

- f. Review chest x-ray to assure proper placement of central venous and/or pulmonary artery catheters.
 - g. Demonstrate arterial line therapy to include insertion, sampling, and maintenance.
3. Apply concepts related to special procedures.
- a. Explain special procedures as described by the National Board for Respiratory Care matrix.
 - b. Recommend diagnostic procedures to obtain additional data.
 - c. Evaluate additional pertinent clinical information.
 - d. Assist the physician performing special procedures.
 - e. Describe moderate conscious sedation.
 - f. Describe assembly, initiation, monitoring, and troubleshooting of chest tube drainage systems.
4. Apply concepts related to advance cardiac life support.
- a. Recognize basic arrhythmias.
 - b. Recognize stable vs. unstable arrhythmias.
 - c. Demonstrate operation of defibrillation equipment, including synchronized cardioversion.
 - e. Demonstrate emergency airway care procedures, including LMA and Combitube insertion, maintenance, and troubleshooting.

School Attendance:

Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements.

Excessive absences may result in loss of credit for the course concerned as well as loss of grant refunds and/or financial aid eligibility.

The nature of the educational programs at Coahoma Community College is such that it is necessary for every student to attend class regularly. Instructors will keep accurate class records, and those records will become part of the student's official record.

NOTE: In the event of inclement weather, the President may cancel classes. Students are advised to listen to the campus based alert system, TV, or radio for an announcement. Absence without an official closure is treated as an unexcused absence unless there is a danger for the student to drive.

Respiratory Care Attendance:

The student is expected to attend class 100% of the time. In case of an unavoidable absence, the student is required to submit in writing the requested absence.

Emergency absence will be handled as follows: Telephone notification must be made to the Instructor one hour prior to the scheduled class time. The student must speak directly to the Instructor, Program Director, Clinical Director, or secretary. **Leaving messages is not sufficient notification. Failure to follow these instructions will result in immediate disciplinary action according to school and program policy.**

TARDIES:

A tardy is considered arriving at any time past the designated class time. Proper notification must be made (see attendance policy). If the student is tardy without proper notification, they may be refused entry into class resulting in the student counted absent.

ALL ABSENCES AND TARDIES will result in a grade reduction as follows:

- Three (3) tardies equals 1 absence. Three (3) occurrences of leaving class before the class period is completed equals one (1) absence.
- Greater than 3 absences will result in the student being dropped from the class.

Absence from Class for School Sanctioned Activities

Students who are absent from class due to participation in an officially sanctioned school activity must present notice of the event to the instructor (at least one week prior is desirable) and request advance assignments. If the student is passing the course, the request for make-up will be honored. If missing the class will endanger the student's academic success, the instructor will notify the activity sponsor; the sponsor and the instructor will determine a decision regarding the student's participation in the activity. In general, the decision will reflect the philosophy that students attend college for educational purposes, and participation in activities outside the classroom is recognized as a lower priority.

Canvas

Students are responsible for checking announcements and course postings on the Canvas course sites daily.

Make-up Policy:

There are no make-up examinations. Depending on the number of tests, up to 2 grades may be dropped at the end of the semester. With the approval of the Program Director and/or Vice President for Health Sciences, with a valid, written explanation of absence, the Final Exam can be made-up within 5 days of the date the exam is given.

Students are responsible for any information taught during their absence so they should check with classmates to read or borrow class notes, and make a copy of any handouts. The student should also make an appointment to see the instructor for clarifications, questions, etc. **Any missed material will not be re-taught by the instructor.**

Cheating Policy/Plagiarism/Misconduct:

Cheating, Plagiarism, Academic Misconduct, Unprofessional/Unethical as well as Illegal Conduct will not be tolerated. All offenders will be referred to the Vice President for Health Sciences for disciplinary action. Repeated offenses will result in expulsion from the program. Cheating, Plagiarism and Academic Misconduct, includes, but is not limited to, the following:

1. Copying from another student's test paper
2. Using the course textbook or other materials such as a notebook normally brought to a class meeting but not authorized for use during a test by the person giving the test. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use
3. Attempting to commit, or to be an accessory to the commission of, an offense listed above
4. Collaborating during a test with any other person by giving or receiving information without authority

5. Using specially prepared materials, e.g., notes, formula lists, notes written on the student's body or clothing, during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use
6. Stealing, buying or otherwise obtaining, all or part of an un-administered test, including answers to an un-administered test
7. Possession/distribution of all or part of an un-administered test
8. Submitting as one's own, in fulfillment of academic requirements, any theme, report, workbook assignment, term paper, essay, other written work, drawing, or other scholastic work prepared totally or in part by another
9. Selling, giving or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, workbook assignment, term paper, or other work
10. Plagiarizing is the unacknowledged inclusion, in work submitted for credit, of someone else's words, ideas, work or data

Electronic Devices in Class:

The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities.

Audio and video recordings of lecture and lab classes are prohibited.

Students whose electrical devices disrupt class may be asked to leave class, marked absent and will not be permitted to return for the session. If the electrical device disrupts an exam or quiz, the student will receive a score of zero ("0") for the exam or quiz.

Non-Discrimination/Disability Policy:

Coahoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The institution has designated a Section 504/ADA/Title IX Coordinator. To address inquiries regarding the non-discrimination policies, please contact the Office of Academic Affairs for more information at 662-621-4127.

Instructional Techniques:

- Classroom Lecture
- Demonstration
- Laboratory Practice
- Canvas
- Assignments

Method(s) of Evaluation:

The student's nine-week average will come from quizzes, assignments, discussion board, and class room participation. The final average will be assigned a letter grade according to the grading scale listed below:

Quizzes/Assignments//Test	80%
Professional Characteristics*	10%
Final Examination (comprehensive)	10%

*Professional Characteristics includes Attendance, Dress (See Dress Code in Student Program Manual) and classroom participation.

Grading Scale/System:

In the Respiratory Care Program the grading system is:

A - Excellent 94 - 100

B - Good 87 - 93

C - Average 80 - 86

F - Failure 79 and below

NOTE: Students must have a final grade of 80 in each subject in order to progress in the Respiratory Care Program.

Points to pay particular attention to:

I do not offer ANY make-up work. Your exams and quizzes (tests) are when they are – not early nor later.

If you miss a quiz/exam/test due to: ANY REASON ... you miss the quiz and do not have the right to take it at a later date

No EXTRA CREDIT is available and after reading this, you will not ask if there is any extra credit available.

If you chat in class, I may do any of the following: wait until you are quiet (which will not impact the material we will be scheduled to discuss that class – the student will be responsible for any part we do not cover); request you leave the class and mark you absent. If you are habitually chatting in class, you may be asked to refrain from attending class.

The Respiratory Care Technology faculty expects honest behavior from students in relation to written examinations, papers, or any other assignment. The faculty considers sharing testing instruments, past or present, as a violation of academic honesty. Every student and faculty member has the responsibility to promote the highest standards of honesty.

Each student in the classroom is on the honor system and is responsible for his/her own actions, as well as others. Any student aware of another student cheating must inform the instructor within twenty four (24) hours.

This outline is intended as a guideline for the course. The university/college/institution and the instructor reserve the right to make modifications in content, schedule, and requirements as necessary to enhance each student's educational experience and student learning outcomes.

