HCC | **HOUSTON COMMUNITY COLLEGE**

**Division of Health Science
Respiratory Therapy Program**

https://www.hccs.edu/programs/areas-of-study/health-sciences/respiratory-therapy/

RSPT 1361: Clinical – Respiratory Care Therapy / Therapist
| Lecture/ Laboratory/ Clinical | #15486
Spring 2020 | 16 Weeks (1.21.2020-05.17.2020)
| Coleman-Health Science Center|
M W 7 a.m. - 3:00 p.m.
3 Credit Hours | 256 hours per semester

Instructor Contact Information

Instructor:	Jithin James & Anthony Opara	Office Phone:	713-718-7003
Office:	Coleman, Suite 386; Office 380	Office Hours:	M/W 7:00-3:00 p.m.
HCC Email:	Jithin.James@HCCs.Edu	Office Location:	Coleman College
HCC Email:	Anthony.Opara@HCCs.Edu		

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact
Please feel free to contact me via phone. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

RSPT 1361 Clinical is designed to allow the student "hands on" experience of operating Respiratory Care equipment and administering care to patients. Students are allowed to perform procedures repetitively; this repetition helps to develop proper technique, improve troubleshooting skills, and assess the appropriateness and effectiveness of various procedures. The student by actual performance of clinical assignments gains confidence, proficiency and hopefully pride in becoming a Respiratory Care Practitioner. The purpose of the various clinical experiences and rotations is to provide opportunities of performing, under supervision, the techniques and procedures discussed in the classroom. This course is a continuation of Respiratory Therapy Clinical I with emphasis on safe and effective administration of Respiratory Care techniques such as: Hyperinflation Therapies, Aerosol /Humidity Therapy, Medication administration Bronchial Drainage Techniques, Oxygen and or Medical Gas Administration, Patient Assessment and introduction to mechanical ventilation of the adult patient.

My Personal Welcome

Welcome to the Respiratory Therapy Program —I am delighted that you have chosen this healthcare career! As the semester starts, you may find this course and the program as whole to become more challenging. The key is to remain focused, instill good time management, to keep up with the assigned readings, and seeking assistance well in advance.

I am available to support you. The fastest way to reach me is by my HCC email. The best way to address concerns is in person and I am available during posted office hours to tackle the questions. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

Co-requisite: RSPT 1311 (Respiratory Care Procedure II)

**Please, carefully read and consider the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System

RSPT 1361 at this time will utilize the LMS Canvas which contains the assigned notes and additional assignments.

HCC Online Information and Policies
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/
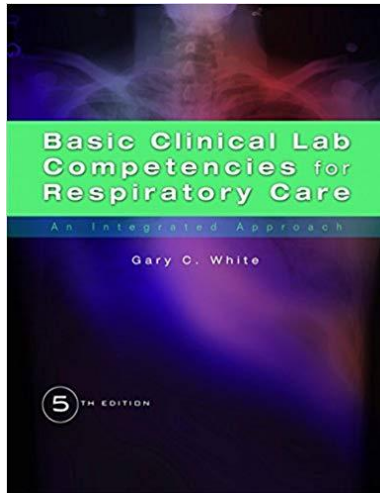
Scoring Rubrics, Sample Assignments, etc.
Look in the course syllabus for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

Instructional Materials

Textbook Information

The list below is ***required*** for this course.

"Basic Clinical Competencies for Respiratory Care" (5th edition) Gary C. White (Cengage).   ISBN: 9781435453654

"DataARC" – Respiratory Care Student License. ISBN: 2816000137275

The book is included in a package that contains the text as well as an access code and are found at the HCC Bookstore. You may either use a hard copy of the book, or rent the e-book from Pearson. Order your book here: HCC Bookstore

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries
The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction
Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

RSPT 1361: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Core Curriculum Objectives (CCOs)

RSPT 1361 satisfies the social science requirement in the HCCS core curriculum.

https://hccs.tracdat.com/tracdat/faces/login.xhtml#objectives-objective-4594-anchor

- *Critical Thinking*: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking.
- *Communication Skills*: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- *Quantitative and Empirical Literacy*: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.
- *Teamwork* - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- *Social Responsibility*: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams.
- *Personal Responsibility* - ability to connect choices, actions and consequences to ethical decision-making

Program Student Learning Outcomes (PSLOs)

Can be found at:
http://learning.hccs.edu/programs/respiratory-therapist

Course Student Learning Outcomes (CSLOs)

Upon completion of RSPT 1361, the student will be able to:
1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills
3. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Learning Objectives

Learning Objectives for each CSLO can be found at Respiratory Program Goals

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:
- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students

As a student, it is your responsibility to**:**
- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

SOAP written assignments are required. It will consist of original handwritten. Typed / copied assignment will NOT be accepted and is recorded as zero (0). Written SOAP assignment(s) will count at least 10% of students' course grades or a maximum of 100 points for each assignment. (See Grading Formula below).

SOAPs: The "SOAP" is a means of assessing and charting on the patient in a subjective, objective, assessment, and plan format. An average of 1 SOAP per full clinical week is required, and all written work will be averaged. The SOAP average will comprise 15% (fifteen) of the final grade.

A) Total of 8 (eight) weekly SOAPs are required for the Spring Semester. Four (4) SOAPs per rotation / Hospital. Specialty SOAP rotations are not acceptable.
B) 1st Clinical rotation all four (4) SOAPs due date: **March 11, 2020**
C) 2nd Clinial rotation all four (4) SOAPs due date: **May 6, 2020**
D) Each student must have separate, original, hand-written, SOAPS for **each** full week of clinical.
E) All SOAPS will be graded/reviewed and signed by Clinical Instructors. SOAP's without the Clinical Instructor's signature will not be accepted and be counted as an incomplete and zero grade.
F) All graded SOAPs must be turned in to the Director of Clinical Education via email. All SOAPs must be electronically scanned and emailed to the DEC before 3 p.m. Electronic JPEG / phone pictures are **NOT** accepted. Each SOAP that is emailed after 3 p.m. will be considered late. All SOAPs must be in **PDF** format to be accepted.
G) Any **completed** SOAP emailed to the DEC after 3 p.m. on the due date and after the due date will be considered "late" and will be awarded as a grade of fifty percent (50%). For each subsequent business day late, an additional 10 points will be deducted starting from the initial 50% off credit.
H) Each Weekly SOAP will be counted as a complete (100 points) or incomplete grade (0 points).

Daily Logs:

A) Daily logs must be completed for each clinical day including all holidays & sick days that are occur on Mondays and Wednesdays.
B) A completed daily log must include a **detailed** description in the free text box titled, "**Describe today's most significant experience"** and **validated** by the Clinical Instructor**.** Complete a **detailed daily log** of the day's events to include physician contact hours.
C) For holidays, just simply state the appropriate holiday in the comment section of the daily log. An incomplete daily log is due to the Failure of either detailed description and/or Clinical Instructor validation
D) All daily logs must be completed by the last day for each clinical rotation. Failure to do so will adversely affect the final grade and/or an "I" Incomplete for the semester.
E) It is the student's sole responsibility that all entered daily logs are signed off by their CI for the respected clinical site before continuing to the next clinical rotation.
F) Daily Logs Due Date: May 6. 2020.

Evaluations

Students are required to meet with each of their assigned clinical instructors at least two times during the semester. The evaluation times are at the discretion of the professor during their respected due dates. The session will address any issues the student has in the clinical setting. The clinical instructor will discuss grades and identify areas that the student can improve. The student should express their concerns about test grades, homework and any other areas where they require assistance. These evaluations are mandatory and will occur during the mid-clinical week of their respected assigned rotation. Evaluations must be completed for each assigned rotation. Some semester will have more than 1 rotation that will result in evaluations for each of those rotations. Evaluations are documented in the DataARC system.

After the student reviews the evaluation, they must enter the ID and password at the bottom of the evaluation to serve as their understanding and acknowledgement. Any agreement or disagreement statements can be inputted into the comment box located at the bottom of the evaluation. All evaluations are due May 6, 2020.

Daily Evaluation is used for the mid-clinical rotation. This does not count as a grade but rather the current status of the student overall performance halfway of the clinical rotation. To address strengths and areas of concerns. This allows the student the opportunity for improvement by the end of the clinical rotation.

Affective Evaluation is used to evaluate the student for the end of the rotation and overall clinical performance. This counts as 40 (forty) % of the overall clinical / course grade. If there are more than 1 clinical instructor, then the affective evaluations are averaged. This evaluation represents the instructor's overall view of the students clinical performance that includes effective communication including both written and verbal with correct terminology, confidence, independence, taking initiative, teamwork and cooperation with others, maturity, ethics, time management and organization, provide safe and effective patient care while apply concepts and theory to the bedside patient.

Clinical Site Evaluation must be completed by students for every clinical assigned / attended medical facility. This does not count as a grade but to provide data gathering for assessment. Individual students are not identified and remain anonymous. This information will be shared with the department director/manager and the Respiratory Faculty at Houston Community College.

Clinical Instructor Evaluation must be completed by students for each of their assigned clinical instructor(s). Individual students are not identified and remain anonymous. This does not count as a grade. This information will be shared with the department director/manager and the Respiratory Faculty at Houston Community College.

Clinical Competencies

The course content consists of procedural competencies that should be practiced by the student via peer/lab application and ultimately performed by the student in clinical training. The clinical instructor will then check the student off once the procedure is done satisfactorily.

Clinical Competenices – graded on Satisfactory completion grade. Competencies must be evaluated by the Clinical Instructor in DataARC and **signed with date** by the Clinical Instructor on the "Final Competencies Checkoff" page. To earn credit for each competencies, each must have a "Satisfactory" evaluation. Any competency that is marked "Unsatisfactory" by any means will earned a "zero" (0) credit that that competency until that students earns a "Satisfactory" evaluation on subsequent attempts which will be given a completion grade. Any competency not completed will earned a "zero" (0) credit for that competency. Clinical competencies will comprise 45 (forty-five) % of your final clinical grade for this course. All clinical competencies are due and graded on the Clinical Wrap-Up day. Each completed satisfactory competency must have the clinical instructor's original signature with date. This must correlate and match to the competency within the DataARC LMS to earn credit. Any competency that does not include a signature to within the DataARC LMS system, will be counted as incomplete. The Check off/competency **signature page** must be turned in to the DEC. It must include the original dated signatures. Failure to do so will count the Competencies as incomplete. Clinical Competencies are due: May 6, 2020.

Each competency has the following evaluation options:
Satisfactory - Ready for clinical application with minimal supervision. Performed procedure accurately, or was able to correct performance without injury to the patient or decreasing effect of therapy being given.
Minor – Unsatisfactory - Needs to review fundamental concepts or requires re-evaluation of minor deficiency(s) that includes certain steps / requirements of the competencies as listed within DataARC. Must be re-evaluated on this step not the whole procedure).
Major – Unsatisfactory - Requires additional supervised clinical practice and complete re-evaluation of the whole procedure
Not Observed
Not Applicable

Early Alert

HCC has instituted an Early Alert process by which your professor may "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance.

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

Grading Formula

Each student's grade will be based partly on his/her ability to function completely in the clinical setting. See the grade matrix below

Affective Evaluations …………………………………40%	Letter Grade:	A	90 - 100
(1st rotation 20% & 2nd rotation 20%)		B	80 - 89
SOAP Notes …………………………………………….15%		C	75 - 79
Clinical Competencies ………………………………45%		D	60 – 74
Total 100%		F	Below 60

"W" Withdrawal (administrative or by student)

*Any average below 75 % is considered to be below average / failing grade.

**A score greater than 75 % (C or higher) must be achieved in order to move forward in the program.

***Any student who fails to complete ALL DataARC assignments (Time clock, Daily log, Affective evaluation, Daily evaluation, Clinical Instructor and Clinical Site Evaluation, etc.) will NOT be allowed to register in the subsequent/following semester(s) and will receive a "I' for incomplete on the overall course grade. HCC no longer allows late registration.

HCC Grading Scale can be found on this site under Academic Information: http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Semester: Spring 2020, January 21, 2020 to May 17, 2020.
Class: Monday & Wednesday 6:30 a.m.-3:00 p.m.
Room: Refer to the student clinical rotation schedule for RSPT 2362
Holidays: February 17 (President's Day)
            March 16 to 22 (Spring Break)
            April 10 (Spring Holiday)

HCC Coleman Campus:

1. January 22, 2020 – Pre-Clinical Day – 9:00 a.m. – 12:00 noon Computer Lab "A" / Hospital Orientation
2. May 6, 2020 – Practical Exam/Final Wrap-up Day – 9:00 a.m. to 10:30 a.m. Computer Lab "A" / 1 to 3 p.m. – Summer Orientation paperwork (Respiratory Lab)

Clinical Hospital Rotation / Groups - TBA

All CI's should verify completion of all objectives with groups via the final check list. All competencies, affective / clinical site evaluations are to be completed on the last day of the rotation at the assigned hospital on the designated date. All paper work should be submitted to the DCE.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There are no make-up hours for clinicals.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.

Scholastic Dishonesty will result in a referral to the Program Chair and up to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

All students must comply as outlined below. Failure to comply will constitute a clinical incident which can result in probation and/or **administrative withdrawal from RSPT 2362 and/or the Houston Community College – Respiratory Therapy Program**

Students must utilize the DataARC to complete time clock, daily logs for each clinical day. This includes all holidays and sick days.
Time Clock:

A **complete clock in and out for each clinical day attended** with the exception of holidays. If the student is to be absent, a "Sick Day" will be entered in DataARC of the clock in and out by 5:00pm that day. The student is to contact BOTH the Clinical instructor (CI) and Director of Clinical Education (DCE) before 6:00 a.m. Please refer to the attendance policies in your syllabus for further details. Failure to inform the Clinical Instructor by 6:30 a.m. and the DEC by 6:30 a.m. will incur a **2 point** deduction off the clinical rotation grade for each occurrence.

If a student is experiencing problems with DataArc, the problem should be brought to the attention of the DCE and CI immediately so the issue can researched and corrected so as that the incomplete work is not counted against the student at the end the clinical rotation.

Corrections completed by DCE for failure to complete the above DataArc assignments will result in a two (2) point reduction per incident for the respected clinical rotation. **Maximum of 10 points**. For example:

> Student "A" failed to clock in and out one day and forgot to clock out on another day, the student will be **deducted a total of four points** on the final grade for that clinical rotation. In addition, the student must provide that DCE with correct clock in and out time for the missed dates.

> Student "B" called in sick but failed to complete a Sick Day log by 5:00pm as stated above, the student will be **deducted two points** on the final grade for that clinical rotation.

All daily clock times must be completed by the last day for each clinical rotation. Failure to do so will adversely affect the final grade and/or an "I" Incomplete for the semester.

All students must clock in / out the either the:
1) In presence of the clinical instructor or
2) Within the Respiratory Department of their assigned clinical site.

*Failure to do so can risk disciplinary action that includes probation and including withdrawal from the course and possibility from the program.

Tardies: 15 minute and 30 minute rule

1) Students should arrive in clinical by 6:30am.
2) Students arriving between 6:45 7:00 a.m. are considered tardy for the day. This is the 1st 15 minutes rule.
3) Students arriving after 7:00am will be sent home. The clinical instructor may send the student home if he/she is 30 minutes or more late with a resulting absence.
4) 3 tardies = 1 absence.

5) If the student is going to be tardy, he/she should notify the C.I. by 6:00am. Failure to do so will result in disciplinary probation. Second occurrence results in administrative withdrawal from RSPT 1361

6) Clock times into DataARC for Tardiness & Absences are based on increments of 15 minutes. Depending upon the clinical rotation start time, this 15 minute increments rule applies to ALL clinical sites. After the 1st 15 minutes, the student will be marked "Tardy". After 30 minutes (2nd 15 minutes segment), the student will be marked "Unexcused absent" and will be dismissed from the clinical setting.

Absences:

1) RSPT 1360, 1361, 1262, 2361, 2362, 2262: 2 Absences Maximum.

2) Absences in excess of the Maximum allowed will be excused for reasons of:

    a. Death in the immediate family (with verification).

    b. Illness of the student:

    1. Hospitalization (With verification of hospital admission NOT emergency room visit.) who is under the care of a physician, with a "Release to return to Work/School" statement that is dated.

      c. Automobile accidents (with dated documentation).

      d. National Guard/Reserve duty (with dated documentation)

3) A third unexcused absence results in administrative withdrawal from RSPT 1361. No questions asked.

4) Students with excessive absences in a particular rotation, i.e. 2 or more may not be able to be evaluated by the clinical instructor. This would result in a failing grade in clinical.

5) **Process for calling in:**

    1) Student will notify BOTH clinical instructor and Director of Clinical Education (DCE) with tardiness or absence before 6:00 a.m.

    2) Student will notify Director of Education (DCE) @ 713-718-7003 or Jamess.Campbell@Hccs.edu before 6:00 a.m.

    3) Emergency telephone calls are to be made to the Respiratory department's secretary at **(713) 718-7391**. Alternate number at (713)-718-7370 or the Director of Clinical Education.

    4) Complete a Daily Log for the absent day. Type in "Sick Day" or "Absent Day" in the free text book for the most significant experience. Have the designated Clinical Instructor validate your daily log

    5) Complete a "Sick Day" for the clock in/out in the "Student Time Clock" section.

    6) Failure to inform before 6:00 a.m. **BOTH** the CI or the DCE will result in the deduction of 5 (five) points for the semester clinical final grade and a written student incident report, and/or disciplinary probation. The next time the student fails to inform the CI and DCE of an absence, **the student will be administratively withdrawn from RSPT 1361.**

    7) Any written incident will result in 5 (five) points deduction off the final semester clinical grade. Secondary written incident of the same nature will result in administrative withdrawal from RSPT 1361, and including up to removal / administrative withdrawal from the Respiratory Program.

6) Instances of "No call, No show" – an absence in which the student did not notify the institution, clinical instructor or the Director of clinical education – will result in the deduction of 5 (five) points for the semester clinical final grade, written incident report, and disciplinary probation. Second occurrence results in administrative withdrawal from RSPT 1361 – No questions asked.

7) Any additional clinical incident after the initial probation will result in dismissal from the Houston Community College - Respiratory Care Program

8) Any students leaving clinicals without approval from the clinical instructor, Director of Clinical Education, and/or Program Director will result in an unexcused absent and will result in disciplinary probation and receive a letter grade lower for that clinical rotation. This can also result in administrative dismissal from the Houston Community College – Respiratory Care Program.

9) On the occasion that a clinical instructor is unavailable – the student will immediately contact the Director of Clinical Education for further instructions which can include:

a.   If possible, The DCE will first redistribute the students to another designated clinical site.

b.   If option 1 is not achievable, the students will report to the Coleman campus by 8:00 a.m. as directed by the DCE. Upon arrival, each student must clock in DataARC.

9)   Withdrawal:

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

In order to withdraw from your class, you MUST first contact your professor, PRIOR to the withdrawal deadline to receive a "W" on your transcript. After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an "F".

It is the responsibility of the student to drop a course for non-attendance, the instructor reserves the right to withdraw you without your request and/or to block a student from accessing EagleOnline; for excessive absences or failure to participate regularly. If you do not feel comfortable contacting your professor to withdraw, you may contact a counselor.

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

FALL Final Withdrawal Deadlines: Monday April 6, 2020 - 4:30pm
Refunds: 100% - January 17, 2020
                   70% - February 6, 2020
                   25% - February 12, 2020

Health Records & Hospital Requirements:
For students to remain in compliance with hospital policy, standards of the Joint Commission and the Centers for Disease Control, certain criteria must be met to enter and attend a facility. All health/clinical requirements outlined by the Director of Clinical Education are mandated to be met. This is inclusive of immunizations, background checks, drug tests, hospital orientations, etc. Students who fail to adhere to the both the HCC Respiratory & Hospital Records & Policies will not be allowed into the Hospital/Clinical Site and will result in one unexcused absence for each clinical date missed.

All health record information will be maintained and updated in the Immunization tracker service provided by Castlebranch.com. Any Student that is not in compliance will not be eligible to enter or attend clinical rotations. Each day missed will be counted as an Un-excused absence. No exceptions / modifications for clinical assignments will be made in the attendance policy for noncompliance.

Lab/Clinical Requirements: Students are required to have the following tools and uniform to attend clinical:

1. Current immunizations & completed health physical
2. Complete Uniform:

      Solid navy blue scrubs, no prints.
      White Leather shoes
      White 3/4 length lab coat with Coleman College logo patch on left shoulder.
      Program / hospital Photo ID badge on at all times in clinical. **Student without ID badge will be dismissed from clinical setting and counted un-excused absent for the day.**
      Notebook of daily logs, case study, etc...
      Stethoscope
      CPR – Healthcare Provider BLS Level C / First Aid
      "Basic Clinical Lab Competencies", G. C. White
      DataARC Student License
      Black ink only pen
      Goggles
      Watch with second hand. No leather bands

Clinical Uniform is mandatory for all clinical days at all clinical sites, <u>including Coleman Campus</u>. Failure to be in Clinical Uniform will result in a dismissal and an un-excused absence. **No exceptions.*

Student Conduct

Both in-person and Canvas online Classroom and clinical conduct is expected to be courteous, respectful, and professional. Please respect your student colleagues' participation during class. When another student is presenting, encourage him/her by actively listening and participating. You are also responsible for adhering to the Code of Student Conduct outlined in the HCC Student Handbook as well as the Respiratory Therapy Program Handbook. Students violating this policy may be asked to leave the class period in which it occurs and report to the Department Chair and/or Dean of Student Services. Re-entry to class will be permitted only after counseling with the instructor; department head and others may be involved where appropriate.

Diversity has many manifestations including diversity of thought, opinion and values. I encourage all students to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, I will intervene and request that inappropriate content be removed from the Course Room. In some cases there may be academic disciplinary action. Students should be guided by common sense and basic etiquette. Never post, transmit, promote, or distribute content that is known to be illegal. If you disagree with someone, respond to the subject, not the person. Avoid overtly harassing, threatening, or embarrassing fellow learners. If you disagree with someone, respond to the subject, not the person. Refrain from transmitting or distributing content that is harmful, abusive, racially or ethnically offensive, vulgar, sexually explicit, or otherwise. Class/section norms of conduct may vary, but there is no place where hate speech is tolerated. Never post harassing, racist, threatening, or embarrassing comments. In summary - Be civil, polite, and professional.

Use of **recording devices**, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. This includes all clinical areas where direct patient care occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should

contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or complete removal from the course.

Clinical Code of Conduct

A student shall:

1. Provide safe and professional patient/client care at all times and implement measures to promote a safe environment for each patient/client.
2. Comply with policies, procedures, and rules related to academic and clinical performance that are issued by Coleman College, by a Coleman health science program, by HCCS, or by any clinical agency / hospital.
3. Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
4. Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
5. Maintain patient/client confidentiality.
6. Take appropriate action to assure the safety of patients/clients, self, and others.
7. Perform only those patient care procedures that the instructor has assigned (prior approval must be obtained from the clinical instructor before additional procedures may be attempted)
8. Inform the instructor prior to initiating therapy when he/she is unfamiliar with the procedure/medication/equipment, or has not been checked off by the faculty as completing minimal laboratory competency levels for the procedure/medication/equipment.
9. Provide care for the patient/client in a timely, compassionate, and professional manner.
10. Be responsible for keeping the respiratory staff in charge of patient therapy appropriately informed. Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.
11. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.
12. Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.
13. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of patient/client care.
14. Abstain from the use of substances that impair judgment.
15. Report and document all patient/client assessments or observations, the care/ practice provided by the student for the patient/client, and the patient's/client's response to that care/practice.
16. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
17. Not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with patient/client care/practice.
18. Delineate, establish, and maintain professional boundaries with each patient/ client. When providing direct patient/client care, the student shall provide privacy during

treatment and care/practice and shall treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.

19. Contact the clinical instructor immediately of any problems concerning the administration of an assigned therapy (emergency situations will require the student seek nursing assistance according to hospital procedures). This includes any incident involving a patient or student.

20. Follow all HIPPA regulations and guidelines regardless of any medium.

21. Social Networking and Students in Health Care Programs: Students in health care programs must adhere to federal laws regarding HIPPA protected information and college policies regarding protection of privacy of the student's patients. Students may not post any photos, videos, patient information, or any other data regarding patients or affiliations on Social Networking sites, including but not limited to Facebook, MySpace, Twitter, YouTube.

22. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client; or engage in behavior toward patient/client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.

23. Not misappropriate a patient/client's property or engage in behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that constitutes inappropriate involvement in or interference with the patient's/client's personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's/client's personal relationships. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

24. Not engage in sexual contact or romantic relationships with a patient/client; engage in conduct that may reasonably interpreted as sexual or romantic; engage in any verbal behavior that is seductive or sexually demeaning to a patient/client; or engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to sexual or romantic activity with the student.

The student **will not**:

25. Respond to emergency codes unless instructed to do so by the clinical instructor;
26. Discuss the hospital, staff, or patients in a public area at any time (inclusive of hospital and college premises along with all public community areas);
27. Leave the hospital premises until dismissed by the clinical instructor or Director of Clinical Education.
28. Have the instructor clock them in or out via "Dataarc" unless indicated

Unsafe/Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

A student shall provide safe and professional patient/client care/practice at all times. Unsafe care/practice, unprofessional care/practice, or weak care/practice with potential for unsafe and/or unprofessional care/practice occurs when the student's behavior in providing care/practice to patients/clients may call into question the student's professional judgment and accountability and may violate the current:

- Standards of care/practice in the Respiratory Therapy Program; or
- State of Texas Respiratory Therapy practice act; or
- Code of ethics for Respiratory Therapy; or
- HCCS and/or clinical agency policies and procedures; or
- Respiratory Therapy program goals and/or course objectives.

Depending upon the degree of actual or potential harm a patient/client may suffer, a student's one-time deviation from safe care/practice may be sufficient to judge a student unsafe.

A student whose clinical care/practice is judged unsafe and/or unprofessional by Coleman faculty or clinical staff may be removed from the clinical experience. To resume the clinical experience, a student who has been removed must comply with written stipulations prescribed by the faculty for readmission to the clinical experience.

The faculty responsible for the clinical experience will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe practice and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and/or subsequent semester.

HOUSTON COMMUNITY COLLEGE SYSTEM COLEMAN COLLEGE FOR HEALTH SCIENCES

TITLE: Professional Behavior in a Health Care Setting

PURPOSE: To provide Program Directors and Department Chairs with guidelines regarding acceptable student behavior in the clinical environment.

POLICY: To ensure that students display conduct and performance that reflects the standards of excellence in the delivery of health services. Conduct that is offensive to patients, staff and/or visitors, discredits the College or Affiliating Institution, interferes with patient safety, or any other gross misconduct that in the faculty's judgment is adverse to the Program's interest will not be tolerated.

GENERAL: Example behavior that would lead to corrective action and/or immediate dismissal from the program (list is not completely inclusive):
1. Abusive or vulgar language.
2. Theft of Affiliating Institution property.
3. Insubordination.
4. Time clock violations.
5. Fighting, threatening violence or horseplay which may result in injury.
6. Sleeping or giving the appearance of sleeping on duty.
7. Physical and/or psychological negligence to patients or guests.
8. Failure to follow instructions, policies or procedures which results or could result in serious consequences.
9. Any use or possession of alcohol, un-prescribed narcotics or illegal substances on Affiliating Institution's property.

NON-Compliance:　　　　Violations of this policy will lead to immediate counseling and corrective action, up to and including expulsion from the Program.

PROCEDURE:

1.　The Clinical Instructor/Adjunct Faculty will promptly document the occurrence of any unacceptable student behavior/competence in writing and immediately contact the Department Chair or designee.

2.　Student will be dismissed from the Affiliating Institution.

3.　Department Chair/designee will meet with student at earliest possible convenience to discuss the facts surrounding the policy violation and describe any corrective action.

4.　Results of the meeting will be documented and placed in the student's file.

5.　If withdrawn from the program, the student may file a formal complaint with the Dean of Health Sciences with 30 days of discharge.

tzr 9/27/04

Rationale: Faculty have a legal and professional responsibility to assure for the public, other students, Coleman College, and the respiratory therapy profession that students can practice safely and professionally in their various clinical care/practice.

Cell Phones & Pagers

NO Cell phones are allowed in any patient care setting regardless of whether they are in use or not. Cell phones and pagers are to be set on the silence or turned off while they are in storage area (lockers, backpacks, etc.). Speaking or text messaging on the phone is prohibited in the clinical patient care setting. Only emergency calls will be allowed away from patient care areas. Emergency telephone calls are to be made to the Respiratory department's administrative assistant (Miriam Lozano) at (713)-718-7370 or the Director of Clinical Education at (713) 718-7003. Personal phone calls (non-emergency) will be NOT accepted

First occurrence will result in written counsel by the DCE. Second occurrence will result in administrative withdraw from clinical.

Health Records & Hospital Requirements

For students are required to remain in compliance with hospital policy, standards of the Joint Commission and the Centers for Disease Control, certain criteria must be met to enter and attend a facility. All health/clinical requirements outlined by the Director of Clinical Education are mandated to be met. This is inclusive of immunizations, background checks, drug tests, hospital orientations, etc. Students who fail to adhere to the both the HCC Respiratory & Hospital Records & Policies will not be allowed into the Hospital/Clinical Site and will result in one unexcused absence for each clinical date missed.

All health record information will be maintained and updated in the *Immunization tracker* service provided by Castlebranch.com. **Any Student that is not in compliance will not be eligible to enter or attend clinical rotations. Each day missed will be counted as**

a Unexcused absence. No exceptions / modifications for clinical assignments will be made in the attendance policy for noncompliance.

Respiratory Program Information

For ongoing student information always check the student association web site. Students are encouraged to schedule tutoring with instructors in classes they are having difficulty with. Web sites for state and national Respiratory Care entities are listed below.

www.TSRC.org   The Texas Society for Respiratory Care
www.AARC.org   The American Association for Respiratory Care
www.NBRC.org   The National Board for Respiratory Care

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/   In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS[3]

The EGLS[3] (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. –EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity

3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Teodoro Tovar, MA, RRT-NPS
E: teodoro.tovar@hccs.edu
O: 713-718-7385
F: 713-718-7136

STUDENT:_____   **RSPT 1361 Final Check Sheet**
                                       Spring 2020

***Clinical Instructors** should provide dated signatures for the following procedures that they have confirmed on DataArc for the student.

I. **First Rotation:**   **Second Rotation:**
Clinical Instructor(s):_____Clinical Instructor(s):_____

Affective Evaluation Score(s):_____   Affective Evaluation Score(s):_____

Affective Average score _____   Affective Average score_____

#absences /dates _____   #absences / dates_____

Final Course Grade:_____

Adult Floor Competencies	Instructor Signature	Date
1. Patient Assessment		
2. Vital Signs		
3. Chest Assessment		
3. Face Tent		
4. CPT		
5. T-piece		
Adult Diagnostics		
7. Peak Flow		
8. Bedside Spirometry		
9. ABG sampling & analysis		
Adult Critical Care Competencies		
11. Setup & Ventilation via ET Tube/Mask		
12. Adult CPR (if applicable		
13. Endotracheal Suctioning		
14. Tracheal Suctioning		
15. In-Line Suctioning		
16. Securing Artificial Airway		
17. Tracheostomy Care		
18. Cuff Management		
19. Heat / Moisture Exchanger		
20. Intubation / Extubation		
21. In-line MDI		
22. In-line SVN		
23. Ventilator or Non-invasive Setup		
24. Routine Ventilator Check		
25. Ventilator Parameter Change		
26. High Flow Nasal Cannula (HFNC) 10 to 60 L/Min (If applicable)		

All CI's should verify completion of all objectives with groups via the final check list. All Online DataArc competencies, affective / clinical site evaluations are to be completed on the last day of the rotation at the assigned hospital on the designated date. All paper work, (written Mid-Term & Final Exams), should be submitted to the DCE.

HOUSTON COMMUNITY COLLEGE SYSTEM
RESPIRATORY THERAPY PROGRAM

RSPT 1361 Practicum
Spring Semester 2020
STUDENT SIGNATURE PAGE (Return to DCE)

I have read the course syllabus, the Colman College for Health Sciences Professional Behavior in a Health Care Setting, and DataArc Assignments for RSPT 1361 and I am familiar with the contents there in. I will abide by the stated rules/policies for the course. I am aware of the required textbook and materials and I realize that reading and coming prepared to class is critical for my success in this course.

I understand that additional help may be obtained from the instructor during posted office hours or by appointment, but that it is my responsibility to seek such help. I further understand that a student tutor will be provided upon my request and upon appropriate application to student services.

I understand the potential for both passing and failing this course, and that I must obtain a cumulative grade of at least 75% (C) to successfully complete this course.

All students must review the course syllabus and sign the course syllabus receipt within the first week of class. Failure to do so and failure to abide the stated rules / policies for the course with result in administrative withdrawal from this course.

By signing, I indicate my understanding and willingness to comply with these regulations and requirements.

Student Name (Print)_____

ID (HCC "W" ID#)_____

Current Phone # _____

Alternate E-mail:_____

Alternate Contact (Phone #, email, etc.)_____

 In Case of Emergency, provide at least one additional contact below:

Name:_____   Relationship:_____

Telephone:_____   Email:_____

Student Signature (ink): _____Date signed: _____

*Failure to return the Student Signature Page to the Course instructor will result in automatic withdrawal from the course after the first week of instruction.