



National Center for Competency Testing

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EX-0506

NCPCT National Certified Patient Care Technician Detailed Test Plan

Rev: February 2021

NCPCT Detailed Test Plan

This detailed test plan reflects the results of a national job analysis study that determined the critical job competencies to be tested by NCCT in this certification examination. It contains 125 scored items, 25 unscored pretest items, and candidates are allowed three (3) hours to complete the examination.

Number of Scored Items

Content Categories

24

Content Category: Professional Responsibilities

- Comply with regulations governing reportable incidents (e.g., needle stick, falls, errors).
- Comply with standards governing reliability and accuracy in point of care lab testing.
- Comply with the Americans with Disabilities Act (ADA).
- Comply with laws related to scope of employment (e.g., immunizations, background checks, drug screens, certifications).
- Obtain patient permission before performing procedures.
- Follow the proper procedures for documenting in the patient's electronic health record (EHR).
- Demonstrate compliance with laws related to Protected Health Information (PHI) (e.g., HIPAA).
- Adhere to the Patient's Bill of Rights (AHA).
- Comply with federal and state health care legislation and regulations (e.g., Joint Commission, State Board of Nursing).
- Respond to nonverbal communications.
- Adapt professional communication to meet the needs of the individual (e.g., age, developmental level, language barriers, patient condition, etc.).
- Use therapeutic communication when providing care to patients (e.g., open ended questions, active listening, empathy).
- Provide emotional support for patients and their families.
- Help patients and families to cope with grief, death, and dying.
- Adapt care to account for cultural diversity or spiritual beliefs.
- Communicate with other health care professionals using proper medical terminology.
- Receive and direct incoming communications to appropriate team members (e.g., phone, pagers, call lights).
- Explain general facility policies to patients and family members.
- Explain procedures within the regulated scope of practice.
- Prioritize and organize tasks to be performed.
- Perform only those tasks within the regulated scope of practice (may vary by state or facility).
- Observe the chain of command in a healthcare environment.
- Respond appropriately to observations of unethical or unlawful practice.
- Comply with laws that protect patients from negligence and incompetence.
- Report
 - patient neglect or abuse
 - substance abuse involving staff or patients
 - sexual harassment involving staff or patients
 - negligence and incompetence
 - domestic violence/intimate partner abuse involving patients

25 Content Category: Safety and Infection Control

- Follow the correct procedures for identifying patients.
- Follow CDC Standard Precautions and Transmission-Based Precautions (e.g., airborne, contact, and droplet).
- Follow patient isolation procedures (e.g., radiation, reverse, TB).
- Comply with OSHA standards for Health Care Workers (e.g., blood borne pathogens, MSDS, needlesticks).
- Follow the appropriate course of action for medical follow-up of a post-exposure incident (e.g., needlestick, splash).
- Use personal protective equipment (e.g., gloves, gown, mask).
- Practice infection prevention and exposure control procedures to break the chain of infection.
- Instruct patients and family members regarding infection control.
- Prevent the spread of healthcare acquired (nosocomial) infection.
- Differentiate among the need/uses for cleansing, disinfection, and sterilization.
- Perform medical asepsis.
- Perform surgical asepsis.
- Disinfect non-disposable medical equipment.
- Sterilize non-disposable medical equipment.
- Apply precautions in biohazardous waste handling and disposal.
- Respond to emergency situations (e.g., fire, biological hazard).
- Activate safety mechanisms for sharps.
- Transport patients using correct safety measures.
- Transfer patients using correct body mechanics.
- Practice safety procedures when using medical equipment and supplies (e.g., lock wheels, gait/transfer belts, restraints, call lights).
- Monitor and maintain patients' environment (e.g., fall precautions, faulty equipment, general housekeeping).

37 Content Category: Direct Patient Care

- Obtain patient vital signs.
- Perform a pulse oximetry measurement.
- Use a pain scale to report patient pain levels.
- Perform height, weight, and BMI measurements (e.g., standing, wheelchair, or bed scales).
- Monitor, accurately measure, and record intake/output (e.g., hydration, diet, urine, emesis, wound drainage).
- Observe dressings for wound condition changes (e.g., sanguineous, serous, purulent).
- Report changes in the patient's condition (e.g., level of consciousness, blood pressure).
- Visually inspect patient specimens for abnormalities (e.g., stool, emesis).
- Identify and report changes in skin integrity (e.g., decubitus ulcers, bruising, edema).
- Provide routine patient care under the supervision of the nursing staff per the care plan (e.g., ADLs, bathing, linen change).
- Provide continuous monitoring for patients who meet the criteria for one-to-one observation.
- Prepare supplies and equipment to be used by the patient (e.g., toilet hat, patient hygiene).
- Adapt care to patients with special needs (e.g., physically, mentally impaired).
- Assist with admission, discharge, and/or transfer of patients.
- Prioritize care based on patient needs and condition.
- Follow the individualized plan of care ordered for the patient.
- Adhere to the Five Rights of Delegation.

- Provide care for a patient with an NG tube.
 - patient positioning
 - skin integrity
- Provide care for a patient with gastric tube.
 - patient positioning
 - skin integrity
- Perform oral suctioning (e.g., bulb, Yankauer).
- Use a mechanical lift per protocol.
- Reposition a patient (e.g., draw sheet, lift sheet).
- Perform a two-person manual transfer of a patient (e.g., slide board, transfer sheet).
- Perform Passive Range of Motion (PROM) for a patient.
- Assist the patient with Active Range of Motion (AROM) (e.g., ambulation).
- Assist patients with restorative rehabilitation activities (e.g., bladder and bowel retraining, ambulation, feeding).
- Use adaptive devices for activities of daily living (ADLs) (e.g., dressing and feeding devices).
- Remove peripheral IVs.
- Perform simple, non-medicated dressing changes.
- Assist with wound care and/or dressing changes.
- Assist with immobility support/splint applications (e.g., elastic bandage, wrist splint).
- Apply anti-embolitic devices (e.g., TED hose, AVIs, SCD).
- Provide skin care (e.g., moisture barrier, repositioning,).
- Use devices to prevent skin breakdown (e.g., pressure relief mattresses, heel protectors).
- Assist the patient with coughing and deep-breathing exercises.
- Assist with preoperative care (e.g., skin prep).
- Assist with postoperative care
- Assist the patient with taking prescribed self-administered medications.
- Assist with oxygen therapy (e.g., nasal cannula).
- Assist patients with incentive spirometry.
- Assist with patient-administered nebulizer treatments.
- Assist patients with orthotic or prosthetic devices (e.g., hearing aids, dentures, AFO).
- Assist patients with orthopedic devices (e.g., trapeze bars, CPM, traction, abduction wedges).
- Perform ostomy care (not including irrigation).
- Assist the patient with ostomy care.
- Perform catheter care.
- Perform bladder scanning.
- Perform or assist with enemas.
- Perform first aid, BLS, and rapid response procedures.
- Perform postmortem care.
- Insert peripheral IVs.
- Apply immobility splints to patients (e.g., pre-formed, soft, immobility)

- **Subcategory: Orders and Equipment Selection**
 - Identify venipuncture equipment typically found on a blood collection tray.
 - Identify microsampling equipment typically found on a blood collection tray.
 - Differentiate among the uses of evacuated tubes (i.e. all stopper colors) in blood collection.

- Select equipment for specimen collection needs according to physician orders, patient age, vein and patient conditions.
- Identify additives/anticoagulants added to evacuated blood collection tubes (by stopper color).
- Identify the importance of inversion, required number of inversions, and fill-levels in tubes with additives/anticoagulants.
- Select proper equipment for use with patients that have latex allergies.
- Select proper bandaging equipment (e.g., site, age, allergy, skin type).
- **Subcategory: Collection, Problems, and Correction**
 - Determine appropriate site selection for blood collection (e.g., based upon varied patient conditions).
 - Prepare patients and site for blood collection (e.g., microsampling, venipuncture, bacterial culture).
 - Perform venipuncture on patients of all ages.
 - Perform capillary punctures by fingerstick.
 - Assist patients in performing capillary punctures.
 - Identify the CLSI-recommended order of draw for blood samples collected by a specified method.
 - Take precautions for patients with special needs (e.g., mastectomy, IV, burns, dementia, bleeding disorders, other).
 - Respond to complications of phlebotomy (e.g., hematoma, excessive bleeding, other).
 - Perform post-phlebotomy care.
 - Take corrective actions for problems with test requests, specimen transport, or specimen processing.
 - Anticipate pre-analytical errors and complications.
 - Assist other healthcare professionals with blood culture collections.
 - Collect laboratory specimens per protocol (e.g., urine, stool, culture swabs).
 - Handle laboratory specimens per protocol. (e.g., preservatives, light sensitivity, temperature)
 - Calculate volume requirements to avoid causing iatrogenic anemia.

19 **Content Category: ECG**

- **Subcategory: Patient Comfort and Safety**
 - Provide patient instruction regarding the ECG procedure (e.g., Holter monitor, stress test, 12-lead, telemetry).
 - Prepare and position the patient for testing (e.g., gowning, skin preparation).
 - Place electrodes on the patient appropriately for the test (e.g., stress, Holter, telemetry).
 - Use additional resources as needed for specific diagnostic tests (e.g., blood pressure cuff, treadmill, Holter monitor).
 - Educate the patient regarding behavior throughout the test.
 - Adapt technique to patients with special considerations (e.g., amputee, pacemaker).
 - Adapt technique for special populations (e.g., age appropriate, isolation, special needs).
- **Subcategory: ECG Recording and Recognition of Abnormal Rhythms**
 - Provide ongoing monitoring of the patient during ECG procedures.
 - Capture and record ECG tracings.
 - Identify and measure waveform characteristics (e.g., P waves, T waves, QRS complexes).
 - Recognize atrial and ventricular abnormalities (e.g., PVC, PAC).
 - Distinguish regular and irregular rhythms.

- Recognize cardiac rhythm classifications and rates
 - sinus
 - atrial
 - ventricular
 - asystole
- Initiate response to life threatening arrhythmias per protocol.
- Monitor patient vital signs and tolerance during testing.
- Prepare the report for the appropriate healthcare team member.
- Transmit the report to the patient's EMR/EHR or chart.
- Identify and measure waveform quality (e.g., amplitude, symmetry, direction).
- **Subcategory: ECG Troubleshooting and Maintenance**
 - Identify recording errors (e.g., improper tracing, standardization mark out of range, improper lead placement).
 - Identify causes of artifact (e.g., somatic tremor, patient movement, wandering baseline, AC interference, seizures).
 - Account for patients with special considerations (e.g., clothing, burns, shunts, piercings, scars, pacemaker/AICD).
 - Correct artifacts and recording errors (e.g., paper placement, lead reversal, power loss, remove electronic devices, calm the patient).
 - Operate the ECG machine per manufacturer's and facility's protocol.

Essential Knowledge Base:

Apply a working understanding of these integrated concepts:

- Medical equipment maintenance
- ECG
- Obtaining a medical history
- Medical equipment operation
- Medical procedure justifications/explanations
- Drug properties and interactions
- EMR/EHR software
- HIPAA
- Infection Control
- Anatomy and Physiology
- Pathology and Disorders
- Pre-analytical Errors
- Blood Collection Procedures
- Non-Blood Collection Procedures
- Phlebotomy techniques
- Patient Assessment, Education, and Preparation
- Specimen Handling and Transporting Procedures
- Patient Safety and First Aid