



PATIENT CARE TECHNICIAN  
PROGRAM

# STUDENT HANDBOOK

2024 - 2025

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# CLASSROOM ATTENDANCE



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The Patient Care Technician program at South Texas College is a workforce course which requires punctuality and dependability. 90% of contact hours must be completed to obtain credit for the course.

## CLASSROOM TARDY DEFINED

A classroom (class) tardy is defined as not being prepared and present when class begins up until 30 minutes into class.

Two (2) classroom tardies equal one (1) classroom absence.

## CLASS ABSENCE DEFINED

A classroom (class) absence is defined as arriving more than 30 minutes after class start time.

Students who leave the class prior to the scheduled dismissal time will be counted absent.

*Example:*

Scheduled classroom (class) time: 8:00 a.m.

Tardy= Arrival between 8:00 a.m. to 8:29 a.m.

Absence= Arrival after 8:30 a.m.

# CLINICAL ATTENDANCE STANDARD

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**Credit cannot be issued to students whose absences exceed 10% of the total clinical hours.**

## CLINICAL TARDY DEFINED

- A clinical (clinic) tardy is defined as not being prepared and present when clinical begins and up until faculty leave the meeting area and go to the floor.
- Three (3) Clinical (NURA 1160 or NUPC 1360) tardies equal to one (1) absence.

## CLINICAL ABSENCE DEFINED

- A classroom (class) absence is defined as arriving more than 30 minutes after clinical start time.
- Students arriving after faculty have left for the floor are counted absent but are encouraged to remain in the waiting area until the instructor returns. Each student has a number of skills that must be completed in order to continue in the program. Missing an entire clinical day makes completing the skill book a challenge.
- If the student is to be absent from clinical, the student is required to contact their clinical instructor 1 hour BEFORE the clinical begins. Failure to do so, will result in a grade of zero (0) for the day.
- Students who leave clinical prior to the dismissal time will be counted absent for the day.
- Reporting to the assigned clinical site (experience) unprepared (e.g. without required skills book(s), name badge, appropriate attire, etc.), will result in the student being dismissed from the clinical setting to correct the deficiency.
  - If compliance is made within 30 minutes, a tardy will be applied
  - If compliance takes longer than 30 minutes, an absence will be applied

*Example:*

Students are not allowed to be present in ANY clinical or classroom setting without STC student clinical name badge being properly displayed on their uniform at all times.

# CLINICAL ADDENDUM

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**STUDENTS MUST COMPLY WITH THE FOLLOWING. NON-COMPLIANCE MAY RESULT IN DISMISSAL FROM CLINICAL SETTING.**

- Students must practice infection control precautions and patient safety guidelines, including but not limited to proper use of gloves.
- NO cell phones, smart watches, or other electronic devices are allowed in the clinical setting.
  - Students may not make or receive personal phone calls in the clinical area. In emergency Situations, family members may contact the clinical instructor regarding the emergency and that instructor will inform the student.
- Do not answer the facility telephone in the clinical area.
- Maintain professional boundaries.
  - Example: Do NOT address the patient, nurse, doctor by first name and/or terms of endearment. Fraternizing, flirting, dating anyone in the clinical setting is also not allowed.
- Immediately report to instructor any form of sexual harassment in the clinical and/or classroom setting.
- Avoid unhealthy/non-therapeutic/ineffective communication with classmates, staff, patients, family members or instructors.
- Report to the assigned instructor before leaving the unit for any reason.
- It is the responsibility of the student to keep the clinical instructor and designated supervisor informed of the assigned patient's progress and conduct any follow up observations/activities as needed or directed by instructor/supervisor.
- Remain compliant with COMPLIO requirements. Non-Compliance will result in removal from clinical site and an absence (s).
- Maintain Compliance with student dress code (refer to Professional Appearance Guidelines)



# GRADING AND EVALUATION

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Students are required to read the assigned text before coming to class. The classroom experience is utilized to clarify material in the text and demonstrate safe, competent, and compassionate patient care.

## THEORY AND CLINICAL:

The following are grade equivalencies:

Letter Grade	Percent Grade
A	90% - 100%
B	83% - 89%
C	78% - 82%
D	70% - 77%
F	69% or less

***Note: Grades of 77.9999% or below will NOT be rounded up to 78%***

- Students must achieve a grade of 78% to pass all courses in the Patient Care Technician program.
  - To appeal outcomes on a test, quiz, or any other graded material, please contact the instructor within one week of receiving the grade.
- The student must complete and pass NURA1401 and NURA1160 with a minimum of 78% to qualify for NACES state exam testing.
- National Exams require current Nurse assistant certificate and the National Health Career qualifications as follows:
  - Certified Patient Care Tech (CPCT): pass NUPC 1320, NUPC 1360, complete draw card and complete skills booklet.
  - Certified Phlebotomy Tech (CPT): Pass PLAB 1323 and complete draw card.
  - Certified Electrocardiogram Tech (CET): Pass ECRD 1211, complete 10 EKGs and 8 hours in the EKG monitor room.



# PROFESSIONAL APPEARANCE GUIDELINES



**While in Uniform, the student (male and female) must comply with all aspects of the guidelines for professional appearance as depicted below:**

## **ATTIRE:**

- Purple scrub top with grey pants
- Standard white nursing shoes with closed toe and heels or all white (noncanvas) tennis shoes with conservative logo (no colored stripes, clogs, crocs, etc.)
- A fitted white long-sleeved shirt may be worn under uniform top, if desired, for warmth, Please note, this does not mean a sweat shirt or sweater. A white undershirt or tank top under the scrub may be required for modesty (depending on the cut of the scrub) Cleavage and or chest hair should not be exposed.
- STC name badge to be worn on left collar.  
School patch sewn on left sleeve of uniform scrub top.

## **CLINICAL ACCESSORIES:**

- Mandatory clinical accessories include
  - a waterproof analog watch with second hand (No Smartwatches),
  - pen,
  - small notebook, etc.,

## **HAIR:**

- Natural hair color only, hair must be clean, well groomed, above the collar and away from the face, in compliance with Infection Control Standards.
- Hair barrettes should be of color compatible to hair color. Ribbons, scarves, colored barrettes and alligator clips are not acceptable.
- If hair worn up, it must be in a bun. All loose hair will be restrained, including pony tails, and bangs must be worn above the eye brows.
- Students must keep beards and mustaches clean and neatly trimmed, or be clean-shaven.

## **TATTOOS:**

- Tattoos with vulgar wording/pictures, etc. must be covered.

## **FINGERNAILS:**

- Nails must be trimmed short and kept clean. Due to infection control, no nail polish or artificial nails are permitted in the clinical sites.

## **HYGIENE:**

- Good oral hygiene and clean bodies free of odor are essential.
- Cosmetics should be applied discretely (modest-minimal makeup).
- No perfume or cologne during class or clinical.
- No gum chewing allowed.



# **SOUTH TEXAS COLLEGE**

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## **CONTACT US**

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