

**Critical Competencies*

HEART OF GEORGIA TECHNICAL COLLEGE, COURSE SYLLABUS

PAGE 2

COURSE TITLE: Clinical Practice IV

COURSE NUMBER: RTT 219

In order to complete the program all clinical competencies assigned must be signed off by the appropriate level therapist on both of the forms. If a competency is not done at the hospital or clinical site which you are assigned, you may ask the instructor for special permission to simulate that item or for extra opportunities to complete the checkoff. You must notify the instructor by midquarter if you are having difficulty getting a particular checkoff or checkoffs completed.

REQUIRED TEXTBOOK(S):

Oakes, Clinical Practitioners Pocket Guide to Respiratory Care, 7th Ed, 2008 (Health Educator Publishing)

Butler, Laboratory Exercises for Competency in Respiratory Care, 2nd edition, 2009

Suggested TextBooks:

Oakes & Shortall, Ventilator Management: A bedside Reference Guide, 2009 ISBN 0-932887-38-2

Oakes, Hemodynamic Monitoring: A bedside Reference Manual, , 2010 ISBN 978-0-932887-41-2

TOPICAL OUTLINE:

- I. Humidity and Aerosol Therapy
- II. Medical Gas and Oxygen Therapy
- III. Hyperinflation Therapy
- IV. Chest Physiotherapy and Postural Drainage
- V. Patient Assessment & Monitoring of the Critical Care Patient
 - A. Chest Examination (IPPA)
 - B. Arterial Blood Gas
 - C. Relating Other Data to Patient Condition
 - D. Infection Control Policies
- VI. Airway Care
- VII. Respiratory Care of the Critical Care Patient

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.

MATERIALS/TOOLS REQUIRED: Lab coat, uniform, stethoscope, pocket reference guide, calculator, pen, watch, see required material in Respiratory Therapy Handbook for more specific requirements.

COURSE REQUIREMENTS:

COMPETENCIES/CRITICAL COMPETENCIES:

Some competencies may be deemed “critical” to the student’s understanding of the subject matter and to progress in the course. These are absolutely required to pass the course. These checkoffs must be completed at the end of the quarter in order to pass the course. Remember to have both the master and the actual checkoff sheet signed. You can fill out all of the rest of the actual checkoff information, including the check marks as long as the therapist signs and dates it.

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,

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. Students will also receive Weekly Clinical Performance Evaluations from their instructors to inform them in a timely manner of their progression in clinical knowledge, skills, and behaviors.

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.). The clinical sites dictate requirements for dress as well as needed medical tests, drug tests, ect.

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. ID badge with picture is required for all students at both school and clinical sites at all times. You will be sent home and required to make up the clinical time as well as counted absent if you do not have your badge. Safety regulations are very strict and we must remain in compliance at all times.

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.

Gentlemen's Dress Code:

- ❖ Hair clean, styled conservatively and of appropriate length
- ❖ Facial hair short and neatly trimmed or clean shaven
- ❖ No cologne, scented lotions or fragrant hair sprays
- ❖ No visible body art or piercings
- ❖ Nails clean and well manicured

Note: The Director of Clinical Education reserves the right to make final decisions in dress code disputes.

Therapist-Patient Relationship:

When giving therapy, it should be kept in mind that patient care is more than just performing the mechanical steps of the treatment. The respiratory therapist should try to care for the total patient. Patient confidentiality is of the utmost importance and should be observed at all times. The student is there to learn and to achieve competency in performing clinical procedures. Personal relationships with preceptors or hospital staff should be avoided and are inappropriate.

COURSE TITLE: Clinical Practice IV

COURSE NUMBER: RTT 219

Schedule' Form and the following notification guidelines must be utilized: The attendance policy for clinical is strict because it is impossible to miss clinicals and obtain all opportunities for learning. Documentation should be provided in the event that an absence is absolutely necessary. If a student is withdrawn from classes for attendance or academic deficiencies, the student has 48 hours from the date of withdrawal to proceed with an appeal.

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.

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. It is even better to anticipate the absence sooner and notify the site the day before if possible.*** Call the main hospital number listed on your clinical schedule or in the phone book and ask to speak with the Respiratory Therapy Supervisor/Charge Therapist. You must notify both the clinical site and HGTC staff if you are going to be late or absent.
2. The Student must notify the Clinical Director and inform him/her by 0700 am either by pager, cell phone, or by voice mail if they will be absent. It is appreciated if notification occurs the day or night before if absence is anticipated. It is also requested that phone calls after 9:00 pm be kept to a minimum except in case of emergency. 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.
3. **At least two (2)** attempts should be made to contact the Clinical Director by pager. The clinical director has also made her cell phone number available to you.
4. 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.
5. This message ***must include***:
 - a. The Student's name
 - b. The Clinical Site Student was originally scheduled to attend
 - c. A complete explanation of the reason for the absence
 - d. A number where Student may be contacted by the either the Program Director or the Clinical Director.
6. **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. Each clinical absence thereafter in the same quarter will result in a reduction of the Student's final course grade by 10 points. This policy is in place for any unexcused absence and does not include absences where the student has an MD note or otherwise unavoidable documented excused absence. The Clinical Director reserves the discretion to determine what constitutes an excused absence. You may also consult your Student Program Handbook for a listing of excused absences. It is very important that you make every effort to attend each clinical rotation. All time missed must be made up and a variance form must be completed on the day you return to class.

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. (Notify the Clinical Site Respiratory Supervisor First)
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.

All tardies must be made up on the next convenient day after arrangements have been made with both

COURSE TITLE: Clinical Practice IV

COURSE NUMBER: RTT 219

- 3. 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. The impressions you make on the therapists during the clinical rotation are permanent.

Each student will receive both student evaluations completed solely by their preceptors and clinical performance evaluations which are comprehensive and contain feedback from the clinical site as well as from the clinical and program directors. The evaluations from the HGTC staff are the WEEKLY CLINICAL PERFORMANCE EVALUATIONS. These evaluations are kept in the students file and the students may request to view them at any time. Every effort will be made to give timely feedback to the student in the form of weekly clinical performance evaluations.

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. The final examination is comprehensive and will be formatted much like the certification and registry examination questions in a multiple choice format. You should begin studying immediately for the final examination since it is 25% of your final grade and since it is comprehensive and covers any aspect of clinical practice including both basic and advanced Respiratory procedures. Egan’s as well as the Dana Oakes Pocket Guide Series are excellent resources to use to study for both your final and your board exams.

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 grade of 70 or above is required to pass this course and continue in the Respiratory Therapy Program. All classes are cumulative and must be successfully completed with a grade of 70 or better.

INSTITUTE POLICY

Grades will be assigned according to the following scale: Grades will not be rounded off and on the following scale from 0.1 to 0.9 will be dropped from the whole number and will not be rounded up.

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

COURSE WEIGHTS:

Clinical Handbook:	25% of Final Course Grade
Computer Simulations	10% of Final Course Grade
Competency Exams	5% of Final Course Grade
NRP/PALS TEST (Avg. of all):	
Project/Portfolios	10% of Final Course Grade

COURSE TITLE: Clinical Practice IV

COURSE NUMBER: RTT 219

Written Final:	25% of Final Course Grade
Lab Final:	25% of Final Course Grade

Clinical Handbook:	20% quizzes/case studies
	60% clinical checkoffs
	10% time sheets
	10% student evaluations

CLINICAL SIMULATIONS: The RRT written (SE RRT II) and RRT Clinical Simulation Exams (SE Clinical Sim II) are required simulations for this class. They are quite challenging and time consuming so you should start immediately working towards completion. The due dates are listed on the main schedule given to you for RTT 216 as well as below.

Both of these can be found under the C&S software. They are under the Respiratory Folder and the password for the Written Registry is Putnam and for the simulations is tippecanoe. You should not have to use a password. I strongly suggest that you go back and review the other clinical simulations that you have done in prior quarters. ***THE RRT Written Registry IS DUE on 11/19/2009 and the RRT Clinical Simulation is due on 12/10/2009. A MINIMUM OF 10 POINTS WILL BE DEDUCTED FOR EACH DAY THAT A SIMULATION IS LATE. You need to get started very early with working on these so you will not get frustrated trying to finish them at the last minute. They are not easy so do not hesitate to ask for my help. I would love to go over the ones you missed with you. You should allot 2-3 hours to complete each simulation as they are timed.***

You are to do these simulations alone and on a single computer in the manner that it was assigned. It is considered cheating to complete them in any other manner. These will help you prepare for the final exam if you study for them and complete them in the assigned manner.

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.

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