



---

## **REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN ASSISTANT HEALTH CARE TECHNICIAN CERTIFICATE**

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

**Name of Qualification:** Professional Certificate in Assistant Health Care Technician

1. **Duration of the course :** 12 months
2. **Student entry qualifications:**
  - i. Normally a prospective student must possess a minimum of 5 O LEVELS
  - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
  - iii. Relevant work experience
  - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

## **PROGRAMME STRUCTURE**

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

## **MODE OF DELIVERY**

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

## **LEARNING RESOURCES**

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

## **CONTINUOUS ASSESSMENT METHOD**

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

# **WRITTEN END OF SEMESTER EXAMINATION**

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

## **Course Content includes**

### **INTRODUCTION TO HEALTH CARE**

In this course the student learns to establish a safe and supportive environment for the patient/resident/ client through ethical and legal responsibilities, effective communication, observational skills, and safety; issues including fire safety, infection control, CPR, and personal hygiene and grooming practices.

### **PROFESSIONALISM FOR HEALTH CARE PROVIDERS**

Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course.

### **HEALTH ASSESSMENT SKILLS**

In this course the student will learn to create and maintain health records as well as accessing and recording vital signs. This course is a laboratory component of the phlebotomy curriculum. (510899)

### **MEDICAL TERMINOLOGY**

Prerequisites: Interpretation and analysis of medical terms including the combination of prefixes, root words, and suffixes to and recognize spell, utilize and pronounce medical terminology correctly. Medical abbreviations are also included.

### **PHLEBOTOMY PRINCIPLES**

This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipuncture's, capillary sticks, infection control procedures, and lab tests which may be performed by the phlebotomist.

### **BASIC BODY STRUCTURE AND FUNCTION**

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

### **EKG Principles and Procedures**

Introduce students to the electrocardiogram (EKG) principles and procedures in the health care setting. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of lab instruction/practice and 45 hours of clinical externship to be performed by the student under the supervision of a preceptor in a variety of healthcare settings

### **NURSING FUNDAMENTALS**

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course.

## COMMUNICATION

### INFORMATION COMMUNICATION TECHNOLOGY

### SKILLS APPLICATION

The student will perform, demonstrate, and practice a minimum of 90 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.