



**Coleman College for Health Sciences
Respiratory Therapy Program**

**RSPT 1262 Clinical – Respiratory Therapy Technician
Summer 2018**

CRN 71683 – Clinical Instructor: Campbell, James

**Coleman College – 6:30 a.m. – 3:00 p.m. / Mon/Wed
2 Credit (11 Lab) / 8 weeks**

Contact Information:

Director of Clinical Education (DCE): James Campbell, MS, RRT-NPS, CPFT
Additionally part time CI's are assigned to students within various clinical affiliates.

Office Location: Coleman College for Health Sciences, Suite 380
Office: 713-718-7003
Fax: 713-718-7136
E-mail: Jamess.Campbell@hccs.edu

Office Hours: Tuesday / Thursday 12:30 pm – 1:30 pm
Friday 9:00 am – 12:00 pm
(Other times by appointment)

Clinical Time: Monday / Wednesday 6:30 am – 3:00 p.m.

Course Description: 2 Credit (11 Lab) RSPT 1262: 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.

Prerequisite: RSPT 1311, RSPT 1361; Must be placed into college-reading, writing, and math.

Course Goals and Rationale: This course is a continuation of RSPT 1360 & 1361. Emphasis is placed on the Respiratory Care student in the neonatal critical care units to gain proficiency in these areas. The purpose of this clinical is to give the student the opportunity of performing, under supervision. Competencies as demonstrated by the SCANS concept include: enhancing basic skills, utilizing information skills, using technology, exhibiting personal qualities, exhibiting interpersonal skills. Upon completion, the student will: 1. Demonstrate proper technique for performing basic bedside monitoring. 2. Demonstrate proper technique for continuously ventilating a patient. 3. Demonstrate ability to interpret arterial blood gases and readjust ventilator accordingly. 4. Demonstrate proper and effective technique for suctioning a patient. 5. Describe and or demonstrate the Respiratory Care Practitioners role in hospital based CPR.

Student Learning Outcomes: As outlined in the learning plan, the student will 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 and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U.S. employers want most in entry level employees. These skills are exhibiting interpersonal skills, utilizing information skills, enhance basic skills, using technology, and managing resources. In order to achieve the desired competencies, the following will be included in this course.

SCANS Competencies:

Competencies as demonstrated by the SCANS concept include: enhancing basic skills, utilizing informational skills, using technology, exhibiting personal qualities, and exhibiting interpersonal skills.

Interpersonal C11 Serves Clients and Customers

Description:

Works and communicates with clients and customers to satisfy their expectations.

Objective:

The student must interact with and exhibit professionalism with patients while delivering the prescribed therapies. The Student evaluation of clinical performance and the clinical check-offs are tools used to measure and evaluate this competency.

Description of Module:

Students work in a clinical environment directly with patients under the supervision of a clinical instructor. Students must successfully demonstrate competence in all performed objectives

Interpersonal C13 Negotiates to Arrive at a Decision

Description:

Work toward an agreement that may involve exchanging specific resolving or resolving divergent interests.

Objective:

The student will demonstrate negotiation skills in a professional and positive manner.

Description of Module:

The student negotiates with patients in order to carry out prescribed therapy. Example: The patient refuses therapy that has been ordered. The student negotiates with the patient in an attempt to convince him of the importance of taking prescribed therapies. The student evaluation of clinical performance is the tool used to measure and evaluate this competency

Information C6 Organizes and Maintains Information

Description:

Organizes, processes, and maintains written or computerized records and other forms of information in a systematic fashion.

Objective:

The student must demonstrate accurate, organized charting skills when documenting patient care therapies.

Description of Module:

Students are required to obtain information from the patient and during treatments and document the information on the patient's permanent record. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Information C7 Interprets and Communicates Information**Description:**

Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.

Objective:

The student will demonstrate critical thinking skills and communication skills as he gathers and analyzes medical information regarding his patient's status and communicates this information to clinical instructors and staff therapist.

Description of Module:

The student retrieves and interprets information from the patient's chart and communicates that information to the department staff. Example: The student receives new orders on an existing patient. The student would communicate this new information during a "shift report" to the incoming staff. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Basic Skills F1 Reading**Description:**

Locates, understands, and interprets written information in prose and documents--including manuals, graphs, and schedules--to perform tasks; learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary; and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers

Objective:

The student must demonstrate proficiency in reading medical information and utilizing it to understand the medical care of the patient.

Description of Module:

The student uses standard references, ie, PDR, medical dictionary, textbooks to learn more about specific medications and procedures patients are receiving or the diagnosis of the patient. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Basic Skills F2 Writing**Description:**

Communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow-charts; uses language, style, organization, and format appropriate to the subject matter, purpose, and audience; includes supporting documentation and attends to level of detail; and checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.

Objective:

The student must demonstrate proficiency writing patient care plans, patient SOAP notes, patient case studies, assessment summaries, and daily logs in order to communicate effectively through the patients' medical chart with the medical team and clinical instructor.

Description of Module:

The student uses standard references, i.e., PDR, medical dictionary, textbooks, patients medical chart to learn more about specific medical history, subjective / objective information and procedures patients are receiving or the diagnosis of the patient. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Personal Qualities F13 Responsibility**Description:**

Exerts a high level of effort and perseverance toward goals attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well, and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

Objective:

The student must demonstrate responsibility by accepting patient care assignments, attending to the patients' needs and prescribed scheduled therapy.

Description of Module:

The student assumes responsibility for the patient care for which he is assigned.

Example: The student is assigned to a patient who requires therapy every two hours. The student must take responsibility to administer the therapy at the prescribed times. The student evaluation of clinical performance is the tool used to measure and evaluate this competency

Personal Qualities F14 Self-Esteem**Description:**

Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.

Objective:

The student must demonstrate self-esteem by keeping a positive attitude as well as positive relations with peers while demonstrating his skills and abilities.

Description of Module:

The student's self-esteem is cultivated by the instructors. Example: As each student are trained on different procedures and begin to work more independently, the instructors give positive feedback to increase the student's self-esteem. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Personal Qualities F15 Sociability**Description:**

Demonstrate understanding, friendliness, adaptability, empathy, and politeness in new and on-going group settings. Asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes an interest in what others say and do.

Objective:

Demonstrate sociability by interacting positively with peers, superiors and patients.

Description of Module:

As students administer patient care in the clinical environment, the instructor acts as role model exhibiting a pleasant and courteous demeanor. The student is coached to exhibit a friendly, courteous and tactful demeanor. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Technology C18 Selects Technology**Description:**

Judges which set of procedures, tools, or machines, including computers and their programs, will produce the desired results.

Objective:

Demonstrates ability to select appropriate equipment required to administer various modalities to patients.

Description of Module:

Students are required to select appropriate equipment necessary to carry out certain procedures. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Technology C20 Maintains and Troubleshoots Technology**Description:**

Prevents, identifies, or solves problems in machines, computers, and other technologies.

Objective:

Demonstrates ability to troubleshoot equipment used to deliver the various modalities required to complete clinical training.

Description of Module:

Students are responsible to maintain and troubleshoot certain equipment used in patient care. The student evaluation of clinical performance is the tool used to measure and evaluate this competency.

Instructional Methods:

Course Requirements: Each student's grade will be based on his/her ability to function completely in the clinical setting.

1) Cognitive Objectives: The final written exams and any quizzes are objective evaluations of students' theoretical knowledge.

2) Performance Objectives: The competency evaluations are objective evaluations of skills. The student must successfully complete all competency evaluations for the particular rotation.

3) Behavioral Objectives: The affective evaluation done by the clinical instructors is a subjective evaluation of the students' attitudinal and behavioral performance in the clinical.

*To achieve a satisfactory evaluation the student must perform each step in the procedures as outlined. It is imperative that the student master all competencies be evaluated. The Clinical Instructor (CI) shall discuss the student's performance with the student before handing out a grade. Students unable to successfully complete all competencies will not pass the clinical rotation.

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 undershirt

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 sent home and counted Unexcused 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

Black ink only pen

Goggles

A watch with second-hand and stethoscope are considered part of the uniform

Completed and Cleared Immunization Tracker (CastleBranch.com)

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

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 with all the requirements for the Respiratory program, Castlebranch, and the hospitals/clinical affiliates 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.

Students with Disabilities

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective College at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

If you have any questions, please contact a Disability Counselor at your college.

Coleman College for Health Sciences ADA Counselor:

Brandy Lerman

713-718-7376

B.Lerman@HCCS.Edu

Access Student Services Policies website:

<http://central.hccs.edu/students/student-handbook/>

Please refer to the HCCS Student Handbook for the complete policy.

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a new, updated letter of accommodation within the first three days of each semester.

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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/district/students/disability-services/>

Scholastic Dishonesty: Students are responsible for conducting themselves with honor and integrity in fulfilling 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. Please refer to the HCCS Student Handbook for the complete policy.

Clinical Guidelines:

Students are responsible for reading and adhering to the information presented in the HCCS Student Handbook and HCCS Catalog, available online at www.hccs.edu/students. In addition to the HCCS policies regarding student conduct, while acting in the capacity as a health science student, safe patient care, ethical and professional behavior is essential.

All students must comply with clinical guidelines as outlined below. Failure to comply with all Clinical Guidelines will constitute a clinical incident which can result in probation and/or **administrative withdrawal from RSPT 1262 and/or the Houston Community College – Respiratory Therapy Program**

The student will:

1. be responsible for notifying the respiratory department, the clinical instructor, clinical site **and** the office of the Clinical Director in a timely manner (see "Attendance" above) if he/she is to be absent or tardy on a scheduled clinical day;

Process for calling in:

- 1) Student will notify clinical instructor/facility with tardiness or absence
- 2) Student will notify Director of Clinical Education (DCE) @ 713-718-7003 or Jamess.Campbell@Hccs.edu before 6:30 a.m.
- 3) Student must notify **BOTH** Clinical Instructor **and** Director of Clinical Education. Failure will result in written incident report.
- 4) Emergency telephone calls are to be made to the Respiratory department's administrative assistant at (713)-718-7370 or the Director of Clinical Education.
- 5) 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 for DataARC.
- 6) Complete a "Sick Day" for the clock in/out in the "Student Time Clock" section in DataARC.

- 7) Failure to inform 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 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 1262.
2. 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:
 1. If possible, The DCE will first redistribute the students to another designated clinical site.
 2. If option “a” is not available, each student must report to the Coleman campus and **clock in** DataARC by 8:00 a.m. After 8:15 a.m., the student will be marked “Tardy” and after 8:30 a.m.; the student will be marked as “unexcused absence” and will be sent home.
 3. If an instructor is unavailable and the student(s) are reporting to Coleman Campus; all assignments must be completed at Coleman Campus, not from a place of personal residency.
 3. be responsible for the safe, effective, and ethical practice of respiratory care under the supervision of the clinical instructor (CI) or appropriate hospital personnel;
 4. comply with all hospital policies and procedures;
 5. 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);
 6. 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;
 7. be responsible for keeping the respiratory staff in charge of patient therapy appropriately informed;
 8. 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);
 9. Be responsible for immediately notifying the clinical instructor and supervisory staff of any incident involving a patient or student.
 10. clock in and out via “**Dataarc**” including Sick/absent Days
 11. Completion of all “**Daily logs**” & **Competencies**. Daily Logs must include **All Holidays & Sick Days**.
 12. Follow all HIPPA regulations and guidelines **regardless** of medium.
 13. 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.

The student will **not**:

1. respond to emergency codes unless instructed to do so by the clinical instructor;
2. 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);
3. leave the hospital premises until officially dismissed by the clinical instructor or Director of Clinical Education.
4. have the instructor clock them in or out via “**Dataarc**” unless indicated

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 secretary at (713)-718-7370 or the Director of Clinical Education at (713) 718-7003.

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 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.**

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.
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. Provide care for the patient/client in a timely, compassionate, and professional manner.
8. Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.
9. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.

10. Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.
11. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of patient/client care.
12. Abstain from the use of substances that impair judgment.
13. 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.
14. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
15. 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.
16. 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.
17. 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.
18. 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.
19. Not engage in sexual contact or romantic relationships with a patient/client; engage in conduct that may reasonably be 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 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.

Attendance & Withdrawal Policy:

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 1262- 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) If a student is going to be absent, he/she should contact **BOTH** the CI by 6:00am and DCE by 8:00am @ 713-718-7003. Failure to inform both the CI and DCE will result in receiving a five (5) point deduction for that clinical rotation and a written student incident report. The next time the student fails to inform the CI and DCE of an absence, the student will be **administratively withdrawn from RSPT 1262.**
- 6) Instances of "No call, No show" – an unexcused absence in which the student did not notify the institution, clinical instructor or the Director of clinical education - results in immediate disciplinary probation and receiving a letter grade lower for that clinical rotation. **Second occurrence results in administrative withdrawal from RSPT 1262 – No questions asked.**

- 7) Any students leaving clinicals without approval from clinical instructor and/or Director of Clinical Education 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.
- 8) Any additional clinical incident after the initial probation will result in dismissal from the Houston Community College - Respiratory Care Program.
- 9) Last day for withdrawal – July 9, 2018
- 10) Refunds: 100% - June 1, 2018
 70% - June 13, 2018
 25% - June 15, 2018

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.
- 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 1262**
- 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.

Grading Criteria

The following grade scheme will be used for RSPT 2260:

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...(Adult 25% & Pediatric 25%).....50%	Letter Grade: A 89.5 - 100
Soap Notes / Assigned projects10%	B 79.5 - 89.4
Competencies.....40%	C 74.5 - 79.4
	D 59.5 – 74.4
	F Below 59.5

**A final course minimum of “C” grade average of 74.5% must be achieved in order to continue / move forward in the Respiratory Care Program. During the semester, grades are recorded up to the hundredths position. The final course grade can be rounded only once to the tenth position. There is no double rounding.

Textbook Information:

- 1) “Basic Clinical Lab Competencies for Respiratory Care”, G.C. White (current edition)
- 2) Egan’s Fundamentals of Respiratory Care (latest edition)
- 3) **DataARC CD/database**
- 4) **Immunization Tracker (CertifiedBackground.com)**

*All other Respiratory Care textbooks will also be utilized. (if needed)

Testing: If applicable: The final comprehensive exam will be administered by the DCE during the last week of clinicals of each semester. Testing location and time to be announced when details are finalized. There will be **no clinical make-up exams.** Exceptions for rescheduled exams are only for emergency cases and absences considered excused as listed within the attendance and withdrawal policy. A student who must be absent from an exam may be given an alternate exam within 30 days starting from the scheduled Final Exam at the discretion of the Director of Clinical Education.

Projects & Assignments: Students are required to complete SOAPS as assigned by the clinical instructor / Director of Clinical Education per rotation. Daily log sheets must be kept and turned in at the end of each day / rotation. Assigned procedural competencies must be satisfactorily completed and verified at the end of the term.

SOAPs: The “SOAP” is a means of assessing and charting on the patient in a subjective, objective, assessment, and plan format. All written work will be averaged. The SOAP average will comprise 10% (ten) of the final grade.

- A) Total of 4 (four) SOAPS are required for the Summer Semester. **2 Adults & 2 Pediatric SOAP.**
- B) Each student must have 4 (four) separate, original, hand-written, SOAPS.
- C) Each SOAP will be counted as a complete, complete-late, or incomplete grade.
- D) All SOAPS will be reviewed by Clinical Instructors. All approved SOAPS must be signed by the Clinical Instructor to be accepted by the DEC. Any SOAP unsigned by the clinical instructor will be marked as incomplete and awarded a grade of zero (0)
- E) All graded SOAPS must be turned in to the Director of Clinical Education (DCE) by 3 p.m. on **July 18, 2018** for this summer’s semester in electronic PDF form via email. 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%). If the SOAP is **not** completed (Not reviewed & signed by the Clinical Instructor) and is turned in after July 18, 2018; a grade of zero (0) will be awarded.

RSPT Clinical Practicum DataArc Assignments

The student is to complete the RSPT clinical practicum DataArc assignments per clinical day attended, sick day and/or absence including holidays as listed:

Daily Logs:

- A) Daily logs must be completed for each clinical day including all holidays that are occur on Mondays and Wednesdays. This includes all holidays in which the students will not be conducting clinicals.
- 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 ALL 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 or it is missing.
- 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.

Time Clock:

A **complete clock in and out for each clinical day attended** with the exception of Ben Taub hospital and 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 the CI by 6:00am and the DCE by 8:00am at 713-718-7003. Please refer to the attendance policies in your syllabus for further details.

If a student is experiencing problems with DataArc, the problem should be brought to the attention of the DCE 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.

Failure to complete the above listed DataArc assignments will result in a two (2) point reduction per incident that the DCE must correct 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.

****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.**

Course Content: 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. Students must obtain satisfactory or better when completing the following Performance evaluations.

Clinial Competencies – 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 competency, each must have a “Satisfactory” evaluation. Any competency that is marked “Unsatisfactory” by any means will earn a “zero” (0) credit for that competency until that student earns a “Satisfactory” evaluation on subsequent attempts which will be given a completion grade. Any competency not completed will earn a “zero” (0) credit for that competency. Clinical competencies will comprise 40 (forty) % 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.

Assigned Reading: As assigned by clinical instructor. The following is a list of topics associated with particular performance evaluations which are course objectives for RSPT 1262. The student should review the sections of G. C. White & Egan's listed above prior to clinical discussion, practice or any mid-term or final exams given in RSPT 1262.

Other student information: 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

Student Services

Scholastic Dishonesty : Students are responsible for conducting themselves with honor and integrity in fulfilling 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. Please refer to the HCCS Student Handbook for the complete policy.

CAMPUS CARRY

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

Clinical and Classroom CONDUCT

Clinical and Classroom conduct is expected to be courteous, respectful, and professional. Please respect your student colleagues' participation. When the instructor and/or 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. Re-entry to class will be permitted only after counseling with the instructor; department head and others may be involved where appropriate.

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.

EGLS₃ -- Evaluation for Greater Learning Student Survey System

Student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly.

Log in to <http://www.edurisksolutions.org>

Sign in using your HCC student email account, and then go to the button at the top right that says Login and enter your student number.

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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

SEXUAL HARRASSMENT

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.

2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

INTERNATIONAL STUDENTS

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC [AskOnline](http://hccs.askonline.net/) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: PROCTORING

Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. For more information and to complete the required Proctor Approval Form, please visit de.hccs.edu.

LIBRARY RESOURCES

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a "term paper" workshop; and online bibliographic search services.

Students are responsible for reading and adhering to the information presented in the HCCS Student Handbook and HCCS Catalog, available online at www.hccs.edu/students.

In addition to the HCCS policies regarding student conduct, while acting in the capacity as a health science student, safe patient care and ethical and professional behavior is essential.

Grievances Regarding Policies and Procedures

Students who disagree with a policy, procedure, or rule may file a student grievance as permitted by HCCS policy. The filing of a grievance, however, does not excuse compliance with current policies, procedures, and rules. Students shall comply with all policies, procedures, and rules until and if such policies, procedures, or rules are withdrawn or modified.

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 at **(713) 718-7370**. Alternate number at (713)-718-7003 Director of Clinical Education

First occurrence will result in written counsel by the DCE. Second occurrence will result in administrative withdraw from clinical – **NO Questions asked.**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess

NOTE: The instructor reserves the right to modify the syllabus, course requirements, assignments, grading procedures, and other related policies as changes take place during the semester however, proper notice will be given.

Course calendar:

Clinical Rotation Schedule:	See Attached
Semester:	Summer 2018: June 4 – July 23, 2018
Clinical Days:	Monday & Wednesday 6:30AM – 3:00PM
Holidays:	Wednesday July 4, 2018 – Independence Day

Withdrawal: July 9 – Last day for student and administrative withdrawals - 4:30 p.m

STUDENT: _____

RSPT 1262 Final Check Sheet

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

I. Pediatric Floor Rotations:

1st Instructor : _____ 2nd Instructor (If applicable): _____
Affective Eval. _____ / _____
Absences: _____ / _____

Pediatric Floor Competencies	Instructor Signature	Date
1. Vital Signs		
2. Chest Assessment		
3. Patient Assessment (SOAP x 1)		
4. Nasal Cannula		
5. Simple Mask or Non-Rebreather or Air Entrainment Mask (only 1 needed)		
6. Pulse Oximetry		
8. Metered Dose Inhaler via Mask or Mouthpiece (only 1 needed)		
7. Small Volume Nebulizer via Mask, Mouthpiece or Blow-by (only 1 needed)		
8. Incentive Spirometry		
9. Chest Physiotherapy		
10. Mucous Clearance Adjuncts (PEP or Flutter) – (only 1 needed)		

II. Adult Critical Care/Diagnostics:

1st Instructor : _____ 2nd Instructor (If applicable): _____
Affective Eval. _____ / _____
Absences: _____ / _____

Adult Critical Care Competencies:	Instructor Signature	Date
1. Ventilator Setup		
2. Routine Ventilator Check		
3. Ventilator Parameter Change		
4. Weaning Graphics Analysis		
5. Capnography		
6. Adult Weaning (Ve,NIF, Plmax, CROP, RR, Vt, f/Vt ratio, SBT, Hemodynamic, Gas Exchange, Mental Status, Diaphoresis, ↑ WOB) – only 1		
7. Noninvasive Ventilator Setup		
8. Noninvasive Ventilator Check		

HOUSTON COMMUNITY COLLEGE SYSTEM
Coleman College for Health Sciences
RESPIRATORY THERAPY PROGRAM

RSPT 1262 Practicum
Summer Semester 2018
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 1262 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 74.5% (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 Phone # _____

Current E-mail: _____

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.