



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

**RSPT 2233-Respiratory Care Case Management
CRN #93649 – Spring 2016**

Coleman College for Health Sciences-Room 368/ 1:00 p.m. - 2:30pm / Tues/Thurs
Web-enhanced, 2 hour credit (2 lecture, 1 lab) / 48 hours per semester / 16 Weeks

Instructor: James Campbell MS, RRT-NPS, CPFT, RCP

Contact Information:

Office Location: JB Coleman HSC, Room 380

Contact: Office - 713-718-7003
JAMESS.CAMPBELL@HCCS.EDU

Office Hours: Tuesday, Thursday 10:30 a.m. to 12:30 p.m.
Friday 12:30 p.m. to 2:30 p.m.
(Other times by appointment)

Class Times: Tuesdays/Thursday 1:00 p.m. to 2:30 p.m.
Room 368, JB Coleman HSC

Course Description: Preparation and presentation of the case study. Instruction in the investigation, organization, and presentation of the material, including preparation of questions for group discussion.

Learning Outcomes: Prepare a detailed medical history including physical and radiological findings; outline the patient's disease process; describe the application of respiratory care to the case; present a detailed case study; and interact in group discussions.

Prerequisites: RSPT 2310, RSPT 2314

Course Goals: This class will assist the student in making informed patient care decisions in clinical scenarios utilizing information relative to different disease processes, diagnostic tools, pharmacological interventions, and respiratory and medical treatment.

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. In order to achieve the desired competencies, the following Scans Competencies will be included in this course.

SCANS Competencies

Credit: 2 (2 lecture, 1 lab)

SCANS is an acronym for Secretary's Commission on Achieving Necessary Skills. Thus, SCANS incorporates basic workforce skills identified by the U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills. The areas of competency identified by the commission include: enhancing basic skills, applying critical thinking skills, the utilization of information skills, the use of technology, the ability to maximize resources, the exhibition of appropriate interpersonal skills and personal qualities, and the comprehension and application of system knowledge

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 come to class prepared to analyze various patient scenarios and discuss and answer questions regarding the proper management of these patient scenarios

Description of Module:

Students prepare for discussion topics and complete assignments in a timely fashion.
Ex: Students must answer questions regarding reading material when called on during class. Module objectives are tools to measure and evaluate this competency.

Information C5

Acquires and Evaluates Information

Description:

Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.

Objective:

The student must retrieve information regarding various diseases and interventions and use this information to determine a likely treatment plan in a given scenario.

Description of Module:

Acquiring information regarding the various patient scenarios, students will use this information to evaluate the patient scenario and best approach at managing this scenario

Course Requirements & Grading Policy:

- A. Several Module exams will be administered throughout this course. The module exam format is at the discretion of the instructor. It may consist of multiple-choice, short answer, listing, fill-in-the-blank, matching, essay, or all the above.
- B. All module exams will be weighed equally, averaged, and will count as fifty-five percent (55%) of the final grade.
- C. If a student is late to any exam, the following applies:
1. The student must complete the exam within the class time allocated for the exam. The student will **not** have additional time in which to complete the exam. For example, if the exam is scheduled from 9 to 10 a.m., the student must complete the exam by 10:00 a.m.
 2. If the student arrives **after** any student has completed the exam/quiz and left the room, that student who is late **WILL NOT** be allowed to take the exam and will be awarded with a grade of zero percent (0%).
- D. Not more than any two (2) students are allowed outside of the classroom during any exam. This excludes those who have completed the examination.
- E. A student who fails to take/submit **ANY** scheduled exam will be awarded a grade of zero percent (0%).
- F. The homework assignments will count a total of forty-five (45%) of the final grade.
- 1) One NBRC Practice Clinical Simulation –ten percent (10%).
 - 2) One NBRC Therapist Multiple-Choice Practice Exam (TMC) – twenty percent (20%)
 - 3) One rough draft Resume - ten percent (15%)
- G. All homework assignments must be turned in to the Instructor by 3 p.m. on the Due dates listed below for each separate assignment Last in electronic PDF form to the instructor’s email. Any homework assignments emailed to the instructor after 3 p.m. on that will be considered “late” and will be awarded as a grade of fifty percent (50%) of the original grade of that assignment. If turned in after the due date(s) ; a grade of zero (0) will be awarded.
- 1) rough draft current resume due date: February 2nd , 2016
 - 2) NBRC Practice Clinical Simulation - due date: March 1st, 2016
 - 3)NBRC Therapist Multiple-Choice Practice Exam(TMC) –due date– April 28, 2016
- H. Calculators, cell phones, and other electronic devices are **NOT** allowed during examinations/quizzes.
- I. **Grading System:** **Grading Source:** **% of Total Grade:**
- | | | | |
|------------------|----------|----------------------|-------------|
| 89.5 - 100 | A | Module Exams | 55% |
| 79.5 – 89.4 | B | Homework Assignments | <u>45%</u> |
| 74.5 – 79.4 | C | | |
| 00 – 74.4 | F | Total | 100% |

Textbook Information:

Respiratory Care Exam Review, (current ed. , Gary Persing, Elsevier Saunders)

Suggested:

- A) Pileam's Mechanical Ventilation: Physiological and Clinical Application (5th Edition). J.M. Cairo. Elsevier 2012, ISN 978-0-323-07207-6
- B) Essentials of Mechanical Ventilation, Hess & Kacmarek;

Lab Requirements:

Clinical Simulations

Academic Honesty:

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.

Attendance and Withdrawal Policies

- A. Attendance will be taken each class day.
- B. Each class is designed to cover specific information and it is imperative that the student attend to obtain maximum benefit. Students are expected to attend class regularly unless they are officially excused. Students unable to attend class should inform the instructor in advance if possible.
- C. Students will be responsible for obtaining all materials, notes, or handouts covered on days that they missed. Also, the instructor will not reiterate content in class sessions that a student missed. If handouts were given out, it the student's responsibility is to obtain them at the instructor's office. Students unable to attend class should inform the instructor in advance if possible.
- D. Students who are 15 minutes late to class will be counted tardy. Three tardies equates to one absence. Avoid this, as it is disruptive to the instructor and the class. Leaving class early is considered an absence. If a student needs to leave early, the student must notify the instructor before class begins otherwise it is considered an absence. Students who miss more than half of class instruction will be considered absence.
- E. The school has an attendance policy stating that a student may be administratively withdrawn from a course if they miss more than 12.5% of the hours of instruction (including lecture and lab). This course meets 3 hours per week for 16 weeks for a total of 48 hrs of instruction. If you miss more than 6 hrs of class (12.5% of 48), you are in violation of this policy. Students may accumulate up to a maximum of four (4) absences; all absences up to and including the maximal amount are excused. If a student exceeds the maximum number of allowable, (excused), absences; the student will be counseled by the instructor. The instructor may recommend that the student be administratively withdrawn from the course.
- F. All students that exceed the maximum are considered to be *un-excused*, regardless of reason, unless noted by a physician recommendation and those regarded as Excused absences as listed below in section "G"

- G. Absences in excess of the Maximum allowed will be excused for reasons of:
1. Death in the immediate family (with verification)
 2. Illness of the student:
 - a. Hospitalization (with verification)
 - b. Under the care of a physician, with a “Release to return to Work/School” statement that is dated.
 - c. Automobile accidents (with documentation)
 3. National Guard/Reserve duty (with dated documentation)
- H. Students who choose to take the exam or quiz during “**excused**” events will earned the grade for that exam or quiz. The exam or quiz will not be excused or reset for future attempts. Given the nature of the excused absence, the instructor will allow the student to complete the missed exam/quiz on a future date, not more than 30 days of the actual event.
- I. **In order to withdraw from your class, you MUST first contact your professor, PRIOR to the withdrawal deadline to receive a “W” on your transcript.**
- After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. If you do not feel comfortable contacting your professor to withdraw, you may contact a counselor.

HOW TO DROP

- **Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.**
- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:**
- **HCC and/or instructors may drop students for excessive absences without notification.**

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

Spring Final Withdrawal Deadlines:

Monday, MARCH 28, 2016 – 4:30 p.m.

Testing

- A. As scheduled. See Course Requirements and Grading Policies above. The score marked by the Scantron Test Scorer (machine) on your form will be the score you receive. Any stray marks, incomplete erasure, or blanks, which are sensed by the machine and result in a “wrong grade”, are your hardship. A change will not be made on your Scantron score. For computer testing, failure to mark any answer will result in an incomplete or blank answer resulting in a “wrong grade”.
- B. All students who fail an exam are required to remediate that exam. Remediation will be held on Fridays (excluding holidays) at times designated by each instructor. Students who fail to complete remediation on scheduled dates will not be allowed to complete any future exams and will be recorded as zero (0%) for each exam missed. Also the risk of administrative withdrawal if before the withdrawal due date. If after the withdrawal due date, the student forfeits taking subsequent exams and the final exam and will receive a grade of zero (0) for each exam missed including the Final Exam. Remediation does not change the exam grade.
- C. Remediation requires that the student:
1. Obtain exam from instructor and Identify missed questions.
 2. Justify why each wrong answer is wrong (quote a source/reference/pg.#).
 3. Justify why the correct answer is correct (quote a source/reference/pg.#).
 4. Attach document to exam and return to instructor
 5. It must be handwritten.
- D. Students will not be allowed to answer cell phones during exams. All cell phones must be turned in the off mode. If student is found using Cell Phone a 0% grade will be given for the exam. All backpacks and any related material shall be placed in the front of the room before Testing begins.

Make-up policy

There will be no make-up exams. If a student misses one of the module exams (Excludes the Final Exam), the student will be awarded a total of fifty percentage (50%) points. Students who know in advance they will need to miss a class exam may make arrangements to take the exam in advance of the scheduled test date. 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 a final may be given an alternate exam within 30 days starting from the scheduled Final Exam at the discretion of the instructor.

Projects & Assignments

- A) Students should read each chapter, looking up any unfamiliar terms, marking areas difficult to understand. The student should use alternate reference text in an attempt to clarify information. Clinical Simulations are completed in the labs. Students will print individual evaluation results and turn in to instructor by scheduled dates.
- B) Students should review the objectives, review questions, and clinical application questions of each chapter; read the assigned chapters; and look up any words that are unclear in a medical dictionary. Students should use alternate reference text in an attempt to clarify information. Time permitting, students should outline the

assigned reading in an attempt to digest the information well enough to put it in his/her own words. Going back to the objectives, the student should now be able to address each objective as though it were a question and be able to reflect on it during class discussion.

- *Students should check with instructor concerning assigned problems in each chapter as all problems will not be covered.*

Course Content:

All areas and all aspects of Respiratory Care Case Management will be covered and tested on concluding with a comprehensive final exam.

MODULE 1 – Chapter 1 - Oxygen & Medical Gas Therapy
 Chapter 2 - Humidity & Aerosol
 Chapter 3 - Assessment
 Chapter 4 – Management Of Airway

MODULE 2 – Chapter 5 - Special Procedures
 Chapter 6 - CPR
 Chapter 7 - Hyperinflation
 Chapter 8 - Bronchopulmonary Hygiene

MODULE 3 – Chapter 9 - Cardiac Monitoring
 Chapter 10 - ABG Interpretation
 Chapter 11 - Ventilator Management
 Chapter 12 - Disorders of the Respiratory System

MODUEL 4 – Chapter 14 – Respiratory Medications
 Chapter 15 – Respiratory Home Care
 Chapter 16 – Pulmonary Function Testing
 Chapter 17 – Equipment Decontamination & Infection

Student Services

Students with Disabilities (Please don't change)

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 or Donna Price at 713/718-5165.

College for Health Sciences ADA Counselor:

Micah Bell

Phone 7113-718-7082

Micah.Bell@HCCS.edu

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

TITLE IX: Protection from Discrimination at School

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.

Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right says **Login** and enter your student number.

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.

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.

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.

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS DURING THE COURSE OF THE SEMESTER. THE INSTRUCTOR WILL NOTIFY STUDENTS IN A TIMELY MANNER OF ANY SUCH CHANGES.

Other Student Information (clubs, tutoring, web resources, etc.)

BEEPERS, CELLULAR TELEPHONES, AND PERSONAL TELEPHONE CALLS:

All beepers and cellular phones are required to be turned off at the beginning and during class lecture. For examinations and quizzes, Cell phones, beepers, and all electronic devices must be turned in the off mode. No cell phone speakers are to be worn in the ears during lectures or exams. If an emergency situation exists and only with instructor approval, cell phones may be placed in “vibrate” mode. Only emergency telephone calls are to be made to the Respiratory department’s secretary at **(713) 718-7391**. No personal phone calls (non-emergency) will be accepted. However, leaving the classroom to answer an emergency call **MUST** be an infrequent occurrence. Frequent leaving to have phone conversations in the hall will be considered disruptive and will constitute dismissal for the day and consequently, an absence. Phones in the faculty offices are business phones and are not to be used by students except in an emergency.

CLASSROOM CONDUCT

Classroom conduct is expected to be courteous, respectful, and professional. Please respect your student colleagues’ participation during class. 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.

Use OF CAMERAS OR RECORDING DEVICES

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

VIRTUAL CLASSROOM CONDUCT

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

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

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.

SOCIAL NETWORKING

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

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.

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.

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

www.TSRC.org

The Texas Society for Respiratory Care

www.AARC.org

The American Association for Respiratory Care

www.NBRC.org

The National Board for Respiratory Care

<http://hccs.askonline.net/>

AskOnline – HCC Online Tutoring service

<http://www.school-closings.net/>

closure list of schools

www.hccs.edu

BOOKS:

HCC bookstore

<http://www.majorsbooks.com/>

Majors books store

<http://ebooks.com/>

E books

<http://www.amazon.com>

<http://books.half.ebay.com>

<http://www.barnesandnoble.com>

Course Calendar with Reading Assignments

Semester: Spring 2016

Class Times: T & Th 1:00 p.m. to 2:30 p.m.

Holidays: See college catalog

Assigned Reading: TBA

**Houston Community College System
Coleman College for Health Sciences
Respiratory Therapist Program
RSPT 2233 Respiratory Care Case Management
CRN #93649 - Spring 2016**

Student Signature Page (Return to Instructor)

The instructor discussed with the class and I have read the Spring-2016 course syllabus for RSPT 2233 – Respiratory Care Case Management. I am familiar with the contents there in and I will abide by the stated rules / policies for the course.

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

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 the course.

All students must review the course syllabus and sign the course syllabus receipt within the first week of class.

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

Student Name (Print) _____

HCC - ID (W#) _____

Current Telephone Number _____

Current Email Address _____

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.