



Respiratory Therapy Program

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

RSPT 1310: Respiratory Care Procedures I | Lecture | #15851/15852/24408

Fall 2020 | 16 Weeks (8.24.2019-12.13.2020)

In-Person | Coleman tower | TuTh 11 a.m.-12:20 p.m.

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Herbert Jackson Ed.D.,MS,.RRT Office Phone: 713-718-7384 Office:Coleman, Room 383

Virtual Office Hours: Tuesday and Thursday 9:30-10:45 a.m.

HCC Email: Herbert.Jackson@hccs.edu Office Location: Coleman College

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

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

This course Provides students with the essential knowledge that will focus on respiratory therapy equipment and techniques used in the treatment of pulmonary disease and their clinical application. The following areas are discussed in- depth: oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, pulse oximetry, arterial puncture and interpretation.

My Personal Welcome

Welcome to Respiratory care Procedures I—I am delighted that you have enrolled in this program. One of my passions is to provide you a stable foundation; understanding theory and concepts in this course will benefit you as you move thru the program. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding

of theory and concepts related to respiratory care. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

Prerequisites: RSPT 1201

Co-requisites: RSPT 1361

Canvas Learning Management System

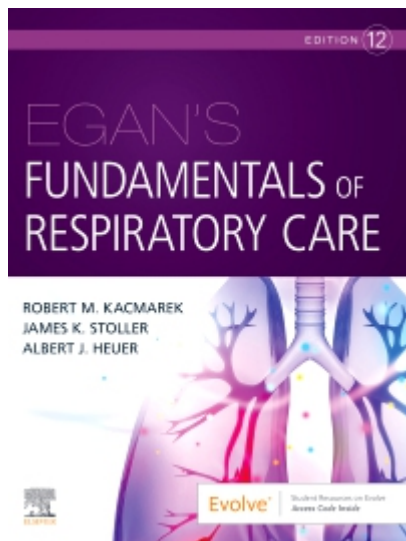
This section of RSPT 1310 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, activities, and post announcements. Grades will also be posted on canvas.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

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/>

Instructional Materials



Textbook Information

Fundamentals of respiratory Care, 12th Edition):

Other Instructional Resources

Kacmarek: Egan's Fundamentals of Respiratory Care, 12th Edition Workbook

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 1310 is a course designed to provide comprehensive knowledge related to oxygen therapy, humidity and aerosol therapy, equipment trouble shooting, homecare and chest physical therapy in the acute and critical care areas. Students will learn how to apply scientific principles to identify, and treat acute or chronic dysfunction of the cardiopulmonary system.

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
- 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 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

Assignments, Exams, and Activities

Exams

There will be five 50 question multiple choice module exams. Each exam counts 10%; for a total of 50% towards your final average. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

Testing: Each exam must be taken at the scheduled time on the schedule day. The only exceptions to this are hospitalization or a physician's statement prohibiting the student from taking the exam. The make-up exam for these exceptions will be at the discretion of the instructor. If you are late to any exam (scheduled or unscheduled), the following applies:

- a. You must complete the exam within the class time allocated for the exam. You will not have additional time in which to complete the exam. For example, if the exam is scheduled from 12:30 to 14:00 a.m., you must complete the exam by 14:00
- b. If you arrive after any student has completed the exam and left the room you WILL NOT be allowed to take the exam.

Students will not be allowed to answer cell phones during exams. All cell phones must be turned in the off mode. If a student is found using a Cell Phone a 50% grade will be given for the exam. All backpacks shall be placed in the front of the room before Testing begins.

The score marked by the Scantron Test Scorer (machine) on your form will be the score you receive. Any stray marks, incomplete erasure, or blanks, which are sensed by the machine and result in a "wrong grade", are your hardship. A change will not be made on your Scantron score.

Lab Exams: In this course you will have 2 oral exams. These performance exams are designed to cognitive (understanding) and psychomotor (manual-mechanical) skills. Each practical will consist of answering questions, patient assessment and simulated performance of clinical procedures. You will have to answer all questions and perform task/skills within a given period of time.

Faculty mentoring session

Students are required to meet with their course professor at least four times during the semester. The mentoring session times are at the discretion of the professor. The session will address any issues the student has in the classroom. The professor 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. The mentoring sessions are mandatory and will count as 5% of your final grade.

Final Exam

There will be a comprehensive final exam testing the content areas of the course. The date for the exam is set for the week of FINAL EXAMS.

Grading Formula

% of Total Grade

5 Exams	50%
2 Lab Exams	20%
Mentoring Session	05%
Final Exam	<u>25%</u>
TOTAL	100%

Course grades will be assigned on the following bases:

90 – 100 = A

80 – 89 = B

75 – 79 = C

60 – 74=D

Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Course Content: The primary focus will be to provide an understanding of basic respiratory care principles, equipment and procedures to include the following:

1. Principles of Infection Control
2. Production, Storage & Delivery of Medical Gases
3. Humidity & Aerosol Therapy
4. Medical Gas Therapy
5. Lung Expansion Therapy
6. Chest Physiology

Tentative Schedule

August 25 Introduction & chapter 4
 27 Chapter 4 Principles of infection prevention
 and Control

September 1 Chapter 4 Principles of infection prevention and Control

03 Chapter 4 Principles of infection prevention and
 Control

08 Test #1

- 10 Review Test #1 start chapter 40
- 15 Chapter 40 Storage of Medical Gas**
- 17 chapter 40
- 22 Chapter 40
- 24 **Exam # 2 chapter 40**
- 29 review exam #2/ Chapter 41**

October

- 01 Chapter 41**
- 06 Exam 41
- 08 Review 41
- 13 Chapter41
- 15 exam #3 chapter 41
- 20 review exam #3/ Chapter 38**
- 22 Chapter 38
- 27 chapter 38**
- 29 chapter 39

Friday, November 1, 2019 Last day to
withdraw

November

- 03 chapter 39
- 05 Chapter 39**
- 10 Test #4
- 12 chapter 42
- 17 chapter 42**
- 19 chapter 43**
- 24 Chapter 43
- 26 Thanksgiving Holiday**

December

- 01 chapter 43 (lab Exam #2)**
- 03 Test #5 (42&43) (lab Exam #2)

08 Review for final
06-12 Final Exam Week

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

Any regularly scheduled or unscheduled course exam will not be made up. If the student must be absent on the day an exam is given then a grade of 50% will be given. If the student knows in advance that he/she will be absent on an exam day they should make arrangements with the instructor prior to the exam date.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling the course requirements. Scholastic dishonesty includes but is not limited to, cheating on a test, plagiarism, and collusion. Possible punishments may include a grade of **0** or **F** on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

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/studentprocedures/>

Attendance Procedures

Attendance will be taken each class day. Students are required to sign the class roster daily to verify attendance. Each student is allowed 2 absences. Absences in excess of 3 days will result in counseling with the instructor. Absences in excess of four (4) days will result in expulsion from the course. Students will be responsible for material covered on days that they missed. Also, the instructor will not reiterate content covered in class sessions that a student missed.

Student Conduct

Students will treat each other with respect. If there is a confrontation between students in the class room; you will be asked to leave the lecture at that time. If there are more than three occurrences; I will recommend that the student be dropped from my class. When the professor is lecturing or a student is asking a question, the professor will answer the question. There should not be any conversation between students while the professor is lecturing. Instructor's Course-Specific Information

Test grades will be posted on canvas by the end of the day for each exam. The class will review each exam during the next scheduled lecture.

Electronic Devices

Please place all mobile phones on silent during lecture and module exams. If an issues arises where a student is expecting and important phone call; you may use your mobile device outside of the classroom. There should not be any texting during lecture or lab.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/currentstudents/studenthandbook/> 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

EGLS³

The EGLS³ ([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. EGLS³ 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/disabilityservices/>

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/institutionalequity/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/studentcomplaints/speak-with-the-dean-of-students/>

<https://www.hccs.edu/resources-for/current.../resources-for-students/>

COVID-19 Forms & Reporting:

HCC is implementing a variety of safety measures to help prevent the spread of COVID-19 when campuses reopen. One of the safety measures is to prevent individuals who may be infected with COVID-19 from accessing HCC buildings.

Once campuses reopen, students should ask themselves the following questions prior to returning to campus:

- Symptoms of COVID 19:
 - In the past 10 days have you had any of the following symptoms? Cough, repeated shaking with chills, muscle pain, sore throat, shortness of breath, loss of taste or smell, chills, diarrhea, headache or fever over 100.0 Fahrenheit.
- Travel:
 - In the past 14 days have you traveled to an area identified by the CDC, federal, state, or local officials that requires quarantine upon your return?
- Contact with COVID 19:
 - In the past 14 days have you had known contact with someone with a confirmed case of COVID-19?

If you answer yes to any of the above you will not be permitted on campus without prior authorization. Anyone that answers yes to the above and has plans to return to campus in the next 14 days is asked to please complete this form [Student Self-Reporting Form](#). After the form has been completed, someone from Student Services will contact you to review your circumstances and determine when you will be permitted to return to campus.

Additional Student Resources:

- [COVID-19 Video Resources](#)
- [General Information/Questions](#)

Department Chair Contact Information Teodoro Tovar, MA,

RRT-NPS E: teodoro.tovar@hccs.edu

O: 713-718-7385

F: 713-718-7136

Respiratory Care Equipment & Procedures I RSPT
1310

Houston Community College Coleman College for Health Science

Student Signature Page (Return to Instructor)

The instructor discussed with the class and I have read the fall 2020 course syllabus for RSPT 1310 Respiratory Care Equipment & Procedures I. I am familiar with the contents there in and I will abide by the stated rules / policies for the course.

I am aware of the required textbook and materials and I realize that the reading and coming prepared to class is critical for my success in this course.

Student Name (Print) _____

ID (SS#) _____

Student Signature (Ink) _____

Date Signed _____

Current Telephone Number _____