Patient Care Technician Course Requirements

An official High School Transcript or GED must be received **prior to the first business day of class starting.**

- o Official transcripts must be received directly from the institution to be considered official transcripts can be sent to one of the following ways:
    - o <u>Hand carried</u>: Tony Rand Student Center (TRSC) Room #2- In a sealed envelope from the issuing institution.
    - o <u>Mailed</u>: Fayetteville Technical Community College Evaluation Office, P.O. Box 35236, 2220 Hull Road, Fayetteville, NC 28303
    - o <u>Electronic Transfer</u> by E-Script: evaltranscripts@faytechcc.edu.

Students who fail not to provide the official transcript by this deadline will be dropped from the course.

- ➢ If the student does not have the unofficial transcript at the time of registration, they will be allowed to register but will have <u>3</u> business days from the date they register to provide the unofficial copy.
- ➢ **If not received by the 3rd business day, the student will be dropped from the course**.
- ➢ International transcript **must be professional translated and evaluated by one of the credentialing agencies**. (If needed, please send an email to healthprograms@faytechcc.edu.)

Students must attend the **1st day of class**. If you fail to attend by the **2nd day of class,** the student will be dropped from the program. All documents not received by **the 1st day will result in counseling.**

Most health programs use online components such as Blackboard, therefore, laptops are strongly recommended.

- o **Tuition Fee**: $180. Register at the Tony Rand Student Center, 2220 Hull Rd., in Room 2.
- o **Malpractice Insurance Fee**: $16.00 (*price subject to change without notice*) which is due at the time of registration. **Registration + Malpractice Insurance Fees: $196.00**
- o <u>Additional Fees</u>: Clinical Facilities require background checks & drug screens. (You may obtain 1 week before your class start date, no sooner) If Background Check and Drug Screening are received <u>SEALED</u> and <u>Initialed</u> must **remain** <u>SEALED</u> and in the <u>ORIGINAL</u> envelopes.
- o <u>Scrubs</u>: Navy top and bottom (can be purchased at Castle Uniforms). <u>Shoes</u>: White leather/leather type shoes with NO mesh or holes and plain black/white socks every day. Complete uniform REQUIRED **1st day of class** and for duration of the program.

- o **Textbook: Fundamental Concepts and Skills for the Patient Care Technician Second Edition Book and Workbook Bundle (Textbook ISBN:978-0-323-79485-5/ Workbook 978-0-323-83128-4** ~ Text $114.50, workbook $48 including tax) &173.78 *Prices* included are for the FTCC Bookstore. (Pricing is subject to change without notice, please verify with resource for accuracy.) ***Required by the end of the 1st week of class.***

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o *Photocopies of the following documents submitted to Instructor on the **1st day of class***: ***(if not received by the 1st day, will result in a written counseling):***

o $16.00 *(Pricing is subject to change)* Malpractice Insurance receipt from students who registered online

o Picture ID – GOVERNMENT ISSUED

o CPR card (American Heart Association's Healthcare Provider) offered at FTCC $70-5-hour-class. (Price is subject to change without notice). *Price is subject to change at short notice.* Card cannot expire during class dates. (Required by end of 1st week of class)

o Copy of current immunization record with all necessary vaccinations. ***MMR, Varicella, PPD, Hep B, Tdap, Flu shot*** will be required No Later Than the **3rd week if all not received, student will be withdrawn**

o **from the course**. **COVID vaccine MAY be required for some clinical sites** Some vaccinations take 30 days or more to process the results, so it is important not to wait to complete this requirement.

Non-compliance with ANY deadline listed above can result in dismissal from the program.

This course prepares the student to provide care for hospital patients, long-term care patients, and dialysis centers. The student should better understand the anatomy and physiology and patient pain management, including comfort, rest and sleep. Students will also know how to complete Phlebotomy venipuncture correctly, capillary blood draws, EKG, and dialysis skills and techniques. This course will include class and lab procedures to help students succeed and prepare them for the National Registry Exam for an additional fee.

1. You must be able to read, understand and communicate effectively in English to participate in this class. Students will be required to care for clients in lab settings (and must be capable of lifting, transferring and positioning patients with no weight limitations using both hands to perform tasks, reacting to emergencies, walking fast; this is not an exhaustive list). A separate designation has to be established for each portion of the course. If you have a medical condition (including pregnancy), you need a note from your physician stating you have NO RESTRICTIONS in the class and/or lab to continue with the program.

Any student wishing to request academic accommodation due to a disability must make their request to the Office of Disability Support Services. Disability Support Services: Casey Groover, 910-678-8479.

2. Hair is to be clean, neatly styled, and of length so as not to interfere with the normal workday activities. Extreme trends such as shaved designs, Mohawks, and long spiked hair, etc., are not acceptable. Hair cannot be of "rainbow" or "neon" colors (examples: blue, pink, green, purple, etc.). Excessive ornaments are not allowed. Male students are to be clean-shaven or with neatly trimmed beards or mustaches. Facial hair that interferes with the wearing of a protective mask is not permitted.

3. Tattoos, brands, symbols, or markings visible on the face or neck must be covered. Moreover, visible tattoos that are considered by management to be inappropriate, indecent, offensive, or unprofessional must be covered, irrespective of the location on the body.

4. Nails are to be no longer than the tip of finger. Nail polish is not permitted in class, lab, or clinical. Additionally, artificial nails of any kind (even overlays on real nails) are not allowed.

5. Cosmetics should be applied lightly. Body powders and cosmetics should be used sparingly. Perfume and scented lotions aren't allowed in class/lab/clinical.

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6. Piercing may only be worn in the ears and one set is allowed. This should be studs earrings only. No loop or long dangled earrings allowed. This includes bar style earrings. NO rings/ornaments are to be worn in the nose, eyebrows, tongue, or other visible areas of the body.
7. Students will be required to perform Phlebotomy sticks on each other in order to test out of the Phlebotomy portion of the National Registry Exam.
8. Supplies: 3 Ring Binder (3in), watch with second hand (non-digital), stethoscope, blood pressure cuff (non-digital) and name badge. (Required by the end of the 1st week of class).

REFUND POLICY: If you withdraw prior to the **1st day of class** you may be eligible for a 100% refund. If you withdraw on or after the **1st day of class**, you may be eligible for a 75% refund of the registration fee if requested prior to the 10% date. After the 10% date there are no refunds given. *Once the class begins, the insurance fee is non-refundable.* It is **your responsibility** to request a refund. A drop/refund or drop/add requests are to be sent electronically to: healthprograms@faytechcc.edu. NOTE: Your refund will take 2-3 weeks to be processed.

I have read the above requirements and understand each requirement must be fulfilled to continue in the RMA I & RMA II programs. No exceptions are made to these requirements. I am aware if fail to meet the requirements, I will be dismissed from the program. **Questions or concerns contact us at healthprograms@faytechcc.edu** or 910-486-3923 or Dean of Health Programs 910-678-1084