



**American Medical Technologists
Patient Care Technician (PCT) Certification Competencies
and Examination Specifications**

Summary Table

	Work Area	Number of Questions	Percentage of Exam
I.	Allied Health Foundations	76	38.0%
II.	Personal Patient Assistance and Care	42	21.0%
III.	Clinical Procedures	67	33.5%
IV.	Clinical Patient Environment	15	7.5%
	Total	200	100%

Question Weightings, Work Areas, Task Areas, and Competencies

Number of Items

[76] I. Allied Health Foundations (38% of exam)

A. Anatomy and Physiology

1. Define the major body systems
2. Understand common diseases associated with each major body system
3. Understand range of motion (ROM)
4. Understand and recognize loss of muscle function

B. Medical Terminology

1. Define terminology associated with phlebotomy
2. Define terminology associated with skin integrity:
 - a. Wound care (sterile, non-sterile, drainage, etc.)
 - b. Decubitus ulcer
 - c. Fragile skin vs. healthy skin
 - d. Adhesive sensitivity and allergic reactions
 - e. Primary and secondary lesions and fungal, viral, parasitic, and bacterial infections
3. Define terminology associated with vital signs and measurements
4. Define and differentiate surgical and medical asepsis

- a. Understand the terms “don” and “doff” PPE
- 5. Define terminology associated with ROM or joint movement (abduction, adduction, circumduction, dorsiflexion, etc.)
- 6. Define terminology associated with equipment (nasal cannula, O2 tank, foley, suction canisters, etc.)

C. Law and Ethics

- 1. Adhere to HIPAA regulations regarding Protected Health Information (PHI)
- 2. Understand the meaning of slander and libel
- 3. Demonstrate and employ “Patient Bill of Rights” to competent care
 - a. Understand the meaning of 4Ds of Negligence
- 4. Demonstrate understanding of consequences for fraud and abuse
- 5. Demonstrate adherence to best practices for Patient Care Technicians
 - a. Understand working within scope of practice
 - b. Employ basic work ethics and attributes (maintaining a schedule, appearance, teamwork, etc.)
- 6. Understand the meaning of sexual harassment in the workplace
- 7. Understand and explain the need for implied and informed consents
- 8. Understand and explain the concept and need for Power of Attorney (POA)
 - a. Properly execute and abide by any POA in force

D. Safety

- 1. Follow The Joint Commission (TJC) patient safety guidelines
- 2. Monitor patients’ environmental safety (fall precautions, faulty equipment, etc.)
- 3. Identify and report various abuse situations involving both patients and/or staff
 - a. Abuse or neglect of patients
 - b. Sexual abuse
 - c. Substance abuse
 - d. Domestic violence

E. Communication

- 1. Demonstrate knowledge of effective communication skills (verbal and nonverbal)
- 2. Recognize various levels of patient understanding (e.g., patients who are not cognitively sound, who are in a diseased state, or who are experiencing cognitive decline)
 - a. Identify barriers to communication (cultural, language, age, non-verbal, etc.)
- 3. Understand and employ emergency response, corrective action, and chain-of-command
- 4. Define and utilize professional etiquette
- 5. Conduct patient orientation to room, staff, and services
- 6. Understand patient/family interactions and the PCT role
 - a. Provide emotional support to patients and their families while performing patient care
 - b. Assist the patients and their families with understanding the patients’ status and needs
- 7. Communicate with healthcare practitioners, patients, and family
- 8. Demonstrate proper documentation of patient data in electronic health records (EHR)
- 9. Understand and employ adverse event reports
- 10. Understand and employ incident reports

[42] II. Personal Patient Assistance and Care (21% of exam)

A. Activities of Daily Life (ADL)

1. Define ADLs
2. Understand and provide hygiene care: oral, hair, nails, and perineal
3. Know and understand the proper technique for catheterization (straight, foley, and condom)
4. Describe proper catheter care, management, and maintenance
5. Understand evacuation/elimination care and aftercare
6. Understand how to safely use a bedpan/commode with patients
7. Demonstrate range of motion (ROM)
 - a. Assist patient with ROM (assistive, passive)
8. Demonstrate and assist patient with eating, feeding, and drinking
9. Identify and properly use assistive devices (wheelchairs, braces, canes, crutches, walkers, shower chairs, grips, Velcro strips etc.)
10. Identify restorative skills

B. Patient Health and Wellness

1. Understand the reason for performing an enema and risks associated with them
2. Understand the purpose, need form, and complications of tracheotomy care
3. Employ proper use of nasal cannula
4. Monitor patient for any changes in condition (e.g., level of consciousness, shortness of breath, pain, bleeding, etc.)
5. Record and report any changes to nurses and physicians
6. Demonstrate proper documentation

C. Bathing

1. Define terminology associated with bathing and aftercare
2. Employ proper water temperature
3. Understand and incorporate proper patient disrobing and clothing technique
4. Recognize and employ proper bath/shower safety measures (grips, mats, call light, etc.)

D. Positioning and Turning

1. Describe patient positions
2. Demonstrate proper patient positioning for various exams and procedures
3. Explain how to drape a patient for various exams and procedures
4. Define turning time
5. Execute proper turning of patient

E. Transport

1. Define transport techniques
2. Understand ergonomics in relation to patient transfers
3. Describe proper body mechanics of a patient transfer
4. Demonstrate proper technique in transferring patients

5. Understand and utilize proper transfer techniques with various equipment (wheelchair, lift, bed, bath, etc.)
6. Prepare proper documentation of patient transfer

F. Postmortem Care

1. Demonstrate empathy for family and friends
2. Demonstrate proper communication with superiors and funeral home representative
3. Define postmortem documentation

G. Nutrition

1. Understand dietary needs for patients with various health conditions (new mothers with newborns, cancer patients, hospice patients, stoma patients, etc.)
2. Understand potential medication reactions with diets
3. Record meal intake
4. Assist with nutritional support

[67] III. Clinical Procedures (33.5% of exam)

A. Phlebotomy and Specimen Collection

1. Perform tasks necessary for the collection and transportation of blood samples
2. Know aspects of blood collection procedures
 - a. Employ Order of Draw
 - b. Describe venipuncture safety precautions
 - c. Describe various tests associated with evacuated tube additives
 - d. Demonstrate proper venipuncture technique (straight stick, butterfly, capillary puncture)
3. Recognize tube association with affected disease states
4. Collect and process specimens for non-blood samples
 - a. Differentiate types of specimen collection (e.g., urine, stool, blood)
 - b. Demonstrate proper techniques for obtaining specimens (fecal, sputum, and urine)
5. Employ proper specimen transfer
6. Demonstrate proper point-of-care (POC) testing (CLIA-waived blood and urine tests)

B. Vital Signs and Measurements

1. Understand, identify, and employ proper procedures related to blood pressure
2. Demonstrate proper technique of obtaining pulse and pulse oximetry
3. Understand and employ proper procedures related to respiration
4. Understand and employ proper procedures related to temperature
5. Measure and record patient height and weight
6. Understand and employ proper lifts as needed for weight
7. Record the intake and output of fluids (e.g., urine)
8. Monitor and record functions related to digestion (e.g., bowel movements, percentage of meal eaten, etc.)
9. Employ proper documentation of vital signs and associated measurements
10. Understand when and what changes in vital signs need to be reported to a physician

C. Cardiac

1. Describe the steps associated with proper CPR

- a. Perform CPR skills
- 2. Define ECG
- 3. Understand proper ECG techniques:
 - a. Explain ECG electrical systems
 - b. Describe ECG rhythms
 - c. Employ Holter monitor as part of an ECG
- 4. Understand basic elements of telemetry for ECGs
- 5. Recognize and report abnormal rhythms
- 6. Employ proper technique for obtaining an ECG:
 - a. Use of ECG Lead Placements
 - b. Identifying ECG artifact
 - c. Troubleshooting ECGs
 - d. Applying electrodes on patients for ECGs

D. Wound Care

- 1. Describe procedures related to circulation checks
- 2. Understand procedures related to basic wound care (e.g., decubitus ulcers, post-operative, skin tears, abrasions, etc.)
- 3. Employ proper procedures related to bandaging wounds
- 4. Demonstrate and employ how to set up a sterile field for wound care
- 5. Demonstrate and employ proper technique for dressing application and change
 - a. Understand and employ sterile technique with dressing change
- 6. Understand and employ precautions to prevent skin breakdown
 - a. Employ proper procedures related to fragile skin
 - b. Describe the prevention of decubitus ulcers
 - c. Identify stages of ulcers
- 7. Describe proper procedures related to waste disposal in wound care
- 8. Describe and understand how to prevent healthcare-associated infections (HAI): bacterial, fungal, parasitic, and viral

E. First Aid

- 1. Understand and employ techniques for assessing an emergency situation according to American Heart Association Standards:
 - a. Initiate Emergency Medical Services in the event of an emergency
 - b. Provide proper emergency care for bleeding
 - c. Provide proper emergency care for seizures
 - d. Provide proper emergency care for choking
 - e. Provide proper emergency care for incidents of syncope
 - f. Understand and provide proper emergency care for consciousness vs. unconsciousness

[15] IV. Clinical Patient Environment (7.5% of exam)

A. Asepsis

- 1. Define PPEs (personal protective equipment)
- 2. Identify the different types of PPE

3. Describe and employ proper donning and removal of PPE (e.g., gloves, gown, mask, goggles, shoe covers)
4. Apply medical aseptic procedures
5. Apply surgical aseptic procedures
6. Employ surgical gloving
7. Describe how to set up and maintain a sterile field

B. Bedmaking

1. Understand and employ proper disposal of PPE
2. Describe proper procedures for making an occupied bed

C. Room Care

1. Maintain room (clean, call bell in reach, etc.)
2. Check safety of room and patient equipment