

# **Respiratory Therapist**



## **STUDENT HANDBOOK 2017-2018**

**Northland Community and Technical College  
EAST GRAND FORKS**

Northland Community and Technical College - EAST GRAND FORKS

Respiratory Therapist Major - AAS

ADMINISTRATIVE/ FACULTY

Dennis Bona	President
Jodi Stassen	Dean
Arvind Bansal, MD	Medical Director
Tony Sorum, RRT	Program Director, RCP
Alan Gunderson, RRT	Director of Clinical Education, RCP

## **1. Mission Statement**

1.1. The mission of the program is to prepare competent entry level respiratory therapists preparing for practice environments at the Associate in Applied Science degree level.

## **2. Vision Statement**

2.1. The respiratory therapist program provides quality respiratory care learning opportunities to learners in partnership with local and regional healthcare facilities. Students participate in academic and experiential learning experiences which provide life-long learning skills needed in the changing healthcare industry. Graduates are prepared to provide quality care to clients and families and to engage in professional and ethical relationships within the healthcare community.

## **3. Program Goals and Learner Outcomes**

3.1. The Goal of the respiratory program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

3.1.1. Program learner Outcomes:

- 3.1.1.1. Student will communicate effectively with patients, families, physicians, and colleagues based upon respect for the dignity and work of each person.
- 3.1.1.2. Student will apply principles of basic sciences to the required duties and skills in the practice of respiratory care.
- 3.1.1.3. Student will perform safely and accurately, entry-level clinical tasks in a structured health care setting.
- 3.1.1.4. Student will perform job duties within existing ethical and legal parameter for healthcare professionals.
- 3.1.1.5. Student will exhibit professional characteristics, behaviors, and attitudes appropriate to scope of practice for respiratory care practitioners.
- 3.1.1.6. Student will perform accurate and efficient patient assessments according to policies and procedures required of respiratory therapists.
- 3.1.1.7. Student will apply safety and infection control measures to patient care at all times in the classroom, lab, and clinic or hospital setting.

## **4. Scope of duties as a Respiratory Therapist**

4.1. As a Respiratory Therapist you can hold an exciting position on the health care team. Under the supervision of a physician, the Respiratory Therapist is responsible for oxygen and gas therapy, care of patients with cardiopulmonary problems including cardiopulmonary arrest, delivery of aerosolized medication, chest physiotherapy, obtaining and

analyzing arterial blood gas specimens, pulmonary function testing, maintenance of patients in need of mechanical ventilators, and education of patients and families. University of Minnesota-Crookston offers students the opportunity to transfer into designated baccalaureate programs; Bachelor of Science in Technical Studies (Emphasis Respiratory Care), or in Applied Management-Health Management.

## **5. Employment Opportunities**

5.1. The graduate of the AAS in Respiratory Care will be eligible, as required by the National Board of Respiratory Care (NBRC), to take first the entry Level exam, followed by the advanced level examination to be credentialed as a Registered Respiratory Therapist (RRT). Both levels require national credentialing examinations to earn the credentials of Certified or Registered respectively. Demand for the Respiratory Care Practitioner is very high, with a nationwide projected increase of respiratory therapist's positions from 2012 to 2022 of 19%, with an average wage in the state of Minnesota of \$30.87 per hour. Source: <https://www.iseek.org/careers/careerDetail?oc=291126> Obtained 02-04-2015.

## **6. Accreditation**

6.1. The program is accredited by the: Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)) 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835

## **7. Admission Procedures**

7.1. Enrollment in the respiratory therapist courses is limited due to the availability of clinical sites. Acceptance to the College does not constitute acceptance into the major. Students are admitted without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, membership or activity in a local commission as defined by law.

## **8. Admittance Criteria; Program Specific Requirements:**

- 8.1. Appropriate Accuplacer scores or successful completion of ENGL0095, MATH0090 must be completed before entering any RESP courses.
- 8.2. 8.2 Completion of RESP Program Application
- 8.3. 8.2.1 Four (4) hours of volunteer, observation or work experience in a respiratory therapy department documented on the Clinical Observation Form
- 8.4. 2 TEAS V for Allied Health (AH) adjusted individual score of at least 44%
- 8.5. Annual enrollment into the Respiratory Therapist Semester 1-6 courses is limited to 24 students per semester.

- 8.5.1. Acceptance into the Respiratory Therapy program is based upon eligibility for and successful online registration into all Semester 1 Respiratory Therapy course work.
- 8.5.2. Students are encouraged to declare Respiratory Therapy as their major and to meet with an academic advisor prior to registering for Respiratory Therapist classes to be sure that they meet all requirements.
- 8.6. Once the online registration capacity of 24 students enrolled in RESP courses is reached, any student wanting to enroll into the respiratory therapist coursework will be encouraged to register online into the electronic waiting lists.
  - 8.6.1. Students are also encouraged to take advantage of this time to take non-respiratory coursework to improve their chances of success in RESP course work.
  - 8.6.2. Students on the waiting lists are encouraged to check online registration and their email, as students may drop from registration or eligibility at any time up to the first week of the semester.
- 8.7. Completion and approval for clinical participation of the Minnesota Department of Humans Services Licensing Division Background Study upon program entry. Completion and approval for clinical participation of a National Background Study through Verified Credentials cost \$50.
- 8.8. An IBM compatible laptop computer is recommended for Semesters four through six.
- 8.9. All required courses for the program must be completed with a grade of C or better.
- 8.10. Completion of the College Health Screening & Immunization through Verified Credentials.
- 8.11. Current CPR certification; CPR for Health Care Providers (American Heart Association) or CPR for Professional Rescuer (Red Cross), is required as a co-requisite for Semester 1 and is required prior to enrollment in Semesters 2-6 respiratory courses.

**9. PLEASE NOTE**

- 9.1. Prior to enrollment in Respiratory Therapist coursework students are encouraged to read the Respiratory Therapist Program Handbook. If there are any questions or concerns related to the information in this document please contact the Program Director, Tony Sorum (copy of the handbook and detailed contact information is posted in the academic program page).
- 9.2. Students are encouraged to complete general education coursework prior to enrollment in Respiratory Therapy coursework.
- 9.3. There is no set limit to the number of students enrolled with the college who have respiratory therapy as their major.

**10. Eligibility For Clinical Attendance Requires Students To:**

- 10.1. See program requirements listed earlier in program handbook section 8.
- 10.2. Students earn the opportunity to practice, demonstrate competency and to demonstrate understanding of core respiratory care skills in clinical courses:
  - 10.2.1. The student must be enrolled in or have successfully completed concurrent and prerequisite respiratory courses with a minimum of a C in order to attend clinical courses.
  - 10.2.2. No more than 15 months time lapse between successfully completed clinical courses.
  - 10.2.3. If there has been more than 15 months' time lapse between clinical courses, see Policy **23** on Post withdrawal from RT Program (Found on page 15).
- 10.3. Must have on record a signed, current waiver of Liability form for clinical attendance.

## **11. Students Are Eligible To Advance In Clinical Courses In The RT**

### **Program By:**

- 11.1. Must maintain requirements listed in Section 8 of this handbook.
- 11.2. The minimum passing grade of C in a clinical course requires demonstration of an understanding of essential respiratory care skills by completion of required course work with a minimum letter grade of C.
- 11.3. No more than 15 months time lapse between successfully completed clinical courses.
- 11.4. If more than 15 months' time lapse see Policy on Post withdrawal from RT Program (page 17).
- 11.5. Failure to meet the above criteria will result in immediate withdrawal from RT courses.

## **12. Graduation Requirements**

- 12.1. Upon successful completion of the program requirements, the student will be awarded an Associate of Applied Science degree.
- 12.2. A letter grade of C or above in all RT program required academic courses.
- 12.3. Satisfactory rating on all fieldwork competency evaluations.
- 12.4. Satisfactory rating in final personal and professional evaluations.

RT AAS 2017-2018

Pre-requisite Math1110 & AHA CPR Card TEAS exam score of required pre-requisite.						
	Course #	Course Title	Credits			
SEM 1	BIOL2252	Anatomy & Physiology I	3			16
Fall	MATH 1110	College Algebra	3			
	HLTH1106	Medical Terminology	2			
	RESP1120	Cardiopulmonary Physio/Assessment	3			
	RESP1104	Nonacute Respiratory Care	4			
	RESP1126	Clinical I	1			
SEM 2	BIOL 2254	Anatomy & Physiology II	3			16
Spring	RESP2242	Ped/Neonatal Resp. Care	4			
	Chem1020	Intro to Chem	4			
	RESP1110	Adult Critical Care	4			
	RESP2208	Clinical II	1			
	ENGL1111	Composition I	3			8
SEM 3	BIOL2221	Microbiology	3			
Smr	RESP 2211	Clinical III	2			
SEM 4	RESP2212	Diagnostic Procedures	3			16
Fall	HLTH 2002	Pharmacology	2			
	RESP2244	Integrated Pract. 1	1			
	RESP2246	Neonatal Internship 1	1			
	RESP2250	Internship I	5			
udents	RESP2252	Advanced Critical Care	4			
SEM 5	RESP2276	Adv Pract Reg Review	3			16
Spring	PSYC 1105	Intro to Psychology	3			
	RESP2264	Integrated Pract. 2	1			
	RESP2254	Internship II	5			
	RESP2260	Neonatal Internship 2	1			
	EMTP 2236 NRP / EMTP 2230 ACLS / EMTP 2234 PALS		3			
SEM 6	RESP2262	Internship III	3			6
Smr		Humanities Elect (PHIL 1101 or 1102 or 2210)	3			
Completion of Advanced AAS						78

### **13. Course Descriptions:**

#### ***BIOL 2221 Microbiology*                    3            2/1/0**

(Fulfills MNTC Area: 3) This course is an introduction to fundamental theories, principles and methods of microbiology. Structure, effects of physical factors, and inhibition and killing of microorganisms will be studied. Microbial interactions with humans and their immune systems are introduced. Students are familiarized with concepts in environmental microbiology, evolution and microbial species diversity as well as the necessary laboratory techniques needed to study those organisms. Prerequisites: None

#### ***BIOL 2252 Anatomy & Phys I*                    3            2/1/0**

(Fulfills MNTC Areas: 3, 10) Students study the structure, function, and disease processes of cellular physiology, homeostasis, integumentary, respiration, lymphatics, immunity, heart, blood, joints, skeletal and muscular systems in the human body. This course also investigates the impact of environmental influences on the human body as well as the effects of the environment and genetics on disease processes. This course includes 2 lecture hours and 2 lab hours per week. Prerequisite(s): None.

#### ***BIOL 2254 Anatomy & Phys II*                    3            2/1/0**

(Fulfills MNTC Areas: 3, 10) This is an advanced course that acquaints students with the structure, function, and disease processes of: nerve tissue, central nervous, endocrine, digestion, nutrition, urinary, reproduction, development and genetic systems in the human body. This course will also investigate the impact of environmental influences on the human body as well as the effects of the environment and genetics on disease processes. This course includes 2 lecture hours and 2 lab hours per week. Prerequisite(s): None

#### ***CHEM 1020 Intro to Chemistry*                    4            3/1/0**

(Fulfills MNTC Area: 3) This course provides students with an understanding of principles and theories of chemistry, atomic and molecular structure, elements, compounds, mixtures, the periodic table, the nature of gasses, liquids and solid states, chemical reactions and stoichiometry. Prerequisites: MATH0094, or MATH0098, or appropriate Math assessment test score.

#### ***EMTP 2230 ACLS*                    1            1/0/0**

This course will result in the awarding of Advanced Cardiac Life Support certification from the American Heart Association. It covers all aspects of treating cardiac patients at the advanced level to include basic and advanced airway control, cardiac rhythm interpretation, medication administration, and post resuscitation management. Prerequisites: EMTP2202 or RESP2252 and/or instructor approval.

#### ***EMTP 2234 Pediatric Adv Life Support*                    1            1/0/0**

This course follows the course standards of the American Heart Association for Pediatric Advanced Life Support (PALS). The course leads to the awarding of certificates of successful completion. Prerequisites: EMTP2202 or RESP2252 and/or instructor approval.

#### ***ENGL1111 Composition I*                    3            3/0/0**

(Fulfills MNTC Areas: 1, 2) The course is an introduction to college-level writing, focusing on descriptive, narrative, and expository essays. One essay will be a research paper using an appropriate documentation format. Prerequisite(s): ENGL0095 Reading & Writing III or a sufficient Accuplacer Reading Placement score to be exempted from developmental coursework in reading and writing.

#### ***HLTH 1106 Medical Terminology*                    2            2/0/0**

This course covers prefixes, suffixes, and word roots used to compose medical terms. Students learn to spell, pronounce, define, analyze, and formulate terminology related to body structure, disease, diagnosis, and treatment. Medical abbreviations are also covered. Prerequisites: None

#### ***HLTH 2002 Pharmacology*                    2            2/0/0**

This course introduces students to basic pharmacological concepts, drug legislation, and drug categories. Emphasis is on commonly used drugs and their effects on body systems. Drug reference utilization is included. Prerequisites: Suggested: BIOL2252 or BIOL1004



**MATH 1110 College Algebra** 3 3/0/0

(Fulfills MNTC Area: 4) This course covers basic algebraic operations, linear and quadratic equations and inequalities, variation, functions and their graphs, binomial expansion, theory of equations, rational equations, conic sections, exponential and logarithmic functions, and systems of equations. Students who have taken MATH1113 will not receive credit for this course. Prerequisites: MATH0094, or MATH0098, or appropriate Math assessment test score.

**PSYC 1105 Intro to Psychology** 3 3/0/0

(Fulfills MNTC Area: 5) This course is an introduction and overview of the field of psychology. It will cover the history and contemporary research in the field. The course will also examine the biological, psychological, and social aspects of human behavior. Prerequisites: None

**RESP 1104 Non Acute Resp Care** 4 3/1/0

This course includes cognitive concepts and psychomotor skills in the areas of gas physics, gas therapy, humidity/aerosol/bronchial hygiene therapy, and respiratory pharmacology. Prerequisite(s): ENGL0095, MATH0090, or equivalent Accuplacer scores.

**RESP 1110 Adult Critical Care** 4 3/1/0

This course includes cognitive concepts and psychomotor skills in the areas of airway management, arterial blood gases, noninvasive ventilation, and mechanical ventilation. This course will also include how to perform literature searches on related critical care topics in mechanical ventilation and how to prepare a literature review paper. Prerequisite(s): RESP1104, RESP1120, RESP1124

**RESP 1120 Cardio Physiology/Assess** 3 3/0/0

This course is designed to present basic cardiopulmonary assessment focusing upon the adult respiratory anatomy and physiology, system integration which allows for maintenance of and homeostasis. Also included is the study of oxygenation, lung mechanics and ventilation, pulmonary function testing, electrocardiogram (ECG) interpretation and arterial blood gases (ABG) interpretation. Prerequisite(s): ENGL0095, MATH0090, or equivalent Accuplacer scores.

**RESP 1126 Clinical I** 1 0/1/1

This is a beginning clinical course that provides supervised instructional experience in the clinical setting. It is designed to apply knowledge acquired in the classroom and laboratory to the development and performance of competencies associated with professionalism, medical gas administration, aerosol therapy, hyperinflation therapy, bronchial hygiene, and respiratory pharmacology. Prerequisite(s): ENGL0095, MATH0098, or equivalent Accuplacer scores.

**RESP 2208 Clinical II** 1 0/0/1

This course provides supervised instructional experience in the clinical setting, it is designed to apply knowledge acquired in RESP 1104 & 1110 to the development and , performance and computerized documentation of competencies associated with medical gas administration, aerosol therapy, hyperinflation therapy, bronchial hygiene, and respiratory pharmacology, airway management, infection control, noninvasive ventilation and to further develop competencies acquired in Clinical I. Prerequisite(s): RESP1104, RESP1120, RESP1126

**RESP 2211 Clinical III** 2 0/1/1

This course provides supervised instructional clinical. It is designed to apply and maintain knowledge acquired in the classroom and laboratory to the development and performance of final/summative level competencies associated with medicated aerosol therapy, medical gas administration, infection control, patient chest assessment, bronchial hygiene, airway management and cardiopulmonary diagnostics. Prerequisite(s): RESP1110, RESP2208

**RESP 2212 Diagnostic Procedures** 3 2/1/0

This course includes introductory cognitive concepts and laboratory skills in pulmonary function testing, airflow measurement, arterial blood gas analysis, and chest radiography interpretation as well as preparation of a publishable paper. Prerequisites: RESP2242, RESP2248, RESP2252, CHEM1020

**RESP 2242 Pediatric/Neonatal Care** 4 2/2/0

This course includes the cognitive and psychomotor concepts necessary for performance of the Respiratory Care Practitioner in the areas of neonatal and pediatric patient care. Areas of focus include the use of case study scenarios in the application of assessment skills, respiratory care diagnostics and therapies. Prerequisites: RESP2211, MATH1110. Corequisite: RESP2212

**RESP 2244 Integrated Pract I I 0/1/0**

This supervised instructional lab course is designed to teach and promote Final/Summative level skills in routine and critical care patient assessment, therapy recommendations and modifications, mechanical ventilation and hemodynamic monitoring competencies associated with patient respiratory care skills acquired in Internship I. Prerequisite(s): CHEM1020, RESP2242

**RESP 2246 Neonatal Internship I 0/0/1**

This is as hospital preceptor supervised instructional internship intended to allow the student to practice and promote independent lab skills in the neonatal intensive care unit practicing patient assessment, therapy recommendations and modifications, mechanical ventilation and care of the critically ill neonatal patient. Prerequisite(s): CHEM1020, RESP2242

**RESP 2248 Clinical III 3 0/1/2**

This supervised instructional clinical experience provides for the assurance of proficiency in gas therapy, airway care, basic patient assessment, bronchial hygiene procedures, and mechanical ventilation. In addition, students assist the physician with special procedures and accompany the medical director on daily patient rounds. Prerequisites: RESP2211, Math1110.

**RESP 2250 Internship I 5 0/0/5**

This course provides the student with an expanded hospital preceptor supervised clinical internship. This clinical experience provides for the assurance of proficiency in gas therapy, airway care, basic patient assessment, bronchial hygiene procedures, and mechanical ventilation procedures using electronic medical record charting. In addition, students assist the physician with special procedures and accompany the medical director on daily patient rounds. Prerequisite(s): RESP2211

**RESP 2252 Advanced Critical Care 4 3/1/0**

This course explores the role of the Respiratory Care Practitioner in caring for the advanced critical care patient. Emphasis will be placed upon the assessment and care of the ICU patient. Prerequisites: RESP2211, MATH1110.

**RESP 2254 Internship II 5 0/0/5**

This is as hospital preceptor supervised clinical internship. This clinical experience provides for the assurance of proficiency in gas therapy, airway care, basic patient assessment, bronchial hygiene procedures, and mechanical ventilation procedures using electronic medical record charting.. In addition, students assist the physician with special procedures and accompany the medical director on daily patient rounds. Prerequisite(s): RESP2250, RESP2252

**RESP 2260 Neonatal Internship II 1 0/0/1**

This is as hospital preceptor supervised instructional internship intended to allow the student to practice and promote independent lab skills in neonatal intensive care unit practicing patient assessment, therapy recommendations and modifications, mechanical ventilation and care of the critically ill neonatal patient. Prerequisite(s): RESP2250, RESP2252

**RESP 2262 Internship III 3 0/0/3**

This is as hospital preceptor supervised instructional internship intended to allow the student to practice and promote independent lab skills and attributes characteristic of a professional respiratory care practitioner in the adult critical care and surgical setting; neonatal and pediatric or other chosen specialty area. Prerequisite(s): RESP2212, RESP2258.

**RESP 2264 Integrated Pract II I 0/1/0**

This supervised instructional lab course is designed to teach and promote Final/Summative level skills in routine and critical care patient assessment, therapy recommendations and modifications, mechanical ventilation and hemodynamic monitoring competencies associated with patient respiratory care skills acquired in Internship II. Prerequisite(s): RESP2212, RESP2244, RESP2246, RESP2252

**RESP 2276 Adv Prac Registry Review 3 2/1/0**

This course is designed to provide the advanced practitioner students with an opportunity to review, demonstrate and document their summative mastery of the cognitive areas relating to the Advanced Respiratory Care Practitioner. Students' assessment skills will be needed to recommend diagnostic tests and special procedures, evaluate recommended tests and procedures, and recommend modifications. Prerequisite(s): RESP2242, RESP2248, RESP2252, CHEM1020

**RESP 2236 Neonatal Resuscitation Program 1 1/0/0**

This course follows the course standards of the American Academy for Pediatrics for Neonatal Resuscitation Program (NRP). The course leads to the awarding of a certificate of successful completion. Prerequisites: RESP2242, RESP2248, RESP2252.

**14. Advisor/Advisee Policy:**

- 14.1. Each student will be assigned an academic and program advisor, see College policy 3071, for admission processes please see section 8 of this document.

**15. Program Standards:**

- 15.1. All required courses must be completed with a grade of "C" or better.
- 15.2. Specific student expectations are defined for each course and noted on the course syllabus.
- 15.3. Students must meet clinical experience attendance and procedure requirements.
  - 15.3.1. A grade of "C" or better must be attained in clinical practice.
  - 15.3.2. In addition, the students must have acceptable completion of the Behavioral Evaluations and all Student Evaluations.
- 15.4. The following may constitute reason for dismissal, including but not limited to:
  - 15.4.1. Release of confidential information regarding patients and/or hospital personnel.
  - 15.4.2. Discourteous treatment of patients, the public, employees or fellow students (students will be asked to leave the classroom or clinical setting) this behavior will be documented and reflected in your clinical behavior evaluation.
  - 15.4.3. Insubordination-such as failure to maintain effective communication necessary to maintain safe patient care under the medical supervision of instructors or preceptors in the clinical and classroom settings.
  - 15.4.4. Repeated tardiness and/or absenteeism.
  - 15.4.5. Falsification of excused absences or falsification of clinical times on log sheets or falsification of patient care.
  - 15.4.6. Academic dishonesty or cheating.
- 15.5. Not following patient safety standards constitutes reason for immediate dismissal; as does dishonesty, neglect of duties and failure to follow policies of the clinical site and College student handbook.

## **16. Grading Scales**

- 16.1. Academic Grading Criteria (specific only to RESP courses)
- |           |   |   |
|-----------|---|---|
| 93 - 100% | = | A |
| 85 - 92%  | = | B |
| 77 - 84%  | = | C |
| 70 - 76%  | = | D |
| <70%      | = | F |
- 16.2. Clinical Grading Criteria
- 16.2.1. Specific objectives are found in each clinical course syllabus regarding competency check offs and summative evaluations.
- 16.2.2. Determined by - Behavioral Evaluation and includes issues such as attendance and effective communication in both clinical and classroom settings.
- 16.3. Refer to each clinical course syllabus for additional grading criteria including tardiness and absenteeism.

## **17. Classroom, Lab and Clinical Policy**

- 17.1. Classes will begin promptly at designated times (see class schedule).
- 17.1.1. Any student arriving after appropriate starting times will be marked tardy for official records.
- 17.2. Students are not allowed to smoke before or during their scheduled hours of clinical experience.
- 17.3. Students will be expected to be attentive and cooperative in the classroom.
- 17.4. No student will be allowed to leave class early unless class is dismissed by the instructor.
- 17.5. A laptop computer is recommended but not required for 2<sup>nd</sup> yr Resp. classes.
- 17.6. Students will be expected to handle equipment and supplies responsibly in the lab and in the clinical setting.
- 17.7. No equipment or supplies will leave the lab without permission from program faculty.
- 17.8. Cell phones and pagers are not allowed in the classroom, lab, or clinical setting.
- 17.9. The faculty will be available during posted office hours. Other appointment times may be set up through email.
- 17.10. Personal conferences will be scheduled as is required or at the student's request.
- 17.11. Academic class and clinical schedules will follow the college calendar with holidays noted.

## **18. Attendance Policy (classroom and clinical)**

- 18.1. Students are expected to be present and punctual every scheduled day of the program.
- 18.2. When illness or emergency dictates a student's absence, he/she will do the following:
- 18.3. For classroom call/text the instructor at least one hour prior to the scheduled attendance time (Al 218-793-2584) Tony (701-215-0824), Heather\_(701-741-5467).
  - 18.3.1. Leave a message on the instructor's answering machine for scheduled classes, a text message as appropriate.
- 18.4. When you know that you will not be able to attend a schedule clinical shift, please text the instructor first (Tony 701-215-0824 & Al 701-330-4300) and call the Respiratory Therapy department at 701-780-5379 and leave a message with a therapist.
- 18.5. Be sure to check with a classmate or instructor after an absence to see if assignments have changed, or can be made up (as listed in the course syllabus). The responsibility for initiating this belongs to the student. Program policy is that missed exams are given a zero unless otherwise stated.
- 18.6. Clinical Attendance: You are expected to arrive at the clinical site (Respiratory Care Department) at 6:20 am for Day shift and 2:20 pm for the pm shift. Chronic tardiness and absences will be treated as follows:
  - 18.6.1. Absences will be excused or unexcused.
    - 18.6.1.1. Three (3) tardies = one unexcused absence.
    - 18.6.1.2. Two excused absences/semester = one unexcused absence
    - 18.6.1.3. One unexcused absence/semester = probation with a maximum clinical grade of B.
    - 18.6.1.4. Two (2) unexcused absences/semester = maximum clinical grade of a D.
    - 18.6.1.5. Three absences/semester (combination of excused and unexcused = clinical grade of a D.
- 18.7. While it is not always possible to accommodate a Students change request, when unexpected conflicts arise, Students can request a change in a clinical schedule, but the student must submit the request by email, so that permission from the clinical instructor (who will contact the clinical site) can be obtained at least two school days prior to the scheduled clinical day. Rescheduling of a clinical day if granted counts as an excused absence.
- 18.8. NOTE: Issues relating to unexpected health or illnesses issues will be handled on an individual basis. It is of great importance that the student's instructor be notified when a student is first aware of any unexpected issues that might affect the student's attendance.

**19. Dress Code**

- 19.1. **DRESS PROFESSIONALLY!!** Consider the appearance you will be presenting to patients, respiratory care personnel, and other health professionals.
  - 19.1.1. The Hospital's employee dress code will be enforced for each student during clinical rotation.
  - 19.1.2. Professional dress increases confidence in your abilities from a patient's and a fellow worker's viewpoint.
- 19.2. Each student will be required to wear a uniform for clinical course work. The uniform consists of the following:
  - 19.2.1. \*Pewter or Charcoal gray scrubs with college patch.
  - 19.2.2. \*Current student photo I.D.
  - 19.2.3. \*Personal stethoscope required.
  - 19.2.4. \*Watch with a second hand.
  - 19.2.5. \*Clean, soft soled shoes must be worn at clinical sites at all times. Sandals and clogs may be hazardous to you, and therefore, are not permitted.
  - 19.2.6. \*\*Home care and cardiopulmonary rehab dress code is professional attire (ask instructor if unsure).

**20. Personal Hygiene & Smoking Policy:**

- 20.1. Personal hygiene is of the utmost importance. Clothing should be neat, clean, comfortable, and proper fitting. Recreational clothing (clothing with words or logos), blue jeans and sweats, for example, are not acceptable (in the clinical setting). Hair/beards must be neat, clean and trimmed and restrained at all times.
- 20.2. Due to the fact that we care for patients with allergy sensitivities and the fact that patients whose life may depend upon their successfully quitting smoking, students are not allowed to smoke before or during their clinical rotation.
- 20.3. Please remember that many patients with respiratory problems are highly sensitive to strong perfumes and the odor of tobacco smoke. Perfumes, colognes or scented lotions with a noticeable scent are prohibited. Avoid the use of these, especially during clinical rotations. Students with inappropriate odor or dress will be instructed to leave the clinical and will be required to make up this time. First occurrence is an excused absence, the second is an unexcused absence.

## **21. Clinical Rotation Schedule**

- 21.1. Clinical Course Enrollment Policy/Procedure
  - 21.1.1. Students are preferably scheduled at Altru, depending upon clinical goals, site availability and numbers, students may be scheduled at alternative clinical sites.
  - 21.1.2. Every reasonable effort will be made to give students their preferred clinical site.
- 21.2. Secondary Site Schedules
  - 21.2.1. RCP students may submit a written request for their preference of secondary site clinical rotation attended.
- 21.3. Additional Sites
  - 21.3.1. RCP students will be attending additional clinical sites during the Summer semester, Semester 6 in the second year of the major.
  - 21.3.2. Arrangements for housing and the additional expense are the students' responsibilities.
  - 21.3.3. These costs are not part of your tuition and should be planned for accordingly.
  - 21.3.4. The College faculty will work with you to assure that preparations are made to make this rotation a positive learning experience.
- 21.4. Rotation assignments will be made considering:
  - 21.4.1. Individual Hospital Site Circumstance
  - 21.4.2. Instructors Judgment
  - 21.4.3. Student Request
  - 21.4.4. Specific Objectives of the course (available sites varies by course)
- 21.5. Service Work Policy:
  - 21.5.1. Respiratory care students must not be substituted for paid staff.
    - 21.5.1.1. This does not prohibit a paid/unpaid internship but is designed to ensure that students who opt to reinforce competencies and skill sets in this manner are adequately supervised, do not receive educational credits for this experience, and are not used simply as back-ups in the absence of appropriate paid staff during clinical rotations.

## **22. GRIEVANCE POLICY**

- 22.1. Complaints or grievances occasionally develop. Please, do not let a complaint continue for any length of time. Delay in solving the problem only causes more problems.
- 22.2. Complaints should be discussed initially with the faculty member involved.
- 22.3. If you are not comfortable approaching the person most directly involved, bring the matter to the attention of your assigned advisor or counselor who may work as a mediator to help resolve communication issues.
- 22.4. Maintaining effective communication and medical supervision between the student and instructor or preceptors is mandatory and essential to maintaining student privileges in the clinical settings.
- 22.5. The online student handbook provides the vehicle for addressing specific discrimination grievances within these boundaries.
- 22.6. Any actions under this section may be appealed as outlined in the NCTC student complaint and grievances policy (3240 & 3240P).

## **23. Policy on Post Withdrawal from Respiratory Therapist Program**

- 23.1. Failure of a student to earn a C grade or higher in a Respiratory class will result in termination from the program.
- 23.2. However, the student, who has withdrawn from a course may petition to be readmitted to the program in a subsequent year.
  - 23.2.1. The petition must be in written form and sent to the NCTC RT Program Director requesting consideration of a second admission to the RT program.
  - 23.2.2. The petition must outline the student's plan to make this attempt at completing the RT program a successful experience.
- 23.3. A unanimous decision from the Respiratory Therapist Program faculty supporting a repeat experience is required.
  - 23.3.1. If the students request is approved, the student will be eligible to register online into the petitioned semester Respiratory Therapy coursework.
  - 23.3.2. If unanimous affirmation is not received the student will be notified that their admittance to the RT program has been denied.
- 23.4. A student will not be considered for re-admittance to the RT program after two unsuccessful attempts resulting in withdrawal.
- 23.5. The student has a right to appeal these policies, as outlined in the NCTC student complaint and grievances policy (3240 & 3240P).

## **24. Transfer Students**

- 24.1. Transfer students must meet with faculty to assess and determine where they will be placed in the program.
- 24.2. A plan will be developed with regards to assessing the student's skills.





