# D. A. DORSEY TECHNICAL COLLEGE

STUDY A CAREER FOR REAL SUCCESS

# Patient Care Assistant

Work-Based Activity

Instructional Plan

2026-2027

## Mission

Our mission is to positively impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning literacy through vocational certification.

## Vision

The vision for D. A. Dorsey Technical College is to be the cornerstone of the Liberty City community and surrounding areas of Miami-Dade County while connecting students to their maximum earning potential. All D. A. Dorsey Technical College graduates will be highly trained and ready for the workforce.

## Core Values

Excellence: We pursue the highest standards in academic achievement and organizational performance.

Integrity: We build positive relationships through honesty, respect, and compassion, which enhance the self-esteem, safety, and well-being of our students, families, and staff.

Equity: We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship: We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

## Hours of Operation

The campus has classes in session Monday through Friday between 8 a.m. and 1:45 p.m. Evening classes are offered Monday through Thursday between 3:55 p.m. and 8:00 p.m. to serve the needs of post-secondary and adult general education students.

# Work-Based Activity Instructional Plan

## Professional Staff/Roles and Responsibilities

The work-based activity is coordinated by Ms. Odette Lightbourne, Patient Care Assistant instructor. The instructor is the liaison between the school and the employment agency. The instructor is responsible for the initial contact with the employer/agency to coordinate the work experiences and communicate the expected objectives, experiences, competencies, and evaluations that are required.

The instructor will also accompany the student to the work experience site and introduce the student to the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.

## Scope of the Work-Base Plan

This clinical experience is a supervised, unpaid experience of 75 contact hours in an ambulatory health care setting performing administrative and clinical procedures and must be completed before graduation. Students ready for the Practicum experience have completed all other program requirements and are eligible for this final phase in the program.

The program should ensure that the experience and instruction of students are meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions. Sites should be selected so that each student is afforded a variety of experiences, while at the same time all students are provided consistent learning opportunities.

This experience provides an opportunity for students to utilize both administrative and clinical skills learned in the Patient Care Assistant classroom and clinical environment in a local clinic, physician's office, or other health care facility.

The student's Practicum should be performed in a professional environment under conditions of strict supervision and guidance of a licensed physician and clinical coordinator. An individual who knows the Patient Care Assistant profession must provide on-site supervision of the student.

The actual hands-on experiences will tie-in all the educational components based on theory and competency-based instruction that the student learned in the laboratory and classroom setting.

This course is set to assess the student in their ability to utilize all critical thinking applications learned during the program and to apply these critical thinking skills during the Practicum experience. The healthcare facility and the learning college/institute will expect the student to utilize good work ethics, show excellent civic responsibilities, and further learn to both embrace and respect cultural diversity.

Clinicals: 75 Hours Experience will include the following components:

- Objectives, experiences, competencies, and evaluations
- On-site employer representative responsible for guiding and overseeing the students' learning experiences

- On-site employer representative responsible for participating in the students' written evaluations

## Current and Relevant Standards and Outcomes:

- Use verbal and written communications specific to nurse assisting.
- Demonstrate legal and ethical responsibilities specific to nurse assisting.
- Perform physical comfort and safety functions specific to nurse assisting.
- Provide personal patient care.
- Perform patient care procedures.
- Apply principles of nutrition.
- Provide care for geriatric patients.
- Apply the principles of infection control specific to nursing assisting.
- Provide biological, psychological, and social support.
- Perform supervised organizational functions, following the patient plan of care.
- Assist with restorative (rehabilitative) activities.
- Perform skills related to the hospital setting.

## Evaluation During the Work Experience:

The designated on-site employer representative responsible for guiding and overseeing the students' learning experiences will participate in the students' written evaluation by documenting when the student successfully demonstrates the current and relevant standards and outcomes.

Course Number: HCP0121
Occupational Completion Point: B
Nurse Aide and Orderly (Articulated) – SOC Code 31-1014

The following intended outcomes 12-23 should be taught together as a module to achieve the occupational completion point of Articulated Nursing Assistant. The average achieving student should be able to complete the module in 75 clock hours. The standard length for the Nursing Assistant (Articulated) program including the core is 165 hours but cannot be less than 120 hours.

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| 12.0 | Use verbal and written communications specific to nurse assisting. – The student will be able to: |
| | 12.01 Obtain specified data from patient and family. |
| | 12.02 Utilize verbal and written information to assist with the patient's plan of care. |
| | 12.03 Demonstrate use of the communication system. |
| 13.0 | Demonstrate legal and ethical responsibilities specific to nurse assisting. – The student will be able to: |
| | 13.01 Demonstrate legal and ethical behavior within the role and scope of nursing assistant responsibilities. |
| | 13.02 Describe the purpose of the chain of communication (i.e., to resolve patient or employee problems). |
| | 13.03 Follow policies and procedures affecting the health, safety, and well-being of patients. |
| | 13.04 Recognize and report signs of substance abuse. |
| | 13.05 Demonstrate the understanding of vulnerable population abuse and reporting procedures per agency. |
| | 13.06 Follow legal guidelines in the documentation. |
| | 13.07 Demonstrate methods regarding risk management including prevention and quality of care. |
| | 13.08 Exhibit behavior supporting and promoting patients' and/or residents' rights. |
| | 13.09 Recognize that a C.N.A. must self-report any crimes they've been involved in within 30 days of the offense in accordance with (FS 456.0727(1) w). |
| | 13.10 Discuss Florida certified nursing assistant rules including role limitations. |
| | 13.11 Recognize potential for and prevention of medical errors. |
| | 13.12 Discuss proper procedures to follow regarding medical errors. |
| 14.0 | Perform physical comfort and safety functions specific to nurse assisting. – The student will be able to: |
| | 14.01 Maintain patient units and equipment. |
| | 14.02 Maintain service areas on the units including supplies and equipment. |
| | 14.03 Observe, report, and record changes in the patient's behavior daily, including mental awareness. |
| | 14.04 Adjust bed and side-rails. |
| | 14.05 Lift, hold, and transfer patients including the use of the various assistive devices and equipment, utilizing proper body mechanics and patient safety measures. |
| | 14.06 Turn and position patient. |
| | 14.07 Demonstrate the proper use of a gait belt in both transfer and ambulation. |
| | 14.08 Transfer patient to a stretcher. |

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| | 14.09 Apply protective devices as directed (e.g., vest and belt). |
| | 14.10 Apply comfort devices as directed (e.g., foot-board, over-bed cradle, alternating pressure mattress). |
| | 14.11 Assist patient to dangle. |
| | 14.12 Assist patient in ambulation, including the use of a crutch, cane, or walker. |
| | 14.13 Assist patient in using a wheelchair. |
| | 14.14 Assist patient with care and use of prosthetic/orthotic devices. |
| | 14.15 Describe emergency procedures utilized in the clinical area(s). |
| | 14.16 Implement appropriate regulatory and accrediting agency patient safety guidelines. |
| 15.0 | Provide personal patient care. -- The student will be able to: |
| | 15.01 Give bed bath; observe and report changes in patient including skin and level of consciousness. |
| | 15.02 Administer back rub. |
| | 15.03 Assist with shower or tub bath, including the use of specialty tubs. |
| | 15.04 Assist patient with sink, tub, shower, or bed shampoo. |
| | 15.05 Demonstrate the use of a safety and/or electric razor to shave the patient. |
| | 15.06 Groom patient, including hair, skin, foot, hand, and nail care. |
| | 15.07 Assist with and/or administer oral hygiene including denture care. |
| | 15.08 Assist patient with toileting using various types of restorative and rehabilitative equipment. |
| | 15.09 Assist patient to dress. |
| | 15.10 Assist patient with meals. |
| | 15.11 Assist with bowel and bladder training. |
| | 15.12 Assist and/ or provide perineal care. |
| | 15.13 Empty, measure, and record urinary output and/or drainage. |
| | 15.14 Assist patient with both donning and doffing prosthesis and brace. |
| | 15.15 Demonstrate application and use of a leg bag, leg strap, and dignity bag. |
| | 15.16 Monitor and assist with the drainage of urostomy bags and colostomy bags. |
| 16.0 | Perform patient care procedures. – The student will be able to: |
| | 16.01 Demonstrate ability to accurately measure, record, and report vital signs. |
| | 16.02 Assist with the admission of a patient and/or resident. |
| | 16.03 Assist with transfer of a patient. |

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| | 16.04 Assist with discharge of patient. |
| | 16.05 Make an unoccupied/occupied bed. |
| | 16.06 Measure and record patient's height and weight. |
| | 16.07 Assist patient in passive range-of-motion exercises. |
| | 16.08 Apply anti-embolic hose and sequential compression devices. |
| | 16.09 Collect, strain, and/or test routine urine specimen. |
| | 16.10 Collect timed urine specimen. |
| | 16.11 Collect clean-catch (midstream-voided) urine specimen. |
| | 16.12 Record fluid intake and output (I&O). |
| | 16.13 Observe, record, and report patient's emesis. |
| | 16.14 Monitor and provide with care of urinary catheters and drainage systems for both males and females. |
| | 16.15 Assist with ostomy care including emptying or changing ostomy bags that do not adhere to the skin. |
| | 16.16 Collect stool specimen. |
| | 16.17 Perform postmortem care. |
| | 16.18 Maintain patient-belongings list. |
| | 16.19 Assist the nurse with care of the patient with complex medical needs. |
| | 16.20 Assist with the collection of a sputum specimen. |
| 17.0 | Apply principles of nutrition. – The student will be able to: |
| | 17.01 Identify nutrients and food groups. |
| | 17.02 Explain regional, cultural, and religious food references. |
| | 17.03 Describe special diets. |
| | 17.04 Prepare a basic food plan. |
| | 17.05 Check patient's diet tray for accuracy. |
| | 17.06 Demonstrate knowledge of the need for thickened liquids and fluid consistency. |
| | 17.07 Identify methods of maintaining fluid balance including forcing and restricting fluids. |
| | 17.08 Monitor and document nutritional intake. |
| 18.0 | Provide care for geriatric patients. – The student will be able to: |
| | 18.01 Identify methods and procedures to prevent pressure ulcers. |
| | 18.02 Identify methods to prevent falls in the elderly. |

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| | 18.03 Identify safety principles as related to the elderly. |
| | 18.04 Describe general characteristics, particular needs, and problems of the elderly. |
| | 18.05 Identify attitudes and living habits that promote positive mental and physical health for the elderly. |
| | 18.06 Distinguish between fact and fallacy about the aging process. |
| | 18.07 Identify the need for community resources and services available to the elderly and their family. |
| | 18.08 Apply reality orientation techniques and validation therapy unless it is contraindicated by the patient diagnosis (Alzheimer's or dementia). |
| | 18.09 Provide and involve patients in diversional activities. |
| | 18.10 Identify common alterations in elderly patient behavior. |
| | 18.11 Provide care for patients with special needs (e.g., impaired hearing, impaired vision, immobility, impaired body functions, cognitively impaired (dementia)). |
| | 18.12 Recognize and respond appropriately to symptoms of common diseases, including dementia, depression/suicide and Alzheimer's. |
| | 18.13 Demonstrate awareness of common behaviors in drug use and abuse in the elderly. |
| | 18.14 Report concerns to the nurse related to drug use and abuse in the elderly patient. |
| | 18.15 Identify components of the grief process. |
| | 18.16 Demonstrate an understanding of end of life care, hospice, and palliative care. |
| 19.0 | Apply the principles of infection control specific to nursing assisting. – The student will be able to: |
| | 19.01 Provide care for patients with infectious diseases applying the principles of "Standard Precautions" utilized with all patients as well as special procedures required. |
| | 19.02 Set up isolation unit using proper personal protective equipment (PPE) for all types of isolation including donning and removing PPE appropriately. |
| | 19.03 Follow isolation procedure with food tray, garments, and other materials. |
| | 19.04 Collect specimen from patient in isolation. |
| 20.0 | Provide biological, psychological, and social support. – The student will be able to: |
| | 20.01 Discuss family roles and their significance to health. |
| | 20.02 Respond to patient and family emotional needs. |
| 21.0 | Perform supervised organizational functions, following the patient plan of care. – The student will be able to: |
| | 21.01 Organize patient-care assignments. |
| | 21.02 Complete assignments accurately and in a timely manner. |
| 22.0 | Assist with restorative (rehabilitative) activities. – The student will be able to: |
| | 22.01 List the purposes of restorative (rehabilitation) program. |
| | 22.02 Assist patient with specified restorative (rehabilitation) needs. |
| | 22.03 Assist patients/residents to reach the optimum level of independence. |

| 23.0 Perform skills related to the hospital setting. (optional) – The student will be able to: |
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| 23.01 Care for hospital equipment and supplies. |
| 23.02 Transfer patient to stretcher. |
| 23.03 Assist patient to apply binders. |
| 23.04 Care for patient in skin and skeletal traction. |
| 23.05 Assist with pre-operative and post-operative patient care. |
| 23.06 Reinforce dressings under the supervision of the RN/LPN. |
| 23.07 Obtain and record an apical pulse. |
| 23.08 Obtain and record an apical-radial pulse. |
| 23.09 Obtain and record pedal pulse. |
| 23.10 Provide cast care and/or pin care. |
| 23.11 Provide care for eyeglasses, artificial eyes, and contact lens. |