



MIDWESTERN

STATE UNIVERSITY

Robert D. & Carol Gunn

College of Health & Human Services

Clinical Practicum V

RESP 4732

Spring 2019

Instructor: Tammy Kurszewski, D.H.Sc., RRT- ACCS **Phone:** (940) 397-4546

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Office Hours: By appointment

Audience: Senior Respiratory Care Students

Required Text/Software:

Trajecsys Clinical Documentation System, www.trajecsys.com

Prerequisites:

RESP 4722

Course Description:

All clinical courses require the student to integrate theory and laboratory training in the patient care setting. The focus of this clinical course is application of therapies, techniques and procedures used to support the adult patient in respiratory failure. Topics include hemodynamic and gas exchange monitoring, weaning techniques and non-invasive applications, intubation and airway care, full and partial ventilator support modes, cardiopulmonary resuscitation, and diagnostic and monitoring uses of the ECG.

Course Objectives:

Upon completion of this course, the student will be able to:

- Participate actively and effectively in the development of the respiratory care plan in a variety of patient care settings.
- Review existing data, collect additional data, and evaluate all data to determine and defend the appropriateness of the prescribed respiratory care plan.
- Select, assemble, assure cleanliness, check for proper function, and correct malfunctions of equipment used in providing respiratory care in acute care, pediatric care, long term care, rehabilitation and in the homecare setting.
- Maintain patient records and communicate relevant information to other members of the healthcare team in a professional manner.

- Initiate, conduct, and modify prescribed therapeutic procedures in a variety of patient care settings to include adult care, pediatric care, long-term acute care, rehabilitation and in the homecare setting.
- Assist a physician performing special procedures associated with advanced cardiopulmonary care.
- Provide effective patient/family education to motivate therapeutic follow-up practices and behaviors.

Weekly Meeting Pattern:

Clinical days, sites and rotations are specific to each student.

Attendance and Participation:

Attendance at clinical sites is an essential component of the student's clinical education. The student must be in their assigned area of rotation and prepared for instruction at the scheduled time for that rotation. Each student is required to document their clinical hours utilizing our clinical documentation software, Trajecsys. Hours are reviewed and verified each week by the Clinical Chair and/or assigned faculty. Each student will complete, 18 total shifts (varying from 8 to 12 hours in duration dependent on location) with additional hours noted for orientation and case study presentations. Every student is required to make-up any missed clinical time.

Additional information and policies in reference to clinical attendance is published in the Respiratory Care Program Student Handbook.

Missed Clinic Day Policy:

If a student is unable to complete scheduled hours at their clinical site for their scheduled shift (i.e. illness, etc.), it is **his/her responsibility to report the intended absence to the clinical site and the Director of Clinical Education prior to the time of the Practicum**. When reporting an absence to the Director of Clinical Education, please call (940) 397-4546 and leave message or contact the Director of Clinical Education directly utilizing direct messaging through the Group Me app. When reporting the absence to a clinical site, have the hospital operator page the Respiratory Charge Therapist currently on shift. **Leave a message with the charge therapist**. Make-up days will be required for all unexcused clinical absences. **Make-up time is made up in double-time**.

Please note, calls to report an absence must be made at least one hour prior to scheduled time for the Practicum. An absence not reported by this procedure will be recorded on the Clinical Incident Form as outlines in the Respiratory Care Program Student Handbook. The Director of Clinical Education may take extenuating circumstances into account. An adverse decision, as a result of missed clinic time or failure to report missed hours timely, may be appealed to the Program Director.

Additional information and policies in reference to clinical attendance is published in the Respiratory Care Program Student Handbook.

Tardiness Policy:

It is equally important that a student be punctual to the clinical site. In order for the student to obtain maximum benefit from the Clinical Practicum, they must be present for the report given at the change of shift. Late is defined as arriving at the clinical site fifteen minutes past the scheduled time for the Practicum. However, if a student arrives later than thirty minutes past the scheduled time for the Practicum, he/she may not be allowed to stay for that clinical day. If a student must be late for clinical it is their responsibility to contact the site prior to the scheduled time for Practicum.

After contacting appropriate person within the specified time, the student must be present within one hour of scheduled time for the Practicum. Depending on the area of rotation and the circumstances, an alternative

assignment may be made. If a student is habitually late the instructor and/or the Clinical Director will counsel them.

If the student does not report tardiness to the appropriate person, an absence will be recorded. The Director of Clinical Education will take extenuating circumstances into account. **Every two days a student is late, an unexcused absence will be recorded.**

It is equally important that all students remain at their clinical site for the **entire designated time**. If the student must leave early for any reason, the student must call the Clinical Director. Students may be required to make up any missed hours.

Leaving the clinical site for any reason and not communicating with the preceptor **and** the Clinical Director is grounds for dismissal from the program.

It is also required that all students communicate with their assigned preceptor any time they leave their area for any reason (lunch, break, work on case studies, etc.)

Inclement Weather:

In cases of bad weather (i.e. winter weather) or severe weather (i.e. severe thunderstorm warnings, tornadoes), the student must use their own judgment when deciding whether or not to attend clinical practicum. The student will inform the clinical instructor as soon as possible. Absences secondary to bad and/or severe weather may be excused at the discretion of the Clinical Director. If public schools in your clinical area (i.e. school-district surrounding your hospital assignment) are canceled, your absence will be excused. No make-up time is required for excused absences secondary to inclement weather.

Concealed Carry at Clinical/Affiliate Sites:

Students must follow any rules or policies established at the clinical/affiliate site they attend. If the clinical/affiliate site does not prohibit the concealed carry of firearms, the university and the Respiratory Care Program does not prohibit concealed carry at the clinical/affiliate site. However, students are reminded that at their clinical/affiliate sites the students are often required to wear "scrubs" which are thin garments which may make concealed carry of a firearm difficult if not impossible. Students may have to engage in activities such as moving patients or performing examinations which may make the concealment of a firearm difficult. Students are also reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and university. Students should factor the above in their decision as to whether or not to conceal carry at clinical/affiliate sites if those sites do not prohibit concealed carry.

American with Disabilities Act (ADA)

Midwestern State University (MSU) does not discriminate on the basis of an individual's disability and complies with Section 504 and the Americans with Disabilities Act in its admission, accessibility and employment of individuals in programs and activities. MSU provide academic accommodations and auxiliary aids to individuals with disabilities, as defined by law, who are otherwise qualified to meet academic and employment requirements. For assistance call (940) 397-4618 or 397-4515.

Please see the instructor outside of class to make any arrangements involving special accommodations. It is the student's responsibility to declare any disabilities. After declaration, preferably at the beginning of each semester, the student needs to contact individual instructors to determine any reasonable accommodations that may be required.

Grade Items and Grade Determination:

| Assignments | Grade Percentage |
|---------------------------|------------------|
| Clinical Portfolio | 50% |
| Weekly Reflective Reports | 25% |
| ICU Care Plans | 25% |

Approximate Grading Scale:

A: 90-100

B: 80-89

C: 75-79

D: 70-74

F: 69 and below

Assignments:

Clinical Portfolio:

Each student will compile digital clinical portfolio documenting the learning activities for the semester through our clinical documentation system.

The clinical portfolio consists of:

1. Timesheet (Completed Hours = 18 shifts)
2. Daily log completion (18)
3. ICU Care Plans (varies based on clinic schedule)
4. Reflective Reports (3)
5. Daily performance evaluations (18)
6. Preceptor evaluations (18)
7. Clinical site evaluations (1)
8. Professional Credits (as defined within the syllabus)

General Requirements of the Clinical Portfolio:

1. **Clocking-in** -the student must be clocked in and out for each day in clinic – no exceptions! If a student misses clock in/out submission, the student is required to complete a time exception form within 24 hours of missed punch. Failure to have a complete time record could result in scheduled make-up hours of clinical time.
2. **Daily logs**-Daily logs are used to document the practice of clinical skills of the student. **It is vital that these logs are completed every day** the student attends clinic. **It is the student's responsibility to ensure that these logs are completed daily – before you leave the clinic.** (If attendance is not documented, it will be assumed that the clinic day was not completed). Activities performed during the day may be listed on the log from the list of competencies contained in the clinical portfolio.
3. **Daily performance-** evaluations-the student will have a daily performance evaluation completed and signed by the clinical preceptor every day when the student is in clinic-no exceptions! Any category noted as NI will be addressed by the clinical chair.
4. **Preceptor evaluations** – Students must complete a preceptor evaluation each day of clinical rotation evaluating their assigned preceptor for that day.
5. **Site evaluations**-You must complete a site evaluation for a minimum of one assigned clinic site during the semester. Due at final check-off.

6. **Professional credits** – Students will be required to complete a minimum of 20 professional credits as part of their Clinical Practicum IV rotation. Examples of professional credits include student involvement in the state and national professional organization as well as community to service. Please refer to the table below. Due at final check-off to Dropbox on D2L.
7. **The Director of Clinical Education will review clinical documentation completed on Trajecsys throughout the clinical rotation to ensure adequate progress is made toward clinical practicum objectives. Formal feedback will be provided to each student at a minimum of every two weeks of rotation via Trajecsys.**

CLINICAL PORTFOLIO FINAL CHECK-OFF April 8th NOON. NO EXCEPTIONS!

ICU Care Plans:

The student is required to complete a minimum of one Care Plan for each day assigned in the ICU setting. This Care Plan (ideally) should be completed on a patient the student is caring for as part of his/her assignment. Care plan format will be discussed in orientation prior to the beginning of rotation. All care plans should be completed and submitted as part of the Clinical Portfolio via Trajecsys.

Bi-Weekly Reflective Reports:

Each week the student will compose a weekly reflective report describing events, skills, practiced and/or significant learning experiences as a summary of each two week rotation of clinical experience. The student should provide a brief summary of approximately 300 words. The student is encouraged to include personal opinions and insight appropriate to the subject matter. The summary should be in a word document, well-written and utilizing good grammar. Weekly reflective reports should be completed and submitted to the appropriate dropbox on D2L.

PROFESSIONAL CREDITS:

In an effort to develop professionalism and promote community service within the respiratory profession, each student is required to complete professional credits each clinical practicum. Students are required to participate in suggested activities throughout the semester and are awarded professional credits assigned to each activity. Examples of activities along with point value are listed below. Additional meaningful caveats may also be considered with the approval of the faculty. Failure to complete professional credits will result in an “Incomplete” grade for the clinical practicum and students will not be allowed to progress within the curriculum until completion. All professional credits must be submitted as a Word Document (example posted to D2L under resources).

| Clinical Practicum | | Semester | PC Required | Credits |
|--------------------|-----------------------|---------------|----------------|---------|
| RESP 3712 | Clinical Practicum I | Junior Fall | 20 Credits | |
| RESP 3722 | Clinical Practicum II | Junior Spring | 20 Credits | |
| RESP 4722 | Clinical Practicum IV | Senior Fall | 20 Credits | |
| RESP 4732 | Clinical Practicum V | Senior Spring | 20 Credits | |

| Activities | PC Credits |
|--|-------------------|
| Attend AARC Convention (5 lectures + tour exhibits) | 20 |
| Attend State Convention (5 lectures + tour exhibits) | 20 |
| AARC Student Member (one-time credit) | 8 |
| CoBGRTE Student Member (one-time credit) | 8 |
| State RC Student Member (one-time credit) | 8 |
| RC Student Association member (3 meetings & 1 project) | 8 |
| Regional state RC meeting attendance | 10 |
| CF/Asthma Camp | 12/day |
| Attend "Better Breather" Club meeting | 2/hour |
| Summarize journal articles from RC, CHEST, etc. | 1/article |
| On-line CEU credits | 4/CEU |
| Volunteer at the American Lung Association event | 2/hour |
| PFT Lung Screening events | 2/hour |
| Attend local RC seminars/symposia | 2/hour |
| Participate in Health Fair | 2/hour |
| Legislative Action | 1 |

Clinical Affective Evaluation:

Each student will be evaluated by the Clinical Chair (with input from clinical preceptors) on their performance during their clinical rotation. Feedback will be provided to each student as part of their final grade.

The evaluation includes:

1. professional appearance
2. attendance
3. arrive on time and prepared
4. dependability
5. can function as part of the healthcare team
6. friendly and helpful within the department
7. accepts supervision, seeks feedback
8. appropriate and courteous with patients
9. conducts self in a professional/ethical manner
10. communicates effectively, use appropriate language
11. can prioritize and use effective time management
12. self-directed and manages work responsibly
13. self-confident, uses good judgment
14. participates in educational activities that enhance clinical performance

Student Honor Creed

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, we, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.