



Walters State Community College Course Syllabus

Course Information

Course Number and Name: RESP 1211 Clinical Lab Practice - 1

Section ID: 81335.202380

Semester and Year: Fall 2023

Credit Hours: 2

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: CON - Conventional Methodology

Catalog Course Description: Clinical Laboratory Practice – 1 provides hands on practice with peer partners and computer simulation programs to become competent in basic patient care modalities including: patient assessment, charting, oxygen therapy; aerosol and humidity therapy; delivery of medications to the airways.

Meeting Details: MT; 01:00PM - 04:00PM; GRNV 249 & R; 12:30PM - 03:30PM; GRNV 276

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Olivia Livesay, BS, RRT

Role: Instructor

Office Location: WSGC 290

Office Hours: Monday & Tuesday 3p-4p

Office Phone: 423-798-7941

Email: Olivia.Livesay@ws.edu

Supervisor Name: Sara Smith

Supervisor Phone: 423-798-7964

Secretary Name: Dawn Woodley

Secretary Phone: 423-798-8187

Name: Sara Smith, MHA, RRT

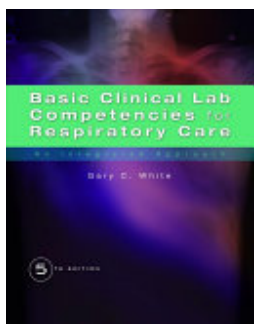
Role: Program Director, Associate Professor

Office Location: WSGC 288
Office Hours: Monday & Tuesday 3p-4p
Office Phone: 423-798-7964
Email: Sara.Smith@ws.edu
Supervisor Name: Sheila Williams
Supervisor Phone: 423-585-6983

Name: Jennifer Thompson, BS, RRT
Role: Director of Clinical Education, Instructor
Office Location: WSGC 292
Office Hours: Wednesday & Thursday 2:30pm - 4:30pm
Office Phone: 423-798-7965
Email: Jennifer.Thompson@ws.edu
Supervisor Name: Sara Smith
Supervisor Phone: 423-798-7964

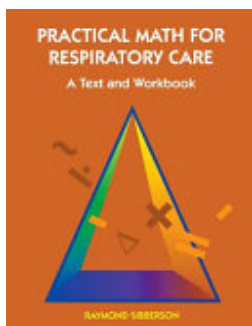
Name: Chasity Cooley, BS, RRT
Role: Adjunct Faculty
Office Location: Niswonger Room 292
Office Hours: N/A
Office Phone: 423-798-7965
Email: Chasity.Griffin@ws.edu
Supervisor Name: Sara Smith, MHA, RRT
Supervisor Phone: 423-798-7964
Secretary Name: Dawn Woodley
Secretary Phone: 423-798-8187

Required Textbook(s) and Materials



Basic Clinical Lab Competencies for Respiratory Care: An Integrated Approach
ISBN: 9781435453654
Authors: Gary C. White
Publisher: Cengage Learning
Publication Date: 2012-01-15

Practical Math for Respiratory Care



ISBN: 9780815180012

Authors: Raymond Sibberson

Publication Date: 1996-01-01

Supplemental or Optional Materials

White, Equipment Theory for Respiratory Care, 5th Edition, Cengage Learning, 2015

Student Learning Outcomes/Objectives

- Obtain skill competency in a full patient assessment
- Assemble and troubleshoot oxygen and aerosol therapy devices.
- Proper procedures in administering aerosolized medications.

Instructional Approach and Methods

Lecture, discussion, reading assignments, demonstrations, role play, audiovisuals, CAI programs, use of appropriate web resources, laboratory exercises and individual projects.

Methods of Evaluation

Evaluations in the course will be through written examination and laboratory competency measurements. All assignments, CAI programs and laboratory exercises must be completed by
November 27, 2023

Assessment, Evaluation and Testing Procedures

- **Journals** are designed to assist you in more effectively using communication skills in the medical environment. The completion date for journals will be given in class. Journals must be submitted via **eLearn** drop box by 11:59 pm eastern time the evening of the assignment date. Journals received beyond the drop time will not receive any points. It is the student's responsibility to insure that the assignment is submitted by the due date and time. Assignments are due regardless of a student's absence or illness. A student should make all reasonable efforts to ensure the assignment is turned in at the proper time. There is no penalty for turning an assignment in early. Assignments are evaluated for content, clarity, neatness and presentation.
- **Clinical Final** - The student will sit for a comprehensive, clinical examination, which will examine their knowledge in all areas of respiratory care practice **on Thursday November 30, 2023**. Time will be determined later. The examination will be multiple-choice and short-answer.

Grading Scale

The course grade will be determined as follows:

Performance Evaluations = 720 points
 Student Skills Notebook = 35 points
 Lab Assignments/Quizzes = 145 points
 Clinical Final 50 points
 Affective Grade Criteria = 50 points
 Total 1000 points

A	920 - 1000 points
B	830 - 919 points
C	750 - 829 points
D	690 - 749 points

F	689 points or below
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PASSING CRITERIA: Obtain 80% or better on the procedure. Critical steps are those that could result in patient harm and will receive a score of "0". 2 or more critical errors will necessitate repetition of the PE. Procedure must be performed within designated time or the performance receives a failing grade.

A "C" or better is required to pass the course.

Assignments

Laboratory Assignments

There will be several laboratory assignments that are designed to assist in the understanding and practice of psychomotor skills required within the course. Students will receive a lab assignment and be given a due date for the assignment. It is required that each student complete the assignment on their own. There is to be no "group" completion of the any project unless directed by the instructor. The assignment can be completed as the student practices the skills in the lab. The completion date for each assignment will be given in class. The assignment will be due the morning of the assigned date before class begins. There will be a deduction of ½ the point value for the assignment for each day late.

Course and Class Policies/Procedures

Affective Grade Criteria

The affective grade is determined by evaluating the student's performance in the following areas:

Attendance and punctuality.

1. Includes beginning of class period, return from breaks and staying until class completion.
 - A student that is Tardy for class may not enter the classroom until break time. The student must sit in the laboratory where they can still hear lecture but are not a disturbance to the instructor or fellow classmates.
2. Informed class participation. Criteria includes:

* 1 or 2 relevant involvements per class

- Evidence of prior preparation
- Active listening to other class members
- The accuracy of statements made
- The logic of arguments or discussion
- The cognitive level of questions or discussion

3. Willingness to listen to opinions and views that differ from one's own.

4. Willingness to change views or consider other views when one's own have been found faulty.

5. Unambiguous and goal-directed verbal and written communication skills, using appropriate medical terminology.

6. Honesty, professional ethics and integrity.

7. Interpersonal skills including respect for others, personal rapport, courtesy, cooperativeness, positive response to constructive criticism, initiative and motivation.

Academic Integrity.

Consistent with the Policies and Procedures of Conduct of Walter's State Community College, unacceptable behavior includes but is not necessarily limited to the following:

Failure to comply with directions of respiratory faculty or other college officials acting in the performance of their duties.

1. Disorderly, lewd, indecent, obscene conduct or expressions, or any other disruptive conduct.
2. Cheating on an examination.
3. Writing notes or recording in any manner during examination review sessions.
4. Retaining a test or any test-related materials (including previous class examination reference sheets) or copying examination questions.
5. Sharing or discussing examination questions with anyone other than with the involved instructor or those who took the same test.
6. Taking notes into the testing room or any test area. Plagiarizing – to use words or ideas of another without crediting the course whether these are purchased, borrowed or otherwise obtained. This includes copying from a book, journal or another student.
7. Submitting work previously presented in another course.
8. Willingly collaborating with another student in any of the above actions which results in work being submitted that is not the author's own and original work.

Violation of accepted standards of integrity may lead to sanction up to and including suspension or dismissal from the College.

Attendance

Students should attend the first day of class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. **Attendance will be taken at the beginning and end of the class period.** Attendance and punctuality includes the beginning of the period, return from breaks and staying until class completion. Attendance grading is reflected in the Affective Grade Criteria.

- A student that is **Tardy** for class may not enter the classroom until break time. The student must sit in the laboratory where they can still hear lecture but are not a disturbance to the instructor or fellow classmates.
- Students are required to be present at each class, laboratory and clinical meeting. The student will be held responsible for making up missed work due to absences. **Any missed laboratory session must be made up.**
- The student has the responsibility to inform the course instructor of an absence on a skill check-off day at least 30 minutes prior to the beginning of the class. Failure to inform the instructor will result in the following: the make-up check-off may be at any time determined by the instructor; the final course grade will be lowered by 2%.
- The program reserves the right to schedule classes outside of the regular college schedule with sufficient notification.

NOTE: All laboratory and clinical check-offs must be completed within the assigned time period.

Since many of the skills build on previous knowledge, failure to complete a check-off satisfactorily within the time limit may result in dismissal from the program. A sign up sheet will be placed on the bulletin board with specific times available. Each student must pick a time slot and should be prepared to complete the skill satisfactorily at that time.

Online/Web-Enhanced Course Supplementary Information

It is the student's responsibility to check the course Web site on elearn: <http://elearn.ws.edu>

Additional Course Requirements/Details/Information

Skill Check-Offs

During the semester, you will be required to perform certain skills demonstrating your competency in a particular therapeutic area. The skill's theoretical background will be presented and tested during the lecture portion of the course. You will then receive a demonstration by the faculty where you will see the skill expectations for each skill. Skill check-off deadlines will be announced after the demonstration in class and a sign-up list will be posted by the course instructor. You should then practice the skill numerous times in order to be sure that each step is performed properly. You will then have a peer monitor you completing the entire skill. They will then complete the peer check-off portion of the skill sheet and in the process give you feedback regarding your performance. If you have completed the skill satisfactorily, you may then approach a faculty to check you off in the laboratory. In no instance will a faculty member check you off without a complete peer check-off prior to the faculty check-off. The faculty member will video tape your performance, review the tape and present your grade to you when review is complete. Failure to complete the skill satisfactorily will require remediation and re-evaluation by the other course instructor with the initial grade used in final grade computation. Failure to complete the check-off within the time limit assigned will result in a point value of zero for that check-off regardless of the actual skill performance.

Failure to complete a check-off satisfactorily may result in the student being dismissed from the program. All skills must be practiced and signed off by a peer PRIOR to an instructor evaluation. **A student can only repeat two (2) check-offs during a semester and pass the course. Failure to complete a check-off satisfactorily may result in the student being dismissed from the program**

Each student will maintain a notebook of the required Skills Check-off forms. The student must be prepared to show the notebook to a program faculty member at any time during the semester; the notebook should be maintained up-to-date. The faculty may request the student to demonstrate any skill that has been checked off by the student's practice partner. Should a return demonstration not be performed correctly, the faculty member may require the student who checked off the student to complete a return demonstration also.

The completed skills check-off forms will be submitted when the skills performance evaluation is performed. Failure to have a completed notebook at that time may result in failure for RESP 1211.

Respiratory Care Skill Performance Evaluation Guidelines

RESP 1211

1. The student will have ample time to practice skills with and/or without assistance from the program faculty before the skills evaluation date(s). The student can attend any open lab sessions as posted.
2. The student will select and sign up for an available time slot from the schedule which will be posted for each evaluation. The student will sign up for only one day and one time.
3. The student will perform the skills and meet the competency criteria listed on the skills performance check-off.
4. The student will have the time listed on the skill check-off form to actually perform the skill. The student will be given five (5) minutes prior to beginning the skill to review the critical points of the skill to be performed. The skills check-off form and text may be brought to the testing area for review of critical points during the designated five minutes. All necessary equipment for the performance of the skill will be gathered after reviewing the critical steps.
Critical steps are marked with an asterisk on the skill check-off form. They are defined by:
 - a. It is absolutely necessary for safe performance of the skill.
 - b. Its absence makes the performance unsafe or ineffective.
5. A mistake or error in performance of the skill may be corrected if:
 - a. The student recognizes and describes the error without prompting or cues.
 - b. The subsequent action is appropriate.
6. During the skills testing, the faculty will videotape the skill performance. The faculty member and student will discuss and acknowledge the following rules:
 - a. The student will ensure that the evaluator sees and hears all points that are being demonstrated or verbalized.
 - b. The faculty member will not interrupt or prompt the student at any time during the performance of the skill.
 - c. When the skill is completed, the evaluator may ask if the student wishes to add or delete any steps of the procedure demonstrated.
 - d. The student must demonstrate that he/she has performed the selected skill satisfactorily.

7. The student will straighten the area, clean, and return all equipment to its original place leaving the area ready for the next student.
8. The student will be informed after the grading period of the grade received. The student will also be informed of the deficient areas in the performance of the skill. The performance evaluation is a testing situation and is not an appropriate time or place to discuss the grade. If the student wishes to discuss the grade, the student must make an appointment with the faculty member for a later date.
9. If a failing grade is given for the first performance, the student will sign up for a second attempt to pass the skills evaluation. During the second attempt, the student will repeat the skill that was performed at the first testing. A different faculty member will evaluate the skill during the second attempt. The second attempt will also be videotaped. A passing grade must be attained on the second attempt in order to pass the skills evaluation however the grade on the first attempt will be used for total grade calculation.
10. If the second attempt is unsuccessful, the student may not continue in the RESP courses.

Academic Program Standards/Policies/Accreditation Information

Pre-requisites/ Co-requisites

Corequisites: RESP 1410, 1412, and 1225

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State

Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.waltersstate.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.waltersstate.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://www.waltersstate.edu/helpdesk)
[helpdesk.ws.edu](https://www.waltersstate.edu/helpdesk)

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://catalog.ws.edu/)
catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](https://ws.edu/admissions/registration/)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County

Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://ws.edu/set/)
ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)

Program Specific Policies

The students should refer to the Respiratory Care Student Handbook for further policies.

Disclaimer: The schedule, policies, procedures, and assignments in the course are subject to change in the event of extenuating circumstances, and/or ensure better student learning.