



# **INSTRUCTIONAL PACKAGE**

RES 242

Advanced Respiratory Care Transition

Effective Term

Fall 2024/Spring 2025/Summer 2025

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2025

COURSE PREFIX: RES.

COURSE TITLE: Advanced Respiratory Care Transition.

CONTACT HOURS: 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 [Classmatelr](#) 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 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.

### **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\*:**

List Assessments and Learning Outcomes for each module.

#### 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.
2. 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:

2. Review Clinical Simulation Registry Examination Matrix

### Module IV

Material Covered: Resume and Portfolio Building

Assignments:

- Homework
- Quizzes
- Portfolio Project/Mock Interviews
- Exam

Learning Outcomes:

1. Identify the current resources and tools used to build a resume.
2. Formulate a current Resume.
3. Gather artifacts to include in a Portfolio for future employment.

## **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.

## **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.

### **EVALUATION\***

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 TMC and CSE. A "D" or "F" will result in the student not being eligible for graduation and the NBRC board examination and certification.

1. Students must actively use the Lindsey Jones software completing 100% of the lecture and simulation 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 70% within 2 attempts.
  4. If student does not score the minimum of 70% for the TMC SAE before the end of spring semester they will not be eligible for graduation and must repeat the final semester within 1 year is required.
  5. In addition, to passing SAE TMC Exam, the SAE Simulation Exam students must pass with a 75% or higher within 2 attempts. If student does not pass a grade of "D" or "F" student will not be eligible for graduation and must repeat the final semester within 1 year is required.
  6. The approved refresher courses are as follows: Kettering or Lindsey Jones Seminars or approved NBRC Exam Workshop (online or F2F).
  7. Students must complete a minimum of 750 hours in their clinical experience.
- A. Students' clinical performance of the Respiratory Care program is evaluated daily using the Trajecsys Affective Daily Evaluation form. A Likert Scale is used for daily evaluations.

SCALE	SCORE	GRADE
5	96 - 100	A+
4	90 - 95	A
3	85 - 89	B
2	80 - 84	C
1	79 or LESS	D

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

HOURS	SCORE	GRADE
900 - 950	90 - 100	A
850 - 899	80 - 89	B
750 - 849	75 - 79	C
749 or LESS	<74	D or F

- C. Students must complete 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%

Quizzes/Weekly Assignments/Mock Interviews	15%
TMC SAE Exams*	10%
Graduation Exam	25%
RRT Clinical Simulation SAE Exam	25%
<u>TMC Final Exam</u>	<u>15%</u>
	100%

\*Students must pass the TMC SAE exit exam with a passing score of 70% to pass the respiratory care program and the course. Students must pass the RRT Clinical Simulation SAE Exam with a 75% 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.

#### Missing/Late Assignments:

1. Late assignments after the due date will incur a 10-point penalty.
2. Late assignments after end date will not be accepted.
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.

#### **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 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.

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: 2 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.

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

For a 10-week course (summer) the allowed number of absences for a Tuesday class is as follows: 1 absence is allowed regardless of reason. After the allowed number of misses, the student will be dropped from the course with a W or a WF.

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

A tardy 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 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](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto: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.



### 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 are equipped with computers to support academic research and related schoolwork; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.



## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

## 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](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

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

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu) or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: [OCR@ed.gov](mailto:OCR@ed.gov)).

Other 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 & 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](mailto:jacquelyne.snyder@hgtc.edu).

Other 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, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [melissa.batten@hgtc.edu](mailto:melissa.batten@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 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@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\*\*](#).