

Course Syllabus

COURSE:	RSPT 1266.200 Practicum- Respiratory Care Therapy/Therapist
SEMESTER:	Spring 2025
CLASS TIMES:	Per Clinical Schedule
INSTRUCTOR:	Kristal Jones, BSRC, RRT, RRT-ACCS, RRT-NPS
ADJUNCT INSTRUCTOR:	Amy Trevino, BSHM, RRT
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

“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, SPC Student Handbook, and Program Handbook. *

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.

COURSE OBJECTIVES AND LEARNING OUTCOMES

COURSE OBJECTIVES

1. Exhibit dependability and responsibility by being punctual, attending clinicals according to program policies, and completing assigned work. (F-13)
2. Exhibit ability to get along with people in the clinical setting, by demonstrating understanding, friendliness, adaptability, empathy and politeness. (F-15)
3. Respond positively to supervision and guidance by attending to, interpreting and responding to verbal messages and other cues. (F-5)
4. Exhibit respect for others. (C-14)
5. Recognize boundaries and limitations of role and seek assistance when necessary. (F-16)
6. Participate by asking questions. (F-6)
7. Work to satisfy customer's expectations, whether they are patients, physicians, or other healthcare team members. (C-11)
8. React to stressful situations in an appropriate manner.
9. Work confidently, maintaining a positive view of self. (F-14)
10. Choose ethical courses of action in clinical decision-making. (F-17)
11. Monitor his/her progress towards clinical proficiency by assessing self accurately, setting personal goals, and exhibiting self-control. (F-16)
12. Participate as a member of the healthcare team. (C-9)
13. Exhibit an ability to work well with men and women from diverse backgrounds. (C-14)
14. Exhibit courtesy and willingness to share workload. (F-15)
15. Exhibit the ability to interpret information and communicate patient status. (F-1, F-2, F-6, C-7, C-8, C-9, C-15)
16. Organize time well to complete all tasks assigned by prioritizing activities, allocating time and preparing and following a treatment schedule. (C-1)
17. Locate, understand, interpret and evaluate written information found in the patient's medical record, equipment manuals, policy/procedure manuals, and departmental schedules. (F-1)
18. Organize information found in symbol, picture and graph format. (F-10, C-5, C-6)

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

STUDENT LEARNING OUTCOMES

Students will:
1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, 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.

OUTCOME ASSESSMENT METHODS

Assessment methods for this course are both formative and summative.

Formative assessments include:

- Clinical Performance
- Clinical Assignments
- Affective Behavior Evaluation

Summative assessments include:

Comprehensive Final Exam.

GRADING FORMULA

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

Assessment Tool	%
Clinical Performance	35%
Clinical Assignments	30%
Affective Behavior Evaluations	10%
Final Examination	25%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
65-74	D
0-74	F

GRADING POLICIES

To successfully complete this course, students are required to achieve a grade of **75% or higher**. Those who do not meet this passing requirement will not be permitted to proceed within the SPC program.

ASSIGNMENT SUBMISSION POLICY

CLINICAL PERFORMANCE

Grades for Clinical Performance will be determined using the following criteria:

Assessment Tool	%
Competencies	10%
Daily Evaluations	5%
Daily Log Entries	5%
Physician Interaction	10%
Clinic Site Evaluation	5%

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 the last week of their clinical rotations.** If the student does not notify the DCE before the end of the semester regarding the mandatory competency, he/she will receive a zero (0) for that competency. However, the student will still be required to complete the competency to complete the course. 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 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.

The grades received on competencies will be averaged together and included in the Clinical Performance Grade. Each competency attempt will be scored (as indicated above). 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 result in an "F" for the course and the student will not be able to continue in the program.

Mandatory Competencies for RSPT 1266

Major Study	Procedure
Adult Floor	ABG Sampling** (See details below)
Adult Floor	Chest Physiotherapy - Adult
Adult Floor	Dry Powder Inhaler (DPI)
Adult Floor	Incentive Spirometer
Adult Floor	Isolation Procedures
Adult Floor	Metered Dose Inhaler (MDI)
Adult Floor	Mucous Clearance Adjuncts

*Indicates competencies that are incorporated in RSPT 1311 Procedures II. It must be completed with a "Satisfactory Performance" in RSPT 1311 Skills Lab prior to attempting in the clinical setting. 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.

****ARTERIAL BLOOD GAS SAMPLING****

Students are required to observe 5 arterial blood gas punctures before attempting arterial punctures. These observations must be documented in Trajecsys Daily Logs. Observations documented in RSPT 1160 & RSPT 1266 will suffice for this requirement. When attempting an ANY ABG puncture, the student MUST be observed by a licensed and credentialed respiratory therapist. Only attempts that obtain enough arterial blood to run the sample will be counted as successful. Each successful attempt must be entered in Trajecsys by the preceptor or clinical instructor as the competency "ABG Sampling". Per the competency list, the student is required to complete 1 successful "ABG Sampling" competency for RSPT 1266. Even when the student has completed the 1 ABG Sampling competency, the student is **NOT** allowed to perform ABG punctures without a licensed and credentialed respiratory therapist present. The student should always attempt radial artery sticks. Brachial artery samples cannot be attempted at this time. At no time should a student stick a patient's femoral or pedal arteries.

DAILY EVALUATION

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 Adjunct Instructor (Amy Trevino) within 24 hours of that specific clinical rotation and include the date, location, and name of the preceptor. **Daily Evaluation entries are due every Friday after completing the clinical rotations. Students will receive a zero for any missing daily evaluations that the Adjunct Instructor was not properly notified about. Daily Evaluations are NOT required for UMC Pulmonary Rehab.** All daily evaluation scores will be averaged together and the grade will be determined using the following criteria and included in the Clinical Performance Grade:

Assessment Tool	%
Average of 4.7-5.0	100%
Average of 4.1-4.6	90%
Average of 3.6-4.0	83%
Average of 3.0-3.5	75%
Average of < 3.0	50%

If a student receives a score of less than a 3 on a daily evaluation, he/she must 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.

DAILY LOG ENTRIES

Daily Logs are utilized to gauge the student's opportunities in the clinical setting as well as, the student's level of involvement. Items such as procedures observed, procedures performed assisted/unassisted, and significant learning experiences should be completed for each clinical rotation. Preceptors do not document Daily Logs; it is the responsibility of the student. If a student documents items that the student did not observe or perform, this will be considered academic dishonesty and treated as such in the disciplinary process. **Daily Logs are due every Friday by 12pm for that week's clinical rotations.** The grades received on daily log entries will be averaged together and included in the Clinical Performance grade. Grading for Daily Log Entries will be determined using the following criteria:

Assessment Tool	%
Daily Log Completed	100%
Late Daily Log Entry	0%
Missing Daily Log Entry	0%

PHYSICIAN INTERACTION:

Students should obtain **10 physician interaction points** in Trajecsys for the semester. It is the student's responsibility to keep track of physician interaction points and the student can reach out to the DCE for clarification. The interaction must include an individual who is a Medical Doctor (MD) or Physician Assistant (PA). If a student documents a physician interaction inaccurately or that did not occur, this will be considered academic dishonesty and treated as such in the disciplinary process. **The name of MD or PA must be provided, and the topic is to be included to count as complete documentation. Physician Interactions are due every Friday by 12pm for that week's clinical rotations.** All Physician Interaction entries should be completed by **Thursday, May 1st at 11:59pm**. Additional information on how to accurately categorize physician interactions will be posted in Blackboard. Grading for Physician Interaction will be determined using the following criteria and included in the Clinical Performance Grade:

Assessment Tool	%
10 or more points	100%
7.5 - 9.5	90%
5.5 - 7.4	80%
<5.4	50%

CLINIC SITE EVALUATIONS

The student is required to evaluate clinical sites where they completed rotations. Honesty and constructive criticism are welcome as these are ways we can improve clinicals for future semesters. Below is the full list of clinical sites for this semester:

Covenant - Levelland	Lynn County Hospital
Covenant - Plainview	Midland Memorial
Covenant Medical Center	University Medical Center
Covenant Specialties - LTAC	UMC - Pulmonary Rehab
Grace Surgical Hospital	Ward Memorial Hospital

Based on the student's clinical schedule, the student is required to complete one clinic site evaluation per applicable rotation using the Clinical Site Evaluation form in Trajecsys. These evaluations should be completed by **Thursday, May 1st at 11:59pm**. Late submissions will not be accepted. All Clinic Site Evaluations will be averaged together and included in the Clinical Performance Grade. Grading for Clinic Site Evaluations will be determined using the following criteria:

Assessment Tool	%
Clinic Site Evaluation Completed	100%
Missing Clinic Site Evaluation	0%

CLINICAL ASSIGNMENTS

Clinical assignment forms and rubrics are posted in Blackboard. **All clinical assignments will be submitted in Blackboard.** Clinical assignments and due dates are as follows:

Assignments	Due Dates
2 SOAP Notes	2/21/2025 at 11:59pm
2 Patient Assessments	3/8/2025 at 11:59pm
2 Patient Assessments	4/25/2025 at 11:59pm

No credit will be given for late assignments.

- **SOAP Notes** - Students will complete **TWO SOAP Notes** this semester. The SOAP Note form and rubric will be posted on Blackboard. Completed SOAP Notes will be uploaded in Blackboard by the required due date stated above.
- **Patient Assessments** - A total of **FOUR Patient Assessments** are required this semester. The Patient Assessment form and rubric will be posted on Blackboard. Completed Patient Assessments will be uploaded in Blackboard by the required due date stated above.

AFFECTIVE BEHAVIOR EVALUATION

Each student will be evaluated by the DCE once during the semester using the Affective Behavior Evaluation form located in Trajecsys. The evaluation will be based on personal interactions with the DCE, clinical instructors' feedback, and preceptor feedback. Conferences may be scheduled with the DCE at any point in the semester to review the student's progress and standing. Grading for the Affective Behavior Evaluation will be determined using the following criteria:

Assessment Tool	%
4.7-5.0	100%
4.1-4.6	90%
3.5-4.0	85%
3.0-3.4	75%
<3.0	50%

FINAL EXAMINATION

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

EXAM POLICY & COMPUTERIZED TESTING

We will be utilizing Honorlock within Blackboard Ultra to administer exams. You will need to have a working camera on your computer to take these exams. In the event technical problems arise there is a chat help option within the exam and an exam proctor to assist with these problems. Basic calculators will be provided during the exam within the exam. Restrictions regarding computerized testing will be set by the instructor within Honorlock to ensure academic integrity and review of testing as necessary.

<https://honorlock.kb.help/honorlock-best-practices-for-test-takers/>

SPC CAMPUS POLICIES

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, COVID, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

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>

In addition, students are expected to follow the ethics and rules of professional conduct as outlined in the Respiratory Care Program Student Handbook. Unprofessional conduct on a student's part, as outlined in the student handbook, may result in dismissal from their respective program or class.

ACADEMIC INTEGRITY

<http://catalog.southplainscollege.edu/content.php?catoid=59&navoid=2027>

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 a student to present as their own any work which they have not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly academic or disciplinary suspension. Initial offenses of cheating and plagiarism are considered academic discipline and are managed on a case-by-case basis by the faculty and academic administration through [SPC Policy FAC - Academic Appeals Procedure](#).

CHEATING

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of 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 an 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 to final examinations, daily reports, and term papers.

A **0** 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 identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

If found cheating or plagiarizing, the student's future in this program will be based on the decisions from the Allied Health Departmental Director's Committee.

ATTENDANCE POLICY

CLASSROOM ATTENDANCE

It is imperative that students in all programs adhere to this attendance policy. Consistency in attendance expectations ensures that all students have a fair and equitable opportunity to succeed in their academic endeavors.

- Regular attendance is mandatory for all classes. Students are expected to attend all scheduled class sessions, including lectures, labs, and other instructional activities.
- Students who accumulate excessive absences may face consequences that impact their grades and overall success in the program.

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 points will be deducted per occurrence from the student's final grade for RSPT 1266.**

ABSENCE

Students are allowed **TWO Days Absent** without affecting their final grade. **The student must document the absence in Trajecsys within 24 hours. Failure to document absence within the 24 hours will be considered a “missed clock in/out” occurrence. 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 1266** 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 a text message to DCE at 682-552-8922 and/or email the DCE at kjones@southplainscollege.edu 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 1266.**
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 at 682-552-8922 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 1266.** 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 1266.

REQUESTS TO LEAVE EARLY

If a student must leave the clinical facility during clinical hours, he/she must contact DCE first by phone call or text at 682-552-8922. 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 1266 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.

DROP AND SCHEDULE CHANGE

Please refer to the [South Plains College Catalog](#) for additional information on attendance policies and administrative drops. Students should take these policies seriously to ensure they meet the attendance requirements and avoid any academic or financial consequences.

http://catalog.southplainscollege.edu/content.php?catoid=60&navoid=2086#dropping_a_course

These procedures provide students with the flexibility to manage their course enrollment, whether they need to drop a class, withdraw from all classes, or make schedule changes during the specified period. It is advisable for students to communicate with instructors and advisors as needed when making these decisions.

COMMUNICATION

Electronic communication between the instructor and students in this course will utilize the South Plains College “My SPC”, email systems and via GroupMe app. Text messaging may also be used for communication. The instructor will not initiate communication using private email accounts. Students are encouraged to check their SPC email on a regular basis, ideally daily, and respond to emails and text messages promptly, within 24 hours. Students will have access to assignments, web links, handouts, and other vital course material delivered via Blackboard, and other electronic means.

If necessary, students may contact me on my personal cell phone between the hours 8:00 am-8:00 pm M-F. On the weekends/holidays, please do not contact me before 10:00 am and after 6:00 pm. When contacting my personal cell phone, text message is preferred. If you need to reach me after the hours listed or will be absent from class, please send a text message to my cell, or you can contact me by SPC email and/or GroupMe app.

EMAIL

Students are required to use their official South Plains College (SPC) email addresses for all college-related communications. Official SPC email addresses are provided to each student upon enrollment and are the primary means of communication between students, faculty, and the college.

Email Etiquette - Students are expected to maintain a professional and respectful tone in all email communications with faculty, staff, and fellow students. Offensive, disrespectful, or inappropriate language in emails is strictly prohibited. The professional expectation is acknowledgment of communication within 24 hours.

Email Security - Students should take steps to protect their email accounts. This includes using strong, unique passwords and not sharing email login credentials. If students suspect their email accounts have been compromised, they should report it immediately to the college's IT department. 806-716-2600 contact information Helpdesk@southplainscollege.edu

Check Email Regularly - Students are encouraged to check their official SPC email accounts regularly. Important announcements, updates, and notices from instructors, administrative departments, and the college as a whole are communicated through your SPC email accounts.

SPC Alerts - Students are automatically enrolled in SPC Alerts, which is an emergency notification system. Students are encouraged to ensure their contact information is up to date in SPC Alerts to receive important safety and emergency notifications.

Email Support - If students encounter technical issues with their SPC email accounts or need assistance with email-related concerns, they should contact the college's IT support services for assistance. [806-716-2470 or helpdesk@southplainscollege.edu]

CELL PHONE/SMART WATCH POLICY

Cellphones must be put away and turned **OFF** or put on **silent** during scheduled class/lab periods unless prior approval has been given by the instructor. Cell phones are to be used **outside** of the classroom while class is in session. This includes text messaging and internet browsing. Cell phones may be used during class time as directed by the instructor. Cellphones and smart watches will be secured during all testing.

Students will be dismissed from class/lab and sent home if a phone continuously rings/vibrates or if the student is discovered texting or browsing the internet. If dismissed from class, the student will receive an **absence** for the day.

EMERGENCY MESSAGES: In the event of an emergency during the normal class schedule, the student should notify their family to call Kristal Jones, DCE Office at (806) 716-4624 or (682) 552-8922. Class will not be interrupted unless it is an emergency, so the family members must identify themselves and state that it is an emergency to get immediate action. For emergencies during clinical rotations, the student should notify their family to call and leave a message or text Kristal Jones, DCE to the number or numbers provided in the clinical course syllabus and/or on the clinical course schedule.

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.

SOCIAL MEDIA

This policy is intended to guide health sciences students on the appropriate use of social media while maintaining the highest standards of professionalism, and patient confidentiality.

Professionalism:

- Health sciences students should conduct themselves on social media platforms with the same level of professionalism and respect as expected in the classroom and clinical settings. Students should refrain from engaging in any behavior or posting content that reflects negatively on SPC, their program, or the healthcare profession. Avoid engaging in public online disputes or conflicts, especially those involving colleagues, faculty, or patients.

Patient Confidentiality:

Students must uphold the highest standards of patient confidentiality. Do not discuss specific patients, cases, or share any patient-related information on social media platforms, even if patient names or identifiers are not disclosed. Be cautious about sharing any content that might indirectly reveal patient information, such as photos or stories taken in clinical settings

RESOURCES

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.

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 12pm the Friday after completing the rotation.**

TEXT AND MATERIALS

Trajecsys Student License - Required

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

The DCE and Clinical Instructors reserve the right to dismiss students for the day for not having the required supplies listed above. If the student is dismissed for inadequate supplies, it will be documented as a clinical absence.

COURSE OUTLINE

Refer to the RSPT 1266 Clinical Schedule located in Blackboard.

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 username and password.

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

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled 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.

COURSE DISCLAIMER

In order to better prepare students for a career in the Respiratory Care profession, there will be times during this course when 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.

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.

VERIFICATION OF WORKPLACE COMPETENCIES

This course allows students the opportunity to utilize skills learned in lecture & laboratory instruction at appropriate clinic sites.

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/Instructor. Please refer to the Respiratory Care Program Student Handbook for more details regarding remediation/tutoring.

REMEDATION

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

DROP AND SCHEDULE CHANGE

Please refer to the [South Plains College Catalog](#) for additional information on attendance policies and administrative drops. Students should take these policies seriously to ensure they meet the attendance requirements and avoid any academic or financial consequences.

http://catalog.southplainscollege.edu/content.php?catoid=60&navoid=2086#dropping_a_course

These procedures provide students with the flexibility to manage their course enrollment, whether they need to drop a class, withdraw from all classes, or make schedule changes during the specified period. It is advisable for students to communicate with instructors and advisors as needed when making these decisions.

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.

SYLLABUS STATEMENTS

Statements for the following items can be found at Syllabus Statements on the South Plains College website.

<https://www.southplainscollege.edu/syllabusstatements/>

- **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**

SCANS and FOUNDATION SKILLS

Refer to Course Objectives and Student Learning Outcomes.