



INSTRUCTIONAL PACKAGE

RES 242

Advanced Respiratory Care Transition

Effective Term

Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2023 (202220).

COURSE PREFIX: RES

COURSE TITLE: Advanced Respiratory Care Transition

CONTACT HOURS: Lab 3

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. Students will also develop and create portfolios/resumes for prospective employers after graduation.

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 (Ordered by the PD)

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

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.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college 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.

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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*:

EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

(Check all that apply.)

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

Module I

Material Covered: Steps to Apply for Board Exams and State Licensure

Assessments:

- Homework Assignment

Learning Outcomes:

1. Express knowledge of steps for board certification and state licensure.

Module II

Material Covered: Therapist Multiple Choice Exam Matrix for CRT certification

Assessments:

- Therapist Multiple Choice Examination

Learning Outcomes:

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1. Review certification entry level exam matrix.

Module III

Material Covered: Therapist Multiple Choice Exam Matrix for RRT certification

Assessments:

- Therapist Multiple Choice Examination

Learning Outcomes:

1. Review written registry examination matrix

Module IV

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 lecture courses.
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, and pass a practice exam before the student can take their 3rd or 4th attempt at the Secure SAE TMC exam.
5. The approved refresher courses are as follows: Kettering or Lindsey Jones Seminars (online or F2F)
6. Students must complete a minimum of 700 hours in their clinical experience.

A. Students' clinical performance of the Respiratory Care program are evaluated daily using the Data Arc/Trajecsys 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
750+	90 – 100	A
650+	80 - 89	B
600+	75 – 79	C
599 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	10%
TMC LJ Weekly Assignments/Mock Interviews	15%
TMC SAE Exams*	35%
RRT Clinical Simulation SAE Exam	25%
TMC Final Exam	15%
	100%

*Students must pass the TMC SAE exit exam with a passing score of 65% to pass the respiratory care program and the course. Students must pass the RRT Clinical Simulation SAE Exam with a 70% or higher to pass the 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. 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.
2. Makeup examinations will be taken in the testing center on campus, or a location designated by the instructor.
3. A 10% 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.
4. 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.
5. The discretion of the professor will decide if an absence is excused only under this circumstance will a makeup exam be allowed.

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 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 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.

Attendance for Face-to-Face Courses:

For a 15-week course (fall and spring) the allowed number of absences for a M only 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 or a WF.

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, 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 [Online Resource Center](#) to access on-demand resources.



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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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), Option #1.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

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. 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

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