Clinical Practice I
Course Syllabus

CONTACT INFO
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COURSE INFO
Campus: West
Building & Room: AHS 226
Term: Fall
CRN: 10915
Credits: 4

COURSE DESCRIPTION
Student assigned clinical tasks in patient floor care under supervision of staff respiratory therapist or clinical instructor.

DISCLAIMER
The course outline and syllabus are subject to change as needed; changes will be announced in class (or state how you will contact students with this information, such as by using ATLAS email, BlackBoard, etc.) in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

OFFICE HOURS

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IMPORTANT DATES

- Term (Start and End Dates): August 28th thru December 11th, 2017
- Withdrawal for "W" Grade: November 10th, 2017 (11:59pm)
- Drop/Refund Deadline (11:59PM): September 5th, 2017 (11:59pm)
- Classes Do Not Meet: Sept. 4th, Oct. 12th, Nov. 22nd-26th
- Final Examination: December 11th, 2017
COURSE OUTCOMES
To develop a thorough understanding of entry level critical care techniques used in patient care management and to begin preparing the student for the TMC and Clinical Simulation Exam.

CORE COMPETENCIES
The Valencia Student Core Competencies (Think, Value, Act and Communicate) are an established component of the College’s curriculum development and review process. A detailed overview can be found in the current Valencia catalogue or the Valencia Website: http://valenciacollege.edu/competencies/. Developing these core competencies will be enhanced through critical thinking exercises, classroom discussions, and reasoned choices made by acquiring, analyzing, synthesizing, and evaluating knowledge. You will also need to read, listen, write and speak effectively.

TEXTBOOK(S)
Student Clinical Care Manual (print on own)

☐ Required, ☐ Recommended, ☐ Supplemental and ☐ Optional Instructional Materials
(Include titles, author, edition and ISBN's where applicable. If you have a policy concerning students needing instructional materials as a requirement, you must state this in your syllabus.

Case Profiles in Respiratory Care 2nd Edition
by William French
ISBN-10: 0766807770
Required, ☐ Recommended, ☒ Supplemental and ☐ Optional Instructional Materials
(Include titles, author, edition and ISBN's where applicable. If you have a policy concerning students needing instructional materials as a requirement, you must state this in your syllabus.

Other Sources:

Respiratory Care: Principles And Practice 3rd Edition
by Dean R. Hess, Neil R. MacIntyre

ISBN-10: 1284050009

BLACKBOARD
This course is web-enhanced. The student will be required to complete assignments, quizzes and participate in discussion topics online. Any problems or questions must be communicated to the instructor in a timely manner through blackboard. Emergencies may be communicated through faculty office email.
BEHAVIORAL HEALTH STUDENT ASSISTANCE PROGRAM
Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the Baycare Behavioral Health’s confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

SUPPORT SERVICES
1. West Campus Communication Center (reading, writing, english, and speech skills)
   - Building 5; Mon-Thur 8am-8pm; Fri 8am-5pm; Sat 9am-2pm
   - http://valenciacollege.edu/learning-support/communications/
2. West Campus Tutoring & Math Services
   - Building 7-240
   - http://valenciacollege.edu/learning-support/math/
   - Tutoring extension 1633
   - Tutoring Hours- Mon-Thur 8am-8pm; Fri 8am-7pm; Sat 10am-3pm
   - http://valenciacollege.edu/learning-support/tutoring/
3. Smarthinking is an online on-demand student support site
   - http://smarthinking.com/
4. Valencia College Skill shops
   - http://valenciacollege.edu/studentservices/skillshops.cfm

STUDENTS WITH DISABILITIES
Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.
West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326

DISABILITIES DISCLAIMER
The student must request accommodations through the proper channels in a timely manner. All compliance requirements for admissions into the program shall be kept up-to-date including immunizations, physicals assessment by a physician, and any changes that may occur while in progression.

SECURITY STATEMENT
We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for
an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**EXPECTED STUDENT CONDUCT**
Refer to the Respiratory Care Student Handbook and Valencia College’s Student Code of Conduct. Students are expected to demonstrate and model positive behaviors that are inclusive, ethical, offer dignity, and are considered professionally aligned with the AARC’s Statement of Ethics and Professional Conduct.

**CLASSROOM RULES OF STUDENT BEHAVIOR**
Disciplinary action could include withdrawing a student from class or initiating a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.
Any student who engages in any prohibited or unlawful acts that result in the disruption of a class to leave the class.
http://valenciacollege.edu/generalcounsel/policy/
A student will be removed from class if they:
- Demonstrate disruptive behavior like shouting, yelling and arguing.
- Demonstrate disruptive behavior being unable or unwilling to participate.
A student will be referred to the Dean of Students if they:
- Use actions that are violent or perceived threatening towards others.
- Use actions that are discovered to be violation of academic honesty.
- Are in need of due process for any student conduct issue.
A student will be referred to the Dean of Allied Health if they:
- Removed from a course or program resulting in delayed or halted progression.
  - Refer to the Student Handbook guidance on progression.
- Are in need of due process for any student conduct issue.

**MOBILE DEVICES**
Cell phones, laptops and recording devices may be used per discretion of the professor during class and lab. All cell phones must be turned to vibrate mode. Professor may collect these devices if they are a distraction. Please adhere by your clinical locations for proper places to use this device.

**FOOD & DRINK IN THE LECTURE OR LAB ROOMS**
Students are expected to clean and maintain the class and lab space where food and drink are allowed.

**LAB REQUIREMENTS/EQUIPMENT/SAFETY RULES**
Refer to the student handbook.
ACADEMIC HONESTY
Students are expected to be in complete compliance with Valencia College policy on academic honesty. This policy is written in the Valencia College Catalog and Student Handbook. Academic honesty, in terms of documentation, means that all work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states ‘group project.

When in violation of academic honesty:
- A student will be referred to the Dean of Students
- Examinations will be modified and repeated
- Writing assignments will be repeated and a reduction of 10% awarded
- Assignments will be invalid and a score of “0” awarded

STUDY TIPS
LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. Spend 1-2 hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often. The meaning will sink in better.

Here are some study and classroom management tips that have assisted former students:
- Attend class daily and don’t be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won’t miss important information.
- Read the textbook material prior to the scheduled class.
- Actively participate in classroom lectures and discussions over the chapter material.
- REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
- Create flash cards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devises and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of the professor’s office hours.
- JOIN A STUDY GROUP and predict what questions the professor could ask on the test.

Get the telephone number of one or more buddies in case you are absent from a class.

GRADING CONSIDERATIONS
- One letter-grade reduction towards final grade for three absences
- All late assignments will result in an automatic grade reduction of 10%.

EXTRA CREDIT POLICY & PROCEDURE
No exceptions or other accommodations will be given to earn extra points.

ATTENDANCE/TARDINESS
Attendance is required at all sessions of classes, including clinical, for which the student is duly registered.
Attendance and punctuality are important employment characteristics that students must demonstrate.

- Accumulation of 3 absences will lower a course grade by a letter grade.
- Accumulation of 6 absences will lower a course grade by two letter grades and may result in dismissal from the program.
- Three tardies will count as 1 absence.
- **THIS POLICY APPLIES TO ANY ABSENCE FROM CLINIC, LAB OR CLASS.**

Exceptions to this policy:

- bereavement leave or an extended illness which requires appropriate documentation (physician’s orders, stating illness and release to return to school) for which make-up arrangements will be made on an individual basis. “Extended illness” is any illness that keeps one from attending school for three or more consecutive days. This applies ONLY to illness of the student. If bereavement leave involves **consecutive** absences for an out-of-town funeral, it will also be considered as one absence.

**NO SHOW PROCEDURE**

**Classroom/Lab: In the event of class, lab or clinical absence (or tardiness):** the student must email the professor through their atlas account.

**Clinical Practice: In clinical absences or tardiness:** the student must email the professor through their atlas account first and then the student must also call the clinical site immediately. Failure to call the clinical site and the VC Director of Clinical Education will result in an automatic five-point deduction from your final clinical grade (in addition to being recorded as one absence). All hours missed must be made up. Make-up time must be done at the clinical site where absence was incurred. If make-up time is arranged and not completed on the day it is scheduled, it will be considered as another absence. **You may NOT make up time without the hospital educator/supervisor and VC Director of Clinical Education permission.**

**ATLAS**

Students will need to check their Atlas account daily for email, helpful hints and updated information. [https://atlas.valenciacollege.edu/](https://atlas.valenciacollege.edu/)

**WITHDRAWAL POLICY**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member **MAY withdraw** a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)
- The professor will not withdraw any student for any reason with exception to unsafe and/or ungovernable behavior.
- It is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.
- Students should consult an advisor or counselor before withdrawing from a course.
- In order to make an informed decision about withdrawal, the financial implications need to be explored by the student.
- Students who are receiving or have received some scholarships must pay the college for the cost of the class or repayment be made to the scholarship sponsor.

**GRADE BREAKDOWN**

**Homework: 10%**

Homework grade will consist of anything due before or during the class. This will be indicated on the attendance sheet by a yellow highlighter. It is the student’s responsibility to turn in work on assigned days. No late homework will be accepted, unless the student was absent on the due date.

**Clinical Discussion: 10% Due: Weekly**

- The discussion is an opportunity to reflect on the clinical/lab events. The discussion is a way to express the day’s activities, what you learned and how you felt about it.
- Discussions will open on Thursdays at 8pm and close the following Wednesday at 11:59pm.
- Initial response must be entered by Sunday at midnight. Responses are due by Wednesday.
- You must comment on two of your classmate’s responses to get full credit.
- Discussion groups will be graded every week and require participation.
- Be honest!! I am not grading you on what you say, just that you say it.
- Please do not use these boards for gossip or venting about clinical sites/preceptors.

**Midterm Lab/Exam: 10%**

The midterm exam cannot be made up. Content may be amended with notification.

Content areas:

- Oxygen equipment and therapy
- Pulse oximetry
- Respiratory Therapies
- Drug Therapy
- Patient Assessment
- ABG interpretations
- Therapeutic rationale, complications and troubleshooting of all equipment
- Situational critical thinking and decision making

Format:

- The lab will involve a series of stations in which the student is taught task competence, critical thinking, decision making and the application of physiologic and clinical data.
• An instructor mans each station. Instructors may be the clinical coordinator, program director, and adjunct faculty.
• The lab portion will be taught verbally unless asked otherwise.

**ABG Quiz 5%**

• Interpret, recall formulas and calculate results for ABG’s.

**Clinical Objectives: 5%**

• All items must be dated and signed off by clinical preceptor with the first and last name legibly printed. If information is missing the objective will be considered undone.
• An objective can only be left undone with approval by the professor.
• 2 points will be deducted for every mandatory item left undone.
• The clinical book must be turned in to the instructor by the last day of class. **No** clinical book will be accepted late.

**Physician Contact Hours 5%**

• 10 hours required. Time must be greater than 15 minutes.
• Defined as any time the student is in contact with a physician where clinical guidance, patient care information or clinical skills are being discussed or performed.
• All time must be legibly documented in the clinical handbook, dated and signed off by a preceptor or the physician.
• Physician contact time cannot be multiplied by the number of physicians present.
• All information must be legibly recorded to receive credit.

**Competency/Proficiency Tasks: 5%**

• Required to complete and pass all competency/proficiency check offs in clinical practice.
• A task can only be left undone with approval by the professor.

**Competency/Proficiency Lab Check offs: Clinical- Pass/Fail 10%**

• Required to complete and pass all competency/proficiency check offs in lab and clinical practice.
• Clinical competency/proficiency: Any student failing the clinical competency **due to unsafe practice or less than 75%** will be required to repeat the competency with two instructors for no change in grade. All students must pass the competency by the second attempt to continue in the course. Failure to successfully complete upon second attempt will result in failure (D grade) in the course. The student will be removed from the course at that time.

**Patient Case Study Assessment: 10% See due dates**

• All information, formulas and math work in the patient assessment must be complete to receive credit.
• See the clinical book for further details.

**Midterm Simulation: 10% See clinical schedule for dates and times.**

• The simulation will be conducted using the simulation manikins. Each student will participate in an individual simulation.
• The student will perform one simulation conducted on the Sim Man. The student will be required to:
- Perform a patient assessment.
- Analyze assessment data to determine patient problems.
- Recommend and perform appropriate ventilation, oxygenation and respiratory therapy interventions.
- Support therapeutic interventions with formulas and supportive assessment data.
- Correct inappropriate clinical action(s) by recognizing, analyzing and interpreting data to recommend the appropriate action(s).
- Demonstrate effective and appropriate documentation.
- Demonstrate effective and appropriate communication and patient teaching.
- Demonstrate performance in a timely and safe manner.

- Any student failing the simulation due to unsafe practice or less than 75% will be required to repeat the same or different simulation with two instructors for no change in grade. All students must pass the simulation by the second attempt to continue in the course. Failure to successfully complete upon second attempt will result in failure (D or lower final grade percent earned) of the course.

**Case Study: 10%**

**Oral Presentations: See clinical schedule**

Required to find, research, study, assess and prepare a written and power point report on an adult patient. Then orally present the case study to the professor and an adjunct faculty in the presence of several peers.

- The student is required to identify problems, collect and analyze data, identify treatment for the problems and identify outcomes that should be monitored.
- All information, including all formulas and math work, must be included on written paper to receive credit.
- There will be no make up for case studies. An absence will result in a one letter grade deduction on the final grade in the course.
- Two copies must be provided on the date due. No additions to the paper can be submitted on the day of the case presentation.
- Each student is required to present a different patient. No duplicate patient cases may be presented. Effective communication with your classmates will prevent duplication.
- See case study handout and grading sheet for required content, detail, format and grading guidelines.
- Students must complete a note on each of their classmate’s presentations. This will count as part of the homework/participation grade.

**Behavioral/Performance Evaluations: 5%**

- The student will receive behavioral and performance evaluations at multiple times during the term:
  - Monthly behavior and skills evaluations will be completed by the adjunct faculty.
- If a student scores below a 3 on any of the behavioral evaluations, performance evaluations or has any problems noted in general behavior, the student will be counseled and required to
remediate or amend the behavior immediately. The student may be required to remediate in
the lab or clinical setting and under supervision of the professor or adjunct faculty.

- Failure to achieve a passing behavioral evaluation on **two** evaluations (scores less than 3’s)
  will result in failure of the clinical practice course.
- At the end of the semester the majority of numbers results in your grade:
  If you get majority:

  5 = 100%   4 = 92%   3 = 82%   2 = 72%   1 = 62%

**Community Service: 5 %**

- 4 hours of community service / professional service in the field of respiratory care are required.
- Approved organizations: American Lung Association, American Heart Association, Cystic
  Fibrosis Foundation and Florida Society of Respiratory Care.
- Organizations other than above must be pre-approved by the professor.
- Proof of attendance in the form of a signed letter with date, times and a contact phone number
  is required to receive credit.
- Proof of attendance must be stapled to the marked page in the clinical book.
- Community service does not count as a clinical day and must be scheduled around other
  clinical activities.
- Club activities do not count for community service unless prior permission is granted.
- At the end of the semester, the number of hours results in your grade:
  4 hours = 100%   3 hours = 90%   2 hours = 80%   1 hour = 70%

**GRADING SCALE**

**Grading Scale:**

- A = 92-100
- B = 86-91
- C = 75-85
- D = 70-74
- F = < 70

Note: A minimum grade of “C” is required to continue with the program.