

Course Syllabus

COURSE: RSPT 2267.200 Practicum (or Field Experience)- Respiratory Care Therapy/Therapist
SEMESTER: Spring 2024
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 – 11:30 AM
Tuesday & Thursday: 9:00 AM – 11:00 AM
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 course for practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

STUDENT LEARNING OUTCOMES

Students will:
1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, and procedures.
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. Adhere to regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry.

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, static and dynamic compliance, 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 purpose and proper procedures for set-up and operation of various 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. Exercise leadership by communicating ideas to justify his/her position and persuading and convincing others. (C-12)
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 12-lead Electrocardiograms with minimal supervision, and recognize dysrhythmias. (F-9, F-10, C-5, C-7, C-18, C-19, C-20)
40. 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. Professional Credits
5. Case Study
6. 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.

VARIFICATION OF WORKPLACE COMPETENCIES

Health Occupations Division

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/INSTAGRAM

The Respiratory Care Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeRespiratoryCare>, and Instagram page at <https://www.instagram.com/spcrespiratory>. In addition to the South Plains College website, these pages will be used to keep students up-to-date on program activities, weather delays, 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

It is recommended students obtain the following:

Oakes, Dana. Pocket Guide to Respiratory Care. (2013). Orono, Maine: Health Educator Publications, Inc.

Oakes, Dana. Pocket Guide to Ventilator Management. (2016) Orono, Maine: Health Educator Publication

Persing, Gary. Respiratory Care Exam Review. 5th Ed. (2019). ISBN: 978-0323553681

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

TRAJESYS

Trajecsys 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 Trajecsys entries are completed as required. Notify the DCE for any discrepancies noted in Trajecsys. **Trajecsys entries are due at 5pm 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 Trajecsys every clinical day.

Daily Log entries are due at 5pm the Friday after completing clinical rotations.

A daily log is NOT required for the Alpha Sleep, UMC Cardiovascular Imaging, or PFT rotations.

For the rotation with Dr Kanu, only complete the physician interaction.

CLINICAL PERFORMANCE

- 1. Competencies: All mandatory competencies must be completed by end of semester (See list below). A student may not attempt a competency check-off until he/she has been checked off in lab first.** All competencies MUST be documented in Trajecsys by the preceptor/clinical instructor 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 their last clinical rotation.** 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 unless a satisfactory rating has been achieved. The grades received on competencies will be averaged together and represent 5% of your clinical performance grade. The student will be evaluated as:

-Satisfactory Performance (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 (0%) - not ready for clinical application. Requires remediation under one of the following categories:

- **Unsatisfactory 1st attempt (0%):** Requires additional supervised clinical practice and complete re-evaluation of the procedure. If the student receives unsatisfactory on 1st attempt, the student may attempt the competency on the same clinical day unless notified otherwise by the preceptor, clinical instructor, or DCE. Unsatisfactory ratings will be documented in Trajecsys and a grade of 0% (zero) will be recorded in the gradebook.
- **Unsatisfactory 2nd attempt (0%):** Requires additional supervised clinical practice and complete re-evaluation of the procedure. If the student receives an unsatisfactory rating on 2nd attempt, the student must attempt the competency on another clinical day after he/she has reviewed the procedure, met with the DCE, and following a documented remediation plan. Please see 'Remediation' below for details.

Each competency attempt will be scored (as indicated above) and averaged together. Ex: If a student scores Unsatisfactory (0%) on the first attempt and then Satisfactory (100%) on the second attempt, the score entered into the grade book is 50% for that particular competency. Students must complete every competency with a Satisfactory rating to complete the course. However, attempts after an unsatisfactory rating on the 2nd attempt will not be scored for a grade. Failure to complete all competencies with satisfactory performance will jeopardize the student's ability to continue in the program.

The DCE reserves the right to audit skills and request any competency documented with a Satisfactory rating be performed under the DCE supervision in the clinical setting.

Mandatory competencies for RSPT 2267

Neonatal Critical Care

- Vital Signs
- Nasal CPAP Set Up
- Routine Ventilator Check

Pediatric Floor

- Chest Physiotherapy

Pediatric Critical Care

- Routine Ventilator Check

Pediatric/Neonatal Critical Care

- In-line Suctioning
- Ventilator Parameter Change
- Ventilator Set-Up

- 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 Trajecsys. It is the student's responsibility to monitor the completion of daily evaluations. If the student has difficulty with a preceptor completing the requirements, please contact the DCE within 24 hours of that specific clinical rotation. **Daily Evaluation entries are due every Friday after completing the clinical rotations. 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 your clinical performance average. The grades are determined by:

Average of 4.7-5.0 in all categories= 100%

Average of 4.3-4.6 in all categories= 90%

Average of 3.9-4.2 in all categories= 85%

Average of 3.5-3.8 in all categories= 75%

Average of < 3.4 in all categories= 50%

If a student receives a score of less than a 3.5 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.

A daily evaluation is NOT required for Texas Tech Pediatrics (Dr. Kanu), Lubbock Heart Hospital STAT Lab, Alpha Sleep Lab, UMC Cardiovascular Imaging, UMC OR, CMC PFT and UMC PFT rotations.

- 3. PHYSICIAN INTERACTION:** Students should obtain **40** physician interaction points during this semester. Physician interaction is entered in Trajecsys and should be completed in Trajecsys no later than **4/26/24**. The grade guidelines are listed below. This category represents 5% of your clinical performance average.

40 or more points=100%

30-39=88%

20-29=75%

<20=50%

- 4. CLINICAL SITE EVALUATIONS:** At the end of each rotation, the student must evaluate the clinical sites where they completed clinicals at. Honesty and constructive criticism are welcome as these are ways we can improve clinicals for future semesters. **A clinical site evaluation is not required for, PFT rotations, and UMC Cardiovascular Imaging rotations.**

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

1. **Alpha Sleep Lab**
2. **Covenant Children's Hospital**
3. **Covenant Medical Center**
4. **Lubbock Heart Hospital – OR/STAT Lab Rotation**
5. **University Medical Center**
6. **University Medical Center – OR Rotation**
7. **Texas Tech Pediatrics- Dr. Kanu**

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 **4/26/24**. 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 (0%) for any missing clinical site evaluations. This category represents 5% of your clinical performance average.

AFFECTIVE BEHAVIOR EVALUATIONS

Each student will be evaluated by the DCE once during the semester using the Trajecsys Affective Behavior Evaluation form. The evaluation will be based on personal interactions with the DCE, clinical instructors' feedback, and preceptor feedback. Conferences may be scheduled with the DCE to review the student's progress and standing. The student will receive a grade for affective behavior evaluations. The grades are determined by:

- Average of 4.7-5.0 in all categories= 100%
- Average of 4.3-4.6 in all categories= 90%
- Average of 3.9-4.2 in all categories= 85%
- Average of 3.5-3.8 in all categories= 75%
- Average of < 3.4 in all categories= 50%

CLINICAL ASSIGNMENTS

Clinical assignment forms will be posted on Blackboard and **all clinical assignments will be submitted in Blackboard.** Clinical assignments will consist of:

- **1 NICU Patient Assessment** **Due 3/08/2024**
- **1 PICU Patient Assessment** **Due 3/08/2024**
- **2 Adult Patient Assessments** **Due 4/25/2024**

PATIENT ASSESSMENTS

A total of **FOUR (4) Patient Assessments** will be due this semester. **One from PICU rotations, one from NICU rotations, and two from Adult ICU rotations.** Assessments will be completed on a patient in the ICU utilizing non-invasive ventilation (NIV) continuously or a patient that is intubated and requiring mechanical ventilation. Completed patient assessments will be uploaded in Blackboard by the required due date stated above. Late submissions will not be accepted.

CASE STUDY

A case study is to be completed on a patient in the ICU setting. The PowerPoint presentation of the case study will be uploaded in Blackboard by **Monday, April 29th at 11:59pm.** A detailed handout of the case study requirements will be posted on Blackboard. Late submissions will not be accepted.

PROFESSIONAL CREDITS

Professional Credits are a requirement for RSPT 2267. You must earn the minimum number of credits to complete the clinical course. **10 professional credits** will be required for RSPT 2267. For details on the Professional Credit Criteria, eligible items, forms for completion, and supporting documentation for verification, please see Blackboard. The deadline to complete and submit professional credits in Blackboard is **Monday, April 29th at 11:59pm.** Failure to turn in the total amount of professional credits in the required format will result in a zero for the grade book. Partial credit will not be given. 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.

ATTENDANCE POLICY

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 2267.**

ABSENCE

Students are allowed **TWO Days Absent** without affecting their final grade. **The student must document the absence in Trajecsys within 24 hours. 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 2267** 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 (email listed on 1st page of syllabus) at least 30 minutes prior to their scheduled clinical report time. Please refer to the Clinical Contact List provided in Blackboard 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 2267.**

Clinical absences cannot be made up.

TARDIES

It is imperative for students to arrive at clinical facilities on time. Students are allowed two tardies for the semester. A student will be considered tardy if they clock in after the assigned clinical report time that is listed on the Clinical Schedule. (Ex: Start time at UMC is 0615 and clock in at 0616, this is considered a tardy). If a student is going to be tardy for clinic, he/she must call the DCE first and then 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 2267.** If the student arrives more than 30 minutes past the scheduled clinical report time at their assigned clinical facility and notified the DCE and the shift supervisor as instructed, the student will be sent home and an absence will be recorded for RSPT 2267.

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 2267 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.

GRADING POLICY

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

Clinical Performance	20%
Clinical Assignments	20%
Case Study	15%
Professional Credits	10%
Affective Behavior Evaluations	10%
Final Examination	25%

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. If necessary, a plan can be developed to help the student improve in their areas of weakness.

REMEDICATION

Please refer to the 2023-2024 Respiratory Care Program student handbook for the remediation policy for exams and clinical competencies.

Clinical remedial plans will be developed by the DCE to include, but not limited to:

- Review of procedures
- Laboratory practice
- Supervised demonstration

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.

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.

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 in an area away from distractions (people, pets, electronics, etc.).

Proctorio Technical Support

(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.) Email: support@proctorio.com

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>

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 (**January 20th**) and before the census date (**January 31st**), 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 Trajecsyst using his/her cell phone. Please refer to the attendance section for more detail regarding clocking in/out of Trajecsyst 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 and the student may be subject to a formal write up.

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**
- **COVID-19**
- **Artificial Intelligence 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 2267 Clinical Schedule

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