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| **PROFESSOR:**  Heather O'Connell | **PHONE NUMBER:**  239-489-9003 |
| **OFFICE LOCATION:**  A129 | **E-MAIL:**  heather.oconnell@fsw.edu |
| **OFFICE HOURS:**  See below | **SEMESTER:**  Fall 2017 |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**RET 2874L CLINICAL PRACTICUM II (1 CREDIT)**

The second supervised clinical practice course for the Respiratory Care Program enables the students to develop appropriate psycho-motor and affective skills as they assist the therapist in respiratory procedures in both in patient and outpatient situations. The development of patient assessment skills and advancement to increasingly acute patient care situations occurs throughout this Clinic.

1. **PREREQUISITES FOR THIS COURSE:**

RET 1613C

**CO-REQUISITES FOR THIS COURSE:**

RET 2234C, RET 2254C

1. **GENERAL COURSE INFORMATION:** Topic Outline.

* Administration of medical gas
* Aerosol medication administration
* Bronchial hygiene therapy
* Cardiopulmonary resuscitation
* Charting and record keeping
* Cylinder preparation and transport
* Isolation techniques
* Lung expansion techniques
* Medical gas analyzing
* Patient assessment skills
* Pulmonary function testing
* Pulse oximetry

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Communicate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Communicate effectively with other members of the health care team, patients, and faculty in the general care areas of the hospital during clinical rotations.
* Discuss ethical dilemmas and cultural variations associated with the practice of respiratory care, palliative care and end of life issues.
* Demonstrate the affective skills required to function as a respiratory therapist in all critical care areas of a hospital.

General Education Competency: **Think**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Utilize patient assessment data to set patient goals and recommend treatment options for patients receiving general respiratory care.
* Demonstrate the cognitive knowledge required to function as a respiratory therapist on general medical and surgical floors of a hospital.

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**
   1. Rules and Regulations: The student will comply with all general rules and procedures of both Florida SouthWestern State College and the facility in which clinical is being taught. A demonstration of courteous, cooperative and professional attitude throughout the course is essential. Any violation of procedure or professional attitude shall result in the student’s immediate dismissal from the facility and the program. Please refer to the “Student Code of Conduct” located in the online College Catalog.
   2. Clinical Problems: Any student having problems in the affiliate hospital site shall first approach their assigned Clinical Associate. If the problem is not resolved to the student’s satisfaction, the student is then to bring the problem to the Director of Clinical Education. If the problem is still not resolved to the student’s satisfaction, the student and the Director of Clinical Education will then proceed to the Program Director. If not satisfied, the Program Director and the Director of Clinical Education will meet with the Associate Dean of Health Professions. Any student failing to follow this “Chain of Communication and Command” properly shall be sent back to the initial area until this procedure has been followed.
   3. Course Objectives/Competencies: Students are responsible for reading all course objectives and becoming familiar with the Clinical Competencies Manual for the course. The Clinical Competencies Manual can be found on Trajecsys.com. It is the student’s responsibility for the completion of the Clinical Competencies Manual. The student will observe and perform the course objectives under the immediate supervision of one of the following personnel: Director of Clinical Education, Clinical Associate, Clinical Instructor or designee. Following the demonstration of clinical ability the student will further reinforce and develop clinical skills by continued clinical practice. The Director of Clinical Education, Clinical Associate, Clinical Instructor or designee will be available in the hospital for supervision and instruction.
   4. Clinical Day: Clinical shifts are generally 6:00A to 6:30P, unless specified otherwise by a clinical affiliate. Some non-hospital rotations operate during non- business hours. These times are defined by the affiliate and the students will be made aware when they are assigned. Students are responsible for reporting to the instructor or designee at the beginning and conclusion of each assigned clinical day. Students are responsible for ‘clocking’ in and out on Trajecsys to the clinical affiliate that they are assigned to for that day. Students are expected to remain for the entire scheduled shift, this includes shift report. Students must inform the responsible supervisor when leaving their assigned area for any reason. Students are not allowed to leave the clinical affiliate premises for breaks. Leaving for a break or leaving early may result in dismissal from the program. If the student must leave early because of a family emergency the student must inform the Director of Clinical Education by calling (239) 432-7356 or (941) 875-2637. Bring study materials to make use of any “down” time when there is no patient or educational activity occurring. DO NOT read clinically unrelated periodicals, newspapers, or ‘web surf’ during clinical time. Take the initiative; if no activity is offered, and use this time to gain clinical proficiency or observe respiratory care related procedures.
   5. Uniform/Dress Code: Students are expected to conform to the clinical dress code. Both professional appearance and safety are important considerations. Inappropriate uniform will result in the student being dismissed from clinic. Upon dismissal the student will be required to meet with the Director of Clinical Education on that day.

The uniform/dress code includes:

1) Identification Tag

2) Florida SouthWestern State College Respiratory Care Scrub (Wine/maroon with embroidered college logo) top with or without a black short sleeve or long sleeve T-shirt (lettering / patterns on the T-shirt must NOT be visible)

3) Black scrub pants (no rubber around the ankles)

4) Black socks

5) Closed toe, black leather walking or athletic shoes, NO MESH SNEAKERS. NO CROCS allowed in clinical

6) Florida SouthWestern State College Respiratory Care white lab jacket with embroidered college logo (optional)

7) Long hair must be tied back

8) Non-dangling earrings

9) No fixtures in visible body piercings except one earring in each ear

10) Acrylic or other nail overlays (artificial nails) are not permitted

11) Nails should be longer than fingers

12) One finger ring only

13) NO visible tattoos (cover with clothing, bandage, or make-up)

* 1. Weather Emergencies: Clinical rotations proceed as scheduled regardless of weather. However, in the event that Florida SouthWestern State College dismisses personnel due to extreme weather or other emergency conditions, clinical rotations are cancelled or dismissed and do not require make up time. To access information regarding weather or emergency events call (239) 489 – 9300. A prolonged period of clinical time lost to adverse weather may be rescheduled at the end of the course.
  2. Accident in Clinical: In case of an accident at the clinical site the student is to report to the hospital’s emergency department for treatment immediately. The Director of Clinical Education must be notified immediately by calling (239) 489-9003 or (239) 850-8876. The Director of Clinical Education will schedule a meeting to complete all required paperwork for the College and student insurance. An itemized bill will be required for the student’s insurance form. Forms are found on Trajecsys and the course Canvas site.
  3. Clinical Occurrence: In case of a clinical incident where a patient is involved the Director of Clinical Education must be notified immediately by calling (239) 489-9003 or (239) 850-8876.
  4. Personal Electronic Devices: NO personal cell phones, pagers, MP-3, or any personal electronic devices are to be used during clinical hours for personal use. Devices may be used for school/education related activities (i.e. clock in/ out, investigating a disease process). If a device is used in such a manner, it **must** be in a non-patient care area and under supervision of clinical associate, instructor or designee. If a student is found using one of these devices during clinical hours for inappropriate or personal use, the following will occur: First offense: 10% deduction from final course average, Second offense: 20% deduction from final course average, Third offense: Failure for the course.
  5. Clinical Training:

1) Rate of Progress: The student will demonstrate the ability to keep up with weekly clinical activities, clinical procedures, case studies, and evaluations as available in the clinical setting.

2) Initiative: The student will actively seek information and evaluation from clinical instructors and clinical associates during structured, as well as non-structured, clinical time.

3) Alertness: The student will be attentive during demonstrations, in-services, and all other clinical services.

**K**. Students are required to complete a new background check and drug screen through Castlebranch by the end of **June 2017**. Failure to complete this by the deadline makes the student ineligible to attend clinic rotations. In the event this is not completed prior to the deadline, students will not be able to attend clinic rotations which will result in unexcused absences and/or lowering of a letter grade for every clinic day missed. Failure to comply with these requirements will prevent the student from continuing in the program.

Students are also responsible for completing all required hospital orientations, paperwork and immunizations prior to starting clinical rotations. In the event the hospital specific requirements are not completed prior to the deadline, students will not be able to attend clinic rotations which will result in unexcused absences and/or the lowering of a letter grade for each clinic day missed.

1. Performance Skills:

1) Reporting pertinent signs and symptoms: The student will demonstrate the ability to recognize, report, and document patient signs and symptoms, as well as document the treatment and patient’s response in a concise and complete manner.

2) Safe and effective use of equipment: The student will correctly set up and apply respiratory equipment to patients, orient patients to the therapy, maintain standard precautions and where indicated isolation precautions, and monitor patients and equipment function.

3) Maintenance of equipment: The student will perform equipment troubleshooting, cleaning, refilling, draining, replacing filters, etc.

Student Interactions:

1) Student/Patient Interaction:

a. The student will consistently display a professional and positive attitude in dealings with patients. The student will:

* Always identify himself/herself to patients.
* Explain the purpose of his/her presence to the patient.
* Display courteous behavior towards the patient.
* Display respect for the patient regardless of race, religion, color, creed, or gender.
* Adhere to the above objectives regardless of the patient’s condition.

b. The student will maintain confidentiality of all patient records and information. The student will:

* Record all information accurately in the patient’s medical record.
* Discuss patient information only with patient in nonpublic areas.
* Display patient anonymity when removing information from the medical record for program related projects.
* Discuss with the patient only information already known to the patient.
* Discuss the patient’s condition only when out of audible range of the patient and/or family and not in public.

c. The student will display respect for the patient’s right to privacy. The student will:

* Arrange clothing and bedding to maintain patient’s modesty.
* Knock on the patient’s door before entering the patient room.
* Perform a physical examination of the patient only when indicated, and with the assistance of a member of the same gender as the patient, when indicated.
* Be familiar with the American Hospital Association’s Patient Bill of Rights.

d. The student will demonstrate concern for the protection of the patient from injury during all procedures. The student will:

* Perform only those procedures in which he/she has been deemed competent by the instructor or designee.
* Adhere to clinic manual and course objectives when performing any procedure.
* Be in accordance with the clinical competencies manual and course objectives and assess the patient’s condition and response to therapy.

2) Student/Clinic Personnel Interaction:

a. The student will consistently display a professional and positive attitude in all dealings with clinic personnel. The student will:

* Identify himself/herself by adhering to the clinical uniform/dress code.
* Display respect for all hospital personnel regardless of race, religion, color, creed, or gender.
* Read and practice all rules, regulations, and procedures that are established for the department to which he/she is assigned.

b. The student will FIRST discuss, with the Director of Clinical Education, any established clinic procedure or any technique observed in the clinic, with which he/she does not agree.

c. The student will demonstrate respect for the clinic by CAREFUL AND RESPONSIBLE USE OF THE CLINIC’S FACILITIES AND EQUIPMENT. The student will:

* Use only equipment with which he/she is familiar.
* Notify instructor of any malfunctioning equipment.

3) Student/Instructor (Preceptor) Interaction:

a. The student will consistently display a professional and positive attitude in all dealings with his/her instructor (preceptor). The student will:

* Work to the best of his/her ability to complete all assignments in a timely manner.
* Use established procedures in mediating any differences between himself/herself and the instructor (preceptor).
* Demonstrate respect for the instructor (preceptor) at all times.

4) Student/Student Interaction:

a. The student will consistently display a professional and positive attitude in all dealings will fellow students. The student will:

* Complete, without the aid of another student, all assignments that he/she is expected to complete alone.
* Perform cooperatively when working assigned areas with other students.

1. **ATTENDANCE POLICY:**

The student will be regular and punctual in attendance for ALL scheduled clinical rotations. If a student finds it unavoidable to be absent or tardy from any assigned clinic rotation, the student **MUST CALL** (NOT e-mail):

1. The facility and Clinical Associate if requested by clinical associate. **AND**

2. The Director of Clinical Education’s voice mail (239) 489-9003 with an explanation prior to the start of the shift.

The student’s final course grade will be reduced by one letter for each “no call, no show.” This may result in a failure of the course and the inability to proceed in the respiratory care program.

*Only excused absences can be made up*. An absence is considered excused if the student or underage family member is ill and the student has called BOTH the facility and the Director of Clinical Education prior to the beginning of the shift. Any excused absence that is not made up by the end of the session results in a drop in the student’s final grade by 10%. It is the responsibility of the student, not the instructor, to initiate and serve any and all make-up time. Unexcused absences result in a drop in one letter grade per offense. Unexcused absences may result in the student’s inability to continue in clinic.

1. **GRADING POLICY:**

93 - 100 = A

85 - 92 = B

75 - 84 = C

68 - 74 = D

Below 68 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

The student grade will be based on the following:

Student Clinical Performance Evaluation (the average of two grades) 1 25%

Clinical Logs (the average of two grades) 2 15%

Physician Interaction - 25 points3 10%

Competency sign-off4 10%

Discussions 10%

Clinical quizzes 10%

Final Examination – Self-Assessment CRT Exam (norm referenced) 20%

TOTAL 100%

1 The clinical performance evaluation grade consists of three aspects; cognitive, psychomotor, and affective skills. This evaluation is completed by the student’s Clinical Associate(s). This form is found on trajecsys.com or see section XIII for a written version of this form. **The student must receive a passing average grade in all three aspects, in order to pass the course.**

2 Daily clinical logs are graded based on content, pertinence to course objectives, grammar and legibility by the student’s Clinical Associate. Clinical Associate will cover their requirements on the first day of clinics.

3 Students need to seek out physician interaction whenever it is possible in order to learn the appropriate physician-therapist rapport. A point system will be used to insure this behavior. The students need to earn 25 points to receive the full 10% allotted towards their final grade. This will be entered into   
Trajecsys under Evaluations and physician interaction. See section XIII for a copy of this form and the grading scale.

4Clinical Competencies-To receive full credit for Clinical Competencies, a student must have at least 9/13 procedures deemed competent in Trajecsys. Any student without 9/13 completed will receive a prorated grade.

1. **REQUIRED COURSE MATERIALS:**

The following materials must be carried to clinical daily:

* 7” electronic tablet with Wi-Fi capabilities (Trajecsys.com)
* Stethoscope
* Watch with second hand
* Small note pad with black ink pen
* Respiratory Notes

1. **RESERVED MATERIALS FOR THE COURSE:**

Check the course Canvas website weekly for announcements, information, and web links.

1. **CLASS SCHEDULE:**

The clinical practicum is held every Thursday and Friday for 12.5 hours. There will be two rotations. The first day of clinical, Thursday, August 25, 2016, is scheduled to be in A-214, start time to be announced. After that all other days will be at the student’s assigned site and the student will report at the individual site’s start time. There will be two evenings in the semester, where the student will be required to attend an outpatient sleep study center. This will be Wednesday and Thursdays evening 7pm-12am, in lieu of Thursday and Friday clinic day.

Rotation 1: Friday, August 24, 2017 through and including Friday, October 6, 2017

Rotation 2: Thursday, October 12, 2017 through and including Friday, December 1, 2017

Final Exam: Friday, December 8, 2017; 9:00A

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

The students shall be evaluated using the Performance Evaluation Form on Trajecsys.com, similar to what is found on pages 8-10 of this syllabus

**XIII.** **Professor Newberry Office Hours:**

Monday 9am-12, 1-4

Tuesday RET 2254 8-4

Wednesday 9-12:00 am, RET 2234 from 1-4

Thursday, Friday by appointment