

SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
RESPIRATORY CLINICAL I-A
RSP-141S-001US
1.5 CREDIT HOURS

Instructor: Drew Dukes
Email: rdukes@edisonohio.edu
Phone: 937-778-7860
Office hours: By appointment

Textbooks:
Trajecsys Computer System.

Total Points:
This clinical experience will be worth 500 points in total.

Daily Evaluations:
Students will be evaluated each day in clinicals by preceptor/instructor for a total of 16 evaluations. Students will be given a score of 1-5 (with 1 being the lowest and 5 being the highest).
1=0%
2=60%
3=75%
4=90%
5=105%

These evaluations will be worth a total of 240 points at the end of the semester.

Checkoffs:
Students will complete checkoffs at the clinical site. These checkoffs are worth 25 points each. For a total of 125 points. (Checkoffs will include MDI, SVN, LVN, Oxygen Devices, Donning and Doffing).

Patient Care Logs:
Students will complete one patient care log worth 100 points.

RT Journals:
8 Weekly RT journals are worth 7.5 points each for a total of 60 points.

Communication:
Students will contact clinical site immediately if they are unable to make clinical that day by the number provided by the DCE. Students will, after contacting the clinical site, contact the DCE regarding their absence. Students, DCE, and clinical site will work to schedule a make-up clinical day.

Edison State Community College Academic Honesty:

Cheating and plagiarism will not be tolerated in this course. Students who cheat or allow others to copy from their work will receive a zero on the assignment in question. The ECC Academic Honesty Policy will be adhered to in this course. See the Student Handbook at <https://www.edisonohio.edu/Student-Resources/>

Grading:

The following grading scale will be utilized in this course. A grade percentage of 74% or higher is needed to pass this course. Percentages of 73.5%-73.9% will be rounded up to 74%.

Percent	Letter
92-100%	A
83-91%	B
74-82%	C
65-73%	D
Below 64%	F

**Instructor reserves the right to adjust grades based on points accumulated in blackboard.*

Dress Code & Hygiene

Respiratory Therapists are expected to be professionals. The students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about oneself and how peers and patients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet, and getting enough rest and exercise. While in and during the Respiratory Care Program and clinical site, the following rules apply:

1. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
2. Jewelry - No long necklaces; finger rings kept to a minimum; one pair of small earrings.
3. Hair should be neat, well contained, and of a natural color.
4. Cosmetics should be used in moderation.
5. Colognes and perfumes are not acceptable in the clinical setting.
6. No visible tattoos or piercings are permitted except for single ear piercings with simple studs.
7. No gum.
8. While at clinical, students are expected to wear the Edison Respiratory Care scrub top, dark blue or black scrub pants, and athletic or medical grade shoes. Students should also wear their provided Edison Student ID's while at the clinical. No open toed shoes are allowed in the classroom, lab, or during clinical hours.

Health Record:

Upon entry into the Respiratory Care Program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. The students must have the Health Sciences Immunization/Physical Form completed by a physician, and required documentation of the following before they are allowed to conduct clinical hours:

1. MMR immunization.
2. Tdap or Td within the last 10 years.
3. Hepatitis B vaccination series or declination form
4. Varicella two step immunization, physician documentation of chicken pox, or blood titer to indicate immunity.
5. Proof of negative two-step tuberculin screen (PPD's) or negative chest x-ray. All health requirements must be current. Should health status change, the student must provide a record of such change. (within 12 months)
6. Influenza vaccine (may be required by clinical site).
7. Covid vaccine (or waiver) may be required by clinical site.

Remediation:

If a student in the clinical setting receives two or less on the daily evaluation, they will be required to have a meeting with the DCE to discuss, and action plan course of action moving forward.

Student Supervision and Employment:

Students will always be supervised during their clinical education and experience. A paid clinical instructor or staff member from the clinical site will supervise all clinical activities and provide evaluations after each clinical day. Students will be able to apply for a limited permit during their time in the program, however they may never receive any form of remuneration in exchange for patient care during their clinical experience. Students will also never be used to substitute clinical, instructional, or administrative staff.

Social Networking and Cell Phone Use:

Respiratory Care student cell phone use, including camera and text functions, during clinical time is prohibited. Personal contact with patients and families is prohibited through social networking systems (i.e., Facebook). Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems. Patient privacy is a primary concern. A student shall not share any information or post any pictures concerning a client and his/her family and/or any information related to the care of patients observed in the clinical experience in any social networking sites such as twitter, Facebook, Instagram, and others. The student shall not provide any type of identifying information, including details from medical records. The student shall not share a general account of a patient encounter or a clinical situation when the post includes enough information to single out a specific individual. Facilities used for clinical sites must be protected. A student is not permitted to post anything that represents a clinical facility, including their opinion about an organization or harassing a clinical facility employee on social media sites.

Unsafe Practices:

Unsafe practices include but are not limited to improper patient identification; carelessness with documentation; poor or careless performance and handling of invasive procedures and equipment; performing skills without direct preceptor oversight; and failure to practice standard precautions. If a student displays unsafe practices in the classroom or the clinical site which may potentially harm another person, the student will be counseled and an action plan for remediation will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor a second time, the student will be removed from the program and receive the grade the grade of “F” for either the course or capstone. Clinical sites have the right to deny continued participation in their facility for any reason at any time.

Evaluations of Clinical Sites and Preceptors:

Edison State Community College is committed to providing and maintaining the best learning and clinical site program. To do so along with site visits from our DCE routinely, our students will complete evaluations of both clinical site facilities as well as clinical preceptors, instructors our students will complete evals in the Trajecsyst program. Our DCE will review, address any concerns or issues, and pass this information on to the facilities and invested parties to promote full transparency.

Evaluations of Students during the Clinical Experience:

Each day students are in clinical the preceptor, instructor in charge of the student for the day will complete and evaluation in the Trajecsyst program. The Trajecsyst program will also feature an area that allows for checkoffs in the clinical setting that students will need to complete. It also allows for comments on the day's events. The DCE will review these, and if there is a two or lower in any section of the evaluation the DCE will contact the instructor, preceptor in charge of the student that day to investigate the reasoning for the low score. The DCE will communicate with the student and provide remediation.

Communication:

Announcements and emails are available through the blackboard system. Periodically check for class announcements. If there is an urgent message, announcements will be sent to all students via e-mail. Instructors usually check e-mail daily, which will be the easiest way to contact them with questions or problems. The instructor will get back to you within 24-48 hours. If they have not responded within 48 hours, please email them again. Weekends may require a longer response, but the instructor will do their best.

AI Mixed Policy

For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

Respectful Dialogue:

We all come to the table with differing experiences and viewpoints, which means that we have so much to learn from each other. To get the most out of this opportunity, it is important that we don't shy away from differences. Rather, we should show respect for differences by seeking to understand, asking questions, clarifying our understanding, and/or respectfully explaining our own perspective. This way, everybody comes away with new perspectives on the issue and respects others with different values or beliefs.

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Accommodations /Accessibility and Disability Support Services Policy:

Edison State Community College will provide reasonable accommodation for students with documented disabilities. If you believe you may need accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

Bookstore Services:

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Online Bookstore: <https://edisonohio.ecampus.com/>
Online Bookstore Customer Service, Phone: 859-209-6958, Email: bookstore@ecampus.com

Career and Job Services:

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities, and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

Computers:

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

Library Services:

The Edison State library is not only a comfortable place to study, but we also have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

Mental Health Services:

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu. If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/CARE-Team-Referral-Form/> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

Student Resource Center and Charger Station Food Pantries:

Edison State Community College is proud to assist students needing help to obtain necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations beside the cafeteria, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville.

Student Wellness Center:

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- o Recovery and Counseling referral
- o Housing
- o Food
- o Physical well-being

Information and education are also provided on the topics of:

- o Alcohol and drug abuse and prevention
- o Sexual assault prevention and awareness

- o Building healthy relationships
- o Inclusion and belonging
- o Survivor support
- o Self-care
- o Anti-Hazing

Walk in hours on campus are Tuesday, Wednesday, Thursday, 8am-5pm. Hours may vary according to the college schedule or events. You may schedule an appointment by clicking [here](#).

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

Technical Support Services:

For Blackboard Assignment issues, the instructor should be the first point of contact.

For Log-in or other technology issues: There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - o email to support@edisonohio.edu
 - o call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help.

Testing Your Faith Act Policy:

Edison State Community College is committed to providing an environment respectful of students’ beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.

Title IX Statement - Anti-Discrimination, Harassment and Bullying:

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment, or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

Tutoring Services:

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

Additional Support Services:

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.