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HCC

Respiratory Therapy Program
Coleman College for Health Sciences

RSPT 1360 Clinical – Respiratory Care
Fall 2016

CRN 16732 – Clinical Instructor: James Campbell

Coleman College – 6:30 a.m. – 3:00 p.m. / Mon/Wed
3 Credit (16 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
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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: 3 Credit (16 lab) RSPT 1360: 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.

Co-requisite: RSPT 1310

Pre-requisites: Program pre-requisites only.

Course Goals and Rationale: Clinical I is designed to allow the student "hands-on" experience of operating Respiratory Care equipment and administering care to patients. . Patient care will be confined to basic Respiratory Care procedures such as supplemental oxygen and aerosol delivery, airway care, hyperinflation procedures and chest physical therapy. During this course the student will also develop certain SCANS competencies to include employing interpersonal skills, using information and technology skills, enhance basic skills, exhibiting personal qualities and using technology.

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.

SCANS Competencies:
Credit: 3 (16 Lab)

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 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:
        Works toward an agreement that may involve exchanging specific resources 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 competen

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, i.e., 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 students' self-esteem is cultivated by the instructors. Example: As students 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:

Demonstrates 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:

Demonstrates 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 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 Under shirt
      ALL 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 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 – Current edition
      Black ink only pen
      Goggles
      Watch with second hand. No leather bands.

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 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

"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 or **Coleman College for Health Sciences ADA Counselor**:

Brandy Lerman
Phone 713-718-7376
B.Lerman@HCCS.Edu

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

<u>**Scholastic Dishonesty**</u> : 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.

<u>**Clinical Guidelines:**</u>
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 1360 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 Education (DCE) @ 713-718-7003 or Jamess.Campbell@Hccs.edu
    3) Emergency telephone calls are to be made to the Respiratory department's secretary at **(713) 718-7391**. Alternate number at (713)-718-7370 or the Director of Clinical Education.
    4) Complete a Daily Log for the absent day. Type in "Sick Day" or "Absent Day" in the free text book for the most significant experience. Have the designated Clinical Instructor validate your daily log
    5) Complete a "Sick Day" for the clock in/out in the "Student Time Clock" section.
    6) Failure to inform **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 1360.**
    7) Any written incident will result in 5 (five) points deduction off the final semester clinical grade. Secondary written incident of the same nature will result in administrative withdrawal from RSPT 2361, and including up to removal / administrative withdrawal from the Respiratory Program**.**

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:
    a. If possible, The DCE will first redistribute the students to another designated clinical site.
    b. If option 1 is not achievable, the students will report to the Coleman campus in their clinical uniform by 8:00 a.m. as directed by the DCE. Upon arrival, each student must clock in DataARC.
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"**
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 dismissed by the clinical instructor or Director of Clinical Education.
4. have the instructor clock them in or out via **"Dataarc"** unless indicated

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 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.

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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.

Procedures: Student Code of Conduct and Discipline

The purpose of this procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.

This procedure applies to all students, those seeking academic, workforce, or continuing education credit.

All students must review to the Houston Community College weblink:

http://www.hccs.edu/district/about-us/procedures/student-code-of-conduct-and-discipline-procedures/

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 1360 - 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 1360.**
6) Instances of "No call, No show" – an absence in which the student did not notify the institution, and both the clinical instructor or the Director of clinical education - results in disciplinary probation and receiving a letter grade lower for that clinical rotation. **Second occurrence results in administrative withdrawal from RSPT 1360 – No questions asked.**
7) Any students leaving clinicals without approval from clinical instructor will result in a absent 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

Tardies: 15 minute and 30 minute rule
1) Students should arrive in clinical by 6:30am.
2) Students arriving between 6:45-7:00 a.m. are considered tardy for the day. This is the 1st 15 minutes rule.
3) Students arriving after 7:00am will be sent home. The clinical instructor may send the student home if he/she is 30 minutes or more late with a resulting absence.
4) 3 tardies = 1 absence.
5) If the student is going to be tardy, he/she should notify the C.l. by 6:00am. Failure to do so will result in disciplinary probation. Second occurrence results in **administrative withdrawal from RSPT 1360**
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:
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…………………………………...50%   Letter Grade: A 90 - 100
      SOAP Notes ……………………………………………….20%   B 80 - 89
      Clinical Competencies …………………………………30%   C 74.5 - 79
                                                                          F < 74.5

**A final minimum grade average of 75% must be maintained in order to continue in the Respiratory Care Program.

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 – Respiratory Care Student License, ISN: 2816000121021

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 rotation. Assigned procedural competencies must be satisfactorily completed and verified at the end of the term and assigned dates if applicable.

SOAPs: The "SOAP" is a means of assessing and charting on the patient in a subjective, objective, assessment, and plan format. A average of 1 SOAP per full clinical week is required, and all written work will be averaged. The SOAP average will comprise 20% of the final grade.

    A) Total of 6 (six) weekly SOAPs are required for the Fall Semester.
    B) Due dates: 9/21, 10/5, 10/19, 11/2, 11/16, 11/30.
    C) Each student must have separate, original, hand-written, SOAPS for **each** full week of clinical.
    D) 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.

E) Each SOAP must be electronically scanned in pdf file and emailed to the DEC no later than 3 p.m. as per due dates as listed in "B". Electronic JPEG / phone pictures are **NOT** accepted. Any weekly SOAP not turned in or not on time; will be considered "Late" and will be counted as a zero grade. Each SOAP that is emailed after 3 p.m. will be considered late, is not accepted, and will be awarded as grade of zero (0).

F) Each Weekly SOAP will be counted as a complete or incomplete grade.

Clinial Competenices – graded on Satisfactory completion grade. Competencies must be evaluated by the Clinical Instructor in DataARC and **signed with date** by the Clinical Instructor on the "Final Competencies Checkoff" page . To earn credit for each competencies, each must have a "Satisfactory" evaluation. Any competency that is marked "Unsatisfactory" by any means will earned a "zero" (0) credit that that competency until that students earns a "Satisfactory" evaluation on subsequent attempts which will be given a completion grade. Any competency not completed will earned a "zero" (0) credit for that competency. Clinical competencies will comprise 30 (thirty) % 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.

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

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 researched and corrected so as that the incomplete work is not counted against the student at the end 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 students must clock in / out the either the:
1) in presence of the clinical instructor or
2) within the Respiratory Department of their assigned clinical site.
*Failure to do so can risk disciplinary action that includes probation and including withdrawal from the course and possibility from the program.

**Any student who fails to complete ALL DataARC assignments (Time clock, Daily log, etc.) will NOT be allowed to register in the subsequent/following semester(s). Semesterly Grade will be an incomplete (I).

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 90% or better when completing the following Performance evaluations.

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 1360. 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 1360.

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.

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.

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.

Title IX

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 are 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. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says Login and click. Enter your student number.

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 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 secretary at **(713) 718-7391**. Alternate number at (713)-718-7370 or the Director of Clinical Education

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

EGLS3 -- Evaluation for Greater Learning Student Survey System
At Houston Community College, professors believe that thoughtful 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.

TECHNICAL RESPONSIBILITY
Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

Course components that require the use of technology which include the college system's learning management system (Eagle Online), Dataarc or affiliated webpages must be completed and/or submitted as directed. All technology must meet the specifications (updated programs, java, browsers, etc.) required to complete any clinical components of the course.

You are ultimately responsible to ensure the computer(s) you use are properly equipped with software, hardware, and programs that afford successful completion of all assignments. For example you must ensure that your computer is running the latest version of Java. Older versions of Java will prohibit you from successfully completing assignments, assessments, and examinations. Please perform a browser check to see if your computer is properly configured to use the Eagle Online Learning System. Click the "Check Browser" link (located on the right side of the screen) located on the sign-on page. You should perform a browser check every time you are prepared to enter Eagle Online in order to ensure that your Java is updated. After logging in to the Eagle Online Learning System, you will be prompted to accept a Java Security Certificate. You must click "Yes" or "Always" to ensure that Learning System functionality using Java will work properly in your browser. In addition, you must remove pop-up blockers to successfully complete assignments, assessments, and examinations. Failure to maintain the latest version of Java and/or remove pop-up blockers will negatively affect your grade from failing an assignment to failing the course.

All assignments, assessments, and examinations will be submitted in our Eagle Online classroom. I will not accept graded work submitted to be outside of the Eagle Online classroom.
Students also experience technical issues because: 1) they have too many open windows; 2) students fail to adhere to the official time which is located in the Eagle Online classroom; 3) students fail to save frequently. Thus, do NOT open any additional windows when operating in the Eagle Online classroom. Do not run iTunes, Windows Media Player, or any other device that sucks memory from the cache. HCCS server time is the official time, not the clock on your bedroom wall, or the watch on your wrist. Finally, save every five minutes. If you wait more than five minutes to save your work there is a distinct possibility that Eagle Online will kick you out of the class, losing all of your work in the process. Some say you have up to 20 minutes before this happens. Your exam answers cannot be retrieved once the system "times you out". Avoid this, thus save often! I would suggest saving after every question you answered.

Nonetheless if you experience any technical issues you must contact me immediately if not sooner! However, please note that if you experience problems due to an outdated Java or the presence of pop-up blockers

It is your (the student's) responsibility to have contingency plans for computer and Internet problems/failures. Some suggestions include becoming familiar with Internet/free PC usage within your community, or seeking out friends, family, and even coworkers who have Internet services. PC and Internet failure is not a blanket excuse to turn in late assignments or for not participating in the discussion process, quizzes, or module examinations.

Although possible to take module exams in a wireless or wi-fi area, e.g. starbucks, etc.., be aware that any internet interruptions will not be excused, therefore your exam will not be reset or as a makeup. Suggestions include taking these exams on a home service landline or at the Coleman Computer Center.

Assignments will not be accepted outside of the designated digital areas due to claims of technical difficulty. Exceptions are only granted if a technical difficulty is related to an internet service outage or a power outage that is announced by the service provider (HCC, Dataarc, etc.) If a student encounters a technical issue of this nature that is not announced by the service provider, both a dated screenshot and service ticket or similar must be provided. No one at HCC can monitor or verify outages at external sites and student access is not the responsibility of HCC.

In order to take the module exams & quizzes, you will need to download the Respondus Browser. It behaves like any browser you use such as Internet Explorer, Firefox, Safari, etc. You will use this browser to log into Eagle Online to take your exams. Do not minimize the screen and open other website when you are taking your exams. The system will time you out. Additional instructions to download the Respondus Browser will be announced in Eagle Online. The computers at the Coleman Campus in the computer lab all have the Respondus Browser. I will not allow you to submit or complete work if the due date/time has expired or to take exams in the case of technical issues during examinations.

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:

Tentative Clinical Rotation Schedule:	See Attached
Semester:	Fall 2016: August 22 – December 9, 2016
Clinical Days:	Monday & Wednesday 6:30AM – 3:00PM
Holidays:	Monday September 5, 2016 – Labor Day
	Wednesday, November 23, 2016 is NOT a holiday
	October 28 - Last Day for Student & Administrative Withdrawals – 4:30 p.m.

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 90% or better when completing the following Performance evaluations:

1.	Hand washing		10	Patient positioning
2.	Isolation Proc		11.	CPT
3.	Vital Signs		12.	PEP
4.	Breath Sounds		13	Hum. & Aerosol
5.	Oxygen Sup. Sy		14	IS
6.	Oxygen Admin		15	IPPB
7.	Bacteriologic surv		16	Pulse Ox.
8.	Equipment Proc		17.	SVN
9.	MDI Admin.			

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 1360. The student should review the sections of G. C. White listed below prior to clinical discussion, practice or any mid-term or final exams given in RSPT 1360.

Topic 1:   What is an RCP, a CRT, an RRT, the NBRC, CoArc, the TSRC, and the AARC?
Topic 2:   What are Oxygen Supply Systems? Ch. 12
Topic 3   What Are Oxygen Administration Devices? Ch. 13
Topic 4   What is Noninvasive Monitoring? (pulse-ox only) Ch. 10
Topic 5   What is Humidity & Aerosol Therapy? Ch. 15
Topic 6   What is Pharmacology to an RCP? Ch. 14
Topic 7   What are the Basics of Asepsis? Ch. 1
Topic 8   What is Basic Patient Assessment? Ch. 2
Topic 9   What is Documentation & Goals Assessment? Ch. 11
Topic 10   Who needs Bronchial Hygiene Therapy? Ch. 16
Topic 11   Who needs Hyperinflation Therapy? Ch. 17
Topic 12   Why do Equipment Processing & Surveillance? Ch. 19

HOUSTON COMMUNITY COLLEGE SYSTEM
RESPIRATORY THERAPY PROGRAM

RSPT 1360 Practicum I
Fall Semester 2016
STUDENT SIGNATURE PAGE (Return to Instructor)

I have read the course syllabus, the Colman College for Health Sciences Professional Behavior in a Health Care Setting, and DataArc Assignments for RSPT 1360 and I am familiar with the contents there in. I will abide by the stated rules/policies for the course. I am aware of the required textbook and materials and I realize that reading and coming prepared to class is critical for my success in this course.

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

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

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

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

Student Name (Print)_____

ID (HCC "W" ID#)_____

Current Phone # _____

Alternate Phone # _____

Current Address:_____

E-mail:_____

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.

RSPT 1360
FINAL Competencies CHECK LIST
DataArc Competencies Fall 2016

Student:_____ Group:_____

PLEASE CHECK OFF IF YOU HAVE VERIFIED STUDENTS COMPLETION OF THE FOLLOWING:

I.   Daily Log Sheets to be completed in Dataarc

II.   Daily SOAPS = _____

III.   PERFORMANCE EVALUATIONS COMPLETED:
     (From Basic Clinical Lab. Competency for RC, G.C. White):

1.   Hand washing /Instructor Name:_____/Date:_____
2.   Isolation Proc./_____/Date:_____
3.   Vital Signs/ _____/Date:_____
4.   Breath Sounds/ _____/Date:_____
5.   Chest Assessment/_____/Date:_____
6.   Oxygen TX Admin/Setup/Troubleshooting_____/Date:_____
        a. Nasal Cannula_____/Date:_____
        b. Simple Mask_____/Date:_____
        c. Partial / Non-rebreather_____/Date:_____
        d. Air Entrainment Mask_____/Date:_____
        e. Transport with 02_____/Date:_____
7.   Bacteriologic Surv/_____/Date:_____
8.   Equipment Proc./_____/Date:_____
10.   Hum.& Aerosol/ Trach Collar_____/Date:_____
11.   Small volume nebulizer_____/Date:_____
12.   MDI/_____/Date:_____
13.   CPT (Chest Percussion Therapy)/_____ /Date:_____
14.   IS (Incentive Spirometry)/_____ ____/Date:_____
15.   Peak Flow_____/ Date:_____
15.   IPV/ MetaNeb /IPPB_____/Date:_____
16.   PulseOx/_____/Date:_____
17.   Pep/ Acapella / Flutter_____/Date:_____

IV. Affective Evaluation of Students Clinical Practice:

   1st Clinical Site/_____Student Eval. Grade/_____#Absences/_____
   2nd Clinical Site/_____Student Eval. Grade/_____#Absences/_____

V. Final Course grade: _____