



# **INSTRUCTIONAL PACKAGE**

RES 242

Advanced Respiratory Care Transition

AY 2020/2021

Effective Term

Spring 2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2021 (202020).

COURSE PREFIX: RES 242

COURSE TITLE: Advanced Respiratory Care Transition

CONTACT HOURS: 1

CREDIT HOURS: 1

### **RATIONALE FOR THE COURSE:**

RES 242 is lecture course to prepare students for successful completion of the written board exams. In RES 242, you will analyze test taking strategies to enhance performance on standardized test. You will review cognitive material relevant to the Entry-Level Respiratory Care Practitioner. Furthermore, students will describe the three different types of exam questions found on the NBRC credentialing examination. You will practice examination questions in preparation for the national credential examinations.

### **COURSE DESCRIPTION:**

This course provides a comprehensive review of advanced respiratory care.

### **PREREQUISITES/CO-REQUISITES:**

Respiratory Care Program course RES 236. Required prerequisite courses must be completed with a grade of "C" or better

### **REQUIRED MATERIALS:**

Linsey-Jones Complete CRT-RRT Exam Review. [lindsey-jones.com](http://lindsey-jones.com)

Classmate a teacher's workbook online. Kettering Seminars. Retrieved from ClassmateR Website

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

## **CLASSROOM ETIQUETTE:**

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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

It is recognized that personal communication devices, including smart phones, can play a fundamental role in both education and urgent personal connections (for example, a school calling about a sick child). For this reason, use of such devices is permitted in the classroom, with specific reservations:

1. Please set all devices to 'silent' or 'vibrate' during instructional time.
2. Use of devices during testing is NOT allowed.
3. Please limit use of devices to urgent personal connections and educational purposes directly related to the course material being discussed.
4. If you receive an urgent text/call during class that requires immediate attention, please quietly excuse yourself from the classroom to respond to the call.
5. Please refrain from using 'ear buds' or continually using the device as a learning distraction. Professor retains the right to disallow the use of such devices should the policy become a distraction.
6. When on experiential rotations, students are expected to abide by the policies of that institution.

## **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.

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### Module I

Material Covered: Therapist Multiple Choice Exam Matrix for CRT certification

Assessments:

- Therapist Multiple Choice Examination

Learning Outcomes:

1. Review certification entry level exam matrix.

#### Module II

Material Covered: Therapist Multiple Choice Exam Matrix for RRT certification

Assessments:

- Therapist Multiple Choice Examination

Learning Outcomes:

1. Review written registry examination matrix

#### Module III

Material Covered: Review Clinical Simulation Registry Examination Matrix

Assessments:

- Clinical Simulation Examination

Learning Outcomes:

1. Review Clinical Simulation Registry Examination Matrix

## 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.

Failure to meet the following minimum requirements, by the last day of class, will result in a maximum grade of a "D" for the therapist multiple choice SAE. A "D" or "F" will result in the student not being eligible for the NBRC board examination and certification.

1. Students must actively use the Lindsey Jones software completing 100% of the available questions in the question bank.
2. Score at least 75% on all quizzes and practice exams conducted in the course.
3. Students must complete a summative comprehensive TMC SAE exit exam with an overall score of 65% within 2 attempts.
4. If student does not score the minimum of 65% for the TMC SAE before the end of spring semester. The student will have an additional 2 attempts during the summer session after the program's fifth semester. The student must attend a refresher course, provide documentation for attendance from the seminar before the student is able to take their 3<sup>rd</sup> or 4<sup>th</sup> attempt at the Secure SAE TMC exam.
5. The approved refresher courses are as follows: Kettering, AARC, Persing Exam Review Seminar
6. Students must complete a minimum of 600 hours in their clinical experience.

A. Students clinical performance of the Respiratory Care program are evaluated daily using the Data Arc Affective Daily Evaluation form. A Likert Scale is used for daily evaluations.

SCALE	SCORE	GRADE
5	100	A+
4	90 - 99	A
3	80 - 89	B
2	70 - 79	C
1	69 or LESS	D

B. Students will need to obtain a minimum of 600 clinical hours for their clinical experience.

HOURS	SCORE	GRADE
700+	90 - 100	A
699 - 620	80 - 89	B
619 - 580	75 - 79	C
579 or LESS	<74	D or F

- C. Students must obtain 100% of competencies in each of the following areas to successfully complete the clinical requirements for this course:
- a. Patient Assessment
  - b. Airway Care
  - c. Therapeutic Procedures
  - d. Pulmonary Diagnostic Testing
  - e. Mechanical Ventilation
  - f. General Patient Care
  - g. Special Procedures

### **EVALUATION\***

Affective Evals/Clinical Hours/Competencies	15%
TMC Quizzes	15%
TMC Practice Exams	35%
RRT Clinical Simulation Exam	20%
<u>TMC Final Exam</u>	<u>15%</u>
	100%

\*Students must pass the TMC SAE exit exam with a passing score of 65% to pass the respiratory care program and the course.

Each student must demonstrate safety and competence in required laboratory skill check assessments and laboratory competency practical examinations. Each course with a laboratory component includes skill check assessments that must be mastered within the course.

### **LATE ASSIGNMENTS:**

1. A maximum of one (1) scheduled exam may be made up at the discretion of the course instructor. Any subsequently missed exams will receive a grade of 0.
2. Makeup examinations will be taken in the testing center on campus or a location designated by the instructor.
3. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.
4. All missed exams will incur a 10% overall deduction unless medical documentation is provided.
5. Late Homework assignments will have a deduction of ten points of the total assignment grade.
6. Homework or Quiz assignments will not be accepted after 5 days of the due date. The assignment will close, and students will not have any further opportunities to submit.

### **GRADING SYSTEM:**

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.

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 passing in 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

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, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of 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.

## 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 in order 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.**

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.

3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## CENTRAL STUDENT INFORMATION CENTER: TECH Central

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

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **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. Or please call (843) 349 – TECH (8324).

### **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

### **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race,

or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)