ELIM OUTREACH TRAINING CENTER

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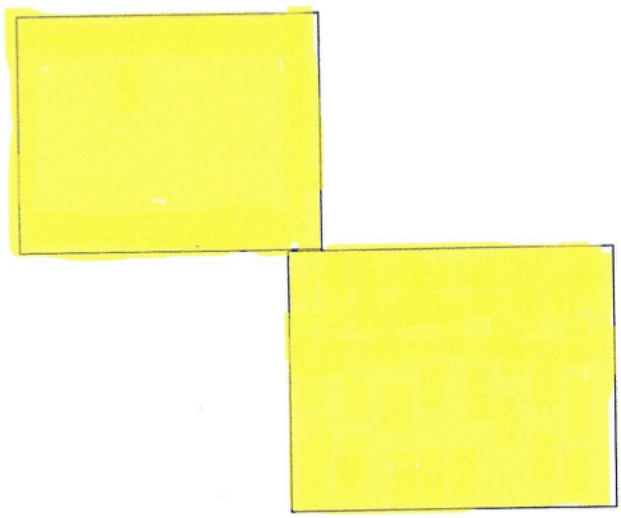
PCT 1 PATIENT CARE TECHNICIAN

CNA, PHLEBOTOMY, EKG



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(Revised 1/2026)

PATIENT CARE TECHNICIAN 1

PCT 1

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PATIENT CARE TECHNICIAN I (PCT 1).....SYLLABUS

COURSE DESCRIPTION:

A Patient Care Technician (PCT) provides essential support to patients and healthcare staff assisting with daily living activities, monitoring vital signs, and ensuring patient comfort in various healthcare settings. The course will equip the students with the needed skills to perform the assigned duties with knowledge and confidence in Basic Nurse Assistance, Phlebotomy, and Electrocardiogram. The student will have the opportunity to take the state and national exams.

The duration of the PCT1 course is up to 34 weeks (up to 320 clock hours)

COURSE OBJECTIVES:

Graduates of this program shall:

1. Possess the readiness and proficiency to successfully pass the required State of Illinois exam.
2. Have a basic working knowledge of human anatomy sufficient to perform basic tasks assigned to support the physical needs of the patient.
3. Provide the required knowledge, skills and compassionate personal care for the patient including bathing, oral hygiene, nutrition, range of motion and accurate monitoring vital signs.
4. Demonstrate procedures of CPR and the Heimlich maneuver as approved by the American Heart Association.
5. Demonstrate. "21 skills" as required by Illinois Department of Public Health.
6. Understand the association of the circulatory system in phlebotomy.
7. Demonstrate a working knowledge of infection control, safety and first aid.
8. Explain and demonstrate venipuncture and skin puncture procedures.
9. Exhibit a essential knowledge of blood collection, equipment, specimen documentation, and transportation.
10. State the meaning of common medical abbreviation terms as related to phlebotomy.
11. Have a basic knowledge of anatomy and Physiology of the heart.
12. Possess knowledge of patients' rights and confidentiality.
13. Define, correctly spell and identify common medical terminology.
14. List at least two basic types of cardiac cells in the heart and know their location.
15. Describe AP wave. PR Segment. PR Interval. QRS complex. St. segment, T waves, QT interval and U wave as they relate to the cardiac activity.
16. Successfully identify the 12 lead EKG, describe the correct anatomic placement of the leads, and correctly label the leads.

PATIENT CARE TECHNICIAN 1

BNA · PHLEBOTOMY · EKG

Course Description

The Basic Nurse Assistant Program (CNA) is often a prerequisite leading to advancement in several medical careers, particularly entry-level positions. Nursing Assistants are employed in hospitals, nursing homes, private homes, clinics, physician offices, and ambulatory care settings. Some duties include measuring vital signs, feeding, bathing, grooming, and helping with transfers and ambulation. The student will cover reporting, recording, and communicating patient information to the health team. The student will learn IDPH 21 skills and CPR.

It is the responsibility of a phlebotomist to collect blood for laboratory analysis, which is necessary for diagnosis and care of a patient. Some common duties are to prepare patients for blood collection, collect routine skin puncture and venous specimens for testing, support patient confidentiality, transport specimens to the laboratory, and help support a safe working environment. Students will be introduced to medical terminology, HIPAA, and safety controls. The graduate will gain employment in hospitals, clinics, blood banks, doctors' offices, and laboratories.

Electrocardiograms are performed routinely during physical examinations, pre-surgical evaluations, before starting fitness programs, and in the treatment of cardiovascular diseases. This program will instruct students in the responsibilities of applying up to 12-lead electrocardiograms, patients' confidentiality, basic electrophysiology, and rhythm strip interpretations. Lectures will include medical terminology, cardiac drugs, cardiac complications, stress tests, and holter monitor. Combining the three courses will enhance the student's opportunity for employment in three disciplines.

Training duration: Up to 320 clock hours and up to 36 weeks.

Completion: Upon completion of the program, the student will receive a Certificate of Completion.

Tuition and Registration

Description	Amount
Tuition / Registration	$3,200.00
Books / Handouts	$425.00
Lab Fees	$125.00
Tuition Subtotal	**$3,750.00**

Other Required Items and Fees

Item	Amount
Uniform (2)	$70.00
Shoes	$35.00
CPR	$65.00
Criminal Background	$40.00
Stethoscope	$20.00
National Exam (3)	$345.00
Watch	$20.00

Calipers	$20.00
Gait Belt	$20.00
Additional Fees Subtotal	**$635.00**
PROGRAM TOTAL	**$4,385.00**

Tuition Policies and Payment Information

Price changes: Price subject to change without notice. Any such changes will not affect currently enrolled students unless they agree to such changes in writing.

Refunds and late fees: Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of financial charges if applicable. ELIM does not charge finance charges. However, a late fee (10%) will be added to all late payments.

Payment methods: Cash, money order, or cashier’s check. Sorry, we do not accept personal checks, debit, or credit cards.

Enrollment and materials: Please see your contract regarding payments and amount due on the first day of class or orientation. Books will be issued with the first payment. Also, a criminal background check must be done before class, and a physical exam must be started before clinical.

Supplies: Supplies may be bought from ELIM, or you may find uniforms and other supplies at Wal-Mart. Please consult the yellow pages or the internet for a location near you.

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PATIENT CARE TECHNICIAN 1
CNA, PHLEBOTOMY, ELECTROCARDIOGRAM
CLASS SCHEDULE FOR 2026-2027 SCHOOL YEAR

The PCT 1 training program is up to 320 clock hours and up to 36 weeks. Upon completion of the course, the student will receive a Certificate of Completion.

COURSE	START DATE	END DATE
BNA Module 1 Monday /Wednesday **AM** 9:30am-2:30pm Clinical: Friday 7:am Instructor: Ms. D. Phillips **BNA** **PM** Tuesday/Thursday/Friday 5:15PM-9:15PM Clinical Saturday or Sunday 7:am-4:p Instructor: Mrs. Brown	**Aug 17, 2026** **Orientation 8/14/26** **Nov 30, 2027** **Orientation 11/20/26** **March 1, 2027** **Oct 13, 2026** **Orientation 10/9/27** **Jan 12, 2027** **March 23, 2027**	**Nov 2, 2026** **CPR 8/15/27** **Feb 24, 2026** **CPR 11/21/26** **May 12, 2027** **Dec 18, 2026** **CPR 10/10/26** **March 12, 2027** **MAY 21,2027**
Phlebotomy Module 2 Tuesday & Thursday **AM** 9:30AM -1:30pm Instructor: Mr. Calhoun **Phlebotomy** **PM** Monday/Friday 5:30pm- 9:00pm Instructor Ms. Jones-Greer	**Aug 4, 2026** **Oct 27, 2026** **Feb 23, 2027** **Oct 16, 2026** **Feb 19, 2027**	**Oct 29, 2026** **Feb 11, 202** **May 25, 2027** **Feb 5, 2027** **May 21, 2027**
Electrocardiogram Module 3 Thursday **PM** **5:30pm-9:00pm** Instructor: Dr. Ola	**May 7, 2026** **Sept 3, 2026** **Jan 14, 2027** **April 29, 2027**	**Aug 27, 2026** **Dec 17, 2026** **April 15, 2027** **Aug 26, 2027**

School will be closed for summer break from June 15, 2027, until July 7, 2027. Please note: If emergencies occur for any reason(s), the class schedule may be extended as needed. I **understand that dates and times are subject to change with notice. Please see 2026-27 Academic Calendar for dates when the school will be closed.**

_____ **Start Date** _____ **Registration Date** _____

Student Signature

PATIENT CARE TECNICIAN 1 (BNA, PHLEBOTOMY, EKG)

Congratulations on your decision to join the exciting, challenging, and rewarding field of health care. You have made a wise career choice to learn important skills in the rapid growing area of allied health.

Professional, trained Phlebotomy Technicians are devoted to improving the quality of life for patients. Your skills with a caring attitude will be rewarded with friendship and trust of patients, respect of your employer, co-workers, and personal satisfaction.

Think about what this career means to you. Then answer the following questions:

1. **Why do you want to be a Phlebotomy Technician ?**

2. **What skills and strengths do you bring to the health-care professional ?**

3. **If you were a patient/resident at a long -term care facility or a patient in a hospital, what special qualities would you expect from a Phlebotomy Technician ?**

4. **What are your long-term goals ?**

Name _____ Date _____

PATIENT CARE TECHNICIAN 1
ADMISSION REQUIREMENTS

PREREQUISITES

1. High school diploma or equivalent
2. Reading and Math ninth ($9^{t)h}$ grade level
3. Physical ability to lift and move 50 pounds
4. Fine motor coordination
5. Good visual acuity
6. Able to hear at normal levels
7. Ability to stand for extended periods of time
8. Criminal background check (IDPH requirement)
9. Current Physical exam must include:

   Tuberculosis (TB) skin test or chest x-ray (Step 1)

   Hepatitis

PCT 1 Students must complete:

1. Up to 220 clock hours (CNA, Phlebotomy, EKG)
2. BNA clinical
3. Pass the course with a "C" or better 81%
4. Complete all clinical and stimulated labs.
5. Financial obligation completed

Elim Outreach Training Center

MISSION STATEMENT

The mission statement of Elim is to enlist ambitious students into teaching and instructing them to competently provide health care services with knowledge, expertise, and compassion.

The Elim program will graduate students with working knowledge and proficiency to have prepared them to successfully pass the State of Illinois competency exam as well as all other appropriate professional affiliation exams.

The Elim graduate will facilitate practical and trust-worthy partnership with the patient and his or her family, other health care professional and social services in an environment conducive to the patient's comfort and well-being.

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DRESS/PERSONAL APPEARANCE FOR , CLINICAL AND CLASSROOM.

1. **Uniform** — Properly fitted scrubs. Clinical color Purple Classroom is any color.

2. **Shoes** — White professional shoes with non-skid sole, and close toe required. White athletic shoes with white laces are acceptable

3. **Hose** — White hose, or white socks.

4. **Identification Badge:**

   Visibly displayed on uniforms at all times.
   First badge is free, thereafter the cost is $2.50

5. **Hair** — Neatly combed and off the collar, male students mustache and beard must be neatly trimmed.

6. **Jewelry** — One (1) plain ring and one (1) pair of earrings are acceptable in the clinical setting, and one necklace is allowed. ABSOUTELY NO FACIAL, AND TONGUE RINGS ARE PERMITTED IN THE CLINICAL SETTING.

7. **Make-up and perfume,**

   Not excessive and no perfume allowed. The elderly residents/patients are sensitive to smells.

8. **Nails** — Trimmed to a reasonable length (filed to fingertips), clear nail polish only. NO SCULPTURE NAILS ARE PERMITTED

9. **Tattoo's** — Must be covered, if possible

10. **Personal Hygiene**

Good personal hygiene is as important as a clean uniform.
Failure to comply with Elim's dress codes, including consideration for the clinical site, will negatively affect clinical grades and possibly disrupt continued participation in the program. In the classroom students will wear a scrub uniform(color per instructor) If you arrive to the clinical site or to class improperly dressed you will be sent home and you will have to make up the class assignment on your time, Clinical will have to be made up with the next incoming class, if there is space available.

BASIC NURSE ASSISTANTS PROGRAM

CRIMINAL BACKGROUND CHECK

A criminal background check is needed before you start the program. This is required by Illinois Department of Public Health and is the first step toward the Certification process. The cost is $ 40.00 and is not included in the tuition fee. Results of this background check will be placed in the Health Care Workers Registry.

Location site(s) for the criminal background check will be given out on the first day of class.

If you have had a criminal background check and your name is on the Registry you will not have to take another background check.

Upon completion of the BNA course students are eligible to site for the State of Illinois Nurse Assistant Exam initiated by SIUC/Nurse Aide Testing. The fee for the exam is $85.00 and Is not included in the tuition fee. Fee is set by Illinois Department of Public Health (SIUC).

PHYSICAL EXAM

Students must fill out a physical exam form. Forms can be obtained from Elim's office or your instructor. Physicals are due before you attend your first assigned clinical. The physical includes a TB (Mantoux) or chest X-Ray taken within the last six months. Also, a Hepatitis series is recommended. If you decline to take the hepatitis series, you must sign a waiver. Failure to submit this information in a timely manner will result in a clinical absence until all information is received by Elim.

When a student has a noted illness of injury that would not meet the minimum physical requirement, he /she must bring this to the attention of the instructor immediately. It will be necessary to obtain a written doctor's statement, noting there are no limitations or restrictions to participate in both the classroom and clinical components of the course.

When a student is pregnant, this information must be provided to the instructor immediately. Also, a doctor's statement must be obtained that states, the student is able or unable to participate, with or without restrictions in both the classroom and clinical components of the course.

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BASIC NURSE ASSISTANTS REQUIREMENTS

Prerequisites:

1. **High school diploma or equivalent**
2. **Reading and Math at a minimal of ninth (9th)grade level.**
3. **Physical ability to lift and move 50 pounds.**
4. **Fine motor coordination(good manual dexterity and hand/eye coordination)**
5. **Good visual acuity to distinguish color.**
6. **Able to hear at normal levels.**
7. **Ability to stand for extended periods of time.**
8. **Criminal background check (IDPH requirement)**
9. **Current physical exam must include:**

   Tuberculosis(TB) skin test Mantoux of chest X-Ray within the last six(6) months Step 1

   Hepatitis Series

Basic Nurse Assistants Student must complete

1. **80 hours of theory/ classroom laboratory**
2. **40 hours of clinical (hospital or skill facility)**
3. **Pass the course with a "C" or better (81%)**
4. **Clinical attendance requires 100% participation.**

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GRADING METHODOLOGY

A=	93-100 PERCENT
B=	86-92 PERCENT
C=	81-85 PERCENT

Students have the responsibility to keep both academic and professional veracity of the school and to meet the maximum standard of academic and proficient behavior.

Students must maintain an 81% average on all exams to remain in good standing. Also, grades below 81% represent unsatisfactory progress, and you must see your instructor immediately.

Students will receive progress reports from daily exams, mid-term exam, final exam, and clinical performances.

Students must pass the MIDTERM, FINAL and ALZHEIMERS EXAMS with 81% or better. If the student receives a failing grade, he/she must see their instructor immediately. One exam will be dropped at the end of the course.

ABSENTEEISM:

Students are allowed two (2) absences. In the event of excused absenteeism, make-up exams may be granted by the the instructor. Please, be advised that only ONE make-up will be granted for the entire course.

Excused absenteeism may include but is not limited to the following: hospitalization, illness needing medical care, or death in the family. To obtain excused absence, ELIM must be notified before the day of the absence.

Please see "ACADEMIS POLICY STATEMENT"

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