SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
RSP 142S RESPIRATORY CLINICAL I-B
1.5 CREDIT HOURS
Faculty: Clinical Preceptors/Richard Dukes
Bachelors of Science in Respiratory Care, Boise State, 2023
Office hours: Wednesdays 8am-9am, Thursdays 8am-1pm
Email: rdukes@edisonohio.edu
Office: 510A
Office Phone: 937-778-7860

Textbooks:

Trajecsys Computer System.

Total Points:

This clinical experience will be worth 375 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 75 points.

(Checkoffs will include Vest, Volara/Metaneb, Arterial Blood Gases).

RT Journals:

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

Grading:

The following grading scale will be utilized in this course.

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.*

Communication:

Students will contact the 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.

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.

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.

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/

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.

Evaluation 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 Trajecsys 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.

Evaluation 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 Trajecsys program. The Trajecsys 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.

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 Pantry:

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 in Room 163 at Piqua, in the student lounge at Troy, 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. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

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)
    - email to support@edisonohio.edu
    - 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.

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.

Student Wellness:

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.

Support Services Are Available:

Edison State has built a network of health professionals to support students. With these partnerships, students who need support in areas such as:

· Recovery and counseling referral

· Housing

· Food

· Physical well-being

Information and Education:

We also provide information and education on the topics of:

· Alcohol and drug abuse and prevention

· Sexual assault prevention and awareness

· Building healthy relationships

· Inclusion and belonging

· Survivor support

· Self-care

· Anti-hazing

Getting Help

If you are struggling and need to speak with someone in person, please reach out to Dr. J Passmore, Dean of Student Affairs, at jpassmore@edisonohio.edu, 937-778-7895, Room 160 (stop at the front desk).

Emergency Resources:

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