

Atlantic Technical College and Technical High School

CAREER CLUSTERS

Architecture and Construction

Business Management & Supervision

Health Science

Hospitality & Tourism

Information Technology

Manufacturing

Transportation, Distribution, & Logistics





The Fab 4

All students have the opportunity to earn it!

- 1. Technical Program Certificate (s)**
 - * You could earn more than 1 depending upon your program of choice
- 2. Industry Credential or Florida License**
 - * You could earn more than one dependent upon what is recognized by professionals in the field
- 3. Career Dual Enrollment Quality Points**
 - * Two quality points added to your weighted GPA for every course completed and passed with a C or better
- 4. Articulated Post-Secondary or College Credit**
 - * Local or state college credits apply if transferring to the aligned field of study
 - * Gold Standard Pathway articulated credits based upon the credentials earned and if transferring to the aligned field of study

<http://ctace.browardschools.com/QuickLinks/ArticulationAgreements.aspx>



Full Year (Select 1)

Dental Assisting

Medical Assisting

Pharmacy Technician

Practical Nursing

OR

Half Year (Select 2)

**Central Sterile Processing
Technician* (Spring)**

EKG* (Fall)

Mental Health Technician* (Fall)

Orthopedic Technician* (Spring)

Patient Care Technician*

IMPORTANT:

Health programs can and do change, so programs offered in the past may not be offered again due to state and accreditation requirements.



Health Science - Requirements for Program Admission

Qualifications	Required Documentation	Full-time Program Requirements
<ul style="list-style-type: none"> ✓ Junior in High School ✓ Take the Basic Skills test ✓ Meet Basic Skills requirement to receive Career Dual Enrollment (CDE) ✓ Meet Entrance Requirements: <ul style="list-style-type: none"> ✓ GPA (unweighted/weighted) <ul style="list-style-type: none"> • 2.8/3.0 Half Year Programs • 3.0/3.2 Full Year Programs • 3.2/3.5 Practical Nursing ✓ Pass FSA Reading ✓ Grades <p>ALL final grades on the transcript cannot be below a 2.0 (C)</p> <ul style="list-style-type: none"> • <i>Students grades will be re-evaluated before entrance into all health programs.</i> ✓ Pass EOCs ✓ Review of attendance 	<ul style="list-style-type: none"> ✓ As per the Joint Commission of Healthcare Organizations. <ul style="list-style-type: none"> ✓ Clearance on FDLE Level II Background Check (Fingerprinting) ✓ Negative Drug Test Results (Urinalysis) ✓ Immunizations and Physical Examination ✓ Valid Social Security number (state licensing agencies and registries requirement) 	<ul style="list-style-type: none"> ✓ Health programs are full time programs and all require a full-time summer component, EVERY DAY, with the understanding there is no transportation. <ul style="list-style-type: none"> ✓ The commitment is full time and if the student does not complete ALL required coursework, they will receive a failing grade (F) on their transcript, will not complete the program, which may impact their academic standing. ✓ Clinical rotations, could be as far north as Boca and as far south as Pembroke Pines. Students must provide their own transportation.

Dental Assisting

One (1) full year enrollment, 12 months, including the summer

DUTIES INCLUDE:

- * Assisting the dentist during treatment procedures
- * Taking & developing dental x-rays
- * Asking about the patient's medical history & taking blood pressure and pulse
- * Preparing and sterilizing instruments & equipment
- * Helping patients feel comfortable before, during & after dental treatment
- * Providing patients with instructions for oral care following surgery or other dental treatment procedures
- * Teaching patients appropriate oral hygiene strategies to maintain oral health: tooth brushing, flossing and nutritional counseling
- * Taking impressions of patients' teeth
- * Performing office management tasks that require the use of a computer
- * Communicating with patients (e.g.: scheduling appointments, answering the telephone)
- * Helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics & oral surgery



Medical Assisting

One (1) full year enrollment, 12 months, including the summer

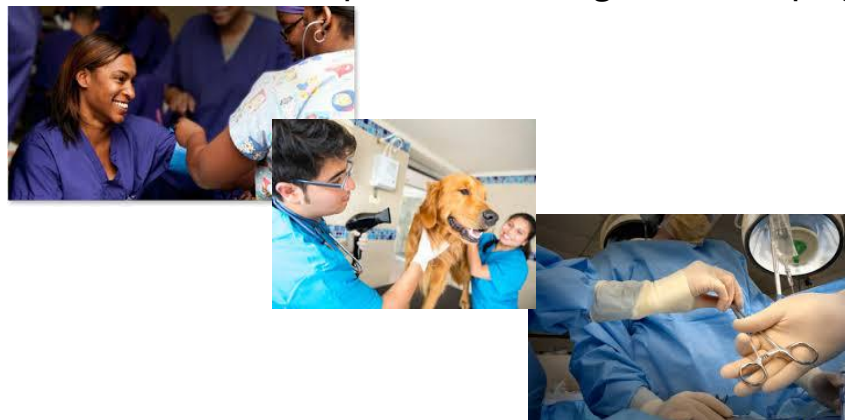
Medical Assistants may work in specialty offices, hospitals, outpatient surgical centers, emergency service organizations, urgent care facilities, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities.

Administrative Duties

- * Use computer applications
- * Answer phones & schedule appointments
- * Greet patients
- * Update & file patient medical records
- * Code & fill out insurance forms
- * Arrange for hospital admissions & lab services
- * Handle correspondence, billing & bookkeeping

Clinical Duties

- * Take medical histories
- * Explain treatment procedures to patients
- * Take vital signs
- * Assist physician during the exam
- * Collect & prepare laboratory specimens (Bodily fluids!)
- * Draw blood
- * Perform basic laboratory tests
- * Instruct patients about medication & special diets
- * Prepare & administer medications as directed by a physician
- * Authorize prescription refills as directed
- * Take electrocardiograms
- * Remove sutures & change dressings



Pharmacy Technician

One (1) full year enrollment, 12 months, including the summer

DUTIES INCLUDE:

Pharmacy Technicians that work in a **pharmacy** or **retail setting** typically perform the following duties:

- * Receive prescriptions, both over the phone and in-person
- * Enter prescriptions into computer database
- * Dispense medications
- * Assist clients at the cash register
- * Work with insurance companies
- * Contact referring physicians' offices with questions regarding prescription
- * Maintain inventory



Those that work in **hospitals** or **nursing homes** perform these additional functions:

- * Deliver medications to patients
- * Read patient charts
- * Work closely with nursing staff, including preparing medication packets for nurses to administer



Practical Nursing

One (1) full year enrollment, 12 months, including the summer

DUTIES INCLUDE:

LPNs have the knowledge and training required to perform routine nursing duties like checking blood pressure, taking temperatures, and recording vital signs. Depending on the environment they work in, LPNs may have many other responsibilities as well. Here are a few of the most common:

- * Administer medications prescribed by a physician
- * Maintain patient charts and report changes in the patient's condition
- * Collect blood, urine and other samples for laboratory tests
- * Help patients dress, eat, and bathe
- * Assemble and use equipment such as tracheotomy tubes, catheters, and oxygen suppliers
- * Change bandages and dressings and clean around catheters
- * Perform injections and treat patients with bed sores or other minor health issues
- * Recognize the signs that a patient's condition is changing and requires the attention from the doctor or RN
- * Listen to the patient and determine what you need to do to alleviate their tension or stress



Central Sterile Processing Technology

Spring Only with a small summer schedule (2 weeks)

- * Decontaminates and sterilizes instruments, medical supplies and equipment, and assembles, wraps and sterilizes trays of instruments. Follows proper Standard Precautions while in decontamination and sterilization areas.
- * Monitors biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.
- * Sorts mismatched sets of instruments, trays, and medical equipment and makes them available to sterile processing customers in a timely manner.
- * Restocks, labels, and maintains inventory, submits requisitions, collects and distributes instruments, trays, crash carts, and facility medical equipment.
- * Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the operating room, and in equipment storage areas.
- * Verifies that equipment functions properly, requisitions for equipment maintenance, repair or replacement, and removes defective equipment.
- * Maintains a clean work area
- * Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.
- * Communicates appropriately using good interpersonal skills
- * Certified Registered Central Services Technician Industry Certification Opportunity
- * Advanced credit to Sheridan Technical Center applied to the Surgical Technology Certificate program



Orthopedic Technician

Spring Only with a full time summer schedule

DUTIES INCLUDE:

- * Supporting the physician during casting procedures
 - * Assembly of supplies and equipment; casts applied and repairs and removal of casts according to physician orders
- * Supporting the physician with the goal of reducing dislocations and fractures
 - * Supplies and equipment are assembled as appropriate for procedures; patients are adequately prepared for procedures; traction equipment is set up correctly according to the specifications of the physician
- * Maintaining skills and competencies to support department; a positive environment conducive to professional development is demonstrated
 - * Providing for a safe environment and safe delivery of care
 - * Identifying and documenting procedures to determine potential risk for falls/injury and assessing environmental factors affecting patient/staff safety are checked on an ongoing basis so that patients are appropriately identified prior to implementation of any intervention

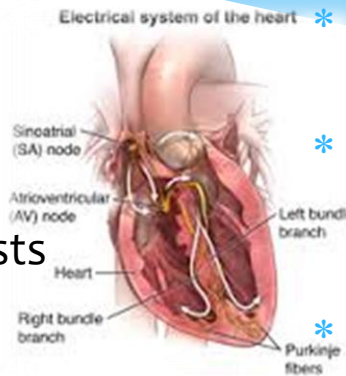


Electrocardiograph Technology

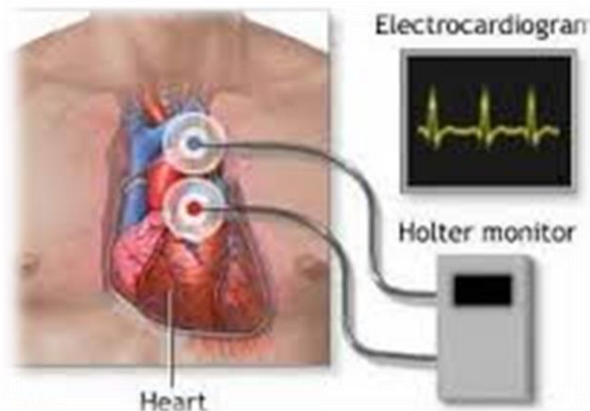
Fall Only

DUTIES INCLUDE:

- * Oversee EKG test procedures
- * Record EKG readings
- * Perform stress tests
- * Administer Holter monitoring tests
- * Attach electrodes to a patient's body and record the electrical impulses transmitted by a patient's heart with an EKG



- * Provide data to the patient's physician for later analysis
- * Keep records that are up-to-date and are precise and then accurately recorded
- * Take and follow direction from nurses and doctors without question



Patient Care Technician (PCT)

Offered Fall & Spring Semesters

DUTIES INCLUDE:

Patient Care Technicians (PCT) work along side doctors, nurses and other healthcare professionals to provide direct patient care in a variety of healthcare environments. The PCT plays a vital role in the healthcare delivery setting often having more patient contact than any other team member including doctors and nurses.

- * Work in hospitals, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities
- * Take vital signs
- * Make beds (*sometimes when the patient is in it*)
- * Shower set up/assist or bed bath; Assist to bathroom and clean up; Change patient's diapers/briefs (child and adult); Assist with set up for eating/feeding; Walk patient as ordered
- * Take specimens (*bodily fluids*)
- * Remove IV prior to discharge
- * Transport patients to diagnostics tests as needed
- * Escort patients via wheelchair for pick up on discharge
- * Order air mattresses/bedside commodes/walkers when needed
- * Bladder scanning with Doppler to evaluate urinary retention
- * Clean up post mortem
- * Document empty/measure output from foleys
- * Sit for the Certified Nursing Assistant exam (CNA)



Mental Health Technician

Fall Only

DUTIES INCLUDE:

Mental health technicians, also known as psychiatric aides or mental health assistants, work primarily in a supporting role to give care to developmentally disabled, mentally ill or emotionally disturbed patients. Mental health technicians work in a hospital or institution under the direction of a supervising mental health care professional, such as a psychiatrist or medical doctor. **The most common duties are:**

- * Coordinating Mental Health Care Services
- * Assisting in Patient Assessment
- * Monitoring and Documenting Care
- * Escorting Patients
- * Identifying Personal Needs of Patients
- * Providing and recording patient medications and assisting in daily activities
- * Observing and recording patient behavior
- * Monitoring vital signs such as heart rate and blood pressure
- * Providing Patient/Family Education
- * Recognizing Addictive Disorders
- * Developing and Implementing Therapeutic Plans which Help the Patient to:
 - * Stabilize
 - * Reorient
 - * Rehabilitate
 - * Maintain a Safe Environment
- * Providing Mental Health and Substance Abuse Assistance in:
 - * Residential Programs
 - * Inpatient Settings
 - * Community-Based Programs





Health Science RE-CAP

- * Check ATC's website to view the documents that outline the programs
- * Understand what a full time health schedule entails
- * Evaluate whether a full time health schedule is in your best interest, academically, especially when you return to full time academics
- * Verify you meet the basic entrance requirements for the health programs (**minimum** GPA requirements, nothing less than a C in **all** classes attempted)
- * Understand that your grades, attendance and behavior will be evaluated and if you are unable to meet the requirements you will be re-directed to a non-health choice
- * Have an honest family discussion about what the program requires and talk about the support you will need to be successful
- * Commit to the study time required to be successful in a health program
- * Know that you must provide your own transportation for your clinical rotations, especially your senior year
- * Know that you will still be responsible for all of your AP reading assignments after program completion and before you re-enter into full time academics
- * **Important:** Working or taking classes at BC while enrolled in a health program, especially PN, is not wise, nor is it recommended

