

## Course Syllabus

COURSE:	RSPT 2130-200 Examination Preparation		
SEMESTER:	Spring 2020		
CLASS TIMES:	9:00-9:50 AM Tuesday -Thursday		
INSTRUCTOR:	Ron Edwards BS, RRT		
OFFICE:	Room 520		
OFFICE/ADVISING HOURS	Monday & Wednesday:	2:30 PM - 4:00 PM	
	Tuesday & Thursday:	1:30 PM - 4:00 PM	
	Other Times by Appointment:		
OFFICE PHONE:	(806) 716-4625		
E-MAIL:	<a href="mailto:redwards@southplainscollege.edu">redwards@southplainscollege.edu</a>		
FACEBOOK:	<a href="https://www.facebook.com/SouthPlainsCollegeRespiratoryCare">https://www.facebook.com/SouthPlainsCollegeRespiratoryCare</a>		

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

### GENERAL COURSE INFORMATION

#### COURSE DESCRIPTION

This course is a comprehensive review for respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

#### END-of-COURSE OUTCOMES

The student will be skilled in the technical aspects of successfully completing the computerized Therapist Multiple-Choice examination.

#### COURSE OBJECTIVES AND STUDENT LEARNING OUTCOMES

1. The student will be familiar with NBRC Board Exam matrices and content.
2. Identify the structure of the Therapist Multiple Choice Examination and scoring mechanisms.
3. Identify equipment, theory, indications, contraindications and hazards of oxygen and medical gas therapy (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
4. Identify equipment, theory, indications, contraindications and hazards of humidity and aerosol therapy (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
5. Explain assessment of the cardiopulmonary patient and relate to associated disease states (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
6. Identify equipment, theory, indications, contraindications, and hazards of airway management (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
7. Identify equipment, theory, indications, contraindications, and hazards of special respiratory care procedures (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
8. Identify equipment, theory, indications, contraindications, and hazards of hyperinflation therapy (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
9. Identify equipment, theory, indications, contraindications, and hazards of bronchopulmonary hygiene (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
10. Identify equipment, theory, indications, contraindications, and hazards of hemodynamics and cardiac monitoring (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
11. Identify equipment, theory, indications, contraindications, and hazards of arterial blood gases (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
12. Identify equipment, theory, indications, contraindications, and hazards of ventilator management (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
13. Identify equipment, theory, indications, contraindications, and hazards of all aspects of neonatal and pediatric respiratory care (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)

14. Identify equipment, theory, indications, contraindications, and hazards of respiratory medications (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)
15. Identify equipment, theory, indications, contraindications, and hazards of pulmonary function testing (C5, C6, C7, C18, C19, C20, F1, F2, F3, F5, F6, F8, F9, F12)

### **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 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.

**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.

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.

### **SCANS and FOUNDATION SKILLS**

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

### **VERIFICATION OF WORKPLACE COMPETENCIES – Health Occupations Division**

Capstone Experience. This class utilizes the NBRC Therapist Multiple-Choice SAE as its final examination. The SAE exam scores are established by the NBRC. The recorded scores for each are calculated from the table of the corrected scores under Grading Policy. These exams test the advanced level skills taught during the registry portion of the program, as well as some knowledge that is comprehensive for the entire two years.

## **SPECIFIC COURSE INFORMATION**

### **TEXT AND MATERIALS**

Students are required to obtain the following:

1. Gary Persing. Respiratory Care Exam Review. 5<sup>th</sup> ed., (2020).
2. NBRC Detailed Content Outline for Therapist Multiple-Choice Examination

### **EVALUATION METHODS**

1. Unit Examinations
2. Assignments
3. Class Participation
4. Final Examination

### **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.

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.

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. The exam will be finished when the last on-time student has completed or when the allowed time for exam has ended.

### **ASSIGNMENT POLICY**

Students are expected to maintain a reading schedule at home to keep current with classroom discussions. Late assignments will not be accepted.

- 1. In order to practice for the written Advanced-Level exam, the student will complete 3 TMC-like practice exams on RT Board Review. Exams must be completed and submitted online no later than 4/17/20.**

### **CLASS PARTICIPATION**

Students will receive a daily grade for class participation. Students will be able to drop one of their lowest class participation grades. The participation is determined by: Attendance, RT Board Review Assignments, and Attendance of Persing Review Workshop. Students must email me what areas he/she needs review on for each unit at least 2 days prior to starting a new unit. This will be part of your class participation grade. We will not have time to cover every area that students are weak on. Students will be expected to review/study topics outside of class. Students are encouraged to schedule an appointment with me to review any areas he/she is having difficulty with. A class calendar will be posted on Blackboard.

### **UNIT EXAMS**

In order to prepare you for board exams, all unit exams will be timed. No calculators may be used on any exams in this class.

### **FINAL EXAMINATION**

The NBRC Therapist Multiple-Choice -SAE (Self-Assessment Examination) will be purchased from Applied Measurement Professionals from fees the students paid to SPC during registration this semester. The NBRC self-assessment examinations will be administered under conditions similar to actual testing conditions. No calculator may be used on

final exam. The testing date is **Wednesday April 29<sup>th</sup> in Building 8 computer lab from 9:00 AM to 12:00 PM**. If the student does not pass the SAE (adjusted score of 75% or higher), he/she will be given another opportunity to take this examination at his/her own expense. The testing date and time for the 2nd Multiple-Choice SAE will be posted on Blackboard.

The following is the guideline for the adjusted score:

**Multiple-Choice SAE: MUST PASS with a 75% (adjusted score)**

Raw score	Adjusted score
90-100	100%
70-89	90%
61-69	83%
55-60	75%
<55	Actual raw score

**GRADING POLICY** - Grades in this course will be determined using the following criteria:

Unit Exams	49%	
Class Participation	9%	
<b>Assignment</b> : TMC-like practice exams (3)	12%	<b>(the highest of the three exams will be recorded)</b>
Final Examination	30%	

- A = 90 - 100
- B = 80 - 89
- C = 75 - 79
- F = < 75

Students will be allowed to drop their lowest unit exam grade. Make-up exams will not be given.

**Successful completion of this course requires:**

1. A final grade of 'C' (75%) or better
2. Successful completion (adjusted score of 75% or greater) of the Therapist Multiple-Choice SAE.

**If after two attempts, the student does not successfully complete (adjusted score of 75% or greater) the Therapist Multiple-Choice-SAE, he/she will be give an incomplete in this course.**

### **REMEDIATION**

If a student fails an exam that is accounted for in the grading system (non-dropped exams), the student will be required to make an appointment with the Respiratory Care faculty within one week of the exam in order to develop a written plan to gain better understanding of the material covered on the exam. This plan will designate responsibilities of all involved parties and may include but not limited to: review of exam topics, written discussion of topics, and oral discussion of topics.

Please refer to the 2018-2019 Respiratory Care Program student handbook (pg 15-16) for the remediation policy for lab competencies.

## **COMMUNICATION POLICY**

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

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, 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.

If necessary, students may contact me on my personal cell phone between the hours 8:00 am-7:30 pm M-F. On the weekends/holidays, please do not contact me before 10:00 am and after 6:00 pm. If you need to reach me after the hours listed, please send an email to my SPC email.

## **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.

## **CLASSROOM ETIQUETTE**

Talking incessantly with your neighbor during lectures is not acceptable behavior. If you repeatedly talk in class, I will ask you to leave the room. Please do not leave once class begins to get a snack, get a drink, or any other activity.

## **CHANGES and AMENDMENTS TO SYLLABUS**

The program director or clinical coordinator 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.

## **STUDENT CONDUCT**

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide.

## COURSE OUTLINE

<b>Unit 1</b> Test Taking Skills Cover Matrix and guidelines for exam	<b>Lecture:</b> 1/16	<b>Mock Exam</b> <b>TBA</b>
<b>Unit 2</b> Oxygen and Medical Gas therapy/Humidity and Aerosol/Management of airway Reading Assignment: Persing, Chapters 1, 2, and 4	<b>Lecture:</b> 1/21, 1/23	<b>Exam 1:</b> 1/28
<b>Unit 3</b> Assessment of the Cardiopulmonary patient Reading Assignment: Persing, Chapter 3	<b>Lecture:</b> 1/30, 2/4	<b>Exam 2:</b> 2/6
<b>Unit 4</b> Hyperinflation Therapy/Bronchopulmonary Hygiene Techniques Reading Assignment: Persing, Chapters 7 and 8	<b>Lecture:</b> 2/11, 2/13	<b>Exam 3:</b> 2/18
<b>Unit 5</b> Disorders of the Respiratory System /Respiratory Medications Reading Assignment: Persing, Chapters 12 and 14	<b>Lecture:</b> 2/20, 2/25	<b>Exam 4:</b> 2/27
<b>Unit 6</b> ABG Interpretation/Ventilator Management Reading Assignment: Persing, Chapters 10 and 11	<b>Lecture:</b> 3/3, 3/5, 3/17, 3/19	<b>Exam 5:</b> 3/24
<b>Unit 7</b> Neonatal and Pediatric Respiratory Care Reading Assignment: Persing, Chapter 13	<b>Lecture:</b> 3/26, 3/31	<b>Exam 6:</b> 4/2
<b>Unit 8</b> Pulmonary Function Testing/Cardiac Monitoring Reading Assignment: Persing, Chapters 9 and 16	<b>Lecture:</b> 4/7, 4/9	<b>Exam 7:</b> 4/14
<b>Unit 9</b> Course Review	<b>Lecture:</b> 4/16, 4/21 <b>Assignment:</b> 3 TMC Like Exams RT Board Review Due 4/17/2020	<b>Exam:</b> 4/23
Persing Exam Review course ( <b>Mandatory</b> )	<b>4/24, 4/25</b>	<b>Bldg. 5</b> <b>Times: TBA</b>
<b>4/28</b> Open Review for any other areas needed		
<b>4/29</b> Final Exam NBRC WRRT-SAE		<b>9a-Noon</b> <b>Computer lab</b> <b>bldg. 8</b>

Schedule is subject to change as circumstances warrant

## ACCOMMODATIONS

### DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about

ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **PREGNANCY ACCOMMODATIONS STATEMENT**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chrystal Gilster, Director of Health and Wellness at 806-716-2362 or email, [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu)

### **DISABILITIES STATEMENT**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

### **NON-DISCRIMINATION STATEMENT**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **CAMPUS CARRY**

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## **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.

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**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**  
**Course Agreement**  
**RSPT 2130-200**  
**SPRING 2020**

I have received a copy of the course syllabus for RSPT 2130-200. I have reviewed the syllabus, and understand the course format, 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.

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_