCP 0430, or concurrently with HCP 0780 & HCP 0781.

**HCP 0430 Nursing Assistant and Home Health Aide** - 125 contact hours or 4.16 vocational credits.
This course must be taken prior to HCP 0620. Students who have completed a CNA course in high school can meet this requirement by taking HCP 0300 Home Health Aide (55 hours, 1.83 vocational credits).

*HCP 0300 Home Health Aide* - 50 contact hours or 1.6 vocational hours.
This course may be completed by the student who is already a CNA and wishes to become a PCA or a PCT.

**HCP 0620 Patient Care Assistant** - 75 contact hours or 2.5 vocational credits

**HCP 0780 Allied Health Assistant (Phlebotomy)** - 150 contact hours or 5 vocational hours.

**HCP 0781 Advanced Allied Health Assistant (EKG Aide)** - 100 contact hours or 3.34 vocational hours.

**HCP 0796 Patient Care Technician** - 60 contact hours or 2 vocational hours.
This class has to be the last course in the series of the PCT Program.

**COURSE DESCRIPTIONS**

**HCP 0001 HEALTH CAREERS CORE** - An introductory course to health occupations and the health care delivery system. This course meets the Department of Education requirement of 90 contact hours. Overview of the following principles are included: interpersonal and communication skills, legal and ethical responsibilities, wellness and illness concepts, safety and security procedures, response in emergency situations, infection control procedures, computer literacy skills, employability skills and blood borne disease precautions including AIDS, CPR certification.

**HCP 0430 NURSING ASSISTANT AND HOME HEALTH AIDE** - This course prepares students for certification testing as a nurse aide and as a home health aide. Once certified, graduates can work in nursing homes or community agencies such as home health. Topics covered in the course include continuation of topics introduced in the health careers core course and in addition: perform physical comfort and safety functions; provide personal patient care; perform patient care procedures; provide biological, psychological, and social support; perform supervised management functions; and specific services related to the home health aide. A clinical lab is a component of this course.

*HCP 0300 HOME HEALTH AIDE* - Students must have completed previously or concurrently completed an approved nursing assistant program. Upon completion of this course, the student should be able to use verbal and written communication specific to home health aide, demonstrate legal and ethical
responsibilities specific to home health aide, perform physical comfort and safety functions specific to home health aide, apply principles of nutrition specific to home health aide, apply the principles of infection control specific to home health aide, and perform home health care services.

**HCP 0620 PATIENT CARE ASSISTANT** - Students enrolled in this course must have already completed the first two courses: Health Careers Core and Nursing Assistant and Home Health Aide. Upon completion of this course, graduates are qualified to be tested for the certified nursing assistant certification if they have not already done so previously. Patient care assistants are qualified to work in nursing home, hospital, and other health care facilities such as home health agencies. Topics included in this course are nursing assistant skills related to care of the adult patient in hospital settings. A clinical lab is a component of this course.

**HCP 0780 ALLIED HEALTH ASSISTANT (PHLEBOTOMY)** – Students enrolled in this course have previously completed a nursing assistant program and are adding these skills to work in a health care facility rather than a nursing home or are seeking Phlebotomy skills independent of CNA coursework. Upon completing this course, the student will be able to perform phlebotomy skills in the health care setting.

**HCP 0781 ADVANCED ALLIED HEALTH ASSISTANT (EKG AIDE)** - Students enrolled in this course have previously completed a nursing assistant program and are adding EKG aide skills to work in a health care facility rather than a nursing home or are seeking EKG aide skills independent of CNA coursework. Upon completing this course, the student will be able to perform EKG aide skills in the health care setting.

**HCP 0796 PATIENT CARE TECHNICIAN** – This is the final course for the patient care technician. Upon completion of this course, the student will be able to demonstrate knowledge of organizational and effective team-member skills. The student will also be able to practice organizational and effective team-member skills in a clinical setting.
NURSING CORE PERFORMANCE STANDARDS

Nursing Program applicants should:

1. Possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide for patient care and safety, and the utilization of equipment in a variety of health care settings. Examples of performance standards for Nursing are outlined below.

2. Tour an appropriate health care facility, career shadow and/or otherwise ascertain if she/he can perform the professional duties of their chosen profession without becoming injurious to themselves or the patient.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Complete competent assessment in a timely manner, make correct interpretations, devise a plan of care, and implement appropriate interventions. Progression during program to reflect independent decision with appropriate supervision.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Be able to cope with life and death situations and deal with families stressed by their loved one's critical condition while working with other health care providers.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Follow verbal and/or written instructions. Must communicate patient response to therapy with others, document therapeutic procedures performed on patient, consult with other health care providers in a professional manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room, through hallways, and maneuver in small spaces. Includes the strength necessary to lift patients as needed.</td>
<td>Move to and from departments to patient rooms, from room to room to take care of all patients on a team, and assist in patient transport.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Perform vital signs, CPR, patient transport, physical assessment, equipment utilization.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Auscultate BP, breath sounds, heart sounds, and bowel sounds. Hear alarms in units, call bells, and telephones. Must converse with patients, family, and staff.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care.</td>
<td>Read patient charts/flow sheet/monitors, draw up and administer medications, assess patient skin color, and read thermometers and other equipment.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment and to provide nursing intervention.</td>
<td>Perform palpation, give injections, start IV's, do sterile and non-sterile dressing changes, urinary catheterization, and assist patients with daily activities.</td>
</tr>
</tbody>
</table>

Latex Advisory: The use of latex/latex based products may exist in health care universal precautions and in environments such as, but not limited to, Health Sciences’ classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.
APPLICATION PROCESS
FOR THE PATIENT CARE TECHNICIAN PROGRAM

1. Submit a Florida Gateway College application to Admissions Office. Call the Admissions Office at 386-754-4287 if you have questions.

2. Pay for courses: All fees (tuition, lab fees, and liability insurance) must be paid by the due date prior to the beginning of class. Please see the critical dates calendar on the FGC homepage for details.

3. In order to participate in any courses in the PCT program, with the exception of HCP 0001, the student must complete the following as directed by the PCT Program Coordinator on the first session of class: Health Status Documentation, Drug & Alcohol Screen, and Background Screen. Once submitted, these records will become the property of the College and will not be available for copying or for use to meet the requirements of outside employers. Instructions for the testing will be given at the beginning of HCP 0001.

The following specific requirements for this documentation must be met:

A. **DRUG & ALCOHOL SCREEN:**

Area health care agencies are drug free places of employment. All health care agencies require a negative drug and alcohol screen before hiring a new employee. The Florida Gateway College Nursing and Health Sciences Division has been asked by area health care affiliates to require a drug and alcohol screen for program applicants who will be placed in area health care agencies for clinical rotations. Program applicants are required to obtain a substance abuse drug and alcohol screen and are subject to random screens upon admission to the program. These results are important for clinical rotations, and subsequent completion of the program. Applicants with a positive result on the screen will be given a reasonable opportunity to explain the confirmed positive test result. If the explanation is unacceptable and/or cannot be satisfactorily documented by the applicant’s physician or ARNP, or the Medical Review Office (MRO), the applicant will not be accepted into the program and, if enrolled, shall be dismissed from the program. Screening results will be kept in a confidential file.

The applicant may reapply and be considered for application to a Health Sciences program after a positive reference from a treatment team who has followed the applicant for at least two (2) years, and has dealt specifically with the applicant’s problem of chemical dependence.

Results from the drug and alcohol screens are returned to the Director of ASDN and Certificate Programs and will be kept in a strictly confidential file, separate from the student’s record. No screening results are to be placed in individual student files.
B. **BACKGROUND SCREEN:**

Nursing and Health Sciences students at Florida Gateway College involved in direct patient care during a clinical rotation in a hospital or related medical facility are required to complete an in-depth background screen. This is a requirement mandated under the guidelines cited in the current Florida Statutes: Chapter 435, and by health care agencies with which FGC has clinical, internship, and externship agreements.

The Florida Board of Nursing requires additional criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest record is required to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses. As part of the licensure application process, graduates will be required to submit a signed statement verifying compliance with the Agency for Health Care Administration Florida Board of Nursing Rule 64 B 9-3.002 which states:

- **Prior to application for examination, convicted felons must obtain a restoration of their civil rights or they are ineligible to sit for the examination.**
- **If an applicant has been convicted of any offense other than minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure.**

Any student who has been found guilty of, regardless of adjudication, or entered a plea of *nolo contendere*, or guilty to, any offense under the provisions of Florida Statutes or under a similar statute of another jurisdiction may be disqualified from admission. According to the Florida Board of Nursing policy, **students must self-disclose any charges and/or arrest information by submitting a letter to the Director of ASDN and Certificate Programs prior to admission to the program.**

Applicants for Nursing and Health Sciences Programs must be free of offenses that would disqualify one for employment as a Certified Nursing Assistant (CNA) in a nursing home (Florida Statutes s.400.211). This policy is the result of requirements by clinical affiliates which must comply with state and federal regulations.

Judgments of guilty or pleas of *nolo contendere* (no contest) to the following crimes may disqualify applicants from entering into clinical rotations associated with a Florida Gateway College Allied Health Program:

a. Murder, Manslaughter or Vehicular homicide
b. Killing of an unborn child by injury to the mother
c. Assault or Battery, if the victim of the offense was a minor
d. Aggravated assault or battery
e. Kidnapping or False imprisonment
f. Sexual battery
g. Prohibited acts of persons in familial or custody authority
h. Prostitution
i. Lewd and lascivious behavior
j. Lewdness and indecent exposure
k. Arson
l. Theft, robbery, and related crimes, if the offense is a felony
m. Fraudulent sale of controlled substances, only if the offense was a felony
n. Incest
o. Abuse, neglect or exploitation of a disabled adult or elderly person
p. Aggravated child abuse
q. Child abuse
r. Negligent treatment of children
s. Sexual performance by a child
t. Obscene literature
u. Drug offenses which were a felony, or if the offense involved a minor
v. Fraudulent practices in Health Care, Medicaid, Medicare or any public assistance program

Some Health Care units will require an additional abuse check. If this is the case, the following applies:

Has not been judicially determined to have committed abuse or neglect against a child as defined in s.3901(2) and (45); does not have a confirmed report of abuse, neglect, or exploitation as defined in s.415.102(6), or abuse or neglect as defined in s.415.503(6), which has been uncontested or upheld under s.415.1075 or s.415.504; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to s.415.1065(s©); and has not committed an act that constitutes domestic violence as defined ins. 714.128.

If unclear if you would be cleared for a license please follow the link below for the conviction guidelines published by the state of Florida for those wishing to apply for a certified nursing assistant license.

http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/

Click on the links “Applicants with Criminal History” and “Health Care Fraud” to view additional information.

HEALTH STATUS DOCUMENTATION: Students will be required to submit documentation of current physical, TB screening, current tetanus, and shot records or titers demonstrating proof of immunity.

Recent Physical: Use of an approved physical exam form is required. Examination is to be completed by a licensed doctor, physician’s assistant, nurse practitioner, or mid-wife. **Physicals should be completed no more than six weeks prior to the first day of class.**

Tuberculosis Screening: A current (within past six weeks prior to first day of class) TB skin test (PPD) is required. A current chest x-ray is necessary if you cannot have a PPD done. Any waiver for a TB skin test from a healthcare provider must be on professional letterhead.

Tetanus: If tetanus booster is greater than 10 years old, it is required that a booster be obtained.

Proof of Immunity: An official shot record from your doctor, the health department, or public school is acceptable. If an official shot record is not available, then blood titers are necessary to determine immunity for:

- Hepatitis B (proof of series of 3 doses)
- Varicella (chickenpox) (proof of 2 doses)
- MMR (Measles, Mumps, and Rubella): (proof of series of 2 doses)
Vaccinations may be necessary if immunity cannot be confirmed with the blood titer.

**Hepatitis B:** If a hepatitis B vaccine is required, the series of three immunizations must be started ASAP and may be completed during the clinical rotation. A titer at six months after completion of the series is required to document immunity.

**Flu Vaccination:** It is the responsibility of all students to obtain current flu vaccinations.

**CPR CERTIFICATION:** Submit proof of current training in CPR. **Acceptable CPR courses include:** BLS Health Care Provider or BLS Provider for American Heart Association (AHA) or Professional Rescuer for American Red Cross (ARC). This documentation is earned during HCP 0001 or WFHX 0003 & is part of the curriculum regardless of prior certification. No other CPR courses will be accepted. All students must provide a copy of current CPR card. All students are responsible for remaining current in CPR and for submitting documentation of updates.

**PROOF OF INSURANCE:** Submit proof of health/hospitalization insurance (copy front and back of card). This insurance must be effective throughout the internship/clinical rotations.
COURSE OPERATION

Uniform:  *Specific instructions regarding uniform will be given on the first day of class.*

A. White skirt or pants (uniform type pants, not jeans) with a Cherokee brand, forest green color BNP top. Men must wear Cherokee brand, forest green color. Flesh colored hose or white socks. White socks for men.

B. White leather or plastic shoes; cannot be clogs, sandals, or crocs. Only all-white uniform style tennis shoes in good, clean condition are permitted.

C. Watch with a second hand.

Textbook and workbook: TBA

**Estimated costs:**

*Tuition for vocational credits @ $84.89 per credit hour:

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Careers Core</td>
<td>$254.67</td>
</tr>
<tr>
<td>Nursing Assistant and Home Health Aide</td>
<td>353.15</td>
</tr>
<tr>
<td>Patient Care Assistant</td>
<td>212.23</td>
</tr>
<tr>
<td>Allied Health Assistant (Phlebotomy)</td>
<td>424.45</td>
</tr>
<tr>
<td>Advanced Allied Health Assistant (EKG)</td>
<td>283.54</td>
</tr>
<tr>
<td>Patient Care Technician (Capstone)</td>
<td>169.78</td>
</tr>
</tbody>
</table>

*Additional Fees:*

- Includes Liability Insurance, Background Screen, Drug & Alcohol Screen, Course/Lab Fees: $334.50

*Text Books (not including tax):*

- *Health Careers Core Text & Workbook* 192.90
- *Nurses Aid Home Health & PCA Text & Workbook* 87.95
- *Phlebotomy* 120.95
- *ECG’s* 156.55
- *Professionalism in Health Care* 61.40
- *CPR Book* 16.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Exam</td>
<td>160.00 (est. to include immunizations if necessary)</td>
</tr>
<tr>
<td>Health Insurance (Student’s Responsibility)</td>
<td>125.00 (estimated)</td>
</tr>
<tr>
<td>Certification Exam</td>
<td>140.00</td>
</tr>
<tr>
<td>Uniform</td>
<td>70.00 (est. for 2 uniforms)</td>
</tr>
<tr>
<td>Watch</td>
<td>20.00 (estimated)</td>
</tr>
<tr>
<td>Shoes</td>
<td>50.00 (estimated)</td>
</tr>
<tr>
<td>School Supplies</td>
<td>25.00 (estimated)</td>
</tr>
</tbody>
</table>

**PCT PROGRAM IN ITS ENTIRETY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>$3258.07</td>
</tr>
</tbody>
</table>

*Fees to be paid to the College.*
**FINANCIAL AID**

Financial Aid is available to qualified students through the Office of Financial Aid, 386-754-4282.

**EMPLOYMENT**

The Certified Nursing Assistant (CNA) portion of this program is academically demanding and time consuming. While you are enrolled in the courses that compose the CNA program (HCP 0430 & HCP 0620) it is recommended that employment be on a part-time basis, no more than 20 hours per week.
FLORIDA GATEWAY COLLEGE
PATIENT CARE TECHNICIAN PROGRAM
SUPPLEMENTAL APPLICATION
TO
PCT PROGRAM
FLORIDA GATEWAY COLLEGE
LAKE CITY, FLORIDA 32025

A. GENERAL INFORMATION

STUDENT ID NUMBER ______________________ YEAR & TERM APPLYING FOR ADMISSION________________

NAME____________________________ PHONE HOME (   ) __________ WORK (   ) __________

PERMANENT ADDRESS__________________ CITY_____ STATE____ ZIP __________

EMAIL ADDRESS: ____________________________________________________________

IF ANY OF YOUR TRANSCRIPTS, TEST SCORES, ETC., MIGHT ARRIVE UNDER ANY NAMES OTHER THAN
THOSE LISTED ABOVE, ENTER NAMES HERE: ___________________________________________

HIGH SCHOOL GRADUATE? _____YES _____NO OR
GED? _____YES _____NO OR HOME SCHOOL GRADUATE: _____YES _____NO

B. PERSONAL INFORMATION:

IN CASE OF EMERGENCY, NOTIFY____________________________ RELATIONSHIP __________

ADDRESS ______________________ CITY ______ STATE____ ZIP CODE __________

HOME PHONE (   ) __________________ WORK PHONE (   ) __________________

C. HAVE YOU EVER BEEN ARRESTED? _____YES _____NO. IF YES, ATTACH YOUR STATEMENT
PROVIDING DESCRIPTION OF THE CIRCUMSTANCES OF THE ARREST(S).

D. VETERANS PREFERENCE: Are you a Veteran? Yes□ No□
Are you the spouse of a Veteran Yes□ No□

FALSIFICATION OF ANY PART OF THIS FORM WILL BE GROUNDS FOR DENIAL OF ADMISSION.