



North Central State College

MASTER SYLLABUS

2025-2026

A. Academic Division: Health Services

B. Discipline: Respiratory Care

C. Course Number and Title: RESP2570 Respiratory Care Administration

D. Assistant Dean: Heidi Kreglow, PT

E. Credit Hours: 2

F. Prerequisites: None
Co-requisite(s): RESP2599

G. Last Course/Curriculum Revision Date: Fall 2023 Origin date: 12/22/2010

H. Textbook(s) Title:
Egan's Fundamentals of Respiratory Care

- Authors: Kacmarek, Stoller, and Heuer
- Copyright Year: 2024
- Edition: 13th
- ISBN #: 9780323931991

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	
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. 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

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

Academic Division: Health Sciences Discipline: Respiratory Care
Course Coordinator: Randee Frangella
Course Number: RESP 2570 Course Title: Respiratory Care Administration
Semester / Session: Spring 2026 Start / End Date: 1/12/2026 – 5/08/2026

Instructor Information

Name: Nychole Rose BSRT, RRT/RCP Phone Number: 419-755-4825
Office Location: HS-326 E-Mail Address: nrose@ncstatecollege.edu
Student Hours: Thursday 9-2

I. Topical Timeline (Subject to Change):

Weeks	Topics	
1	Orientation	Bring Recent article relating to current events on 1/20
2	Current topics in health care	
3	Accrediting bodies in healthcare	Lecture questions and homework
4	Quality assurance/Process improvement	Quality Assurance Project
5	Quality assurance	
6	Interdisciplinary Committees	Research Paper
7	Respiratory Care Licensure	Information gathering assignment
8	Department Policies, Procedures, & Protocols	Be prepared to share P&P or Protocol form Practicum
9	Quality Assurance Project Presentations	
10		
11	Building a Resume	Develop your own professional resume
12	Administrative Roles in Healthcare	Lecture Homework Questions
13	Legal, Ethical Issues, & Advanced Directives	In class group discussions
14	Test Anxiety	Summarize what you learned form lecture
15	NBRC Exam prep, Applying to take NBRC exams	

II. Course Assignments:

1. Lecture/discussion
2. Homework

II. Grading and Testing Guidelines:

Grading will generally be within 3-5 days of submission due date, unless stated otherwise within the assignment posting or an announcement will be made via Canvas.

Course Number: RESP 2570
Semester / Session: Spring 2026

Course Title: Respiratory Care Administration
Start / End Date: 1/12/2026 – 5/08/2026

IV. Examination Policy:

Exams will be scheduled and proctored by the instructor, they will be given in the classroom. If you cannot attend your scheduled exam time, you must notify me prior to the exam so that accommodations can be made. Failure to do so will result in an automatic 10% deduction of the exam grade. Make-up exams MUST be taken within one week of original exam date.

V. Class Attendance and Homework Make-Up Policy:

Attendance to classroom sessions are mandatory as understanding of the topics covered are essential to your success this semester in this class.

Homework is due by the date/time posted in Canvas. Assignments that cannot be submitted by the posted due date will be accepted for 3 calendar days following the due date with a 20% reduction in grade earned. Following the 3-day grace period, work submitted late will receive 0 points.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

VI. Classroom Expectations:

All students are expected to conduct themselves in a professional and respectful manner with any interaction between student and staff/instructor. This applies to interaction in the classroom, lab, clinical, and online environment as well as your interactions outside of a formal setting while performing work and discussions.

RESP 2570 RESPIRATORY CARE ADMINISTRATION
SPRING 2026 Course Calendar- Tentative

Week	Date	Lecture	Homework	Assessment
1	January 13	Orientation	Bring a recent article to class on 1/20 relating to current events in health care and be prepared to discuss	
2	January 20	Current events in Health Care		Class participation
3	January 27	Accrediting Bodies in Healthcare	Lecture questions homework	
4	February 3	Quality Assurance/Process Improvement	Quality Assurance Project	
5	February 10	Q/A project questions, work session		
6	February 17	Interdisciplinary Committees	Research Paper	
7	February 24	Respiratory Care Licensure, NBRC	Information gathering assignment	
8	March 3	Department Policy and Procedures & Protocols	Be prepared to share a P&P/or Protocol from your Practicum site	Mid Term Exam posted in Canvas
	March 9-13	Spring Break! Enjoy some time off!		

RESP 2570 RESPIRATORY CARE ADMINISTRATION
SPRING 2026 Course Calendar- **Tentative**

Week	Date	Lecture	Homework	Assessment
9	March 17	Quality Assurance Project Presentations		Presentation rubric
10	March 24	TBD		
11	March 31	Building a Resume- Ashley Hedrick	Develop your own professional resume	
12	April 7	Administrative roles in Healthcare and RT department	Lecture Homework Questions	
13	April 14	Legal, Ethical issues and Advanced directives	In Class Group discussions	
14	April 21	Overcoming Test Anxiety	Summarize what you learned from class lecture	
15	April 28	NBRC Exam Prep and applying to sit for the NBRC Exams		
16	May 5	Finals week, NO CLASS		