



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

RES 131

Respiratory Skills II

Effective Term

Fall 2026

Part I: Course Information

Effective Term: Fall 2026

COURSE PREFIX: RES 131.

COURSE TITLE: Advanced Respiratory Skills II.

CONTACT HOURS: 3 Lecture/3 Lab

CREDIT HOURS: 4.

RATIONALE FOR THE COURSE:

RES 131 is a course that will identify goals, indications, contraindications, and hazards of basic spirometry testing, arterial blood gas sampling, and suctioning. Students will learn how to calibrate pulmonary function equipment and perform diagnostic studies on patients. The course will identify specific equipment related to pulmonary function testing, arterial blood analysis, and airway suctioning.

COURSE DESCRIPTION:

This course is a study of selected respiratory care procedures and applications.

PREREQUISITES/CO-REQUISITES:

Admission to the Respiratory Care Program. Required prerequisites courses must be completed with a grade of "C" or better.

REQUIRED MATERIALS:

Kacmarek, R.M., Stoller, J.K., & Heuer, A.H. (2025). Egan's Fundamentals of Respiratory Care (13th ed). St. Louis, MO: Elsevier/Mosby. ISBN: 9780323931991

Kacmarek, R.M., Stoller, J.K., & Heuer, A.H. (2025). Workbook for Egan's Fundamentals of Respiratory Care (13th ed). St. Louis, MO: Elsevier/Mosby. ISBN: 9780323932004

Cairo, J.M. (2022) Mosby's Respiratory Care Equipment (11th Ed) St. Louis, MO: Elsevier/Mosby. ISBN: 9780323712217

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Stethoscope, finger pulse oximeter, and pocket calculator.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System

"The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

PLAGIARISM & CHEATING:

Refer to the College catalog & Student handbook HGTC Handbook. The student may be assigned a failing grade for the course or may be required by the professor to withdraw from the course and/or the respiratory care program. Such actions are deemed to be unprofessional behavior within this program and will not be tolerated.

Only approved technology for recording lectures is permitted during lectures. Approval must be obtained by instructor of the course before recording lectures.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module 1

Material Covered:

Principals of Infection Prevention and Control Chapter 4

Principals of Infection Control Mosby's Chapter 2

Assessments:

- Case study
- Lab Competency

- Test

Learning Outcomes:

1. Describe infection prevention and its importance in Respiratory Care
2. Describe basic terminology related to infection control
3. Describe three major routes of infection transmission.
4. Describe aerosol and droplet transmission of infection
5. Describe strategies to control infection
6. Describe equipment handling procedures including cleaning, disinfection and sterilization. List and Define uses for several different types of disinfectant, cleaning and sterilization products. Describe when to use these products.
7. Describe standard precautions, droplet precautions and airborne precautions.
8. Describe PPE and when to use it
9. Describe infection control surveillance

Module II

Material Covered:

Lung Inflation Therapy Chapter 43

Mucous Clearance Adjuncts/Chest Physiotherapy Chapter 44

Assessments:

- Case Study
- Skill Check Assessment/Laboratory Competency
- Test

Learning Outcomes:

1. List & Describe the Goals, Indications, and Contra-Indications & Hazards of Chest Physiotherapy
2. Identify the major components of pneumatically and electrically powered percussors.
3. Describe the theory of operation of devices that enhance clearance of airway secretions by producing high-frequency oscillations to the lungs and chest wall.
4. Discuss how mechanical insufflator-exsufflator devices can enhance airway secretions in patients with respiratory muscle weakness or paralysis.
5. Describe in writing and verbally the factors relating to the goals, indications, contraindications, and hazards of lung inflation therapy.

6. Demonstration in a safe and effective manner lung inflation therapy.
7. Identifies potential complications associated with lung inflation therapy.
8. Explain the difference between volume and flow devices.
9. Identifies reasonable patient targets for frequency and volume.
10. Demonstrate the ability to assess the effectiveness of a particular lung inflation therapy and if needed, offer alternative lung inflation therapy.

Module III

Material Covered: Endotracheal Suctioning: Indications/Contraindications, Equipment, and Patient

Egan's Airway Management Chapter 37

Assessments:

- Case Study
- Skill Check Assessment/Laboratory Competency
- Test

Learning Outcomes:

1. List & describe the goals, indications, contraindications, and hazards of endotracheal suctioning.
2. Identify the standard equipment required for the Sterile Suctioning & Closed Ballard Suctioning Techniques.
3. Identify the basic steps & equipment required for obtaining a Sputum sample for a C&S.
4. Identify the appropriate negative suction pressures based on patient presentation: adult, pediatric and neonatal.
5. Demonstrate the ability to calculate the maximum size suction catheter based on patient airway size.
6. Demonstrate the ability to appropriately set up and adjust suction equipment based on patient presentation: adult, pediatric and neonatal.
7. Identify proactive measures that can be employed to reduce negative side effects of endotracheal suctioning.
8. Perform endotracheal suctioning, evaluate secretions, and when necessary, recommend corrective action.

Module IV

Material Covered: Pulmonary Function Equipment & Testing: Principles, Equipment, and Case Studies

Egan's Pulmonary Function Testing Chapter 20

Basic Pulmonary Function/Spirometry Perform & Interpretation Chapter 20

Mosby's Assessment of Pulmonary Function Chapter 8

Assessments:

- Case Study
- Skill Check Assessment/Laboratory Competency
- Test

Learning Outcomes:

1. Identify the standard pulmonary function testing equipment needed for spirometer calibration.
2. Describe pulmonary function calibrating principles for Flow & Volume Spirometers.
3. Perform equipment calibration using ATS 1s, 3s, 6s criteria.
4. Evaluate calibration results and troubleshoot as needed.
5. List and describe the goals, indications, and contraindications, hazards of PFT / Spirometry Testing.
6. Identify the required elements of patient pre-pulmonary function testing.
7. Perform basic spirometry/pulmonary function studies according to current ATS Acceptability & Repeatability standards.
8. Interpret basic spirometry/pulmonary function studies as Normal and Obstructive or Restrictive.
9. Evaluate basic spirometry/pulmonary function studies as Acceptable & Repeatable.
10. Discuss pulmonary function testing principles.
11. Identify the standard pulmonary function testing equipment.
12. Perform standard pulmonary function studies.
13. Interpret standard pulmonary function studies.
14. Evaluate standard pulmonary function studies.

Module V

Material Covered: Blood Gas Analysis: Principles, Equipment, and Analysis

Egan's Acid-Base Balance Chapter 14

Egan's Analysis and Monitoring of Gas Exchange Chapter 19

Mosby's Blood Gas Monitoring Chapter 10

Assessments:

- Case Study
- Skill Check Assessment/Laboratory Competency
- Test

Learning Outcomes:

1. List & describe the goals, indications, contraindications, and hazards of arterial blood gas (ABG).
2. Identify the standard blood gas equipment and puncture sites.
3. Perform and interpret an Allen's Tests for collateral circulation.
4. Perform a radial artery (ABG) puncture and when necessary, recommend corrective action.
5. Identify the proper conditions required for (ABG) sample for transport & analyzation.
6. Identify how a Galvonic (Fuel Cell method) measures O₂.
7. List the steps to calibrating a Galvonic O₂ analyzer.
8. Identify 5 Key O₂ Analyzer trouble shooting steps
9. Demonstrate the ability to achieve the proper conditions necessary for appropriate (ABG) sample for transport and when necessary recommend corrective action.
10. Evaluate (ABG) Acid Base Balance as Normal, Impossible, Uncompensated, Partially or Fully Compensated, Respiratory or Metabolic Acidosis/Alkalosis and recommend corrective action when needed.
11. Interpret the Oxygenation status of an (ABG) Normal, Mild Hypoxemia, Moderate Hypoxemia, and Severe Hypoxemia and recommend corrective action when needed.
12. Identify the basic components of an arterial blood gas and how it relates to the human body.
13. Demonstrate the ability to interpret ABG's, acid base balance, ventilation, and oxygenation.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

Competency Areas:

Handwashing

Mucous Clearance and Incentive Spirometry

Suctioning

ABG Sampling
PFT Spirometry
MDI Delivery

EVALUATION*

Homework/Quizzes	15%
Test	60%
<u>Final Exam</u>	<u>25%</u>
	100%

Missing/Late Assignments:

1. Submission of Late assignments after the end date will incur 50-point grade deduction.
2. **Arriving late to an exam, student will not be permitted to take exam, and a 5-point penalty incurs, and makeup exam must be completed at testing center within 2 days of exam due date.**
3. All exams are mandatory and must be completed on date of exam. Exams cannot be made up unless for extenuating circumstances or doctors excuse is provided. Any subsequently missed exams will receive a grade of 0.
4. Makeup examinations will be taken in the [testing center](#) on campus, or a location designated by the instructor.
5. A 10 Point overall deduction will be applied to the makeup examination score for missed examinations unless faculty are notified in advance (more than 12 hours), or medical documentation is provided.
6. Final exams cannot be made up. Missing a final exam will result in a failure for the course, an "F" will be given for the final grade and removal from the program.
7. The discretion of the professor will decide if an absence is excused only under this circumstance will a makeup exam be allowed.

Lab Competency and Skill Check Assessment:

The student is required to successfully complete each skill check assessment for the course prior to the final laboratory competency practical examination or per the instructor's schedule. Two attempts can be made to pass the lab competencies. The course instructor will announce the due date of the skill check assessments in the course calendar informational sheet.

Summary Performance Evaluation

The following will be used to evaluate the clinical/lab performance:

Satisfactory – Completion of first attempt (85-100%) Performed procedure accurately or was able to correct performance without injury to the patient or decreasing effect of therapy being given.

Each skill check is considered a pass/fail. If a student makes less than 85% on the first attempt. The student may repeat the competency/skill check an additional time after the first attempt.

Unsatisfactory performance – Completion of first attempt (less than <85%). Requires remediation under the following categories.

- The psychomotor portion of the performance evaluation is a pass/fail grading criterion. After a failure of the physical portion of the course will result in failure of the course.
- All cognitive lab quizzes will be counted as part of the student's test grade. Students will only have one attempt.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

A grade of "C" or better must be achieved in all required respiratory care program courses for a student to progress through the program. A final grade of less than 75 is not passed for the Respiratory Care Program and does not meet the requirements for progression within the program. This policy is different than the Horry Georgetown Technical College Grading Policy.

GRADING SCALE:

100 - 90 =	A
89 - 80 =	B
79 - 75 =	C
74 - 69 =	D
68 - 0 =	F

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89–80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For a 15-week course (fall and spring) the allowed number of absences for an MW class is as follows: 3 absences are allowed regardless of reason. After the allowed number of misses, the student will be dropped from the course with a W.

******Missing a lab day, whether it is the same day or different day will incur an additional absence for the same lecture course.*

****Students have the option to attend the other lab time upon instructor's approval to avoid a lab absence for attendance.*

******A tardy (T) is given if the student arrives ten minutes after class starts or before class ends. Three tardies are equivalent to one absence for a 15-week course, and two (2) tardies are equivalent to one absence for a 10-week course.*

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:



Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is

available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability

Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown

Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).