

Judy M. Merritt Health Science Building

4600 Valleydale Road

Birmingham, AL 35242

Respiratory Therapy Student Handbook 2018 – 2019

JEFFERSON STATE COMMUNITY COLLEGE
Respiratory Therapy Program
Student Handbook

The JSCC Respiratory Therapy program reserves the right to make any revisions, deletions or additions to the policies or procedures, which, in the opinion of the faculty and or Jefferson State Community College, serve in the best interest of the program and its students.

The Respiratory Therapy student is subject to the regulations presented in this handbook as well as the regulations and policies in the Jefferson State Community College Student Handbook/Planner. Program academic policies must apply to all students and faculty regardless of location of instruction (i.e. JSCC-Shelby/Hoover campus and affiliated sites).

WELCOME

Dear future RT,

On behalf of the respiratory therapy faculty at Jefferson State Community College, I congratulate and welcome you to our respiratory therapy program. We look forward to educating and guiding you through your RPT lecture, laboratory, and clinical experience.

In the healthcare field, a respiratory therapist plays a vital role in the treatment, diagnosis, and education of our patients. By choosing respiratory therapy as your field of study, you have made the commitment to be proactive in your studies to not only become a Registered Respiratory Therapist but a compassionate and devoted practitioner. The program goals, polices, rules, and procedures will apply to you as a student of the RPT program. The faculty and staff at Jefferson State Community College are looking forward to your success and your future as a health care professional.

Please contact me anytime if you have questions about our respiratory program or the contents of this handbook.

Warm Regards,

Antionette M. Beckley

Antionette M. Beckley, MA, RRT

Program Director-Respiratory Therapy Program

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Preface

Jefferson State Community College offers a four-semester Respiratory Therapy program designed to provide students with the knowledge and clinical experiences related to the profession of Respiratory Therapy consistent with the National Board for Respiratory Therapy exam matrix. The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

CoARC

1248 Harwood Road

Bedford, TX 76021-4244

817-283-2835

This handbook has been prepared to inform the student of the regulations and requirements of this educational endeavor. The regulations and requirements of this handbook are subject to revision at any time and may be modified at the discretion of the Respiratory Therapy program officials and/or Jefferson State Community College administration as deemed necessary.

All students enrolled in the Respiratory Therapy program must read this student handbook and abide by the rules. A signed and dated statement at the beginning of the program will indicate acceptance of the regulations by the student. Respiratory Therapy students must also comply with the rules and regulations of Jefferson State Community College.

Respiratory Therapy

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PURPOSE STATEMENT

To prepare students as competent registry-level respiratory therapists through a comprehensive didactic, laboratory and clinical curriculum following the accreditation requirements of CoARC.

PROGRAM GOAL

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 Therapist (RRT).

PROGRAM MISSION

Upon completion of the program, graduates will demonstrate:

1. The ability to comprehend, apply and evaluate information relevant to their role as an advanced respiratory therapist. (Cognitive domain)
2. The technical proficiency in all skills necessary to fulfill their role as an advanced respiratory therapist. (Psychomotor domain)
3. Personal behaviors consistent with professional and employer expectations as an advanced respiratory therapist. (Affective domain)

CREDENTIALING/LICENSURE TO PRACTICE

Jefferson State Community College awards an Associate of Applied Science Degree (AAS) in Respiratory Therapy to each student who satisfactorily completes the required course of study. Upon graduation, students are eligible to sit for the NBRC Therapist Multiple-Choice (TMC) examination. Upon successful completion of the TMC exam, the graduate will be awarded the Certified Respiratory Therapist (CRT) credential.

If the student achieves the low cut score on the TMC, he or she will earn the CRT credential only. If the student achieves the high cut score on the TMC, he or she will earn the CRT credential and become eligible for the Clinical Simulation Examination (CSE). Upon successful completion of the CSE, the student will earn the Registered Respiratory Therapist (RRT) credential. The RRT credential is nationally recognized as the “standard of excellence” for respiratory care professionals.

Upon successful completion of the Respiratory Therapist program and obtaining at least the low cut score on the TMC exam, students are eligible to apply for state licensure. Students should be aware that each state determines license eligibility. The following may affect your eligibility to obtain a license: conviction of a criminal offense; drug/alcohol abuse or treatment for dependency of alcohol/illegal chemical substances; arrest/conviction of driving under the influence of drugs/alcohol; treatment of mental illness; inclusion on a state or federal abuse registry, and disciplinary action by a licensing board or the military. Students with questions regarding their eligibility are encouraged to contact the licensing board for clarification. http://www.asbrt.alabama.gov/

DEGREE REQUIRMENTS/CURRICULUM

In order for a student to be awarded an Associate of Applied Science Degree (AAS) in Respiratory Therapy, they must earn seventy-six (76) total credit hours from didactic, laboratory, and clinical courses. It is the student's responsibility to apply for graduation through the Admissions/Enrollment Office. Students will be informed (in writing), of their academic status with regard to qualifying for graduation. In addition to completing the below RPT Curriculum with a grade of "C" or higher (75% constitutes a "C" in all Respiratory Therapy courses), the students must do the following:

1. For a degree, satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of the degree plan coursework at Jefferson State for an associate degree
4. Complete and transfer appropriate courses with a grade of "C" or better from a regionally or Council on Occupational Education accredited institution to satisfy degree requirements
5. Submit a formal application for graduation during the term before he or she anticipates completing graduation requirements.
6. Fulfill all financial obligations to the college.
7. Remove all admissions conditions.
8. Complete all required clinical training hours
9. Pass a comprehensive exit examination

After completion of all general and major required courses and fulfillment of all degree requirements noted above and in the JSCC Catalog, the student is then granted an AAS Degree in Respiratory Therapy. JSCC provides an academic advising and degree audit resource tool for all students pursuing an AAS degree. This tool helps students successfully navigate curriculum requirements. To access DegreeWorks, log into MyJSCC Pipeline>AccessYour Online Services> Student> StudentRecords, then click on the Degree Works Link.

COURSE GRADING

RPT Course Grading System:

90-100 = A

80-89 = B

75-79 = C

60-74 = D **(74.4 is a failing grade)**

59-below =F

JSCC RPT Curriculum

Pre-Requisite Courses	**Course**	**Total Credits**
ENG 101	English Composition I	**3**
SPH 106 or 107	Fundamentals of Oral Communications or Fundamentals of Public Speaking	**3**
MTH 100	Intermediate College Algebra or higher	**3**
BIO 201	Anatomy & Physiology I	**4**
BIO 202	Anatomy & Physiology II	**4**
Humanities and Fine Arts		**3**
PSY 200	General Psychology	**3**
	Total Pre-requisites	**23 hrs.**

First Semester	**Course**	
RPT 210	Clinical Practice I	**2**
RPT 211	Introduction to Respiratory Care	**2**
RPT 212	Fundamentals of Respiratory Care I (Lab 2:1)	**4**
RPT 213	Anatomy & Physiology for the RCP	**3**
RPT 214	Pharmacology for the RCP	**2**
	Total First Semester	**13 hrs.**

Second Semester	**Course**	
RPT 220	Clinical Practice II	**2**
RPT 221	Pathology for the RCP I	**3**
RPT 222	Fundamentals of Respiratory Care II	**4**
RPT 223	Acid Base Regulation and Arterial Blood Gas Analysis	**2**
RPT 254	Patient Assessment Techniques	**2**
	Total Second Semester	**13**

Third Semester	**Course**	
RPT 230	Clinical Practice III	**2**
RPT 231	Pathology for the RCP II	**3**
RPT 234	Mechanical Ventilation for the RCP	**4**
RPT 242	Perinatal/Pediatric Respiratory Care	**3**
RPT 244	Critical Care Considerations for RCP	**2**
	Total Third Semester	**14**

Fourth Semester	**Course**	
RPT 232	Diagnostic Procedures for the RCP	**2**
RPT 233	Special Procedure for the RCP	**2**
RPT 240	Clinical Practice IV	**4**
RPT 241	Pulmonary Rehabilitation & Home Care	**2**
RPT 243	Computer Applications for the RCP	**2**
RPT 266	Seminar in Respiratory Medicine I RPT	**1**
	Total Fourth Semester	**13**

Program Totals

Credit hours required in major (Respiratory Therapy): 53

Credit hours required in general education: 23

Total credit hours required for completion of AAS Degree: 76

RPT PROJECTED EXPENSES

2018-2019

Finances are often high on a list of student concerns. Listed below are some of the anticipated expenses in the Respiratory Therapy program. Tuition and Fees are subject to change by the State Board of Education and the Respiratory Therapy Program The list of fees include but are not limited to:

Item:	**Cost:**
Tuition	$160 / credit hour in state; $279/ credit hour out of state. Additional information concerning tuition and fees is published in the JSCC Catalog and Student Handbook
Uniform	Approximately $120/two sets. Cost associated with dress code will vary based on style and size. Labcoats: $20-$25
Photo ID Badge	$5.00 ***(Due prior to mandatory orientation)***
Books (estimate)	Approximately-$1245 (*This is the total approximate cost for all four semesters)*: Actual cost is determined by the requirements of individual courses each semester. Many books will be needed for future RPT courses; therefore, students are encouraged not to sell books.
Health Insurance	Varies based on policy. Students are required to maintain health/hospitalization insurance during enrollment in the program.
Liability Insurance	$15.00 ***(Due at orientation)***
Drug Screen	$43.00 ***(Due at orientation)***
Background Check	$30.00 ***(Due prior to mandatory orientation)***
Stethoscope	Prices vary based on brand
DataARC clinical software	$60.00
NBRC Self Assessment TMC Exam	$50 **(*This exam will be given in the final semester of the RPT program.)***
Physical Exam w/vaccinations (average cost)	$330.00 (Prices vary based on physician/location of exam)
Optional Graduation Cost	Cap/Gown: $54/Printed Diploma: $20

Additional information on financial aid may be obtained from the Financial Aid office located on the 1st floor in the HSB building of Shelby Campus or by calling (205.983.5927).

POLICES & PROCEDURES

COURSE PROGRESSION

I. REGULAR PROGRESSION

A. In order to successfully complete the Respiratory Therapist program, students must fulfill all of the following requirements:

1. Complete and pass all required prerequisite courses/general education courses with a grade of "C" or higher prior to admission in to the RPT program.

2. Progress through all required RPT courses in the curriculum, including prerequisites and co-requisites, in the sequence specified in this handbook and the JSCC catalog.

3. Attain grades of "C" or above in each of the required RPT and prerequisites courses in the curriculum without repeated withdrawals, audits, or failures.

4. Maintain current health/hospitalization insurance and student liability insurance during enrollment in the program.

5. Submit completed medical forms by the required date.

6. Maintain a satisfactory level of health, including freedom from chemical dependency.

7. Maintain current certification in cardiopulmonary resuscitation at the health care provider level ***(American Heart Association-Health Provider Course ONLY).***

8. Refrain from conduct that violates the College's Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol-Free Campus Policy.

9. Refrain from conduct that violates the AARC code of ethics and the ASBRT Administrative Code.

10. Comply with all progression requirements in order to graduate.

B. Students should schedule appointments with assigned faculty advisors to discuss the above requirements as needed.

II. OUT OF PROGRESSION

A. The student is considered to be out of progression if the student:

1. Fails to progress through all required RPT courses in the curriculum, including prerequisites, co-requisites, and if applicable general education requirements for the AAS degree, in the sequence specified by the Program.

a. Students should not withdraw from required RPT courses without advisement from their assigned faculty advisor since this will interrupt the student's progression into the next semester of the curriculum. If a student withdraws from a required course and receives a grade of “WF”, this will count as an unsuccessful attempt at the course. If a student withdraws from a RPT course and receives a grade of "W" as a result of a failing grade, this will be considered an unsuccessful attempt. If a student withdraws from a RPT course and receives a grade of “W” or “WP” not based on academic standing, the circumstance will be reviewed by the RPT program faculty. Based on the individual student situation, this may or may not be considered an unsuccessful attempt as determined by the Respiratory Therapy Program faculty.

b. A student who withdraws from a required RPT course must complete readmission procedures.

2. Fails to attain grades of C or above in each of the required RPT courses in the curriculum.

a. A student who fails to attain a grade of C or above in a course must achieve readmission and successfully repeat that course, including laboratories if any, within the next twelve (12) months.

b. A student who does not achieve readmission within twelve (12) months of the last class day of the semester in which the student's progression was interrupted will not be considered for readmission but may apply as a "new" student. Students whose academic records indicate a previous Respiratory Care program enrollment are not given priority for admission as a new student.

c. A student may repeat a RPT course once and only in the semester designated by the Program Director.

3. Fails to maintain current student liability insurance during enrollment in the program.

4. Fails to maintain in force health/ hospitalization insurance during enrollment in the program.

5. Fails to submit completed medical forms by the required date.

6. Fails to maintain a satisfactory level of health, including freedom from chemical dependency.

7. Fails to maintain current certification in cardiopulmonary resuscitation at the health care provider level. *(The American Heart Association must certify CPR.)*

8. Participates in conduct that violates the AARC code of ethics and the ASBRT Administrative Code.

9. Fails to comply with all progression requirements in order to graduate.

B. Any student whose progression through the program is interrupted will have to reapply to have eligibility for readmission evaluated.

III. *READMISSION PROCEDURES*

A. Students whose progression through the Respiratory Therapy program is interrupted and who desire to be readmitted must remedy all conditions that produced the out of progression status within twelve (12) months of the last class day of the semester in which the student's progression was interrupted.

1. Schedule an appointment with assigned faculty advisor for assistance in planning remedies.

2. Meet the conditions and complete the activities prescribed by the Faculty and Program Director within the specified time limit.

B. After remedying the circumstances that interrupted progression, in order to be considered for readmission the student must:

1. Complete the required form for readmission to the College if not currently enrolled.

2. Submit a letter to the Program Director requesting readmission. The student should include statements in the letter explaining reasons for the out of progression status and any actions taken to comply with requirements

3. Submit the following to the Program Director by the designated date:

i. Official transcripts from other colleges or universities attended while out of progression.

ii. Proof of current student liability insurance and health insurance.

iii. Updated medical forms, if requested.

iv. Proof of current certification in cardiopulmonary resuscitation at the health care provider level through the American Heart Association.

v. Other documents or forms as required by the RPT Program.

4. The student will be notified prior to the next semester's registration date if the request for readmission is approved or denied. The Program Director determines readmission eligibility and placement.

C. Any changes in the RPT curriculum or program policies and procedures will be applicable to any student upon readmission; and validation of skills and/or previously acquired knowledge required to successfully complete clinical practicums may be required by testing or repeated course work.

D. Readmission to the program is not guaranteed even if a student meets all requirements for readmission.

IV. READMISSION DENIAL

A. A student may be denied readmission due, but not limited, to any of the following circumstances:

1. Remedies to remove out of progression status are incomplete or inadequate.

2. Space is unavailable in the course to which the student reapplies. The Program Director determines space availability. Students in regular progression have enrollment priority.

3. Transcripts, documents, forms, certification, liability or health insurance, or other required records have not been submitted as required or are incomplete.

4. Grade point average is less than 2.0 on all college credit or on Jefferson State credit.

5. Health status is such that placement of the student in required classes and laboratories may pose a health or safety risk to the student, their peers, or the patients placed in the care of that student.

6. A review of the student's records indicates that readmission is not in the best interest of the student or potentially assigned patients or will cause the RPT program to violate the policies, professional or legal rules, regulations, or ethical principles under which it operates.

7. A review of a student’s records indicates a history of poor academic performance, poor attendance and/or any behaviors that interfere with the ability to achieve the objectives required of the program.

B. Students who remain out of progression longer than twelve months are not eligible for readmission, but in certain instances may apply as a "new" student.

PROGRAM DIMISSAL

A. A student will be subject to dismissal from the Respiratory Therapy program or denied readmission or admission.

1. Acts in a manner that faculty evaluate as being a breach of safety, confidentiality, legality, or accountability.
2. Violates respiratory therapy practice standards outlined in the Alabama State Board of Respiratory Therapy Administrative Code or engages in conduct identified in the Act as grounds for denial, suspension, or revocation of a RT license.
3. Falsifies records.
4. Fails to attain a final grade of C in a required RPT course when repeating any RPT course for a second time,
5. Fails to attain a final grade of C in two separate RPT courses.
6. Has two unsuccessful attempts in any RPT courses.
7. Receives a failing clinical performance and fails clinical remediation.
   (See specified policy regarding failed clinical performances in the clinical policy section of this handbook)
8. Fails to repeat RPT curriculum courses as required and/or specified.
9. Fails to produce documents as required by the Program.
10. Violates the College's Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol-Free Campus Policy.
11. Habitually ignores or fails to follow the policies, professional and legal rules or regulations, or ethical principles under which the Program and its affiliated clinical agencies operate.

B. Dismissal from the Respiratory Therapy program based on the above acts is considered permanent.

1. Students will not be considered for readmission into the RPT class in which the student was enrolled.
2. Students will not be considered for admission as a new student and will be permanently dropped from any list of eligible applicants.

WITHDRAWALS

Withdrawal from a Course

A student who wishes to withdraw from a course after the official Schedule Adjustment period and prior to the official start of final exams may do so by completing a "Withdrawal from Course" form. Students who withdraw before the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term will receive a grade of "W" for any course withdrawn. After this time, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or "WF" if doing unsatisfactory work at the time of withdrawal.

Withdrawal from the College

A student who wishes to withdraw from the college prior to the official start of final exams may do so by completing a "Request for College Withdrawal" form. Students who withdraw before

the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term will receive a grade of "W" for any course withdrawn. After this time, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or "WF" if doing unsatisfactory work at the time of withdrawal.

ATTENDANCE POLICY

RPT students will follow the attendance policy as written in the Jefferson State Community College Student Handbook and Catalog, and follow appropriate policies as published in the RPT Student Handbook and/or their respective courses.

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general, academic performance is impacted by the number of classes a student attends. Financial Aid and other scholarship programs may require stringent attendance. It is the student's responsibility to be aware of the specific requirements of these programs. Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of "F". Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an "F" or "W" may affect their tuition assistance.

Circumstances may arise, including but not limited to illness of the student or an immediate family member, accidents, death of an immediate family member, jury duty, court appearance, religious holy day, or involuntary call of military personnel to active duty, which are, upon presentation of official documentation, determined to be excused absences. Participation in college related events, which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean, will also be excused. When such an absence occurs, students are responsible for providing official documentation of the reason for the absence to the instructor and make-up work will be accepted.

Instructors should keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors should develop a course syllabus that clearly states how absences, late arrivals and early departures will be addressed as well as the individual instructor's policies for make-up work, consistent with the college's attendance policy. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable

The following policies, rules, and procedures will apply to every student within the program:

1. The respiratory therapy program will not excuse you from class or clinical experience due to employment schedules. You are expected to meet your obligations to the course of study.
2. The Program will follow the College's attendance policy, which states in part: Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences.
3. Also, in keeping with the College's Attendance policy, instructors are allowed to establish his/her own course policies; The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable.
4. Students will be advised that roll may be taken at the beginning of the scheduled class session.
5. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time.
6. Exceptions regarding absences and/or tardiness may be considered on a case-by-case basis with evidence of documented extenuating circumstances.
7. Requests for excused absences must be made in writing as soon as possible and prior to the class, except in emergency situations.
8. If the student is unable to attend any RPT class, he or she is expected to notify the class instructor(s) as soon as possible and prior to the class whenever possible. It is the student's responsibility to directly contact the instructor. The student is responsible for providing documentation of the reason for absence.
9. If a class is missed, the student is responsible for obtaining all material presented, including handouts, lecture notes, instructional videos, etc. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. Because the content covered in each class is extensive, instructors may not be able to repeat or review material for students who miss a lecture or laboratory class.
10. Absences may impact assignment grades in which professional behaviors are assessed.
11. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor. .
12. Individual instructors may choose to give pop quizzes at any point during a class session. Pop quizzes missed because of absences or tardiness will not be made up.
13. Make-up exams will be scheduled at the convenience of the instructor. At the instructor's discretion, he/she may require the student to make up an exam at a time scheduled by the instructor.
14. Students are to refer to the RPT Program Handbook and/or appropriate course syllabus for specific policies and procedures for submission of missed work as a result of an absence.
15. Students are to refer to the clinical education portion of the handbook for specific policies regarding clinical attendance.

ACADEMIC HONESTY POLICY

All students enrolled at JSCC are expected to conform to the college's Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his academic work may be charged with a violation of the Academic Honesty Code.

Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student's paper during a graded assignment, quiz, test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparations of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments of the taking of any tests and examination;
5. Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
6. Obtaining , possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of instructor;
7. Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
8. Plagiarizing (presenting as one's own the ideas, data, and/or work of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized;
10. Falsifying clinical/patient records

Penalties Which May Be Imposed For a Violation of the Academic Honesty Code:

1. A student may be required to retake an examination or resubmit an assignment.
2. A student may be assigned a zero on the assignment, test, exam, etc.
3. A student may be suspended from the college for one or more terms.
4. A student may be permanently dismissed from the college.

Penalties 1 and 2 may be imposed by the instructor. No one below the level of the Dean may impose a penalty more severe than an "F" in the course. However, the instructor may recommend a penalty more severe than an "F" in the course, and that recommendation shall be considered at every level in the appeals process. Charges of violations of the Academic Honesty Code may be initiated up to 8 weeks after the conclusion of the class in which the violation has occurred.

Disciplinary Procedures for a Violation of the Academic Honesty Code:

Upon making the judgment that a student has violated the Academic Honesty Code, an instructor shall take one of the following actions:

1. If an instructor believes that a student has violated the Academic Honesty Code during an exam or an in-class assignment or during lab/clinical assessments, he shall confront the student, take the student's paper and gather any available evidence of academic dishonesty. The instructor shall inform the student that he must schedule a conference with the Instructor, the Coordinator of Community Education and Director to take place within three working days.
2. If an instructor believes that a student is guilty of violating the Academic Honesty Code on an out-of-class assignment, the instructor shall attempt to confront the student and inform the student that the instructor believes that he must schedule a conference with the instructor, the Coordinator of Community Education and Director to take place within three working days to discuss the matter.
3. If, during the process of grading papers, an instructor finds some indication that a student has violated the Academic Honesty Code, the instructor shall attempt to inform the student that he (the instructor) believes that the student may be guilty of violation of the code and shall attempt to inform the student that he (the student) must schedule a conference with the instructor within three working days of notification. The instructor will submit all evidence and his disciplinary recommendation in writing to the Coordinator of Community Education and Director within two business days of the suspected violation. The evidence and the instructor's recommendation will be presented to the students at the conference. The Coordinator and Director shall make a decision in writing within two business days. The decision will be followed, filed and a copy mailed to the student.

In the event that there is no conference either because the Coordinator of Community Education and Director is unable to contact the student or because the student fails to schedule a conference or to keep an appointment, the instructor's recommendation will be followed, filed and a copy mailed to the student.

Appeals Process:

A student charged with violating the Academic Honesty Code shall have the right to appeal to the Dean in writing within (5) working days. The dean will make his recommendation, using the form for reporting a violation of the Academic Honesty Code. The decision of the Dean shall be final.

ATTITUDE

Students are expected to demonstrate interest, ability, and aptitude for responsibilities in Respiratory Therapy. Unsatisfactory conduct may be considered grounds for probation or dismissal. Disregard for patient's welfare, disinterest in studies (as shown by frequent tardiness or absences), failure to cooperate in class assignments and discussions, being disruptive in the classroom, and dishonesty on written examinations are examples of behaviors that can be interpreted as unsatisfactory conduct. All instructors reserve the right to dismiss a student from

the classroom if disrespectful or disruptive behavior is exhibited toward the instructor(s) or fellow students. Student will not be readmitted unless they have the permission and approval of the instructor and Program Director. If the Program Director is the instructor for the particular course, the Dean of Career and Technical Education will need to advise and give approval.

ESSENTIAL FUNCTIONS

Respiratory therapists are responsible for assessments, treatments, diagnostic testing, and having critical thinking skills, while multi-tasking, for all patients in a healthcare or homecare settings, especially patients with cardiopulmonary diseases. Students in the respiratory therapy program must be able to adequately function and perform procedures, treatments, and testing within the scope of practice. Essential functions includes, but are not limited to the following:

Communication:

- Students must be able communicate appropriately and efficiently with a diversity population (i.e. faculty, hospital staff, patients, and patients' family members.)
- Convey thoughts in verbal and written form
- Use and interpret appropriate non-verbal communication

Mobility:

- Students must have the strength and physical ability to perform adequate patient care.
- Students should be able to maneuver patients, equipment, and other related items without causing personal harm or harm to others

Tactile:

- Student must be able to properly perform patient assessments, operate equipment safely, and perform procedures at a competent level.

Hearing and Vision:

- Student must possess adequate hearing and vision in order to properly assess patients
- Participate in all aspects of patient care as it relates to the respiratory care scope of practice.
- Read numbers, letters, and words in fine print or on electronic devices (i.e. hospital computers/charts, computer standardized tests, paper exams, etc.)
- Hear high and low frequency sounds, such as telephones, monitor alarms, emergency signals.

Behavioral:

- Students must have sufficient mental and emotional health to work effectively in a fast paced, hospital/clinical environment.
- Student will likely be exposed to high-stressful medical situations that require a certain level of mental and emotional stability

TECHNICAL STANDARDS

In order to perform the tasks required of a respiratory therapist), certain physical, reasoning and communication capabilities are required. Students must demonstrate the ability to perform required functions as a routine part of either classroom, laboratory or clinical education. Students should be aware that successful completion of the Respiratory Therapy Program will depend upon the ability to meet the following technical standards.

Examples of technical skills include:

1. **A reasonable amount of strength and mobility are required in order to effectively work in a clinical setting for eight (8) to twelve (12) hours per day:**
    1. Lift, move or push heavy equipment, specifically ventilators, therapy equipment, stretchers and/or wheelchairs with patients in them
    2. Assist in lifting or repositioning patients who may be paralyzed, comatose or otherwise incapacitated, from patient beds and stretchers or wheelchairs
    3. Provide physical assistance and care for patients in a timely manner in all circumstances
    4. Reach overhead in order to manipulate ventilator arms, monitoring equipment, etc.
2. **Manual dexterity, good motor skills and eye-hand coordination are necessary in order to:**
    1. Assemble, operate, and manipulate equipment
    2. Don and doff sterile gloves and other personal protective equipment (PPE)
    3. Manipulate a syringe and needle to prepare medications.
    4. Set up equipment
    5. Perform routine and complex therapies, i.e. SVN, suctioning, manual ventilation
    6. Palpate pulses (arteries) for puncture.
    7. Perform airway management
    8. Perform chest compressions during CPR and manually ventilate a patient.
3. **Sensory function in upper limbs is necessary in order to palpate blood vessels for blood sampling.**
4. **The ability to hear faint or muffled sounds is necessary in order to:**
    1. Assess breath sounds
    2. Respond to patient needs since ventilator alarms may be muffled due to ICU noise
    3. Monitor equipment operation or dysfunction which may be indicated by low intensity sounds.
    4. Function when the use of surgical masks are required for protection of the patient or hospital personnel
    5. Respond to pages and emergency calls from the hospital public address system
5. **Visual acuity (the ability to see fine lines) to:**
    1. Read patient monitor values and ventilator values in dimly lit surroundings
    2. Read waveform graphic monitors

6. **The ability to communicate orally and in writing in the English language is a requirement for RTs in order to:**
    1. Ascertain and record patient histories
    2. Monitor and document patient progress
    3. Provide clear and audible directions when speaking directly to others.
    4. Provide accurate information when discussing patient management with physicians and other support staff
    5. Process and communicate information on the patient's status with accuracy in a timely manner for appropriate interaction with physician, supervisors, and other members of the health care team.

7. Cognitive and intellectual abilities to:

1. Measure, calculate, and analyze data
2. Make proper assessments
3. Use sound judgement
4. Appropriately prioritize therapeutic interventions
5. Measure and record patient care outcomes.

8. Possess acceptable mental/attitudinal standards in order to:

1. Function safely, effectively and calmly under stressful situations
2. Maintain composure while managing multiple tasks simultaneously
3. Prioritize multiple tasks
4. Exhibit social skills necessary to interact effectively with patients, families, supervisors and coworkers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion
5. Display attitudes/actions consistent with the ethical standards of the profession

Jefferson State Community College will provide reasonable accommodations or students with special needs. These students should contact the ADA Coordinator listed in this handbook. The following are the **Minimum Physical Abilities** required in order to fulfill the duties of a Respiratory Therapy student.

Physical Abilities	**Occasionally**	**Frequently**	**Constantly**
Walking			X
Sitting	X		
Standing		X	
Stooping		X	
Bending		X	
Kneeling		X	
Twisting		X	
Climbing Stairs		X	
Crawling	X		
Stretching/Reaching			X
Pushing/Pulling			X
Hearing (to normal limits)			X
Seeing (to normal limits)			X
Speaking (to normal limits)			X
Hand-Finger Dexterity			X
Lifting/Carrying up to 75 pounds		X	
Exposure to Blood-borne Pathogens		X	
Exposure to Dust	X		
Exposure to Chemicals	X		
Exposure to Noise	X		

PHYSICIAL AND/OR MENTAL DISABILITY

In the event that a student incurs a physical and/or mental disability while in the RPT program, the student will be maintained only if the disability does not inhibit the effectiveness of the student in the clinical areas and does not present a safety hazard for patients, other student, or other personnel.

ADA ACCOMMODATIONS

Jefferson State complies with the provisions of the Americans with Disabilities Act, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications. The college will provide reasonable accommodations for students with documented disabilities. To initiate a request for accommodations, the student should contact the ADA Accommodations Office. Appointments may be scheduled in room 300 of the Fitzgerald Student Center 300 and in room 106 of the General Studies Building on the Shelby Hoover Campus. A meeting with the ADA director may also be scheduled on the St. Clair-Pell City and Chilton-Clanton Campuses by appointment. The ADA Accommodations Office director will interview students requesting services, review all documentation submitted, and will decide as to the validity of the request for accommodations. Information on disability related services for students can be found in the *Catalog and Student Handbook* and on the ADA Office webpage found at jeffersonstate.edu/ada. Contact Anne Sherman, ADA Director, at 205-856-6077 or arsherman@ jeffersonstate.edu.

EQUAL OPPORTUNITY STATEMENT

Jefferson State has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Jefferson State to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

It is the official policy of the Alabama State Department of Postsecondary Education, including postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

INCLEMENT WEATHER

Students are responsible for meeting all assigned classes and clinical dates. In the event of inclement weather, students will be expected to attend class or clinical as usual as long as they do so **without risk of peril to themselves or to others.** In cases of severe inclement weather, the College will announce cancellation of classes through local medias well as through the College's website and the e2campus Emergency Alert System. All students are encouraged to register into the system to receive school closing information and other emergency messages via email and text messaging.

RPT STUDENT GRIEVANCES

The following procedure should be followed by students when resolving conflicts that may occur in class or lab. This does not address grievances in clinic (refer to the clinical education portion of this handbook).

Please approach the person directly to attempt a resolution of the grievance. If you are not satisfied with the initial resolution of the grievance, the student should make an appointment to discuss the grievance with the instructor of the course.

If the grievance is not satisfactorily resolved at this level, the student should make an appointment with the Program Director.

If the grievance is still not resolved by the Program Director, a request for review of a decision at a higher level must be submitted in writing to the appropriate administrator.

The student may appeal through grievance/complaint procedures through normal channels of communication published in the Jefferson State Catalog and Student Handbook.

JSCC Student Handbook:
http://www.jeffersonstate.edu/wp-content/uploads/sites/108/2018/03/JeffStCatText_Final_030718.pdf

ELECTRONIC TECHNOLOGY USE

STUDENTS WHO FAIL TO ABIDE BY THE FOLLOWING POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING DISMISSAL FROM THE RESPIRATORY THERAPY PROGRAM:

1. Do not identify patients by name or post information that may lead to their identification including but not limited to initials, age, gender, social status, name of health care agency, diagnosis, specific tests or procedures performed and physical and/or psychological condition. Identifying patients and family members would be a serious violation of the HIPAA. It is possible that someone could identify the patient and the patient's family based on context.

2. Do not take photos or videos of patients or their family members on personal devices, including cell phones. Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
3. Do not have online contact with patients or their family members. Online contact with patients or their family members is a boundary violation. The fact that a patient or family member may initiate contact does not permit the student to engage in a personal relationship with patients and/or their family members.
4. Students must understand that they are placing their future careers at risk when they divulge information about patients or the patient's family on the Internet. A boundary violation can also occur if offensive language and bullying behavior is used or intimate photos or images are uploaded on social networking sites.
5. JSCC expects high standards of conduct from its students. Unacceptable conduct is subject to the disciplinary sanctions outlined in the Code of Student Conduct section of the JSCC Student Catalog and Handbook.
6. Students must be courteous and use common sense when using information technology to communicate with other individuals at JSCC. Using JSCC information technology resources to harass, threaten, slur, embarrass, libel, slander, or demean other individuals is explicitly prohibited (More detailed information regarding technology use police, the student can visit (https://library.jeffersonstate.edu/about/policies or reference the "Internet Use Policy in the JSCC Student Catalog and Handbook
7. Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the Respiratory Therapy profession and must assume responsibilities toward society, which is delineated in the AARC Statement of Ethics and Professional Conduct.
8. Inappropriate use of technology will be monitored by the faculty. Some unacceptable examples of electronic technology use include, but not limited to:

Examples:

- Failure to silence cellular telephones or other electronic devices during class or laboratory sessions;
- Use of personal electronic devices (I-Pods, MP3 players, cellular and wireless devices) during class or laboratory sessions;
- Sending/reading email during lectures or presentations;
- Surfing the internet during lectures or presentations;
- Interacting on social media websites or other applications during class or laboratory sessions;
- Instant messaging or text messaging during class;
- Using sexually suggestive or otherwise distasteful language or pictures as screen savers;
- Sending emails to all members of groups for personal causes.

9. Beepers / pagers, cellular telephones may be worn but calls are not to be answered except during breaks or between classes. Students are permitted to use faculty and staff telephones in emergency situations only if permission is granted.

10. Beepers / pagers, cellular telephones and other electronic communication devices are NOT to be used in patient care areas. These devices can interfere with patient care. Students must adhere to strict regulations set forth by clinical agencies in reference to technology use.

PREGNANCY POLICY

Jefferson State Community College students must all adhere to the attendance policy of the school If a student has to missed any didactic materials or assigned clinical days due to pregnancy, giving birth, or post-partum, the student may choose from the following options:

- Remain in the program and make up all missed clinical/ didactic course requirements by the end of the academic term. In collaboration with the Program Director and Director of Clinical Education, as applicable, the student will develop a plan to continue progression. If the student is unable to complete requirements by the end of the academic term, a grade of incomplete (I) will be assigned.
- Withdraw from the clinical / didactic courses and provide a written request for a leave of absence. (Withdrawal from a course will affect progression in the program).

For students who remain enrolled: Students are required to meet with the Program Director and Director of Clinical Education to develop a written progression plan. This counseling record will be placed in the student's file. Students **MUST** provide written permission from their physician to resume their course work.

Clinical Courses: As determined by the progression plan, the student may complete additional clinical hours on weekends, evenings, or holidays, if those opportunities are available. The accrued clinical time may not to exceed 40 hours per week. It is the student's responsibility to submit records of accrued time to the Director of Clinical Education. The make-up clinical time will be applied to any time missed relating to the pregnancy. Students are required to complete all assigned clinical hours, competencies, or assignments by the end of the academic term. If the student is unable to complete clinical hours, assignments, and/or competencies by the end of the academic term, the 'Incomplete' grade policy applies.

This portion of the grade policy states that a grade of Incomplete ("I") may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. A grade of Incomplete ("I") must be completed by the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term of the succeeding term for which the "I" was granted or the "I" will be changed to an "F".

***Didactic Courses**:* Once a plan for progression is in place, the student is required to meet with their instructors to create a plan relating to completion of missed assignments. If a student is unable to complete course requirements by the end of the academic term, the 'Incomplete' grade policy is applied.

Students are required to communicate often and clearly about health issues which may interfere with course requirements. Any complications with the pregnancy will need to be handled on an individual basis.

CLINICAL & HEALTH POLICIES

CLINICAL ATTENDANCE

The student is expected to attend **ALL** clinical rotations at their scheduled times. Tardiness or absenteeism is not acceptable. The attendance habits developed in this program will carry over into the student's professional life after completion of the program. The hospitals take note of the attendance patterns of the students and this is a determining factor regarding potential employees. The attendance policy will be adhered to without exception.

A. **Any absence must be reported to the Director of Clinical Education (DCE) and clinical site at least 30 minutes prior to the scheduled time. Failure to notify the hospital and DCE will result in the student being placed on probation. The second occurrence may result in the student being dismissed from the program. (Students should call the assigned clinical site and email/call the DCE.)**
B. A percentage of the clinical grade each semester is derived from clinical attendance. Therefore, any clinical day missed, regardless of the cause, will lead to a reduction in the student's clinical grade. DCE will deduct 5 points per each absence, and 2.5 points per each tardy.
C. Being tardy three (3) times is considered as one (1) absence. If a student is late 20 minutes or more, the student is considered absent and may be dismissed from the clinical site unless pre-approved by the clinical site to finish scheduled shift.
D. The DCE must document that each student attends all of the clinical time he/she assigned each semester. Therefore, all clinical time missed must be made up.
E. AL**L** make-up days must be approved through the DCE and the clinical site liaison. The student must make-up time missed within two weeks of absence at the same facility or similar rotation.
F. If a student fails to attend a make-up day, another absence will be recorded in the attendance record and the student will be placed on probation. Upon the second occurrence of this nature, the student will be dismissed from the program. It is the student's responsibility to see that all make-up days are approved and schedule through the DCE.
G. Although making up missed clinical time is required, it will not remove the absence from the student's attendance record. The day missed still adversely affect the student's clinical grade.
H. If the student **MUST** leave the clinical site early, the DCE MUST be notified. The DCE will schedule the MAKE-UP time within the following week. This may vary based on the availability/space at the clinical sites. The student will not be allowed to stay past designated clinical time to leave early at a future date. Missed clinical hours can only be made up after they are missed.
I. Students are not permitted to contact the clinical sites directly regarding clinical schedule changes. They must be coordinated through the Director of Clinical Education. Failure to

comply will result in disciplinary actions and will result in an absence for the day(s) affected.

J. Failure to follow the assigned clinical schedule times or reporting to an unassigned clinical site without approval from the DCE and clinical liaison will result in an absence for the day(s). The student will be issued a warning. Upon the second occurrence of this nature, the student will receive a letter grade of "F" for the clinical course and fall out of normal program progression.

K. Any clinical days missed due to disciplinary actions, behavior, or punctuality measures will still be counted against the student's attendance grade.

L. If seminars or meetings fall on a schedule clinical day, students will not be required to do a make-up shift. DCE will ensure that students are schedule enough hours to achieve course objectives.

M. Clocking IN/OUT: Students are **NOT** allowed to use their phones for clocking in/out from clinicals. The assigned hospital computer MUST be use for ALL clockings. Any student who utilizes their cellphone or any other electronic source to clock in and out will have points deducted from their overall clinical grade. Failure to uphold this policy for the second time will result in the student being placed on probation. The third offense will result in program dismissal. Students should contact the DCE in the event of hospital system downtimes, server issues, no computer access on site, etc.

CLINICAL SCHEDULES

Whenever feasible, clinical hours will be scheduled on the day shift. However, due to scheduling constraints, it may be necessary to schedule some clinical rotations on evenings, nights, weekends, and holidays. Twelve-hour shifts will be used in most rotations. Please begin now to advise employers, spouses etc. of this possibility. The number of required hours for each clinic course meets or exceeds the minimum required hours set by JSCC Respiratory Therapy Program.

Note: In addition to these hours, each student is required to document attending at least 12 hours of seminars and participating in at least 4 hours of community service activities prior to graduation. Seminars must be relevant to the field and practice of respiratory care. These hours can be obtained online or in a live setting.

CASE STUDY/PATIENT ASSESSMENTS

All Students will be assigned case studies and/or patient assessments each semester. The case studies will be done according to proper format provided by the DCE. The student will turn in the case study or assessment by the appointed deadline. Late work will result in a deduction in the student's clinical grade.

COMPETENCIES/EVALUATIONS

The JSCC Respiratory Therapy program will utilize the DataARC computer software to record clinical competencies, student attendance, and clinical evaluations. The purpose of DataARC is

1. To insure that each student maintains a record of procedures performed
2. To insure that each competency procedure has been evaluated by a preceptor and is documented.
3. To record student daily and affective evaluations
4. To allow students to perform evaluation regarding overall resources and efficiency of individual preceptors and clinical sites.

Students are to abide by the following rules and regulations regarding competency, daily, and affective evaluations.

1. Students are **NOT** to perform any clinical competencies without prior validation in the skills lab
2. Students will not be given credit for competencies that do not have least ***three*** performances documented in DataARC. (For example, a student should not be validated on SVN if they only watched the preceptor perform the skill, but if the student has observed, performed with assistance, and performed SVN without assistance, a preceptor or faculty member can then properly validate him or her on a specific procedure/therapy.
3. Each student will complete the prescribed clinical competencies as noted in their syllabi/course objectives. The proper sequence will be covered by the DCE.
4. If a student receives an evaluation (daily/affective) that is unsatisfactory, or less than satisfactory, they will be counseled. Upon the second unsatisfactory evaluation, the student is on probationary status and re-evaluated by the Director of Clinical Education. Upon the third unsatisfactory evaluation, the student will be dismissed from clinical resulting in dismissal from the program.
   NO EXCEPTIONS!!
5. Any student performing a procedure that causes an adverse patient response, in the clinical setting, will result in remediation of the student by the Program Director and DCE. Upon the second adverse event, the student will be dismissed from the program.
6. Preceptors are to perform daily evaluations on the students in DataARC. Affective Evaluation should be submitted at the end of each clinical area rotation and at the end of each clinical course. ANY information that is forged by the student will result in expulsion from the program.

UNIFORMS

While in the clinical sites, students will wear eggplant scrubs with associated white JSCC-RT lab coat. A solid white, gray or black t-shirt (short- or long-sleeved) can be worn under the scrub top. Scrubs and lab coats must have the embroidered JSCC-RT logo.-A photo ID badge indicating that the student is a Respiratory Therapy student at JSCC will be worn – with name and photo visible – at all times.

Every student is expected maintain a neatly attired appearance, keeping the hair clean, appropriately styled and in a color that appears naturally in humans. Fingernails should be clean and trimmed less than ¼ inch long from tip of finger. Nail polish of any kind and artificial nails are not allowed. Long hair will be kept tied back. Beards and moustaches will be clean and neatly trimmed. Visible body piercing and visible tattoos are not permissible. Shoes may be of either athletic or casual (soft-soled) style. Shoe color should be mostly black or white with minimum additional colors. No sandals or other open-toed shoes may be worn. If there is any doubt about whether a particular shoe style or color may be worn, check with a faculty member before wearing it to clinic.

For safety and per JSCC RT program policy every student will be required to wear a mask with face shield in all patient care situations in the clinical setting where there is a risk of blood and body fluid exposure. If prescription glasses are worn, the present pair will suffice. Contact lenses do not meet this requirement. Students should wear appropriate PPE based upon patient specific isolation criteria.

Jewelry should be kept simple and to the minimum. The following items are acceptable:

1. Wedding bands
2. Wristwatches with secondhand (required)
3. Post-type (stud) earrings (ONLY)

Bracelets, dangling earrings and necklaces are neither appropriate nor acceptable. Earrings are limited to two per ear.

Since our patients have respiratory disorders and many are sensitive to strong odors, no perfumes or colognes should be worn. This, however, does not preclude regular bathing and the use of deodorants.

"Non-hospital" clinical sites may have dress codes that vary from this standard. If this is the case, the student will be notified regarding proper attire.

Non-conformance with any part of the dress code will be sufficient reason to be dismissed from the clinical setting. A "Did Not Meet Objective" will be received on the uniform portion of the daily evaluation and return to the clinical affiliate may be jeopardized.

Remember, appearance and demeanor are the first communication with patients. A professional presence must be maintained at all times.

CLINICAL EQUIPMENT

In addition to the proper clinical attire, student will be required to have the following equipment/items every clinical rotation.

1. Small note pad
2. Black pen
3. Stethoscope
4. Calculator
5. Watch (with second hand)

CLINICAL GRADING

Clinical performance will be evaluated both objectively and subjectively. Objective grading will include, but not be limited to, testing, clinical procedure check sheets, objective check sheets, case study reports, written reports, and time sheets. Subjective grading will include, but not be limited to, evaluation from hospital clinical instructors and faculty.

Students are responsible for keeping track of all check sheets, time sheets, written work and other clinical records until they are turned in to the Director of Clinical Education to be filed. The student must correct any deficiencies in these records.

Requirements for clinical courses can be found in the grade requirements document provided for each course. Grade computation may vary from semester-to-semester. Failure to complete all requirements by the assigned deadline will result in a grade of "F" for the course. Due to some extenuating circumstances, the student will receive a grade of "I" until all components are completed. The DCE, Program Director, and Dean of Career and Technical Education must clear these particular cases.

Falsification of any clinical records will automatically result in a failing grade for the course and will severely jeopardize your chances of completing the program.

HEALTH POLICY

Because participation in clinical instruction is an integral part of the Respiratory Therapy Program curriculum, each student is required to comply with all the policies and procedures of the contracted clinical sites and the RPT Program. Therefore, each student is expected to uphold the contractual terms upon being admitted to the RPT Program. All costs/expenses associated with meeting the health and general policy requirements of the Program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the **Respiratory Therapy Program:**

1. Submit a completed RPT Health Form (physical examination packet) current within one year which includes:
2. Vaccinations which include
    a. Hepatitis B Series or evidence of immunity
    b. MMR (German Measles, Mumps, Rubella) if born after 1957 or evidence of immunity
    c. Varicella immunity (immunization record or titer)

   d. Proof of tetanus vaccination
   e. Current seasonal flu vaccine
   f. Documentation of a TB skin test
3. Current Cardiopulmonary Resuscitation (CPR) training at the **health care provider** level (BLS/Infant/Child). **The RPT program at Jefferson State will ONLY accept CPR certification provided through the American Heart Association.**
4. Purchase of liability and accident insurance for a fee of $15.00 this is purchased through the College paid to the cashier in the GSB building.
5. Students are required to complete a pre-clinical **drug screen.** The students must have a negative screen prior to being assigned to a clinical site. The complete drug screen policy is located in this RPT Program Student Handbook.
6. Students are required to have a **background check** prior to assignment to clinical/lab rotations. All students must sign a release form for permission to perform a background check as required by federal law. The student must abide by the RPT Program background check policy and clinical site policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the Program.
7. Students are required to complete training on Universal Precautions, OSHA requirements, and the prevention and management of the spread of disease. Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies, including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.
8. Due to the importance of these documents and legal issues, no student will be cleared for a clinical course until his/her documents have been submitted. All submitted records become the property of the Program and will not be provided back to the student.

BACKGROUND CHECKS

As stipulated by the health care agencies with which Jefferson State Community College Respiratory Therapy Program contracts for clinical experience, students must abide by the policies established by these agencies relative to background screening. This includes a pre-clinical background screening. Fees for all background screening must be paid by the student.

1. All students will receive notice of the background screening and a copy of the background screen policy upon admission to the Respiratory Therapy Program. Students in progression will receive official notice of background screen policy revisions and are required to comply with the revised policy.

2. Background screening will be scheduled and conducted by a company selected by the college with all fees paid by the student.

3. Failure to pay appropriate fees and to consent to the background screening by the published deadline will prohibit the student from completing the clinical component of required respiratory courses.

4. A student who is refused acceptance for clinical experience due to a positive background screen will not be able to complete the clinical component of required courses and will not receive a passing grade for the course.

5. A student who is unable to complete the clinical component of required courses due to a positive background screen will be advised regarding possible readmission on an individual basis.

6. The student must report to the Respiratory Therapy Program Director and/or DCE any arrests and/or criminal charges or convictions filed subsequent to completion of the criminal background check as soon as possible, but no later than seven (7) calendar days of learning of such charges or convictions.

7. Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following will bar admission to and are grounds for dismissal from a clinical course of study:
   - Crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery

   - Crimes involving drug use, drug distribution, or possession of drugs or drug paraphernalia

   - Crimes involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects

   - Crimes involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)

   - Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from clinical rotation

Procedure:

1. Students must pay appropriate fee for the background screening by the published date. Payment must be made directly to the company. Once admitted to the program information will be provided to complete the background screening procedure.

2. Students must sign appropriate consents prior to the screening. Consents will be kept in the student's file.

3. Background screening will include the following:

   Criminal history: Reveals felony and misdemeanor convictions, and pending case usually including date, nature of offense, sentencing date, disposition and current status.

Sex Offender Check: A search of the state or county repository for known sexual offenders.

Social Security Number Trace: Verification that the number provided by the individual was issued by the Social Security Administration, and is not listed in the files of the deceased.

Office of Inspector General: Identifies individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare benefits.

4. The student will be notified of positive findings by the Respiratory Therapy DCE prior to notification of the clinical facilities for a determination regarding student acceptance for clinical experience.

5. Positive findings on the background screening will be reported to the Director of Human Resources or other designated person at the appropriate clinical facility who will determine if the student will be accepted for clinical experience.

6. Background screens which would render a student ineligible for placement include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment.

Confidentiality:

The Respiratory Therapy DCE will receive all screening results. Confidentiality of test results will be maintained with only the Program Director, DCE, and the student having access to the results with the exception of legal actions that require access to test results. *Note: Some clinical sites may request results of background check and drug screening prior to clinical placement.*

DRUG AND ALCOHOL TESTING

As stipulated by the health care agencies with which Jefferson State Community College Respiratory Therapy Program contracts for clinical experience, students must abide by the policies established by these agencies relative to drug and alcohol screening and any subsequent revisions to the policy in order to participate in clinical experiences at the agency. This includes pre-clinical drug and alcohol screening and random drug and alcohol screening. Fees for all drug and alcohol screening must be paid by the student.

I. Pre-Clinical Screening

1. All students will receive notice of the drug screening guidelines prior to admission to the Respiratory Therapy program.
2. The Respiratory Therapy Program will maintain on file a signed consent to drug and alcohol screening from each student.

3. Drug and alcohol screening will be scheduled and conducted by a nationally

accredited laboratory selected by the college at a cost for each student.

4. Any student not present for screening at the designated time will be subjected to subsequent testing at a time chosen by the Respiratory Therapy Program Director.

5. Failure to complete the drug and alcohol screening as required by clinical agencies will prohibit the student from completing the clinical component of required respiratory therapy courses.

6. Results of drug and alcohol screening must be sent directly to the Respiratory Therapy Program DCE at Jefferson State Community College.

7. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Respiratory Therapy Program. The student will be considered for readmission according to the criteria listed in the readmission policy listed in this handbook.

II. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing. The definition of reasonable suspicion may include any of the following:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Presence of an odor of alcohol;
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance;
4. A workplace accident;
5. Evidence of tampering with a drug test;
6. Suspected theft of medications including controlled substances while at any clinical sites;
7. Information that the individual has caused or contributed to an incident in the clinical agency;
8. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs or alcohol while enrolled in the Respiratory Therapy Program.

III. Random Drug Screening

Students may also be subject to random drug testing. Random testing means that students may be arbitrarily selected for drug testing each semester by the testing agency used by the Respiratory Therapy Program. Testing can occur at any time during enrollment in the program. Payment for random screening is the student's responsibility.

IV. Student Drug Screen Procedure

1. All students must pay the prescribed fees prior to the Respiratory Therapy Program Orientation and first day of class. Information about such fees will be presented to the student in their letter of admission.

2. Drug and alcohol screening for students will be conducted prior to the first scheduled clinical day for RPT 210. Transfer students will be screened prior to the first scheduled clinical day for the course into which they are transferring.

3. Students must submit a photo ID and social security number at the time of specimen collection.

4. Students must follow the drug screening procedure as determined by the testing agency.

5. Urine samples must be screened for the following:
    1. Amphetamines
    2. Barbiturates
    3. Benzodiazepines
    4. Cocaine
    5. Marijuana
    6. Methaqualone
    7. Opiates
    8. PCP
    9. Propoxyphene
    10. Methadone

6. Alcohol testing is completed using breath analysis. A level above 0.020 is considered positive. Results are available immediately.

V. Confidentiality

The Respiratory Therapy DCE will receive all screening results. Confidentiality of test results will be maintained with only the Program Director, DCE, and the student having access to the results with the exception of legal actions that require access to test results. *Note: Some clinical sites may request results of background check and drug screening prior to clinical placement.*

VI. Guidelines for a Positive Drug Screen

Students with a positive drug screen are not permitted to participate in respiratory courses. The student will receive a zero for each class or clinical assignment missed as a result of a positive drug screen.
In order to participate in class after a positive drug screen, the student must complete the following:

1. Complete a substance abuse treatment program approved by the Jefferson State Community College Respiratory Therapy Program.
2. Have the substance abuse treatment program mail the program completion statement directly to the Jefferson State Community College Respiratory Therapy Program Director.
3. Have the treatment program send a copy of each random drug screen report directly to

the Jefferson State Community College Respiratory Therapy Program Director. Failure to do so will result in immediate dismissal from the Jefferson State Community College Respiratory Therapy Program based on deliberate disregard of the guidelines for readmission.

Once the student has satisfied the above requirements, the student will be able to resume the program of study according to progression guidelines set forth in the Respiratory Therapy Program.

The Jefferson State Community College Respiratory Therapy Program Director/DCE reserves the right to randomly screen the student until completion of the Jefferson State Community College Respiratory Therapy Program. A second positive screen will result in immediate and permanent dismissal from the Jefferson State Community College Respiratory Therapy Program.

VII. Drug screen programs suggested or required by Jefferson State Community College, and/or various institutions with which the college contracts may vary from time to time in any or all of their aspects. Students will be required to comply with screening which will satisfy any program or requirement established by any health care facility with whom the college contracts for clinical experience, whether preclinical drug screening, random drug screening or incident related screening.

Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing or incident testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

COMMUNICABLE DISEASE/ENVIROMENTAL EXPOSURE

During the clinical application portion of the Respiratory Therapy program, students will be placed in local medical institutions and other locations that are affiliated with Jefferson State Community College. While in these clinical affiliates, exposure to patients afflicted with fatal or potentially fatal diseases that may be contagious will occur. Students may also be exposed to contagious and high-risk toxic environments. As part of the educational process, students will first be provided with detailed information about the nature, risks, and preventive measures related to these communicable disease processes. Students will also be provided with information concerning prevention of illness resulting from exposure to contagious and high-risk toxic environments or substances.

If the student is injured or exposed to contaminated blood and body fluids while in a clinical setting, he should first notify the clinical supervisor and the Director of Clinical Education. They

will need to fill out a Hospital incident report form A copy of this form must be submitted to the Director of Clinical Education within 24 hours of the occurrence. Additionally, the student must complete a programmatic injury/exposure report. This form can be accessed in the appendix of the handbook.

STANDARD PRECAUTIONS

Students entering a health care field should be aware of the possibility of being exposed to various contagious diseases during the clinical education and career. Precautions and protective procedures are discussed prior to the first clinical course. Additional information may be provided by each clinical facility. Students are required to make use of any protective devices available and to use universal precautions.

There is an increasing prevalence of HIV and Hepatitis B and C that increases the risk for health care workers who may be exposed to blood and body fluids from infected patients. With this in mind, it is necessary to consider ALL patients as potentially infected with blood borne pathogens.

The following precautions apply to all faculty and students of the Jefferson State Community College Respiratory Therapy Program.

1. Gloves must be worn during all patient contact, including but not limited to:
    a. blood and body fluids
    b. mucous membranes
    c. non-intact skin
    d. items or surfaces soiled with blood or bloody fluids
    e. performing arterial puncture and other vascular access procedures

2. Gloves should be changed between patients, and hands should be washed thoroughly.
3. Protective eyewear should be worn when performing open suctioning or at any time droplets of blood or other body fluids might contaminate the eyes of the caregiver.
4. Needles are not to be recapped after patient use and must be placed in a sharps (puncture resistant) container immediately after use.
5. Needles should not be purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
6. Disposable syringes and needles, scalpel blades, and other sharp items should be disposed of in the sharps container.
7. Clinical site policies must be followed by students and faculty.
8. Any break in skin integrity of the caregiver must be covered by an occlusive/protective covering.
9. Gloves that are punctured or torn while in use should be removed as soon as possible. Hands are to be washed thoroughly and new gloves applied before proceeding with the task.
10. Laboratory specimens should be handled with gloves on and labeled appropriately. (Put in plastic bags for transport to the laboratory.)
11. Soiled linens will be put in bags at the bedside and are not to come in contact with the uniform.
12. Gloves should be worn when providing personal care for all patients and while doing any procedure where contact with blood or body fluids may be expected (including all times when patient's skin will be punctured, i.e. arterial puncture).

13. Spills should be removed with gloved hands and papers towels, and then a request that housekeeping clean and disinfect the area should be submitted.
14. Gloves are to be worn for post-delivery care of the umbilical cord and until all blood and amniotic fluids have been cleansed from the infant's skin.
15. The same precautions will apply when performing post-mortem procedures.

PERSONAL HEALTH INSURANCE

All students are required to provide proof of health insurance. This is a requirement of the clinical education sites. Therefore, students will not be available to attend clinical without health insurance coverage. Proof of insurance must be submitted to the Director of Clinical Education by the assigned deadline.

LIABILITY INSURANCE

Each student is required to carry liability insurance each semester enrolled. This is required by all health related programs and all clinical affiliations. The insurance is available through Jefferson State Community College at a minimal cost and should be included in the student's charges at registration. Payments are made to the college cashier by the student.

STUDENT/PRECEPTOR RELATIONSHIP

Students are expected to maintain a respectful attitude toward the preceptor and/or the designated staff member(s). Students should follow the directions as given unless the student feels uncomfortable or lacks the skill(s) to perform the services. Student should seek clarification/assistance for any procedure that he/she feels unfamiliar or uncomfortable with.

PATIENT PRIVACY

Students must always respect the rights of patients. These rights include the right to privacy, the right to dignity, the right to confidentiality of information, and the right to a sympathetic and compassionate understanding of fears and insecurities which go along with being ill and hospitalized. The patient should always be treated as an individual of worth and dignity. The behavior of the student should inspire calm and confidence in the patient and should never be abrupt, hostile, condescending, or in any way unsettling to the patient.

If at any time, a student disregards standards of professionalism or engages in behavior, which endangers themselves or others, he/she may be immediately removed from the clinical site. In this event, the student and the designee should contact the Director of Clinical Education.

Success in the RPT program is dependent upon the ability of the student to function effectively in the clinical setting. Disruptive behavior may result in the dismissal of the student from the program, even though grades in the didactic courses are acceptable.

RPT CLINICAL AFFILIATES

Facility	Address	Phone number	Contact Person(s)		
Birmingham VA Medical Center	700 South 19th St. Birmingham, AL 35233	205.933.8101	Ron Norris		
Brookwood Baptist Medical Center	2010 Brookwood Medical Center Dr. Birmingham, AL 35209	205.547	David Howard		
Children's of Alabama	1600 7th Ave. South Birmingham, AL	Hospital Main Number: 205-638-9100	Acute Care	Marsha Holmes	205-638-3631
			ER	Heath Miller	205.638.3625
			CVICU	David Smith	205.638.3867
			NICU	Scott Como	205.638.9677
			PCU	Erica Nickles	205.638.9676
			PICU	Ryan Jones	205.638.6077
Coosa Valley Medical Center	315 W Hickory St. Sylacauga, AL 35150	256.401.4310	Carolyn Greger		
DCH Regional Medical Center-Tuscaloosa	809 University Blvd. East Tuscaloosa, AL 35401	205.704.5095	Erin Page *Lisa Price-Director*		
DCH-Northport Medical Center	2700 Hospital Dr. Northport, AL 35476	205.704.5095	Erin Page *Lisa Price-Director*		
Grandview Medical Center	3690 Grandview Pkwy Birmingham, AL 35243	205.971.4948	Glenn Pippen		
Kirklin Clinic	2000 6th Ave S. Birmingham, AL 35233	205.801.8178	Melissa Wells/Susy Davis		
Noland Healthcare-Birmingham @ St. Vincent East	50 Medical Park Dr. East-8th Floor Birmingham, AL 35476	205.838.5127 205.370.2590	Rhonda Nelson		
Noland Healthcare-Tuscaloosa @ DCH	809 University Blvd East Tuscaloosa, AL 35401	205-759-7016	Jason McCullough		
Princeton Baptist Medical Center	701 Princeton Ave SW Birmingham, AL 35211	205.488.1350-RT Supervisor/Team Leader	David Noles		
Pulmonary Associates	3686 Grandview Pkwy Ste.500 Birmingham, AL 35243	205-802-2000 Ext. 3125	Toby Osborne		
Shelby Baptist Medical Center	1001 1st St. North Alabaster, AL 35007	205.620.8877	Rob Helmke		
St. Vincent's Birmingham	801 Saint Vincent Dr. Birmingham, AL 35205	205.930.2759	Charles Thomas		
St. Vincent's East	50 Medical Park Dr. E Birmingham, AL 35235	205-838-3452	Diane Walding		

University of Alabama at Birmingham (UAB)-Main Hospital	619 19th St. Birmingham, AL 35249	205.996.4804	Susy Davis
UAB Highlands	1201 11th Ave. South Birmingham, AL 35205	205-930-7076	Cassandra Whitehead
UAB Medical West	995 9th Ave. SW Bessemer, AL 35022	205-481-7159	Lisa Montiel
UAB-RNICU	1802 6th Ave. South Birmingham, AL 35233	205-975-8573	Susan Roberts
Walker Baptist Medical Center	3400 Hwy 78 East Jasper, AL 35501	205.387.4461	Debra Channell

DENIAL OF ACCESS TO CLINICAL AFFILIATES

Completion of the Respiratory Therapy program requires completion of ALL assigned clinical rotations. If, for some reason, the student is denied access, in writing, to a clinical affiliate, the ability to complete the program may be jeopardized. In these instances, the faculty will make every effort to reschedule remaining clinical rotations at an alternate site to achieve the required clinical objective. However, if the remaining clinical objectives are available only at the affiliate that has denied access, completion of the program may not be possible. If a student is removed from a clinical site due to a behavioral or performance issues, the student will be placed on a probationary status. Depending on the severity of the event and the availability of space at the clinical sites, the student will be allowed to continue their clinical rotations. In the event of a severe adverse or sentinel event, the student may be immediately dismissed from the program. Upon the second removal of the student from any clinical site, he/she will be dismissed from the program.

AFFILITIATE SPECIFIC ORIENTATION

Although Respiratory Therapy is fairly standardized, each clinical affiliate may have specific guidelines that must be recognized. Therefore, each clinical rotation may also require an "Affiliate Specific Orientation" which must be completed prior to attending clinical. If a student has been assigned a specific clinical site and has not completed the ASO, they will NOT be assigned to that clinical affiliate.

RULES & REGULATIONS

All Students are expected to act in a mature, self-disciplined manner at all times. This behavior is necessary for the promotion of academic excellence. It is suggested that that student take the time to review the Jefferson State Community College Student Catalog/Handbook issued by the College.

If a grievance against another student(s), instructor(s), or the college occurs, the student should follow the guidelines outlined in the Student Handbook Section of the Jefferson State Community College Catalog.

LABORATORY SAFETY RULES

For safety, please observe the following rules while using the Respiratory Therapy Laboratory.

1. Food and drink are not allowed in the laboratory area and should be kept away from lab equipment.
2. Observe fire safety precautions. Oxygen is in use in this room.
3. Dispose of needles and other sharp objects in the sharps container.
4. Return equipment to its designated area when lab activities are completed.
5. Supervision by an instructor or designee is required.
6. Secure gas cylinders in approved areas or holders.
7. Clean or dispose of contaminated material using proper techniques.
8. Wash or gel hands before and after lab activities.
9. Use caution with all high-pressure equipment.
10. If unsure, ask questions.

DISRUPTIONS/PERSONAL MEDIA DEVICES

The use of personal media devices during class lecture or laboratory sessions are prohibited unless his /her instructor gives the student permission. Media devices, if allowed by the instructor, must be used for the purpose of learning. If the student's media device becomes an annoyance and/or disruptive to the class; you will be ask to put them away. If disruptions persist, you will be dismissed from class for the day. Student must meet with Program Director and the instructor prior to returning to the class. Student will be held accountable for any missed material due to being dismissed from class and will not be allowed to make up a pop quiz, if applicable.

Everyone must adhere to the college's Policies and Procedures for Information Technology Resources and Systems. All violations will be reported immediately.

All personal communication devices are strictly prohibited in patient area/clinical.

**Tardiness is also considered disruptive.

MAINTENANCE OF STUDENT RECORDS

A confidential, cumulative record is kept on each student in a secure location, retrievable for use by authorized College personnel. This record contains grades, completion of clinical course verification sheets, signed clinical evaluations, and other pertinent information.

Records of individual student conferences, warnings, disciplinary actions, etc., will be maintained in the confidential cumulative record. These forms will be read and signed by the student and a faculty member prior to this record becoming a part of the cumulative record. The signature does not establish agreement with the information recorded on the form. It simply implies that the form has been read and the student understands the information, conditions of the warning and/or disciplinary actions, and the program response if conditions related to warning and/or disciplinary action are not fulfilled.

Advisors can refer students to the counseling center or other appropriate resources when indicated. In addition to advisement notes and other communication records, each student file contains documents, which each student must provide to the program.

FALSIFICATION OF RECORDS

Dishonesty, cheating, or stealing, in any form, will NOT be tolerated. Any falsified information/documentation on patient records or student records is prohibited. Students found falsifying any records will receive Disciplinary action according to the Jefferson State Community College Student Handbook.

STUDENT RT EMPLOYMENT/STUDENT LICENSURE

The Jefferson State Community College Respiratory Therapy Program will abide by the Alabama State Board of Respiratory Therapy's (ASBRT) Administrative Code regarding student respiratory therapy employment and student licensure. The policy states the following:

"798-X-5-.14 Student Exemption from Licensure While Employed

(1) Pursuant to Section 34-27B-11, Code of Alabama (1975), respiratory therapy students may perform limited respiratory therapy procedures as an employee of any healthcare facility while enrolled in a respiratory therapy program accredited by CoARC under CAAHEP or successor organization. The student employee shall be designated by title as a student or trainee and shall work under direct clinical supervision.

(2) Student status shall be limited to four years.

(3) To verify student status for employment in respiratory therapy, Directors of accredited respiratory therapy programs shall provide current lists of students enrolled in their programs, or complete "Student Verification Forms" or submit a letter certifying a student's eligibility for employment based on enrollment in a respiratory therapy program.

(4) Directors of respiratory therapy educational programs shall provide notice to the Board when a student's enrollment is terminated within 60 days of such termination."

(ASBRT-Administrative Code, pg.22)

In addition to the ASBRT's Administrative Code, the students must follow the below programmatic policies/procedures related to student RT employment and licensure:

1. Students shall not perform any respiratory hospital/clinical duties for any form of pay/compensation without a verified student license from the ASBRT regardless of hire or start date at anticipated employing facility.
    a. It is the student's responsibility to make sure the Program Director/Dean and the employing site submits proper documentation n (i.e. Student Verification Forms) to the ASBRT prior to their hire date.
    b. Students are not allowed to continue working as a student RT if they fail out of the respiratory program or fails to continue normal program progression. The Program Director will notify the employing site (in writing) when this situation occurs.
    c. Failure to comply by the ASBRT's Administrative Code could prevent a student from obtaining a RT license
2. Student are not allowed to use paid working hours as a student employee toward clinical hours for RPT courses. Any student caught in violation of this policy is subject to disciplinary action that may include but not limited to failure of the current RPT clinical course, loss of student RT license privilege, the student being placed on academic probation or suspension, and/or even dismissal from the program. This act falls under falsifying data and violates the Jefferson State Academic Honesty Code.
3. Students must always introduce themselves as a "student respiratory therapist" to patients and anyone in the healthcare setting. Students must be supervised by faculty or hospital staff at all times.

OSHA/NIOSH CERTIFIED N95 FIT TESTING

It is mandatory that all respiratory therapy students be "fit tested" using OSHA/NIOSH certified testing system for the appropriate and accurate fit of an N95 particulate mask. The student will be "Fit Tested" prior the clinical placement.

AARC STATEMENT OF ETHICS & PROFESSIONAL CONDUCT

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws, which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

Effective 12/94
Revised 12/07
Revised 07/09
Revised 07/12
Reviewed 12/14
Revised 04/15

APPENDICES

Acknowledgement of Student Handbook/Policy Manual ……A

Acknowledgement of Receipt of Drug and Alcohol Testing Policy ……B

Acknowledgement of Receipt of Background Check Policy ……...C

RPT Grading Policy Acknowledgement ……..D

Clinical Confidentiality Statement ……...……E

Photo Release …….....F

Student Exposure Incident Report …….……..G

Academic Calendar …….……H

Acknowledgment of Student Handbook/Policy Manual

I, _____, acknowledge that I have read, understood, and given a copy of the JSCC Respiratory Therapy Handbook. I agree to abide and be held accountable for all aspects of the handbook.

I understand that, with proper notice, the material in this handbook is subject to change or revision at the Program Director's or the school's discretion. If such change takes place, I will be made aware of them, in writing.

I understand that failure to comply with the established policies and guidelines may result in probation or withdrawal from the Respiratory Therapy Program

I agree to comply with these polices and guidelines.

Signature_____ **Date**_____

A

ACKNOWLEDGMENT OF RECEIPT OF DRUG & ALCOHOL POLICY

I certify that I have received a copy of Jefferson State Community College's Respiratory Therapy Program drug and alcohol testing policy and guidelines. I have read and understand the requirements of the policy and guidelines. I understand that violation of this policy could result in program dismissal.

Student's Signature: _____

Student's Name Printed: _____

Student's J#: _____

Date: _____

B

ACKNOWLEDGMENT OF RECEIPT BACKGROUND CHECK POLICY

I certify that I have received a copy of Jefferson State Community College's Respiratory Therapy Program Background Check Policy. I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to undergo background checks prior to registering for any RPT course.

Student's Signature: _____

Student's Name Printed: _____

Student's J#: _____

Date: _____

C

RPT GRADING POLICY ACKNOWLEGEMENT

I, _____ have read and understood the following Respiratory Therapy Grading Policy.

1. The student receives a grading according to his/her level of performance in each course. Patient care demands at least a "C" level of competence; therefore, the student must achieve at least a "C" level of performance for progression to the next respiratory care sequential course.

2. The faculty reserves the right to require that a student demonstrate the minimally acceptable achievement in all portion of the program whether this be a unit of work within a course or the total course content.

3. The student must perform all of the criteria for RPT laboratory practicals with a minimal competency grade of "C". A student receiving a grade of "D" or below for his/her performance on the laboratory practical will be subject to remediation. If a student is unable to successfully complete a laboratory practical after remediation, he/she may be subject to dismissal from the RPT program.

4. It is the **STUDENT'S** responsibility to schedule a conference with the instructor to discuss the student's grade, possibly determine the reasons for a failing grade and determine a remediation plan

5. The instructor has the final decision on how remediation should be handled.

6. If the student can not or will not comply with the instructor's intervention or if the student receives a "D" or below, the student may be dropped from the RPT program.

7. The retaking of any unit/course test by student(s) is not permissible. Student should schedule a conference with the instructor to discuss any failing grade(s).

8. Students will be taking a comprehensive national board exam. With that in mind, the instructors in the RPT Program holds the right to test students on materials covered in current/previous classes or terms.

_____ _____

Student Signature **Date**

D

CLINICAL CONFIDENTIALITY STATEMENT

Patient and employee information from any source and in any form (such as paper, talking, and computers) is confidential. I shall protect the privacy and confidentiality of patient and employee information. Access to this information is allowed ONLY if I need to know it to perform my job during my clinical rotation.

I, _____ AGREE THAT:

I WILL only access information I need to do my job.

I WILL NOT show, tell, copy, give, review, or change any confidential information unless it is part of my job, and I have been directed to do so by my supervisor. If it is part of my job to do any of these tasks, I will follow the correct departmental procedures (such as shredding confidential papers before throwing them away.).

I WILL NOT misuse or be careless with confidential information.

I WILL keep my computer password secret, and I will not share it with anyone

I WILL NOT use anyone else's password to access any clinical site computer system.

I WILL NOT share any confidential information even after my clinical rotation is completed.

I KNOW that confidential information I learn during my clinical rotations does not belong to me.

I WILL always protect the privacy of the patients and employees.

I AM SOLEY RESPONSBILLE for my use or misuse of confidential information.

I WILL NOT TAKE equipment, supplies, medications, or private information from the clinical site.

Failure to comply with this agreement may result in the immediate termination of my clinical rotation and/or legal penalties. By signing this agreement, I affirm that I have read, understand, and will comply with this agreement

_____ _____

Signature of Student Date

E

PHOTO RELEASE FORM

I, the undersigned, do hereby release all rights or claims in connection with the photo(s) in which I appear, for use by Jefferson State Community College. I understand that the photo(s), if used, will be for the promotional purpose of assisting Jefferson State Community College and I waive any claim to financial remuneration for the use of these photo(s). I also waive any right to inspect or approve the finished photo(s) and/or advertising copy.

I hereby release Jefferson State Community College, its legal representatives and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in taking of said picture or in any subsequent processing thereof, as well as any publication thereof.

I declare that I am of legal age and have every right to contract in my own name in the above regard.

Name: _____ Date: _____

Program: _____ J#: _____

Phone: _____ Email: _____

Signature: _____

F

Respiratory Therapy Program

Student Exposure Incident Report

(Please Print.)
Name: _____ Student J #: _____

Course Name & Number: _____

Location of Incident (Specify clinical agency and area.):
_____
_____
_____

Potentially Infectious Materials Involved BLOOD: _____ OTHER:
_____
Type of Exposure: Needle Stick: _____ To Which Body Part: _____

Contact of Bare Skin with Blood/Other (Describe the part of the body exposed, the condition of the skin, amount of potentially infectious material.):
_____
_____
_____
_____

Contact of Mucous Membranes, Eyes, and/or Mouth with Blood/Other (Describe the part of the body exposed, the condition of the skin, amount of potentially infectious material.):
_____
_____
_____
_____

Describe any Injuries Suffered in the Event:
_____
_____
_____

Name Other Persons Exposed or Injured:
_____
_____
_____

G

Personal Protective Equipment Being Used at the Time of the Exposure:

_____

_____

Witnesses to Exposure Incident:

_____

_____

_____

BRIEFLY DESCRIBE EXPOSURE INCIDENT (work being performed, how incident was caused, estimation of duration of exposure):

_____

_____

_____

_____

ACTIONS TAKEN (persons involved, decontamination, clean-up, reporting, etc.):

_____

_____

_____

RECOMMENDATIONS FOR AVOIDING REPETITION:

_____

_____

_____

SOURCE OF EXPOSURE KNOWN: YES_____ NO_____

WAS BLOOD TESTING DONE ON EXPOSURE SOURCE: YES_____

NO_____

IF NO, THEN WHY NOT?

_____

_____

Name And Address Of Physician I Plan To See For Follow-Up:

_____

_____

_____ _____

Student's Signature Date

_____ _____

Signature of Clinical Instructor Date

Follow-up care of the above incident:

_____

_____

_____ _____

JSSC-Director of Clinical Education/PD Signature Date

G

Academic Calendar 2018-2019

Fall Semester 2018

June 25 – Registration Begins
August 13-16 – Registration Extended Hours
August 17 – Classes Begin
September 3 – Labor Day Holiday
September 6 – Last Day to Withdraw with Partial Refund
November 12 – Veterans' Day Holiday
November 10 – Last Day to Receive Automatic W
November 19-21 – Professional Development
November 22-24 – Thanksgiving Holidays
December 8 – Saturday Classes – Final Exams
December 10-14 – Final Exams
December 17, 10:00 am – Grades Due
December 24-27, 31 – Christmas Holidays

Spring Semester 2019

October 22 – Registration Begins
January 1 – New Year's Holiday
January 2-4, 7-10 – Registration Extended Hours
January 4 – Classes Begin
January 21 – Martin Luther King, Jr./Robert E. Lee Holiday
January 24 – Last Day to Withdraw with Partial Refund
March 25-30 – Spring Holidays (No Classes)
April 1 – Last Day to Receive Automatic W
April 27 – Saturday Classes – Final Exams
April 29-May 3 – Final Exams
May 3 – Graduation Ceremony
May 6, 10:00 am – Grades Due

H

May Mini-Term 2019

March 11 – Registration Begins
May 8 – May Mini – Term Classes Begin
May 15 – May Mini – Term Final Exams
May 16, 10:00 am – May Mini – Term Grades Due

Summer Term 2019

March 11 – Registration Begins
May 20-23, 28-29 – Registration Extended Hours
May 24 – Classes Begin
May 27 – Memorial Day Holiday
June 5 – Last Day to Withdraw with Partial Refund
July 4 – Independence Day Holiday
July 6 – Last Day to Receive Automatic W
July 31-August 2 – Final Exams
August 3 – Saturday Classes – Final Exams
August 6, 10:00 am – Grades Due

College Closed

September 3 – Labor Day Holiday
November 12 – Veterans' Day Holiday
November 22-24 – Thanksgiving Holidays
December 24-27, 31 – Christmas Holidays
January 1 – New Year's Holiday
January 21 – Martin Luther King, Jr./Robert E. Lee Holiday
March 28-30 – Spring Holidays
May 27 – Memorial Day Holiday
July 4 – Independence Day Holiday

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