



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Health Services
- B. Discipline: Respiratory Care
- C. Course Number and Title: RESP2570 Respiratory Care Administration
- D. Course Coordinator: Sharon Conley, BSRT, RRT, RCP, CHT
Assistant Dean Melinda Roepke, MSN, RN

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

- E. Credit Hours: 2
- F. Prerequisites: None
Co-requisite(s): RESP2599
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title:

Egan's Fundamentals of Respiratory Care

- Authors: Kacmarek, Stoller, and Heuer
- Copyright Year: 2016
- Edition: 11th
- ISBN #: 978-0323-34136-3

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course is a study of the responsibilities of the respiratory therapy supervisor/administrator to include staffing, scheduling, maintenance of equipment and supplies, policy and procedure, budget preparation, meetings, department reports, department planning and organization, quality assurance monitoring of patient care, Joint Commission and other accrediting service regulations, ethical and legal implications of practice, contemporary issues affecting health care, preparing a resume, Ohio Respiratory Care Licensure, and review of the Ohio Respiratory Care law: HB 4761.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Discuss current events that affect health care	Group discussion board.
2. Discuss the components of policy and procedure utilizing Joint Commission and other accrediting service guidelines	Week 5, Midterm Exam week 8.
3. Describe Ohio Revised Code 4761 The Ohio Respiratory Care Licensure	Week 3, Midterm Exam week 8
4. Describe staffing issues and concepts as those issues/concepts apply to a department schedule	Group discussion week 10-11, homework assignment
5. Describe the processes involved in a department quality assurance and improvement program as a part of the overall hospital Quality Assurance program	Week 9, Quality Assurance Rubric week?
6. Compose a personal resume	Week 6-7, submit personal resume week 7
7. Discuss legal issues pertaining to Respiratory Care including ethics, professional code of ethics, and advanced directives	Week 4 Group discussion, Midterm Exam week 8
8. Discuss the role of Respiratory Care in interdisciplinary committees including EOC, emergency preparedness, and patient safety	Group discussion and discussion board week 14
9. Describe the purpose of various department reporting systems, director responsibilities, supervisor responsibilities, and organizational charts	Group discussion and discussion board Week 10-11

M. Topical Timeline (Subject to Change):

- Week 1 – Discussion of current events/issues that affect the Health Care System
- Week 2 – The Joint Commission and other accrediting services
- Week 3 – The Ohio Respiratory Care Licensure
 - a. Continuing Education
- Week 4 – Legal Issues affecting Respiratory Care
 - a. Ethics / Advanced Directives
- Week 5 – Policies & Procedures
- Week 6-7 – Job Description and Scheduling
 - a. Building a resume
- Week 8 – Midterm
- Week 9 – Quality Assurance/ Process improvement
- Week 10-11 – Director Roles/ Supervisor Roles
- Week 12-13 – Human Resource Law and Respiratory Care
- Week 14 – Respiratory Care and Interdisciplinary Committees
 - a. EOC, Emergency preparedness, patient safety

N. Course Assignments:

1. Discussion Board
2. Group discussion
3. Resume
4. Homework assignments
5. Exams
6. Presentations

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.