

COURSE TITLE: Clinical Practice V

COURSE NUMBER: RTT 220

Suggested TextBooks:

Oakes & Shortall, Ventilator Management: A bedside Reference Guide., 2009

Oakes, Hemodynamic Monitoring: A bedside Reference Manual. 2010

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.

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/competencies must be completed at the end of the quarter in order to pass the course. You may simulate the competency with the instructors approval if the institution does not have the opportunity to perform certain competencies. Prior approval is required. You must complete all required competencies to proceed to the next clinical course. If you are having difficulty completing a checkoff, you must notify the instructor by mid-quarter so opportunities may be set up for you. Do not wait until the last week of the quarter to realize that you do not have all of your checkoffs completed. You will not pass the course if all required competencies are not checked off. All clinical competencies, MD signatures, ABG and intubation log sheets, and master clinical competency forms are due by June 14, 2005. That means you must finish your checkoffs before the last week of class. Remember to get checkoffs signed in two places (one is your lab book, the other is the master checkoff form).

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 to be 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.

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/badge 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.

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.

The following are examples of practices that should be avoided in the therapist-patient relationship:

1. Discussion of other patients
2. Downgrading other members of the health team
3. Hospital business or policy
4. Discussion of the patient's condition in inappropriate places

The student's evaluation in this area will be based on the above-mentioned items involving ethics, as well as the student's ability and effort in trying to communicate with the patient.

Required Materials:

The student must have the following items when reporting to the clinical site:

1. Watch with a second hand
2. HGTC name pin
3. Stethoscope
4. Clinical Education Handbook/Lab Clinical checkoffs
5. Black pen
6. Lab coat
7. Calculator
8. Dana Oaks Pocket Clinical Guide

Failure to do so will be recorded in the student Clinical Book and evaluation form. The clinical instructor will notify the Director of Clinical Education if a student reports unprepared more than once during a rotation.

Clinical Exposure:

Although inclusion of a specified number of hours in the clinical setting is vital to our program, the range and depth of exposure during those hours is of even greater importance to the student. Therefore, the thrust of clinical experience shall be toward "quality time". To insure quality time:

1. Responsibility for student activities while on clinical rotation shall rest with HGTC faculty. (This includes student performance, safety, attendance.)
2. Clinical procedure loads for students shall be determined by the Director of Clinical Education and shall, generally, not exceed half the workload normally carried by a salaried technician or therapist.

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 earlier the notification occurs, the better. The Respiratory Therapy Supervisor should be notified.

The Student must notify the Clinical Director and inform him/her by 0900 am either by pager, cell phone, or by voice mail if they are absent from clinicals. It is appreciated if prior notification occurs. The emphasis is on notification of the clinical site. The Clinical Director is equipped with a pager that should be utilized for contacting him/her in the event of an Emergency. In the event of an unavoidable absence or emergency, the student is to make the phone call themselves and is not to appoint a designee to call in for them except in cases where the student is incapacitated

COURSE TITLE: Clinical Practice V

COURSE NUMBER: RTT 220

2. Unless it is an extreme emergency (death, hospitalization) you must make the calls notifying the clinical site and clinical director of your absence.. It is unprofessional to have someone else call in for you.
 - a. At least two (2) attempts should be made to contact the Clinical Director by 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**:
 1. The Student's name
 2. The Clinical Site Student was originally scheduled to attend
 3. A complete explanation of the reason for the absence
 4. A number where Student may be contacted by either the Program Director or the Clinical Director.
3. 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.

In the event that a student is withdrawn from classes for either attendance or academic deficiencies, the student has 48 hours from the date of the withdrawal to 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.

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. See RTT 219 Syllabus for evaluation information. Professional behavior is to be displayed at all times. You are being evaluated by both the clinical site and by HGTC staff at all times even when scheduled to be at a seminar or at HGTC.

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.

A minimum score of 2 is required on the Clinical Performance evaluations to pass this course. A minimum grade of 70 or better is required to pass this course and to continue in this program.

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

COURSE TITLE: Clinical Practice V**COURSE NUMBER: RTT 220**

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.

GRADING SYSTEM: INSTITUTE POLICY

Grades will not be rounded off and any numbers between 0.1 and 0.9 will be dropped from the grade without affecting it.

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

Remember to complete all the required checkoffs in both required places. You must get competencies signed off on the master clinical form as well as in your lab book. In the event the competency is a critical care procedure such as arterial line insertion, tracheostomy change, intubation, mechanical ventilation, noninvasive ventilation ect.. you may only be checked of by a registered or registry eligible therapist. It is your responsibility to get your paperwork completed and to turn all paperwork in on time.

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
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

COMPUTER SIMULATIONS: The RRT written (SE written RRT II) and RRT Clinical Simulation Exams (SE Clinical Sim II) are required simulations for this clinical rotations. Both of these can be found under the C&S software or the Respiratory folder. 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 should begin working on the simulation immediately since they are timed and take a considerable amount of time to complete.

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. **MAKING COPIES OF OLD EXAMS**

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 Rehabilitations 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 statues.

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