

Course Syllabus

COURSE: RSPT 1160.200 Practicum- Respiratory Care Therapy/Therapist
 SEMESTER: Fall 2023
 CLASS TIMES: Per Clinical Schedule
 INSTRUCTOR: Kristal Jones, BSRC, RRT, RRT-ACCS
 OFFICE: Reese Center, Building 2, Room 223C
 OFFICE HOURS: Monday & Wednesday: 9:00 AM – 11:00 AM
 Tuesday & Thursday: 1:00 PM – 3:00 PM
 Friday: By appointment only
 Other times by appointment
 OFFICE PHONE: 806-716-4624
 E-MAIL: kjones@southplainscollege.edu
 Facebook: <https://www.facebook.com/SouthPlainsCollegeRespiratoryCare>
 Instagram: <https://www.instagram.com/spcrespiratory>

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

This is an intermediate respiratory care work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

STUDENT LEARNING OUTCOMES

Students will:
1. Apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry.
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and team work skills, communicating in the applicable language of the occupation and the business or industry.
3. Demonstrate his/her clinical proficiency in basic skills, professionalism and ability to effectively interact with various individuals in the clinical setting.

COURSE OBJECTIVES –

1. Exhibit dependability and responsibility by being punctual, attending clinical rotations according to program policies, and completing assigned work. (F-13)
2. Exhibit ability to get along with people in the clinical setting, by demonstrating understanding, friendliness, adaptability, empathy and politeness. (F-15)
3. Respond positively to supervision and guidance by attending to, interpreting and responding to verbal messages and other cues. (F-5)
4. Exhibit respect for others. (C-14)
5. Recognize boundaries and limitations of role and seek assistance when necessary. (F-16)
6. Participate by asking questions. (F-6)
7. Work to satisfy customer's expectations, whether they are patients, physicians, or other healthcare team members. (C-11)
8. React to stressful situations in an appropriate manner.
9. Work confidently, maintaining a positive view of self. (F-14)
10. Choose ethical courses of action in clinical decision-making. (F-17)

11. Monitor his/her progress towards clinical proficiency by assessing self accurately, setting personal goals, and exhibiting self-control. (F-16)
12. Participate as a member of the healthcare team. (C-9)
13. Exhibit an ability to work well with men and women from diverse backgrounds. (C-14)
14. Exhibit courtesy and willingness to share workload. (F-15)
15. Exhibit the ability to interpret information and communicate patient status. (F-1, F-2, F-6, C-7, C-8, C-9, C-15)
16. Organize time well to complete all tasks assigned by prioritizing activities, allocating time and preparing and following a treatment schedule. (C-1)
17. Locate, understand, interpret and evaluate written information found in the patient's medical record, equipment manuals, policy/procedure manuals, and departmental schedules. (F-1)
18. Organize information found in symbol, picture and graph format. (F-10, C-5, C-6)
19. Organize and maintain information, communicating information in written form via entries into the patient's medical record. (F-1, F-2, F-6, C-6, C-7, C-8, C-9, C-15)
20. Perform basic computations, including calculating drug dosages, total flow of gas delivery devices, lung volumes, and other pulmonary measurements. (F-3)
21. Acquire and evaluate information through patient history and physical assessment. (F-1, F-5, F-6, F-9, F-12, C-5, C-7)
22. Evaluate the appropriateness of patient therapy by specifying therapeutic goals, generating alternatives, considering risks, and choosing the best treatment alternatives. (F-8)
23. Recognize problems with patient care and devise and implement a plan of action. (F-9)
24. Use reasoning to discover a principle underlying the relationship between diverse data and apply it to problem solving. (F-12)
25. Use computers to process patient information and maintain clinical records. (C-8)
26. Understand how the hospital organizational system works and function effectively within it. (C-15)
27. Monitor performance in his/her assigned hospital area, assessing trends, and predicting and solving problems. (C-16)
28. Suggest modifications to the respiratory care departmental system to improve therapist performance. (C-17)
29. Choose procedures and equipment, as needed, to perform patient care. (C-18)
30. Understand the overall intent and proper procedures for set-up and operation of various types of respiratory equipment. (C-19)
31. Prevent, identify or solve problems with respiratory equipment. (C-20)
32. Allocate and use materials efficiently. (C-3)
33. Work towards agreements with other healthcare team members involving the use of resources, and resolve divergent interests. (C-13)
34. Perform patient assessments recording normal and abnormal findings.
(F-2, F-5, F-6, F-9, F-10, F-12, F-15, C-5, C-6, C-7, C-14)
35. Establish good patient rapport and develop the ability to communicate procedures effectively to gain cooperation.
(F-5, F-6, F-15, C-14)
36. Participate in the process of decontamination of respiratory equipment and infection control procedures. (C-3, C-15, C-16)
37. Demonstrate a consistent habit of reviewing the patient's chart for information gathering prior to participating in or performing procedures. (F-1, F-13, C-1, C-5, C-6, C-8)
38. Perform correctly the following procedures as ordered by a physician
(F-2, F-3, F-8, F-9, F-12, F-15, F-16, C-1, C-3, C-5, C-7, C-9, C-11, C-14, C-18, C-19, C-20):

EVALUATION METHODS

1. Clinical Performance
2. Affective Behavior
3. Clinical Assignments
4. Unit Exam
5. Final Examination

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of, or access to unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports, and to term papers. A **O or F** will be given on any assignment or test that cheating was utilized. Offenders may be liable for being dropped from the course at the discretion of the instructor.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES - Health Occupations Division

External Learning Experience. This course allows students the opportunity to utilize skills learned in lecture & laboratory instruction at appropriate work sites.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The Respiratory Care Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeRespiratoryCare>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, and South Plains College announcements and will help with program recruitment. "Liking" the Respiratory Care Program Facebook page is not mandatory, nor is personal Facebook accounts, in order to access this page.

SCANS and FOUNDATION SKILLS

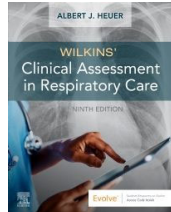
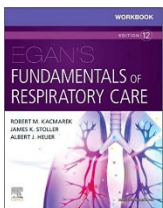
Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Students are required to obtain the following:

Trajecsys Student License – Bookstore purchase Reese Center



Kacmarek, Robert. Egan's Fundamentals of Respiratory Care, 12th Ed. (2020). ISBN# 9780323511124

Huerer, Albert J. Wilkins' Clinical Assessment in Respiratory Care, 9th Ed. (2022). ISBN: 978-0-323-323-69699-9

It is recommended students obtain the following:

Oakes, Dana. Pocket Guide to Respiratory Care. 9th Ed. (2017). ISBN: 978-0-932887-58-0

SUPPLIES

1. Appropriate clinical attire
2. Name badge with photo
3. Stethoscope
4. Pulse Oximeter
5. 5.5 inch Medical Scissors
6. Watch with a secondhand

TRAJCSYS

Trajcsys will be used for attendance, daily logs, physician interaction, competencies, clinical instructor/preceptor evaluations, clinical site evaluations, daily evaluations, and affective behavior evaluations. It is the student's responsibility to ensure Trajcsys entries are completed as required. Notify the DCE for any discrepancies noted in Trajcsys. **Trajcsys entries are due the Friday after completing the rotation.**

DAILY LOG

Daily log is used to document procedures performed, procedures observed, significant learning experiences, and physician interaction. Students must complete the applicable daily logs in Trajcsys every clinical day.

CLINICAL PERFORMANCE

1. **Competencies: All mandatory competencies must be completed by end of semester** A student may not attempt a competency check-off until he/she has been checked off in lab first and has met the minimum requirements as outlined on competency requirements form posted on Blackboard. All competencies MUST be documented in Trajcsys by the clinical instructor/preceptor evaluating the student. It is the student's responsibility to keep track of the mandatory competencies and completed competencies. Each student should make every effort to complete each mandatory competency. If the student is unable to attempt a mandatory competency, he/she must notify the DCE before the end of the semester. If the student does not notify the DCE prior to the end of the semester regarding the mandatory competency, he/she will receive a zero (0) for that competency. If a student has a preceptor/clinical instructor enter or sign off a competency that the student did not perform, this will be considered academic dishonesty and treated as such in the disciplinary process. The student is not considered proficient in a competency until a satisfactory rating has been achieved. The grades received on competencies will be averaged together and represent 5% of the clinical performance grade. The student will be evaluated as:

-Satisfactory (100%) - ready for clinical application with minimal supervision. Performed procedure accurately, or was able to correct performance without injury to the patient or decreasing effect of therapy being given.

-Unsatisfactory performance - not ready for clinical application. Requires remediation under one of the following categories:

- **Minor – Unsatisfactory (75%):** Needs to review fundamental concepts or requires re-evaluation of minor deficiency(s) (ex. forgets to wash hands during the **Follow-up** stage). Must be re-evaluated on this step not the whole procedure. Students may attempt these missed steps on the same clinical day.
- **Major – Unsatisfactory (50%):** Requires additional supervised clinical practice and complete re-evaluation of the procedure. If the student receives a major unsatisfactory rating, he/she may attempt the competency on another clinical day when he/she has reviewed the procedure and feels prepared.
- Each competency attempt will be scored (as indicated above). Ex: If a student scores a 75% on the first attempt and then a 100% on second attempt, the score entered into the grade book is 87.5 for that particular competency.

If the student receives a major unsatisfactory rating, he/she may attempt the competency on another clinical day when he/she has reviewed the procedure and feels prepared. If the student does not successfully complete

the competency after the 2nd attempt, he/she must schedule a conference with the DCE before attempting the competency again. Based on this information, a remedial plan will be developed by the DCE to include, but not limited to:

- Review of procedures
- Laboratory practice
- Supervised demonstration

Once the student has remediated to the satisfaction of the DCE, the student may then re-attempt the competency in clinic.

Mandatory competencies for RSPT 1160

- Air Entrainment Mask
- Chest Assessment
- Handwashing
- Nasal Cannula
- Partial/Non-Rebreather
- Pulse Oximetry
- Small Volume Nebulizer
- Transport with Oxygen
- Vital Signs

2. **Daily Evaluations:** Clinical evaluations are designed to advance or confirm the student's development of clinical skills, knowledge and behaviors. Students will be evaluated by the clinical instructor/preceptor at the end of each clinical day (unless indicated otherwise) using the daily evaluation form in Trajecsyst. If the student has difficulty with a preceptor completing the necessary requirements, please contact me for assistance. **Students will receive a zero for any missing daily evaluations.** These scores will be averaged from beginning of semester to end of semester. This will represent 5% of the clinical performance grade. The grades are determined by:

Average of 4.7-5.0 in all categories= 100%
Average of 4.1-4.6 in all categories= 90%
Average of 3.6-4.0 in all categories= 83%
Average of 3.0-3.5 in all categories= 75%
Average of < 3.0 in all categories= 50%

If a student receives a score of less than a 3 on any portion of a daily evaluation, he/she must reach out and schedule a conference with the DCE to discuss areas of weakness. Failure to do so will be documented on the Student's Affective Behavior Evaluation.

3. **Clinical Site Evaluations/Preceptor Evaluations:** At the end of each rotation, the student must evaluate the clinical instructor/preceptor that he/she spent the most time with using the clinical instructor/preceptor evaluation form in Trajecsyst. If the preceptor is not listed in Trajecsyst, the student will select the generic name (ex. University Center) and enter the name of the preceptor at the bottom of the evaluation form.

The student will be required to complete one clinical site evaluation for each of the following clinical sites:

TRADITIONAL STUDENTS

1. **Covenant Medical Center**
2. **University Medical Center**

DISTANCE LEARNERS

1. **Sponsored Facility**

The student must evaluate the above clinical sites using the clinical site evaluation form in Trajecsys. **These evaluations should be completed in Trajecsys no later than 12/1/23.** If the student submits all clinical site evaluations and preceptor evaluations required by the due date, the student will receive a 100. Students will receive a zero for any missing preceptor and/or clinical site evaluations. This will represent 5% of the clinical performance grade.

Affective Behavior Evaluation:

Each student will be evaluated once during the semester using the Trajecsys Affective Behavior Evaluation form. The student will be evaluated once from program faculty/clinical instructors. Conferences may be scheduled with the DCE to review the student's progress and standing. The grades are determined by:

Average of 4.7-5.0 in all categories= 100%
Average of 4.1-4.6 in all categories= 90%
Average of 3.6-4.0 in all categories= 83%
Average of 3.0-3.5 in all categories= 75%
Average of < 3.0 in all categories= 50%

CLINICAL ASSIGNMENTS

Drug Poster:

Informational posters for an assigned drug(s) are to be completed and presented no later than 11/21/23. Details of the drug poster will be posted on Blackboard.

SOAP Notes:

Students will complete two SOAP notes this semester. Details will be posted on Blackboard. The first SOAP note will be due by Friday 11/10/23 at 11:59pm. The second SOAP note will be due by Monday 11/20/23 at 11:59pm. Assignments will be submitted in a pdf format in Blackboard. Late submissions will not be accepted.

FINAL EXAMINATION

The student's didactic knowledge of clinical competencies and procedures will be measured through a comprehensive final exam.

CLASS ATTENDANCE

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance

CLINICAL ATTENDANCE POLICY (*READ CAREFULLY)

CLOCKING IN/OUT

Trajecsys is used for tracking attendance. Each student is responsible for clocking themselves in/out. Students may clock in/out of Trajecsys using their cell phone once at the assigned clinical facility. No other student is to sign another student in/out. Falsifying Trajecsys information will be considered academic dishonesty and treated as such in the disciplinary process. **Students are allowed 2 missed clock in/out occurrences for the semester.** Students must notify the DCE via email or message as soon as possible if he/she failed to clock in/out. After 2 occurrences, **1 point will be deducted per occurrence from the student's final grade for RSPT 1160.**

ABSENCE

Your attendance is a vital predictor of your success and attending every clinical day is the expectation. However, students are allowed **ONE Day Absent** without affecting their final grade. The student must document the absence in Trajecsys. **Any other absence(s) (ex. Sick day, leaving clinic more than 15 minutes early) is a 5-point deduction per occurrence from the student's final grade for RSPT 1160.** If a student will be absent from clinic, he/she must contact the shift supervisor at their assigned clinical facility at least 30 minutes prior to their scheduled clinical report time AND he/she must also send an email/message to DCE at least 30 minutes prior to their scheduled clinical report time. Please refer to the Phone List handout for appropriate contact numbers for each clinical facility. **Failure to contact the DCE AND shift supervisor as indicated above will result in a no call/no show. There will be a 5-point deduction for each no call/no show occurrence from the student's final grade for RSPT 1160. Clinical absences cannot be made up.**

TARDIES

It is imperative for students to arrive at clinical facilities on time. Students are allowed one tardy for the semester. A student will be considered tardy if they arrive 15 minutes after the assigned clinical report time. If a student is going to be tardy for clinic, he/she must message the DCE and call the shift supervisor at their assigned clinical facility at least 15 minutes prior to their scheduled clinical report time. **Failure to contact the DCE and shift supervisor as indicated above will result in a no call/no show. There will be a 5 point deduction for each no call/no show occurrence from the student's final grade for RSPT 1160.** If the student arrives more than 30 minutes past the scheduled clinical report time at their assigned clinical facility and notifies DCE and shift supervisor as instructed, the student will be sent home and an absence will be recorded for RSPT 1160.

REQUESTS TO LEAVE EARLY

If a student must leave the clinical facility during clinical hours, he/she must contact DCE first. When permission is granted, the DCE will then notify the shift supervisor at the clinical facility. **Leaving more than 15 minutes early will be documented as a ½ day absence.** A student may not leave clinic more than 15 minutes early without consent of the DCE. If a student leaves their assigned clinical facility greater than 15 minutes early without consent of the DCE, **5 points will be deducted from their final grade for RSPT 1160 and may result in disciplinary action.**

Cases of excessive absences and/or tardies will be handled on an individual basis and will require a counseling session. Following this session, a departmental counseling form will be placed in the student's file. The purpose of this form is to document that the student has been made aware that excessive absences are jeopardizing the successful completion of the clinical course

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

PROCTORIO

This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

Before Using Proctorio

- In order to use Proctorio, you must have a basic webcam or built-in camera with a microphone enabled on your laptop or desktop computer.
- You must have the Chrome browser on your computer. [Download Chrome](#).
- You must install the [Proctorio Chrome extension \(Links to an external site.\)](#).
- Check the [Proctorio Minimum System Requirements \(Links to an external site.\)](#) to ensure Proctorio will work on your computer.
- You may be required to show a government or school-issued ID if your instructor is requiring Proctorio for any quizzes/exams.

Proctorio FAQs

Q: Can I listen to music while taking the exam?

A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

Q: Is someone watching me take the test since it is proctored (via Proctorio)?

A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

Q: What if I have to get up to use restroom during the quiz/exam?

A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Remind app or via text) letting them know that your quiz/exam attempt might be "flagged." Please do your best to plan ahead and "go" before beginning the quiz/exam!

Q: Can I take the quiz/exam from any location?

A: **Traditional Students** will be required to complete their exams at the Reese campus unless otherwise notified.

Distance Learners will be required to complete their exams at their sponsored facility in a designated area.

Proctorio Technical Support

(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.)

Email: support@proctorio.com

EXAMS

There will be one unit exam & a final exam. Make-up exams will not be given.

GRADING POLICY

Grades in this course will be determined using the following criteria:

Clinical Performance	15%
Clinical Assignments	25%
Affective Behavior Evaluations	15%
Unit Exam	15%
Final Examination	30%

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 65-74

F = < 65

In order to successfully complete this course, the student must receive a final grade of 'C' (75%) or better.

CONFERENCES

If at any time a student is not satisfied with their overall performance, he/she is encouraged to schedule an appointment with the DCE. Please refer to Respiratory Care Program Student Handbook for more details regarding remediation/tutoring.

REMEDICATION

Please refer to the Respiratory Care Program Student Handbook for the remediation policy for exams and clinical competencies.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC", REMIND and email systems. The Instructor will not initiate communication using private email accounts. Students should regularly check blackboard, Remind app and email systems for specific course assignments/announcements.

If necessary, students may contact me on my personal cell phone between the hours 8:00 am-8:00 pm M-F. If you need to reach me after the hours listed, please send a text message or an email to my SPC email. If you will be absent from class, send a text message or an email to my SPC email.

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

<http://catalog.southplainscollege.edu/content.php?catoid=49&navoid=1321>

COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

EMERGENCY

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration (August 30th) and before the census date (September 15th), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

SPECIAL REQUIREMENTS

Cell Phones – Students may carry their cell phone with them during clinic. The cell phone must be on vibrate. At times, the preceptor/clinical instructor/DCE may need to reach a student on his/her cell phone. Also, the student may need to reach the clinical instructor/preceptor/DCE via cell phone. The student may clock in/out of Trajecsys using his/her cell phone. Please refer to the attendance section for more detail regarding clocking in/out of Trajecsys with cell phone.

Students should not be using cell phones in patient care areas. If the clinical instructor/preceptor feels the student is not using his/her cell phone as indicated above, the DCE will be notified.

COURSE DISCLAIMER

In order to better prepare students for a career in Respiratory Care profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course.

Statements for the following items can be found at [Syllabus Statements \(southplainscollege.edu\)](http://southplainscollege.edu)

- **Intellectual Exchange Statement**
- **Disabilities Statement**
- **Non-Discrimination Statement**
- **Title IX Pregnancy Accommodations Statement**
- **CARE (Campus Assessment, Response, and Evaluation) Team**
- **Campus Concealed Carry Statement**

CHANGES and AMENDMENTS TO SYLLABUS

The program director or clinical coordinator reserves the right to make reasonable changes to the syllabus at any time during the semester. If this occurs, the students will be notified and furnished a copy of all applicable changes or amendments.

COURSE OUTLINE

Course Calendar

RSPT 1160 Clinical Calendar

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies



**RESPIRATORY CARE PROGRAM
COURSE AGREEMENT**

I have received a copy of the course syllabus for RSPT 1160-200. I have reviewed the syllabus thoroughly, and understand the course format, course competencies, attendance policy, and examination system. I further understand my responsibilities and rights, as explained by the instructor and listed in the syllabus, and agree to all course requirements as stated in the course syllabus.

Printed Name

Signature

Date