



Course Syllabus: Therapeutic Procedures and Equipment
Robert D. & Carol Gunn College of Health Sciences and Human Services
RESP 3512 Section 101, 11A, 11B, 11C, 11D
Fall 2025 August 25- December 12

Contact Information

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Additional Course Instructors

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Course Description

Combined lecture and laboratory class focusing on secretion removal, hyperinflation and an introduction to ventilatory support. Emphasis is placed on correct set-up and application of equipment and procedures. Topics include humidity and aerosol therapy, cough techniques, incentive spirometry bedside pulmonary function testing, percussion and postural drainage, IPPB, manual resuscitation, arterial punctures and venous access.

Course Objectives

1. Students will perform successfully the techniques of aerosolized medication set-up and delivery.
2. Students can explain and successfully demonstrate hyperinflation therapy techniques to include: PEP devices, incentive spirometry, and intermittent positive pressure breathing
3. The respiratory care student will properly perform the manual and mechanical techniques relating to bronchial hygiene therapy. The techniques of chest physiotherapy, flutter devices and assisted cough will be performed.
4. The student will set-up and perform airway clearance techniques using a variety of suction catheters.

5. Students will set-up equipment and successfully orally intubate an airway manikin.
6. The respiratory care student will demonstrate the techniques of airway care to include: tracheostomy care, tracheostomy change-out, endotracheal tube stabilization and maintenance.
7. Students will be proficient in identifying normal and abnormal features relating to a chest radiograph.
8. Students can obtain a clear and readable 12 lead electrocardiograph tracing in the lab on a volunteer patient.
9. The respiratory care student can perform the proper steps and obtain arterial specimens from arterial lines and practice arms.
10. Students can explain basic concepts relating to positive pressure ventilation and demonstrate competence in the application of a non-invasive mechanical ventilator.

Textbook & Instructional Materials

White, G.C. (2013). Basic Clinical Lab Competencies for Respiratory Care. 5th Edition. Delmar. ISBN 978-1-4354-5365-4

18 month Subscription to Classmate Learning Resources – Place your order by:

- Accessing URL: <https://www.classmateLR.com/purchase>
 - 12-Month Student License (standard)- \$99.99
 - 18-Month Student License (extended)- \$149.99
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Additional material will be provided via D2L.

Weekly Meeting Pattern

Wednesday: 1:50-2:30 Lecture CE 250
 2:40-5:00 Laboratory CE 250

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. The Respiratory Care Student Conduct/Guidelines in Clinical Skills Laboratory as stated in the handbook will be enforced.

AI-Powered Writing Assistance

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

Attendance

Class attendance and participation is essential. Daily attendance records will be kept. Attendance is strongly encouraged. Each missed lab will result in a 20 % reduction in the lab attendance grade. Make-up for any time that is missed from lab is the responsibility of the student, not the faculty. Prior absence approval may be granted as deemed necessary by the professor.

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Learning Resources

Laboratory Equipment- Each student will be supplied with laboratory equipment that will be used for instruction and performing therapy. The equipment includes items such as mouthpieces, filters, small volume nebulizers, and additional items. You will need these items to practice with and to perform therapy on fellow students (you will use the actual student's equipment when performing therapy). This equipment will be used in all of your laboratory courses. Everyone is responsible for cleaning and storage of their equipment. You will need a hand calculator, stethoscope and watch with a second hand.

Audio/Video- Additional audio and video resources will be provided throughout the semester via D2L.

Laboratory Practice Standards

Each student is expected to review the Clinical Skills Laboratory Practice Standards in D2L. Please adhere to the standards as they are important and consistent with the student transitioning to a professional Respiratory Therapist.

Grading

Course Grade - Graded assignments with their percentage of total grade. A minimum grade of 75 (C) is required in all respiratory courses. Failure to attain a minimum grade of C will prevent the student from progressing in the program.

Table 1: Grading Scale for final grade.

Grade	Percentage
A	90 to 100%
B	80 to 89%
C	75 to 79%
D	60 to 74%
F	Less than 60%

Table 2: Percentages allocated to each assignment

Assignments	Percentage	
Attendance	5%	
Quizzes	15%	
Classmates Simulations	10%	
Scrub Check Off	5%	Must Successfully Demonstrate Competency to attend Clinic
Lab Check Off 1	15%	Must Successfully Demonstrate Competency to attend Clinic
Lab Check Off 2	15%	Must Successfully Demonstrate Competency to attend Clinic
Lab Check Off 3	15%	Must Successfully Demonstrate Competency to attend Clinic
Cumulative Final Laboratory Check Off	20%	Must Successfully Demonstrate Competency to attend Clinic
Total	100%	

Missed Check Offs, Quizzes, or Other Graded Item Policy

Anything not completed and handed in on time will be subjected to a 15% per day penalty (weekends included). No exceptions!! **There are no make-ups for quizzes.**

Quizzes

There will be approximately 4 quizzes. They will be taken from the reading material in the laboratory manual and information covered in Basic Therapeutics. They will be given from 1:50–2:05 only. Remember that there will be no make-up quizzes.

Classmates Simulations

Classmate is a special program designed to help students build strong clinical skills using online Clinical Simulations and other learning tools. Classmate will also track and report the progress of each student as well as the entire class.

Classmates allows you to practice applying the concepts taught in class and lab by exposure to clinical problems improving your ability to think on your feet. These exercises will build critical-thinking and problem-solving skills. Classmate simulation scenarios will be assigned throughout the semester as needed to reinforce concepts introduced in the classroom and lab. You will be provided several practice simulations and **four** simulations will be assigned as a testing scenario and will be worth 10% of your grade.

Semester and Final Lab Check Offs (Competencies)

For all of the content/chapters covered in the text you will be required to perform and demonstrate competency for each of the skills taught, described, and practiced in class. The student will have multiple opportunities to solidify the skills taught as competencies will be practiced in lab with an instructor before the student will be signed off on the competency during formal competency assessment day. Students are highly encouraged to practice, practice, and practice! Success at being checked-off is directly proportional to your comfort at doing a specific task---practice makes perfect.

- a. All assigned competencies must be successfully completed by the student in order to complete the course.
- b. The recorded grade for each check-off will be what the student achieves on the **initial** attempt.
- c. If a student does not pass a check off with 75% or greater, they must attend remediation and demonstrate competency in order to move on to the next concept in the course. Placement of clinical practice will be at the discretion of the faculty. A maximum of 3 attempts to demonstrate competency will be enforced.
- d. Failure to successfully demonstrate competency on all check offs, will result in failure of the clinical skills laboratory course, preventing the student from progressing in the program.

Scrub Check Off

Each student will be required to be checked off on all components of the scrub check off prior to attending clinic. Once a student has completed and submitted the scrub check off form (found in D2L), they must wear scrubs to the remaining lab sessions of the program. All students must complete the Scrub check off by **9/10/2025**.

Extra Credit

Extra credit will not be available for this course.

Important Dates

Last day for term schedule changes: August 28

Last Day to drop with a grade of "W:" November 24

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule

Week	Date	Content	Chapter	Assignment/ Quiz
1	8/27	Course Introduction (150-230) <ul style="list-style-type: none"> Syllabus Review Classmates Hyperinflation Therapy <ul style="list-style-type: none"> PEP/IS Metaneb ACUPAP/EZPAP IPPB 	Ch. 17	Classmates "Mr. R.T. Fuller"
2	9/3	Bronchial Hygiene <ul style="list-style-type: none"> Aerosol Delivery/Meds Flutter Valve/Vest Postural Drainage/CPT Breathing Techniques/Coughs 	Ch. 16	Quiz #1 Classmates "Al K. Seltzer"
3	9/10	Lab Check Off 1		Scrub Check-Off Due
4	9/17	Airway Management <ul style="list-style-type: none"> Intubation/Extubation Ventilation BVM/NIV Suctioning Alternative Airways 	Ch. 20 & 21	Quiz #2
5	9/24	Airway Management <ul style="list-style-type: none"> Pharyngeal Airways Establishing a Patent Airway/NIV Trach Care Cuff Pressures 	Ch. 20 & 21	Classmates "Anita Help"
6-9	9/29- 10/24	Clinical Rotation		
10	10/29	Lab Check Off 2		
11	11/5	Advanced Assessment <ul style="list-style-type: none"> Arterial Puncture Arterial Line EKG/CXR CXR 	Ch. 4, 6, & 8	Quiz #3
12-14	11/10- 11/28	Clinical Rotation & Thanksgiving Break		
15	12/3	Lab Check Off 3 (1030-1250) Final Prep & PPV (regular lab time) <ul style="list-style-type: none"> NIV in Respiratory Failure Final Prep Clinic Info & Q&A 	Ch. 24	Quiz #4
16	Dec. 10	Comprehensive Final @ 1pm		Classmates "Inowana Newby"