



Clinical-Resp. Therapy Tech.-12250

RSPT-1361

RT 2022 Section 1 3 Credits 01/18/2022 to 05/15/2022 Modified 01/13/2022

Course Meetings

Course Modality

In-Person (P)

Meeting Days

Mondays and Wednesdays

Meeting Times

6:30 AM to 3:00 PM

Meeting Location

TBA

Welcome and Instructor Information

Clinical Instructors: Anthony Opara and Jobin Philip

Emails:

Anthony.Opara@Hccs.Edu

Jobin.Philip@Hccs.Edu

Mr. James Campbell

Email: Jamess.Campbell@Hccs.Edu

Office: 380

Phone: 713-718-7003

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.

Preferred Method of Contact

Best by Email: James.Campbell@Hccs.Edu

Please feel free to contact me also by phone at 713-718-7003. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

In-Person Office Hours available, Room 380, Suite 386 in Coleman Campus

Office Hours

Tuesday, Thursday, 1:30 PM to 3:00 PM

Friday 10:00 a.m. to 12:00 noon

Office Hours

Tuesday, Thursday, 1:30 PM to 3:00 PM, Coleman, Suite 386; Office 380

Course Overview

Course Description

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.

Requisites

RSPT 1360; RSPT 1310

Corequisite

RSPT 1311

Department Website: Respiratory Therapy

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

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 consequence.

Student Learning Outcomes and Objectives

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 \(https://learning.hccs.edu/programs/respiratory-therapist\)](https://learning.hccs.edu/programs/respiratory-therapist)

Departmental Practices and Procedures

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.

Department Specific 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

Program-Specific Student Success Information

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
- In-person attendance and/or online
- Completing assignments
- Participating in course activities

There is no short cut for success in this course; it requires reading

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

Other Instructional Resources

Courseware

Check with publisher. None required at this time

Basic Clinical Competencies for Respiratory Care

Author: Gary C. White

Publisher: Cengage

Edition: 5th

ISBN: 9781435453654

DataARC

Required Respiratory Care Student License.

ISBN: 2816000137275

Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
SOAP Written Assignments	15%		<p>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 15% (fifteen percent) of students' course grades or a maximum of 100 points for each assignment. (See Grading Formula below).</p> <p>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 10% (ten) of the final grade.</p> <ol style="list-style-type: none"> 1. Total of 8 (eight) weekly SOAPS are required for the Spring Semester. Four (4) SOAPS per rotation / Hospital. Specialty SOAP rotations are not acceptable 2. 1st Clinical rotation all four (4) SOAPS due date: March 9, 2022 3. 2nd Clinical rotation all four (4) SOAPS due date: May 4, 2022 4. Each student must have separate, original, hand-written, SOAPS. NO Sharing Patients. Each SOAP must be a different patient for each submission and cannot be shared with a classmate. 5. 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. Completed SOAP must be reviewed and signed by the instructor, otherwise any missing components will marked the SOAP as "incomplete" and can adversely affect the grade. 6. All SOAPS must be uploaded into Canvas Assignment before 11:59 p.m. on their due date Electronic JPEG / phone pictures are NOT accepted. Each SOAP that is submitted after 11:59 p.m. of the due date will be considered late. All SOAPS must be in PDF format to be accepted. 7. Any completed SOAP submitted into Canvas after 11:59 p.m. on the due date and will be considered "late" for the 1st 24 hours 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.
Affective Evaluation(s)	40%		<p>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.</p> <p>Any items marked below the average of "3" must include a written, objective reason for validation entered into the Affective evaluation by the correlating clinical instructor.</p> <p>This evaluation consist of 15 different areas graded for each student with maximum points for each area of 5 points, total of 70 points.</p>

Type	Weight	Topic	Notes
Clinical Competencies	40%		<p>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.</p> <p>Competencies must be evaluated by the Clinical Instructor in DataARC and signed with date by the Clinical Instructor on the "Final Competencies Checkoff" page.</p> <p>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 40 (forty) % of the final clinical grade for this course. All clinical competencies are due and graded on the Clinical Wrap-Up day. This must correlate and match to the competency within the DataARC LMS to earn creditAny competency that does not include a signature to within the DataARC LMS system, will be counted as incomplete with grade of zero.</p> <p>The Check off/competency signature page uploaded into Canvas by the assigned due date. Each completed satisfactory competency must have the clinical instructor(s) original signature(s) with correlating date. This must correlate to Competencies entered into DataARC to earn credit. Failure to do so will count the Competencies as incomplete.</p> <p>Each competency has the following evaluation options:</p> <p>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.</p> <p>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).</p> <p>Major – Unsatisfactory - Requires additional supervised clinical practice and complete re- evaluation of the whole procedure</p> <p>Not Observed</p> <p>Not Applicable</p>
Weekly Audit	5%		<p>Weekly audits will comprise five (5%) percent of the final course grade. Weekly DataARC audit will occur every Friday due at 12 noon. Each student must have completed all daily logs for each clinical day including Holidays/Inclement Weather and completed time clocks for each clinical week before the weekly audit occurs. Completed time clock must be clocked-in and clock-out with total number of hours correctly reflected to each clinical day and correct clinical information (instructor and hospital). Completed daily logs must have correct date, hospital, instructor, all procedures documented and accounted for, and validated by the assigned instructor for the clinical date.</p> <p>Each incomplete daily log or time clock will result in deduction of weekly 100 point grade. There will be no adjustment in deduction or grade when corrections are completed after the weekly audit. For regular clinical week will have 2 daily logs and 2 time clocks for a total of 4 components to be completed. E.g. 4/4 = 100%. If 3 out of 4 = 75%.</p> <p>Any student who fails to complete the weekly audit components (Time clocks & Daily logs) will receive a "I" for incomplete on the overall course grade. Any students with an Incomplete or "I" as the final course grade will NOT be allowed to register in the subsequent/following semester(s). HCC no longer allows late registration.</p>

Type	Weight	Topic	Notes
Mid-Clinical Evaluation	0%		<p>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. This is entered into DataARC utilizing "Daily Log". Daily Evaluation is used for the mid-clinical rotation.</p> <p>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.</p> <p>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 4, 2022.</p>

Grading Formula

*Course grades abides by Program grading rubric as stated in the Respiratory Student Handbook and as shown only in the immediate 1st table below

Grade	Range	Notes
A	90 to 100	
B	80 to 89	
C	75 to 79	**A score greater than 75 % (C or higher) must be achieved in order to move forward in the program.
D	60 to 74	
F	Below 60%	

* Instructor's Practices and Procedures

Incomplete Policy

***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.

Missed Assignments/Make-Up Policy

No make-up on assignments, quizzes, competencies, weekly audit, and SOAPs. With the exception of absences that are excused as listed below:

1. Death in the immediate family (with verification).
2. 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.
 2. Automobile accidents (with dated documentation).
3. National Guard/Reserve duty (with dated documentation)

4. COVID-19 (Positive test result with dated documentation)

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.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

Attendance Procedures

Absences:

1) RSPT 1360, 1361, 1262, 2361, 2362, 2262: **The first two (2) absences are allowed, regardless of reason, before the withdrawal date:**

1. A third unexcused absence prior to the official withdrawal date for the respective semester, will result in **administrative withdrawal from the current clinical / practicum- No questions asked.**
2. A third and any subsequent Unexcused absence on and after the official withdrawal date for the respective semester, each unexcused absence will result in five (5) points deduction from the final clinical semester average.

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

1. Death in the immediate family (with verification).
2. Illness of the student:
3. 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. Those students who were previously hospitalized, are not allowed to return to the clinical setting until they are cleared by their physician and proper documentation is received by the Director of Clinical Education (DCE) and / or Program Director.
4. Automobile accidents (with documentation).
5. National Guard/Reserve duty (with dated documentation)
6. Positive COVID-19 Test (with dated documentation)

3) Students with excess 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 and/or administrative withdrawal for clinical/practicum.

4) If a student is going to be absent, he/she must contact **both** the Clinical Instructor (CI) and DCE before 6:00 a.m. @ 713-718-7003 or email. Failure to inform the **Both** the CI and the DCE will result five (5) point deduction from the final clinical course grade, a written student incident report and placed on disciplinary probation. The next time the student fails to inform **BOTH** the CI and DCE of an absence, **the student will be administratively withdrawn from Clinicals/ Practicum.**

5) Instances of "No call, No show" – an unexcused absence in which the student did not notify either the clinical instructor and/or the Director of clinical education before the 30-minute absence policy. This will result in immediate disciplinary probation, marked as Un-excused absence, and result in total of ten (10) points deduction from the final clinical semester average. Second occurrence results in administrative withdrawal from Clinical No questions asked. The student must provide notification before the 30-minute rule absence policy.

6) Any students leaving any clinical rotations without approval from the clinical instructor, Director of Clinical Education and/or Program Director will result in an unexcused absent, disciplinary probation and receive ten (10) points deduction from the final

clinical semester average. This can also result in administrative dismissal from the Houston Community College – Respiratory Care Program.

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

8) Student Employment - Students are not allowed to complete clinical/practicum course work during working hours and students are not allowed to substitute for affiliate personnel during clinical/practicum course hours.

9) Clinical rotation day/time can vary depending on the clinical institution requirements. The clinical schedule is based upon teaching objectives, instructor, and clinical facility availability. Students are placed upon such availability but be aware that the student is to be available based on the program's assignment (day, evening, or night schedule), Alternative clinical assigned clinical times or days can vary with each semester and are not guaranteed. All clinical schedules are subject to change. Changes are dependent on instructor/facility availability and are subject to the approval of the Director of Clinical Education.

10) All absences, regardless of reason, are recorded on the student's Affective evaluation.

Tardies: 15 minute and 30-minute rule

1) Students should arrive in clinical by 6:30am.

2) Students arriving between 6:45 to 7:00 a.m. are considered tardy for the day.

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 Clinical / Practicum.

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. Students must clock into DataARC in the presence of the clinical instructor and/or in the designated meeting area.

Daily logs

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 1361 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 be researched and corrected so as that the incomplete work is not counted against the student at the end of 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 respective 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) Student must clock In/out in the presence of the clinical instructor or
- 2) Within the Respiratory Department of their assigned clinical site.
- 3) Use only their assigned DataARC ID and password. Usage of another students' DataARC ID and password for any DataARC activities is identified as scholastic dishonesty.

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

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.

Clinical Code of Conduct

A student shall:

- Provide safe and professional patient/client care at all times and implement measures to promote a safe environment for each patient/client.
- 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.
- Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
- Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
- Maintain patient/client confidentiality.
- Take appropriate action to assure the safety of patients/clients, self, and others.
- Provide care for the patient/client in a timely, compassionate, and professional manner.
- Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for his/her actions.
- Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.

Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of patient/client care.

Abstain from the use of any substances that can/will impair judgment.

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.

Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.

Not falsify any patient/client record or any other document prepared or utilized during, or in conjunction with patient/client care/practice.

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.

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.

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.

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.

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

A student shall always provide safe and professional patient/client care/practice . 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 Respiratory Care ; or
State of Texas Respiratory Care practice act; or
Code of ethics for Respiratory Care; or
HCCS and/or clinical agency policies and procedures; or
Respiratory Care 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.

Rationale

Faculty have a legal and professional responsibility to assure for the public, other students, Coleman College, and the Respiratory Care Profession that students can practice safely and professionally in their various clinical care/practice.

Please refer to the Houston Community College System Student Handbook for Discipline and Conduct Code (<http://www.hccs.edu/resources-for/current-students/student-handbook/>). The Houston Community College System assumes that students eligible to enter college are familiar with the ordinary rules governing proper conduct of mature, responsible adults. Therefore, Houston Community College System requires that a student a) not violate any municipal, state or federal law and b) not interfere with or disrupt the orderly educational processes of Houston Community College System.

While Houston Community College System has established a student Bill of Rights, a student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

Drug and Alcohol Abuse

Currently enrolled students are required to abide by HCC's Student Code of Conduct which incorporates the Drug & Alcohol Abuse Prevention Program. The current Student Code of Conduct and Drug & Alcohol Prevention Program are available here:

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

<http://www.hccs.edu/support-services/drug--alcohol-abuse-prevention/employee-and-student-assistance-programs/>

The following acts are considered violations under the Student Code of Conduct: HCC prohibits the unlawful possession, use, distribution, or manufacture of illicit drugs and/or alcohol on the campus and at District sponsored events. The use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, expulsion.

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):

Abusive or vulgar language.

Theft of Affiliating Institution property.

Insubordination.

Time clock violations.

Fighting, threatening violence or horseplay which may result in injury.

Sleeping or giving the appearance of sleeping on duty.

Physical and/or psychological negligence to patients or guests.

Failure to follow instructions, policies or procedures which results or could result in serious consequences.

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:

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.

Student will be dismissed from the Affiliating Institution.

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

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

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.

Instructor's Course-Specific Information

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

Devices

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.

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 are strictly forbidden post any photos, videos, patient information, or any other data regarding/related to patients or affiliations on any Social Networking sites/platforms, including but not limited to Facebook, MySpace, Twitter, YouTube. Failure to follow HIPPA will result in 10 (ten) point deduction from the final clinical course grade.

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 (Blessing Obot) at (713)-718-7331 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 including probation and 10 point deduction by the DCE. Second occurrence will result in administrative withdraw from clinical.

Faculty Statement about 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.

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

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

Competencies

RSPT 1361 Competencies Check Sheet Spring 2022

Section 1: To be Completed by Director of Clinical Education:

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: _____

Section 2: Competencies to be completed. Clinical Instructors should provide dated signatures for the following procedures that they have confirmed and input into DataARC for the student.

<i>Adult Floor</i>	Instructor Signature	Date
1. Vital Signs		
2. Chest Assessment		

3. Face Tent and/or Mask		
4. T-piece		
5. CPT		
6. X-Ray Interpretation		
Adult Diagnostics	Instructor Signature	Date
7. Peak Flow		
8. Bedside Spirometry		
9. ABG sampling & analysis		
Adult Critical Care	Instructor Signature	Date
10. Setup & Ventilation via ET Tube/Mask		
11. Adult CPR (if applicable)		
12. Endotracheal Suctioning		
13. Tracheal Suctioning		
14. In-Line Suctioning		
15. Securing Artificial Airway		
16. Tracheostomy Care		
17. Cuff Management		
18. Heat / Moisture Exchanger		
19. Intubation and/or Extubation		
20. In-line MDI		
21. In-line SVN / Ultrasonic Neb		
22. Ventilator or Non-invasive Setup		

23. Routine Ventilator Check		
24. Ventilator Parameter Change		
25. 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 paperwork, (written Mid-Term & Final Exams), should be submitted to the DCE.

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 Unexcused 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:

Current immunizations & completed health physical

Complete Uniform:

Solid navy, blue scrubs, no prints.

White undershirt or White long sleeve shirt (must be rolled up during patient care)

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 (must be current)

“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, including Coleman Campus. Failure to be in Clinical Uniform will result in a dismissal and an un-excused absence. *No exceptions*.

COVID-19 Statement

To provide students with the most robust clinical educational experience and to ensure that students progress and graduate as scheduled, it is highly recommended that applicants weigh all of their options before agreeing to a conditional acceptance into their desired health science program. In order to facilitate this decision-making, students should understand all of the requirements of their program, including clinical education.

To be placed in a clinical educational experience, students must comply with the guidelines and requirements of HCC clinical sites, including health and wellness directives. Most clinical sites require background checks, health testing, drug screens and immunizations, including proof of COVID-19 vaccination.

Students are required to provide to HCC proof that students meet all clinical requirements, with the exception of their COVID-19 vaccination status. Consistent with state law, HCC does not mandate the COVID-19 vaccination. Students have the choice to voluntarily disclose or not disclose their COVID-19 vaccination status through their HCC Castlebranch account.

However, most healthcare facilities do require the vaccine as a condition of employment, volunteering, or student clinical placement. If a student chooses not to disclose their COVID-19 vaccination status or is not vaccinated, HCC may not be able to place the student in clinical rotations. HCC will work to place such students into a clinical site that does not require the vaccine, provided such a site is available and HCC has an active affiliation agreement in place that meets the necessary conditions to provide an appropriate learning opportunity for the student. However, HCC cannot guarantee that clinical sites that do not require the COVID vaccine will be available at the time the student requires placement. At this time, many healthcare facilities are not accepting religious or medical exemptions for the COVID-19 vaccine for clinical students.

If a student chooses not to receive or to provide proof of COVID-19 vaccination and no clinical sites are available to accept the student that do not require the COVID-19 vaccination, the student's progression in the program and graduation will be delayed or stopped all together. If a student cannot be timely placed in a qualifying clinical site, a student may not be able to complete the program. Our affiliate partners' expectations are the same for our students as they would be when our students ultimately become employees in their chosen field.

Students with questions about clinical requirements and placement may contact the program director of their program of interest.

HCC Policies and Information

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

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 (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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

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.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

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 during office hours, and before and after class as required

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](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

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.

Student 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](https://www.hccs.edu/tutoring) (<https://www.hccs.edu/tutoring>) 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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

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.

Spring Semester: January 18, 2022 to May 15, 2022

Holidays:

January 17, 2022: Martin Luther King Jr. Holiday

February 21, 2022: President's Day

March 14 to March 20, 2022 : Spring Break

Clinical Schedule - TBA

Spring 2022 Final Withdrawal Deadlines: Monday, April 4, 2022 - 4:30pm

Refunds: Check HCC Calendar

Additional Information

Departmental/Program Information

Add Content Here

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Program Director.

Mr. Teodoro "Teddy" Tovar, Jr., MA, RRT, RRT-NPS, RCP

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Houston, TX, 77030

O: 713-718-7385

E: teodoro.tovar@hccs.edu