



# AMERICAN EDUCATION CERTIFICATION ASSOCIATION

## Patient Care Technician Exam Content Outline According to Industry Standard Needs Study

### Patient Care Technician Level 1 Exam Content Outline:-

TOPICS	Check
<b><u>Examination Section -Patient Care Technician</u></b>	
Characteristics of Patient Care Technicians: personality, appearance & behavior	
Professionalism	
<b>Ethics and Law for Medical Facilities:</b> Ethical concepts & Conflicts, Difference between Public & Private laws, Lawsuits, Public—Criminal- Civil Laws, Law and Professional liability, Controlled substance & Prescriptions, Federal and State laws protecting employees, identify & respond to issues of confidentiality, Mandatory Reporting	
<b>Patient Interaction:</b> Verbal & non-verbal communication with patient, listening skills, Interviewing Techniques, Barriers to Effective Communication, understanding the needs of the patient, professionalism.	
<b><u>Examination Section - Anatomy and Physiology</u></b>	
<b>Human Body:</b>	
Relationship between Anatomy & Physiology of the body, and briefly describe function of each, identify body planes, body regions and relative positions using anatomic terms.	
<b>Tissues and membranes:</b>	
List four different types of tissues, and their functions.	
<b><u>Examination Section – Patient Care Skills:</u></b>	
<b>Sterilization and Disinfection:</b>	
<b>Hazard Communication Standard:</b>	
Inventory and labeling of hazardous chemicals, Material Safety Data Sheets, (MSDS)read and interpret an MSDS.	
<b>Sanitization:</b>	
Purpose of Sanitization, Guidelines for Sanitizing Instruments, Wrap items for autoclaving.	
<b>Disinfection:</b>	
Use of three levels of disinfection: high, intermediate, and low.	
List and describe the primary use of disinfectants in the medical field.	
<b>Sterilization:</b>	
Sterilization methods, Autoclave, Maintenance of the autoclave.	
<b>Vital Signs:</b>	
Define vital signs, explain the reason for taking vital signs	
<b>Temperature:</b>	
Explain how heat is produced and lost from the body, explain factors that can cause variations in the body temperature, list and describe three stages of a fever, list the sites for taking body temperature, and explain why these sites are	



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used, regulation of body temperature, body temperature range, assessment of body temperature.	
<b>Pulse:</b>	
Mechanism of pulse, list factors that affect the pulse-rate, identify a specific use of each of the eight pulse sites, normal range of pulse rate for each age group, assessment of pulse	
<b>Respiration:</b>	
Explain purpose of respiration, mechanism of respiration, normal respiratory rate for each age group, factors affecting the respiratory rate.	
<b>Pulse Oximetry:</b>	
Explain purpose of pulse oximetry, state normal oxygen saturation level of a healthy individual, list and describe factors that may interfere with an accurate pulse oximetry reading.	
<b>Blood Pressure:</b>	
Define blood pressure, state normal range of blood pressure for an adult, list and describe factors affecting blood pressure, identify Korotkoff sounds, different parts of a stethoscope and a sphygmomanometer, explain how to prevent errors in blood pressure measurement.	
<b>Activities of daily living</b>	
Perform foot care	
Feeding patient	
Shave patient	
Perform decubitus ulcer care	
Assist with gait training	
Assist with tub bath	
Change unoccupied bed	
Orient patient	
Position & turn patient	
Perform complete bed bath	
Perform oral hygiene	
Assist with ambulation	
Perform skin care	
Assist with shower	
Change occupied bed	
Perform passive / active ROM	
Shampoo bedridden patient	
<b>Patient transfer</b>	
Body mechanics	
Transfer patient to wheelchair	
Transfer patient to chair	
Transfer patient to toilet	
Turn & position patient	
Pulling & lifting patient	



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<b>Equipment</b>	
Oxygen mask	
Humidifier	
Bed scale	
Thermometer (electric / glass)	
Hoyer lift	
Oxygen cannula	
Ted stockings	
Blood pressure cuff - manual	
Blood pressure cuff - electric	
<b>Specimen collection</b>	
Stool specimen	
24 hour urine specimen	
Urine culture	
Sputum specimen	
Foley catheters specimen	
Specific gravity of urine	
Stool hemocult	
Clean voided urine	
Midstream urine catch	
Stool parasites 1	
Procedure's experience	
<b>Infection control</b>	
Equipment cleaning	
Waste disposal	
Reverse isolation	
Respiratory isolation	
Universal precautions	
Disposal of sharps	
<b>Restraints</b>	
Documentation	
Observing restrained patient	
Applying soft limb restraints	
Safety guidelines	
Applying leather restraints	
<b>Age appropriate care</b>	
Newborn	
Infant	
Adolescents	
Older adults (64+ years)	