

Reese Campus

Course Syllabus

COURSE: RSPT 1410.200 Respiratory Care Procedures I
SEMESTER: Fall 2023
CLASS TIMES: Monday/Wednesday 12:30 PM – 1:50 PM
Friday Open Lab: 9am – 3pm
INSTRUCTOR: Kristal Jones, BSRC, RRT, RRT-ACCS
OFFICE: Reese Center, Building 2, Room 223C
OFFICE HOURS: Monday & Wednesday: 9:00 AM – 11:00AM
Tuesday & Thursday: 1:00 PM – 3:00 PM
Friday: By appointment only
Other times by appointment
OFFICE PHONE: 806-716-4624
E-MAIL: kjones@southplainscollege.edu
Facebook: <https://www.facebook.com/SouthPlainsCollegeRespiratoryCare>

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

Introduction to respiratory care fundamentals. This course provides a foundation to essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease.

STUDENT LEARNING OUTCOMES

Utilize data related to patient assessment; utilize respiratory equipment; perform therapeutic procedures including medical gas therapy, humidity and aerosol therapy, lung expansion therapy, bronchial hygiene therapy, and pulse oximetry; recommend modification of therapy, and maintain patient records.

COURSE OBJECTIVES –

1. Describe why patient interviews are necessary, the appropriate interview techniques, and medical terms/symbols. (F1, 2, 5, 6)
2. The student will recognize the four classic vital signs and techniques for their measurement, explain the value of monitoring their trends, recognize normal values, and list common causes of deviation from normal in adults. (F-1, 2, 3, 5, 6, 9, 12, C-5, 6, 7, 18, 19)
3. The student will recognize the four components of the physical exam, describe the correct methods for obtaining physical information, recognize the clinical significance of other bedside clinical findings, identify four basic parts of stethoscope, proper technique for the auscultation of breath sounds using a stethoscope. (F-1, 2, 5, 6, 9, 12, C-5, 6, 7, 18, 19)
4. The student will describe what constitutes a medical record, explain the legal and practical obligations involved in recordkeeping, and explain the method of maintaining a problem-oriented medical record. (F-1, 2, 5, 6, C-6, 7, 8, 9, C-18, 19)
5. Describe production and storage of medical gases and the devices used to control their delivery in the clinical setting. (F1, 3, 8, C19)
 - A. Differentiate between gases and gas mixtures that are used clinically as well as explaining their production methods
 - B. Explain the differences that exist between gaseous and liquid storage methods
 - C. Determine the contents of both compressed gas and liquid cylinders
 - D. Compute the duration of flow for compressed and liquid gas therapy
 - E. Describe proper storage, transport and use of compressed gas cylinders
 - F. Differentiate between gas supply systems

- G. Explain the procedure to follow if a bulk oxygen delivery system fails
 - H. Identify and explain which safety systems apply to various equipment connections
 - I. Select proper devices to regulate gas pressure and control flow and explain the function of each
 - J. Assemble, check for proper function and identify malfunctions in gas delivery equipment
 - K. Correct common malfunctions of gas delivery equipment
6. Determine desired goals of gas therapy, select the proper mode of administration, monitor patient response, and recommend changes in the prescribe therapy (F1, 2, 3, 5, 6, 8, 9, 12, C7, 18, 19, 20)
- A. Differentiate between hypoxia and hypoxemia
 - B. Identify when use of oxygen therapy is appropriate
 - C. Assess the need for oxygen therapy
 - D. Describe the complications associated with oxygen therapy
 - E. Select correct oxygen delivery system appropriate for the respiratory care plan
 - F. Check for proper function, identify and correct malfunctions of oxygen delivery systems
 - G. Evaluate and monitor a patient's response to oxygen therapy
 - H. Modify or recommend modification of oxygen therapy on the basis of patient response
7. Describe the principles of humidity and bland aerosol therapy (F1, 2, 3, 5, 6, 8, 9, 12, C7,18,19,20)
- A. Describe the effect dry gases have on the respiratory tract
 - B. Identify when and how to humidify and warm inspired gases
 - C. Explain the general performance of different humidifiers and feed systems
 - D. Discuss methods to enhance humidifier performance
 - E. Describe how to monitor patients receiving humidity therapy
 - F. Identify and resolve common problems with humidification systems
 - G. Understand when to apply bland aerosol therapy
 - H. Identify and explain how delivery systems for bland aerosol therapy function
 - I. Identify and resolve common problems with aerosol delivery systems
 - J. Explain how to perform sputum induction
 - K. Select or recommend the appropriate therapy to condition a patient's inspired air
8. Explain the principles of aerosol drug therapy (F1, 2, 3, 5, 6, 8, 9, 12, C7, 18, 19, 20)
- A. Describe what characterizes an aerosol
 - B. Describe how particle size, motion and airway characteristics affect aerosol deposition
 - C. Explain how aerosols are generated
 - D. Identify hazards associated with aerosol drug therapy
 - E. Select the best aerosol drug delivery system for a given patient
 - F. Initiate and modify aerosol drug therapy
 - G. Describe the technique used to teach a patient to properly self-administer drug aerosol therapy
 - H. Assess patients' response to bronchodilator therapy at the point of care
 - I. Apply aerosol therapy in certain circumstances
 - J. Protect patient and caregivers from exposure to aerosolized drugs
9. Demonstrate an understanding of the indications, rationale, contraindications, and techniques for bronchial hygiene therapy (F1, 2, 5, 6, 8, 9, 12, C7)
- A. Describe how normal airway clearance mechanisms work and what can impair their function
 - B. Describe diseases associated with abnormal clearance of secretions
 - C. List goals and indications that apply to bronchial hygiene therapy
 - D. Assess the need for bronchial hygiene therapy
 - E. Select and perform various bronchial hygiene techniques including:
 - 1. Postural drainage, percussion and vibration
 - 2. Directed coughing and related expulsion techniques
 - 3. PEP therapy
 - 4. High-frequency oscillation methods
 - 5. Mobilization and exercise
 - F. Monitor and evaluate a patient's response to bronchial hygiene therapy
 - G. Modify bronchial hygiene therapies on the basis of patient response

10. Describe physiologic effects, goals, hazards, and techniques of lung inflation therapy (F1, 2, 3, 5, 6, 8, 9, C7, 18, 19, 20)
- Identify the common types of atelectasis and list their causes
 - Identify patients that would benefit from lung expansion therapy
 - Describe clinical findings seen in atelectasis
 - Explain how lung expansion therapy works
 - List indications, hazards, and complications associated with the various modes of lung expansion therapy
 - Describe the function of the equipment utilized to treat atelectasis
 - List the primary responsibilities of the respiratory care practitioner in planning, implementing, and evaluating lung expansion therapy

EVALUATION METHODS

Comprehensive final examination, unit exams, written assignments, quizzes, lab competencies, and other projects assigned.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of, or access to unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports, and to term papers. A **0** or **F** will be given on any assignment or test that cheating was utilized. Offenders may be liable for being dropped from the course at the discretion of the instructor.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

This course allows students the opportunity to utilize skills learned in lecture & laboratory instruction at appropriate clinic sites.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The Respiratory Care Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeRespiratoryCare>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, and South Plains College announcements and will help with program recruitment. "Liking" the Respiratory Care Program Facebook page is not mandatory, nor is personal Facebook accounts, in order to access this page.

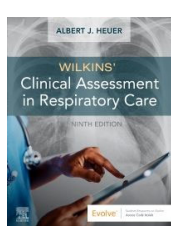
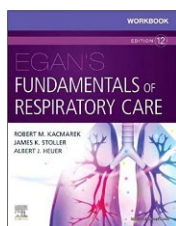
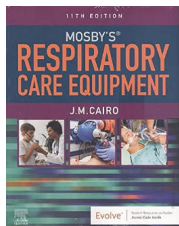
SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Students are required to obtain the following:



Cairo, J.M. *Respiratory Care Equipment*, 11th Ed. (2022). ISBN: 9780323712217

Kacmarek, Robert. *Egan's Fundamentals of Respiratory Care*, 12th Ed. (2020). ISBN# 9780323511124

Huerer, Albert J. *Wilkins' Clinical Assessment in Respiratory Care*, 9th Ed. (2022). ISBN: 9780323323696999

Trajecsys Student License – Bookstore purchase Reese Center

ATTENDANCE POLICY (*READ CAREFULLY*)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

Regular attendance is necessary to successfully meet the course objectives. The student is responsible for all class work covered during absences from class. Students are expected to be in class, on time. A student is tardy if he/she arrives more than 5 minutes after class begins. If a student is tardy to class three times, it will be counted as one absence. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. A student may be administratively withdrawn from the course if he/she has more than **five** absences from class and the instructor determines the student is unable to successfully meet the course objectives. **Work schedule is not** an excuse for missing class.

Students who are tardy are asked to respect their peers and enter the classroom quietly in order not to disrupt the class. Students who are late to a class starting with an examination will not be given additional time to complete the exam.

SKILLS LAB ATTENDANCE

Students will be required to attend 8 skills lab sessions during the semester. These are conducted on Fridays as listed in your course schedule. Distance learning students will be required to attend their Friday sessions at the Center for Allied Health Education in Levelland. Traditional students will be required to attend their Friday sessions in Building 2 at the Reese Campus in Lubbock. Students will be solely responsible for documenting their attendance in Trajecsys for the skills lab. Assignments completed during skills lab will be uploaded into Blackboard for review and competencies completed will be documented in Trajecsys. Failure to meet the required 8 skills lab will be documented as follows: 5 points will be deducted from the student's final grade for every skills lab unattended below the required 8.

ASSIGNMENT POLICY

Students are expected to maintain a reading schedule at home to keep current with classroom discussions.

Late assignments will not be accepted.

LAB COMPETENCIES

1. Students must complete laboratory exercises during lab time, individually or in small groups, as assigned. Laboratory exercises and skills practice allow the student to apply the reading and lecture material to actual performance of skills.
2. Students will be required to successfully complete the following competencies in lab:

Adult Face Mask	Mucous Clearance Adjuncts
Air entrainment mask	Nasal Cannula
Chest Assessment	Partial/non-rebreather mask
Chest Physiotherapy	Peak Flow
Dry Powder inhaler	Pulse Oximetry
Handwashing	Simple mask
Incentive Spirometer	Small volume nebulizer
IPPB (demonstration video)	Transport with oxygen
Metered dose inhaler	Vital Signs

All competencies will be documented in Trajecsys by the clinical instructor/preceptor evaluating the student. The student is not considered proficient in a lab competency until a satisfactory rating has been achieved. The student will be evaluated as:

-Satisfactory (100%)- ready for clinical application with minimal supervision. Performed procedure accurately.

-Unsatisfactory performance - not ready for clinical application. Requires remediation under one of the following categories:

- **Minor – Unsatisfactory (75%):** Needs to review fundamental concepts or requires re-evaluation of minor deficiency(s) (ex. forgets to wash hands during the **Follow-up** stage. Must be re-evaluated on this step not the whole procedure). May re-attempt on the same day.
- **Major – Unsatisfactory (50%):** Requires additional lab practice and complete re-evaluation of the procedure. If the student receives an unsatisfactory rating (major), the student may attempt the competency on another laboratory day when he/she has reviewed the procedure and feels prepared.
- Each competency attempt will be scored (as indicated above). Ex: If a student scores a 75% on the first attempt and then a 100% on second attempt, the score entered into the grade book is 87.5 for that particular competency.
- If a student is unable to successfully complete a competency after 2 attempts, remediation will be required. Please see 'Remediation' below for details.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

PROCTORIO

This course uses a tool called Proctorio. Proctorio is a remote proctoring service software that works within your web browser to confirm student identity and monitor students taking quizzes/exams.

Before Using Proctorio

- In order to use Proctorio, you must have a basic webcam or built-in camera with a microphone enabled on your laptop or desktop computer.
- You must have the Chrome browser on your computer. [Download Chrome](#).
- You must install the [Proctorio Chrome extension \(Links to an external site.\)](#).
- Check the [Proctorio Minimum System Requirements \(Links to an external site.\)](#) to ensure Proctorio will work on your computer.
- You may be required to show a government or school-issued ID if your instructor is requiring Proctorio for any quizzes/exams.

Proctorio FAQs

Q: Can I listen to music while taking the exam?

A: Please refrain from doing so; if there are high noise levels, your exam will be flagged.

Q: Is someone watching me take the test since it is proctored (via Proctorio)?

A: Absolutely not! Although you are being recorded while taking the quiz/exam, the instructor is the only one who has access to your quiz/exam attempt.

Q: What if I have to get up to use restroom during the quiz/exam?

A: Similar to on-site exams, this is highly discouraged! If you MUST leave the room, please send your instructor a message (Remind app or via text) letting them know that your quiz/exam attempt might be "flagged." Please do your best to plan ahead and "go" before beginning the quiz/exam!

Q: Can I take the quiz/exam from any location?

A: **Traditional Students** will be required to complete their exams at the Reese campus unless otherwise notified.

Distance Learners will be required to complete their exams at their sponsored facility in a designated area.

Proctorio Technical Support

(760) 227-7129 - Available 24/7 (This is a phone number just for Coastline students.)

Email: support@proctorio.com

EXAMS

There will be a total of four unit exams. Make-up exams will not be given.

GRADING POLICY

Grades in this course will be determined using the following criteria:

Unit Exams	40%
Unit Assignments/Simulations/Quizzes	10%
Lab Competencies	25%
Comprehensive Final	25%

A = 90 - 100

B = 80 - 89

C = 75 – 79

D= 65-74

F= < 65

In order to successfully complete this course, the student must receive a final grade of 'C' (75%) or better.

CONFERENCES

If at any time a student is not satisfied with their overall performance, he/she is encouraged to schedule an appointment with the DCE/Instructor. Please refer to Respiratory Care Program Student Handbook for more details regarding remediation/tutoring.

REMEDICATION

Please refer to the Respiratory Care Program student handbook for the remediation policy for exams and clinical competencies.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC", REMIND and email systems. Instructor will not initiate communication using private email accounts. Students should regularly check blackboard, Remind app and email systems for specific course assignments/announcements.

If necessary, students may contact me on my personal cell phone between the hours 8:00 am-8:00 pm M-F. If you need to reach me after the hours listed, please send a text message or an email to my SPC email. If you will be absent from class, send a text message or an email to my SPC email.

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

http://www.southplainscollege.edu/human_resources/policy_procedure/ff.php

COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

EMERGENCY

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration and before the census date, students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

SPECIAL REQUIREMENTS

(*Read Carefully-Cell Phone, Pagers, and other Electronic Devices)

Cell phones distract from the learning environment. For this reason, they should be turned off and put away out of view upon entering the classroom. If you must carry a pager or phone to class for emergency purposes, please see me in advance. If you bring a laptop to class, it should not be used for purposes other than taking notes in class.

COURSE DISCLAIMER

In order to better prepare students for a career in Respiratory Care profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course.

Statements for the following items can be found at [Syllabus Statements \(southplainscollege.edu\)](http://southplainscollege.edu)

- **Intellectual Exchange Statement**
- **Disabilities Statement**
- **Non-Discrimination Statement**
- **Title IX Pregnancy Accommodations Statement**
- **CARE (Campus Assessment, Response, and Evaluation) Team**
- **Campus Concealed Carry Statement**

CHANGES and AMENDMENTS TO SYLLABUS

The program director or clinical director reserves the right to make reasonable changes to the syllabus at any time during the semester. If this occurs, the students will be notified and furnished a copy of all applicable changes or amendments.

RSPT 1410.200 Respiratory Care Procedures I - COURSE OUTLINE

Unit 1 Bedside Assessment of the Patient

Reading Assignment: Wilkins – Clinical Assessment in RC Chapter 4 & 5
Kacmarek – Egan’s Fundamentals in RC Chapter 16
Workbook assignment

Competencies: Handwashing, Pulse Oximetry, Vital Signs, Chest Assessment

Exam 1

Unit 2 Medical Gas and Oxygen Therapy

Reading Assignment: Cairo – Respiratory Care Equipment Chapter 3 & 4
Kacmarek – Egan’s Fundamentals in RC Chapter 41 & 42
Workbook assignment

Competencies: Transport with oxygen, Nasal Cannula, Simple Mask, Air Entrainment, Partial/Non-Rebreather

Exam 2

Unit 3 Humidity and Aerosol Therapy

Reading Assignment: Cairo – Respiratory Care Equipment Chapters 6
Kacmarek – Egan’s Fundamentals in RC Chapter 39 & 40
Workbook assignment

Competencies: Adult Face Mask, Small Volume Nebulizer, Metered Dose Inhaler, Dry Powder Inhaler, Peak Flow

Exam 3

Unit 4 Airway Clearance Therapy

Reading Assignment: Cairo – Respiratory Care Equipment Chapter 7
Kacmarek – Egan’s Fundamentals in RC Chapter 44
Workbook assignment

Competencies: Chest Physiotherapy, Mucous Clearance Adjuncts
Exam 4

Unit 5 Lung Expansion Therapy

Reading Assignment: Cairo – Respiratory Care Equipment Chapter 7
Kacmarek – Egan’s Fundamentals in RC Chapter 43
Workbook assignment

Competencies: Incentive Spirometer, IPPB

***Unit 5 content will be assessed on the comprehensive final exam.**

Comprehensive Final Exam

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies



**RESPIRATORY CARE PROGRAM
COURSE AGREEMENT**

I have received a copy of the course syllabus for RSPT 1410-200. I have reviewed the syllabus thoroughly, and understand the course format, course competencies, attendance policy, and examination system. I further understand my responsibilities and rights, as explained by the instructor and listed in the syllabus, and agree to all course requirements as stated in the course syllabus.

Printed Name

Signature

Date