

**HEART OF GEORGIA TECHNICAL COLLEGE  
560 PINEHILL ROAD  
DUBLIN, GEORGIA 31021**

**COURSE SYLLABUS**

**COURSE TITLE:** Clinical Practice III

**NUMBER:** RTT 218

**CREDITS:** 2

**INSTRUCTORS:** Diana Robbins, BS, RRT      Pager: (888) 489-1554      E-mail: [drobbins@heartofgatech.edu](mailto:drobbins@heartofgatech.edu)  
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Office hours: 7:30 am – 8:30 am Tuesdays, Thursdays and 4:30 pm to 5:30 pm on Tuesdays and Thursdays with other days and times available by prior appointment. The clinical director is always available during clinical time by beeper or by cell phone. See above for both numbers

**CREDITS:** 2

**COURSE DESCRIPTION:** Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment. Hours per week: Class - 0, Lab - 8.

**PREREQUISITE/COREQUISITE:** RTT 210

**DEMONSTRATED COMPETENCIES:**

- \*1. Administer intermittent positive pressure breathing.
- \*2. Administer postural drainage.
- \*3. Administer chest percussion.
- \*4. Evaluate an artificial airway.
- \*5. Maintain an artificial airway.
- \*6. Administer suction.
- \*7. Administer medical gas therapy.
- \*8. Administer oxygen through a nasal cannula.
- \*9. Administer oxygen through a venturi mask.
- \*10. Administer oxygen through a simple mask.
- \*11. Administer oxygen through a partial rebreathing mask.
- \*12. Administer oxygen through a nonrebreathing mask.
- \*13. Administer aerosol therapy with small volume nebulizers.
- \*14. Administer aerosol therapy with cool large volume nebulizers.
- \*15. Administer aerosol therapy with heated large volume nebulizers.
- \*16. Administer aerosol therapy with cool mist oxygen tents.
- \*17. Administer incentive spirometry treatment including patient instruction and follow up.
- \*18. Perform patient assessment including inspection; palpation; percussion; and auscultation; and evaluation of radiograph, laboratory, and other diagnostic materials.
- \*19. Abide by all rules and regulations of the respiratory care program. (See attachments.)
- \*20. Administer Respiratory Therapy modalities in critical care and ICU areas
- \*21. Perform airway management including suctioning, tracheostomy care and changes, oral and nasal pharyngeal airways, and other bronchial hygiene measures

**\* Critical Competencies**

**TOPICAL OUTLINE:**

- I. Aerosol Therapy
- II. Oxygen Therapy
- III. Hyperinflation Therapy
- IV. Medical Gas Therapy

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- V. Patient Assessment & Monitoring
  - A. Chest Examination
  - B. Arterial Blood Gas
  - C. Relating Other Data to Patient Condition
  - D. Infection Control Policies
  - E. Chest Xray Interpretation
- VI. Chest Physiotherapy and Bronchial Hygiene
- VII. Airway Care

**REQUIRED TEXTBOOK(S):**Oakes, Pocket Guide to Respiratory Care, 2008 Health Educator PublishingButler, Thomas, Laboratory Exercises for Competency in Respiratory Care, 2<sup>nd</sup> edition, 2009 FA Davis Publishing**Recommended Textbook:**

Oakes, ABG Pocket Guide, 2009, Health Educator Publishing

**METHODS OF INSTRUCTION:**

The course will be presented through lectures, discussions, audio-visual materials, class or laboratory projects, daily assignments, written projects, written reports, prepared speeches, library assignments, field trips, guest speakers, and tests and quizzes. Tests and quizzes may be given at any time at the discretion of the instructor.

Some facilities require a mandatory orientation and it is the students responsibility to attend all required orientations and complete all needed paperwork. Failure to attend a scheduled orientation or submit required documents (physical, TB, CPR card, ect) will result in a student being dismissed from the clinical site. Any student dismissed from a clinical site for any reason (including failure to attend required orientation, request of the clinical site for behavior issues, positive drug testing or problems with background check are a few examples) will be dismissed from the program.

**DRESS CODE: Professional Appearance:**

In consideration of the patients and employees, and in order to model professionalism as recommended by the AARC, it is mandatory that each student will appear on their rotation appropriately dressed, neat and clean in person and clothing.

Uniforms are to be worn at all times during the student's clinical assignments. The student should present a neat and professional appearance and abide by the hospital's dress code as may be required by the departments (Ex. Surgery, delivery, etc.).

**Uniform Requirements:**

Dark green scrubs with white, mid-thigh length lab coat. Shoes should be all white tennis shoes (no high tops). Socks should be white. Name pin should be on left side of lab coat.

**Grooming:**

Clean personal hygiene is expected of each student. See below for specific expectations.

**Ladies Dress Code:**

- ❖ Short hair clean, styled conservatively and not covering the face
- ❖ Long hair clean, styled conservatively and pulled back in a barrette or ponytail
- ❖ Minimal conservative jewelry – limit to one pair of ear posts or studs allowed; wedding band or set only; no costume jewelry
- ❖ Earrings are only allowed in the lobe of the ear and are limited to one pair
- ❖ No visible body art or piercings
- ❖ Minimal, conservative makeup
- ❖ Nails clean, short, and well manicured with natural color/clear polish only
- ❖ No artificial nails are permitted
- ❖ No perfume, scented body lotions or fragrant hair sprays
- ❖ Makeup: natural, especially eye shadow, mascara, rouge, etc.



b. Introduce the student to techniques, procedures, or materials which will broaden their medical knowledge, but are not included in the standard curriculum.

Breaks and meals are to be taken only when the preceptor assigns them. Students are to remain with their preceptors at all times. The student is not to leave the clinical site and is to remain the entire scheduled period.

WORK ETHICS GRADE:

Evaluation of a wide range of behaviors commonly called Work Ethics will also be incorporated into various aspects of the course. These behaviors include, but are not limited to: attendance, character, teamwork, appearance, attitude,

productivity, organization, communication, cooperation, and respect. These aspects of Work Ethics are considered extremely important and will be stressed throughout the course of your educational Program. Students will receive a 'Progress Report' for Work Ethics at Midterm and will receive a Final Work Ethics grade in each class at the end of the Quarter. It is necessary for each Student to be aware of the fact that their Work Ethics grades are included on their Transcripts and may be viewed by potential employers.

**Work Ethics grading sheet...**

Remember that the work ethics scale is from 0 to 3

0 = not acceptable

1 = improvements needed

2 = satisfactory/good

3 = exceptional

ATTENDANCE POLICY:

Students are expected to attend and to be on time for each Clinical Rotation. Instructors keep accurate records of absence and tardiness and attendance records will become part of both the student's course grade as well as their Work Ethics Grade. In the event of an unavoidable absence, the Student is required to complete a 'Variance from Prescribed Clinical Schedule' Form and the following notification guidelines must be utilized:

1. **The Student is required to notify the Clinical Site at least one hour before the start of the shift if they will be absent. The student is also required to notify either the Program or the Clinical Director.**
2. The Student must notify the Clinical Director and the scheduled clinical site and can do so by having the Respiratory Therapy supervisor paged by the hospital operator. Do not leave the message with the first person that answers the phone. Make sure you talk to the person in charge.
3. The Clinical Director is equipped with a pager that should be utilized for contacting him/her in the event of an unavoidable absence or emergency.
  - a. **At least two (2)** attempts should be made to contact the Clinical Director by cell phone or pager.
  - b. In the event that a response is not received within 30 minutes of the **first** paging effort, the student should then phone the Respiratory Therapy Department and leave a voice-mail message for the Clinical Director at his/her office number.
  - c. This message **must include**:
    - i. The Student's name
    - ii. The Clinical Site Student was originally scheduled to attend
    - iii. A complete explanation of the reason for the absence
    - iv. A number where Student may be contacted by either the Program Director or the Clinical Director.
4. Failure to provide appropriate notification for ANY absence, regardless of circumstances, will result in the Student being placed on mandatory probation. Any further occurrences will result in immediate dismissal from the Program.

Under unavoidable circumstances **and** assuming proper notification procedures are followed, the student will be allowed to miss **one (1)** clinical day without any academic penalty. The absence will however reflect on the student's work ethics grade. Each clinical absence thereafter in the same quarter will result in a reduction of the Student's final course grade by 10 points. Tardies and or absences will also reduce the student's work ethics grade and clinical performance evaluation scores.

Any student missing an entire clinical day will be required to make up the entire 8 hour day as was originally scheduled. Make up time may not be split into hours and must be made up in its entirety. This means if you miss more than four hours, you will be making up an 8 hour shift all in the same day.

All clinical days will be rescheduled and made up as a full clinical day. The only exception is if you made arrangements with the instructor PRIOR to the scheduled clinical day.

**PUNCTUALITY:**

Punctuality means being on the job, ready to work at the scheduled time. Arriving late for a scheduled clinical rotation is unacceptable behavior. The student must plan carefully to arrive at the clinical area in plenty of time. Clinical attendance is mandatory and provides the student with the total hours of attendance needed to satisfy Program requirements.

1. It is the responsibility of the Student to notify the Clinical Site and the Director of Clinical Education immediately upon realization that they will be late for a rotation.
2. All missed hours must be made up at the following specified rates after completion of a "Variance from Prescribed Clinical Schedule" form and with prior approval from the Clinical Director.
3. All tardies must be made up on the next convenient day after arrangements have been made with both the Clinical Director and the appropriate Clinical Site.
  - a. Students missing from 1 to 15 minutes of any scheduled shift will be required to make up two (2) hours of Clinical time.
  - b. Students missing from 15 to 30 minutes of any scheduled shift will be required to make up four (4) hours of Clinical time.
  - c. Students missing in excess of 30 minutes of a scheduled shift will be counted as absent and will be required to make up the entire shift at the rate of two hours for each originally scheduled Clinical hour missed.
4. Three (3)-tardies/early departures from Clinical will be equivalent to one (1) absence.

***Students are expected to adhere to all classroom and clinical attendance policies as specified in the Respiratory Therapy Program Handbook.***

**TESTING FORMAT:**

Quizzes or test may include matching, multiple choice, true-false, completion, and essay items. Any student absent on the day of an examination, without prior notification and approval from the Instructor, will not be permitted to reschedule the exam and will receive an automatic "0" grade for that exam. Make-up examinations are at the Instructor's discretion only under extenuating emergency circumstances. The instructor reserves the right to request a physician's note for any absence due to illness on the day of an exam. An alternate version of the exam will be administered under these circumstances. Assuming prior notification is received for an unapproved absence, the Instructor may agree to allow the Student to be given the opportunity to take a retest with the highest grade possible being a 70%. In the event that the Instructor does allow a make-up examination to be administered, the Student must be prepared to complete it immediately upon their return. Both a written and a practical Final Exam will be given the last week of class.

**GRADING SYSTEM:**

When grade averages reflect 0.1 to 0.9, these tenths of points will not be calculated when averaging grades. Grades will be assigned according to following scale: Grades will not be rounded off in any circumstance.

A minimum grade of 70 or a C is required to pass this course and to successfully complete the quarter. This equates to a (2) on the Clinical Evaluation Scale.

**INSTITUTE POLICY**

Grades will be assigned according to the following scale:

A = 90 - 100      B = 80 - 89      C = 70 - 79      D = 60 - 69      F = 59 and below

**COURSE WEIGHTS:**

Clinical Handbook/quizzes:	25% of Final Course Grade ( <i>see below for breakdown</i> )
Performance Evaluations	15% of Final Course Grade
Computer Simulations (Avg. of all):	10% of Final Course Grade (CRT EXAM)
Written Final:	25% of Final Course Grade
Lab Final:	25% of Final Course Grade

**Performance Evaluations are completed by preceptors, Clinical Director, Program director, or staff therapist and consists of Weekly Clinical Evaluations 50% and Student Evaluations 50%.** Every attempt is made to be as objective as is possible in scoring these evaluations. See grading scale on actual Clinical Performance Evaluations. Evaluations are to be shared with students in timely manner so that improvements can be made where necessary.

**ACADEMIC IRREGULARITIES:**

A student commits an academic irregularity when any of the following are involved:

1. Copying another student's work or plagiarizing any report, project, program, or assignment.
2. Copying answers from another student or use of unauthorized notes during an examination.
3. Theft or unauthorized possession of examinations.

**NOTE: Possession of ANY old exams is considered unauthorized possession**

Such academic irregularities could result in one or more of the following:

1. A "0" will be given for the test or lab project/report.
2. An "F" will be given for the course.
3. Dismissal from the program.

Falsifying any records including time cards is also an academic irregularity and will result in failure of the course and dismissal from the program. Asking a preceptor who was not there on the day you were to sign you off or sign a time card is falsifying a record and is grounds for dismissal from the program.

**Appeal:**

Any student who is dismissed for academic, disciplinary, or attendance violations or deficiencies has 48 hours from the time of dismissal to appeal in writing to the Administrative office at Heart of Georgia Technical College.

**Late Work**

All clinical work is due on Friday at the beginning of lab. Failure to turn in on time will result in points being deducted with 10 points for each day late at the instructors discretion. Repeated (more than 2) episodes of late paperwork will lower work ethics grades. Unexcused late work may not be accepted at the instructors discretion and a 0 will be given for the Clinical Handbook Paperwork Score.

All checkoffs, paperwork, and CRT exam are due before you are scheduled to take you final examination. All checkoffs are required. If you must simulate a procedure, ask at the clinical site. Schedule a day in the PFT lab or with the PFT person the first week of clinical rotation. Do not wait until the last five weeks and realize you do not have any checkoffs completed, you will NOT pass the quarter. It is your responsibility to get each and every assigned checkoff done, signed, and turned in before the deadline. Clinical paperwork will not be accepted late.

All clinical paperwork should be turned in weekly on Thursdays (Thursday morning). It is not the instructors job to remind you to turn in your clinical paperwork. Any paperwork turned in after that is late and may not be accepted.

**Special needs:**

Heart of Georgia Technical College provides free tutoring for all interested students. This tutoring is at no cost to the student and may be scheduled through Mrs. Lydia Barfoot at 274-7652. A computer help lab is also available and may be utilized at no cost to the students.

Any student who has educational needs or physical limitations may contact Mrs Barfoot at 274-7652 as Heart of Georgia Technical College provides services for both.

**Non-Discrimination Statement**

Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Department and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Heart of Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

HGTC maintains and publishes a grievance procedure for addressing discrimination concerns. (See Complaint Resolution

Policy) These procedures shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act and Title I of the Workforce Investment Act of 1998.

This policy of non-discrimination is consistent with Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the college's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

**Title II (II-8.500) ADA:**

*Designee for Students:*

Special Needs Facilitator for Section 504 of the Rehabilitation Act of 1973, (478) 274-7652

*Designee for Personnel & Facilities:*

Human Resources Specialist, 478-274-7934 for Section 504 of the Rehabilitation Act of 1973

**Title IX of the Education Amendments of 1972**, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

*Designee:*

Director of Career Services, (478) 274-7643

**Civil Rights – Title VII of the Civil Rights Act of 1964**

*Designee for Students:*

Special Needs Facilitator, (478) 274-7652

*Designee for Personnel & Facilities:* Human Resources Specialist, 478-274-7934