

# APPLICATION DEADLINE EXTENDED TO JUNE 24, 2019

## RESPIRATORY THERAPY PROGRAM



### APPLICATION PACKET

FALL 2019

Applications must be received by: **June 24, 2019 by 5:00 P.M**

*"The Jefferson State Community College Respiratory Therapy Program, CoARC program number 200634, awarding an Associate in Applied Science Degree in Respiratory Therapy, at the Jefferson State Shelby-Hoover Campus, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).*

*"This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation."*

*Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and activities in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.*

## Admission Information Contact:

### Pre-Respiratory Therapy/Allied Health Advisor

#### **Kathleen Johnson**

Jefferson Campus Office of Enrollment Services Admissions & Records  
Allen Library (AL 101)  
205-856-7947  
Email: [ktjohnson@jeffersonstate.edu](mailto:ktjohnson@jeffersonstate.edu)

#### **Kim Rigg**

Shelby-Hoover Campus Office of Enrollment Services Admissions & Records  
General Studies Building (GSB 100)  
205-983-5949  
Email: [krigg@jeffersonstate.edu](mailto:krigg@jeffersonstate.edu)

### Respiratory Therapy Faculty/Staff

#### **Angelica Jefferson, MAEd, MSM, RRT**

Director of Respiratory Therapy  
Shelby-Hoover Campus  
Health Sciences Building  
Phone: 205-983-5310  
Email: [ajeffer@jeffersonstate.edu](mailto:ajeffer@jeffersonstate.edu)

#### **David W. Trott, BS, RRT**

Director of Clinical Education  
Shelby-Hoover Campus  
Judy M. Merritt Health Sciences Building, Room 328  
Phone: 205-983-5271  
Email: [dwtrott@jeffersonstate.edu](mailto:dwtrott@jeffersonstate.edu)

#### **Beth Ray**

Office Manager/Accreditation  
Shelby-Hoover Campus  
General Studies Building  
Phone: 205-983-5225  
Email: [bethray@jeffersonstate.edu](mailto:bethray@jeffersonstate.edu)

## Application Deadline (EXTENDED)

Respiratory Therapy Program applications must be received by **June 24, 2019, 5:00 P.M.** CST. Submit the packet in its entirety including observation form(s) to JSCC's Office of Enrollment Services Admissions & Records at any campus. Students are encouraged to contact the Pre-Respiratory Therapy Advisors in Enrollment Services to determine eligibility. **Click for Contact Information..**

## Eligibility

Students who have completed the requirements and all application procedures will be considered for admission. Students will be ranked according to a point system and all required items must be submitted on or before the application deadline. This includes:

### Jefferson State Admission

1. Applicant must be admitted to Jefferson State, unconditionally, and must be in good standing with the College. It is the responsibility of the applicant to ensure that all required admission documents are submitted and all admission requirements to the College are met.
2. Submit all **official** college transcripts from each college previously attended to the JSCC Office of Enrollment Services Admissions & Records. Official transcripts must be on file by the deadline.
3. Submit the highest ACT or SAT composite score to JSCC Office of Enrollment Services Admissions & Records. Official score must be on file in the Office of Enrollment Services Admissions & Records by the deadline.
4. If applying for Financial Aid, complete the FAFSA application

### Respiratory Therapy Admission Requirements

1. Completion of all general education requirements (ENG 101, SPH Elective, MTH 100 or higher, BIO 201, BIO 202, HUM and Fine Arts Elective, PSY 200) before applying for admission to the program.
2. Student must earn a grade of C (70) or better on general education pre-requisite required courses (ENG 101, SPH Elective, MTH 100 or higher, BIO 201, BIO 202, HUM & Fine Arts Elective, PSY 200). Note: BIO 201 and BIO 202 must be within 5 years.
3. Submit all official college transcripts from each college previously attended to JSCC Office of Enrollment Services Admissions & Records. Official transcripts must be on file by the deadline.
4. Student must possess a cumulative GPA of 2.50 or greater on a 4.0 scale
5. ACT composite score of 18 or higher (National or Residual) or SAT Score of 940 or higher. Official score must be on file in the JSCC Office of Enrollment Services Admissions & Records by the deadline.
6. Not a requirement for admission, however, all students admitted to the program must submit to a drug screening and background check and provide other required documentation (Current CPR Certification, Health/Hospitalization Insurance, Liability Insurance, Immunizations, etc.). Applicants with a history of criminal arrest or convictions should discuss the matter with the Director.
7. Complete the Respiratory Therapy (RPT) Observation Form (Optional). See instructions.
8. Only those students who have met all the criteria and submitted all required paperwork by the deadline will be considered for the first round of admission. Late applicants may be considered in a second-round admission if space is available.
9. Once admitted, student must attend a **MANDATORY Orientation**. The time is 9 A.M.- 4:00 P.M. The date is to be determined.

**Jefferson State Community College  
Respiratory Therapy Program Application Checklist**

Please read each item carefully, initial and sign/date the bottom of the form. Submit this form with your application.

- \_\_\_\_\_ I have been unconditionally admitted to JSCC and I am in good standing with the College.
- \_\_\_\_\_ I have a cumulative 2.5 GPA or greater on all college credit
- \_\_\_\_\_ I have earned a grade of "C" (70) or higher on all general education prerequisites (ENG 101, SPH Elective, MTH 100 or higher, BIO 201, BIO 202, HUM and Fine Arts Elective, PSY 200)
- \_\_\_\_\_ Official transcripts from ALL colleges attended are on file in Enrollment Services Admissions & Records Office
- \_\_\_\_\_ I have earned an ACT score of 18 or higher (National or Residual) or SAT Score of 940 or higher and have verified that official test scores are on file with JSCC's Office of Enrollment Services Admission & Records. There is no time limit on the ACT or SAT score.
- \_\_\_\_\_ I have submitted proof of health/hospital insurance (copy of both side of card) or will have insurance, **if admitted to the program. Once admitted into the program, all students must submit proof of health/hospital insurance.**
- \_\_\_\_\_ I have included proof of CPR certification through the American Heart Association (copy of both sides of card), less than 2 years old, at the health care provider level (one-rescuer CPR-adult, one-rescuer CPR -infant/child, airway obstruction, and two-rescuer CPR), OR will have CPR certification, **if admitted to the program.** Once admitted into the program, all students are required to have CPR certification through the American Heart Association. It is strongly encouraged that students obtain certification as soon as possible to complete the paperwork required but no later than **September 20, 2019.**
- \_\_\_\_\_ I have included documentation, signed by a licensed Respiratory Therapist (RT), of a minimum of 8 hours of exposure to Respiratory Therapy via observation, volunteer work, and/or work experience by the application deadline. Experience must be in a hospital-based setting or a clinic. Observation Hours are OPTIONAL.
- \_\_\_\_\_ If Applicable: I have contacted Jefferson State Office of Financial Aid about receiving financial aid
- \_\_\_\_\_ If Applicable: Course substitution procedures have been initiated with the Program Director before the deadline.
- \_\_\_\_\_ I have retained a copy of the application packet I have submitted (including this form) for my own records
- \_\_\_\_\_ I have completed and submitted the official Application for Respiratory Therapy Admission by the deadline in its entirety and understand that the decisions for admission will be made as soon as possible.

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

You will be **notified by e-mail and U.S. mail** if you are accepted into the program. Please provide the preferred email address to be used for official notification. No information will be given via telephone regarding your admissions status. All Applicants will receive notification of status.

# APPLICATION FOR ADMISSION RESPIRATORY THERAPY PROGRAM FALL 2019

Respiratory Therapy Program applications must be received or postmarked by **June 24, 2019**.

Carefully complete the application by filling in all blanks, responding to all questions, and signing the certification. Please print legibly in black ink or type your information.

## Applicant Information

Date: \_\_\_\_\_ Name: \_\_\_\_\_

J Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number/Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers – Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_ JSCC Email: \_\_\_\_\_

Citizenship: U.S. \_\_\_\_\_ Other \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

**Race** – Please Circle (optional): Caucasian Black or African American American Indian or Alaskan Native Asian Native Hawaiian or Pacific Islander Hispanic/Latino Other \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Have you previously applied for admission to the RPT Program? (Circle): **Yes** or **No**

Date(s) of previous application: \_\_\_\_\_

Under what name(s) did you apply? \_\_\_\_\_

## Emergency Contact Information

Person to be notified in case of emergency: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Full Address and Contact Phone Number: \_\_\_\_\_

### Other Colleges Attended

List all formal education beyond high school. If any colleges, universities, or schools previously attended are not listed, the student may be subject to dismissal action for falsification of records. Request that all other colleges attended send official transcripts to the Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215. **Official transcripts of all accredited colleges and universities attended must be on file in the Office of Enrollment Services Admissions & Records by the application deadline.** You may contact the Records office for transcript evaluation by calling (205)856-7704 or by email [records@jeffstateonline.com](mailto:records@jeffstateonline.com).

Dates To/From	Names of Institutions Attending (Including Jefferson State)	City and State	Major	Credentials earned (Diploma, Certificate, Degree, # of Credits)

**RPT Prerequisite Requirements:**

(List where and when these courses were taken.)

Course Number	Course Title	Semester Credit Hours Completed	Grade	Semester Taken	Year	College
ENG 101	English Composition I	3				
SPH 106 or 107	Fundamentals of Public Speaking or Fundamentals of Oral Communications	3				
MTH 100	Intermediate College Algebra or higher	3				
BIO 201	Anatomy and Physiology I	4				
BIO 202	Anatomy and Physiology II	4				
HUM & Fine Arts	AAH Humanities and/or Fine Arts Elective	3				
PSY 200	General Psychology	3				

## Admission Examination

All applicants must take the admissions test (ACT/SAT) to be considered for admission to the RPT Program. **THERE ARE NO EXCEPTIONS.** Request **official** ACT/SAT scores to be sent to the Office of Enrollment Services at Jefferson State Community College by the deadline. If you need information on testing, please visit [www.actstudent.org](http://www.actstudent.org) or call one of our testing offices - Jefferson: (205) 856-7896 Shelby: (205) 983-5908  
Chilton-Clanton: 205-280-8200 St. Clair-Pell City: (205) 812-2712 or by email [testing@jeffersonstate.edu](mailto:testing@jeffersonstate.edu).

Date of Exam	Location	Composite Score	Reading Score	Math Score	Science Score	English

- **Cardiopulmonary Resuscitation (CPR)**

Students must have appropriate and current CPR certification (less than 2 years old) before beginning clinical RPT courses. You must be certified at the Health Care Provider Level (one-rescuer CPR-adult, one-rescuer CPR -infant/child, airway obstruction, and two-rescuer CPR). The program will only accept certification from The American Heart Association. **If you have current CPR certification, please provide copies of the front and back of your CPR card with this application. Please note that CPR certification IS NOT REQUIRED BY THE APPLICATION DEADLINE. If you are admitted to the program you must obtain certification by September 20, 2019.**

**Instructions: Please check the appropriate space as it applies to you:**

- I have current CPR certification through the American Heart Association (Health Care Provider Level) and have attached a copy of my card with my application packet
- I do not have current CPR certification, but I understand that I must have Health Care Provider Level CPR certification by the American Heart Association before **September 20, 2019.**

- **Health/Hospitalization Insurance**

Students must have in-force Health/Hospitalization insurance. **If you have current insurance, please provide copies of the front and back of your Health/Hospitalization Insurance and/or proof of coverage with this application. Health/Hospitalization Insurance IS NOT REQUIRED BY THE APPLICATION DEADLINE. If you are admitted to the program you must obtain Health /Hospital insurance.**

**Instructions: Please check the appropriate space as it applies to you:**

- I have current hospital/health insurance and have attached a copy of my card or proof of coverage with my application packet.
- I do not have current hospital/health insurance, but I understand that I must have health/hospital insurance once admitted into the program.

## Application Certification

Please read and check all items listed carefully, and then provide your signature confirming your understanding of the application material and procedures/guidelines.

- I have read all the material contained in the RPT application packet and understand the Application. An application packet that is incomplete or does not meet application/program requirements will not be considered for admission.
- I understand that after my application is accepted and verified, it is my responsibility to notify the RPT Program and Enrollment Services Admissions & Records immediately of any change in my address, telephone number or status.
- I understand it is my responsibility to: follow proper application procedures, provide transcripts in the required time line, and keep informed on revisions regarding degree requirements, program requirements, progression requirements, selection process, and I will ensure course equivalency by following guidelines established in the student handbook for verification.
- I understand that the general education requirements for the A.A.S. Degree are subject to change with the publication of each year's Jefferson State Community College catalog. Jefferson State Community College reserves the right to make revisions in the RPT program requirements and/or in selection procedures.
- I understand that the RPT program admission policies are based on published college policies, subject to change.
- I understand that if I am notified of being admitted into the program, my failure to submit "Confirmation of Acceptance" or continued interest letter with the Program Director in the allotted time frame constitutes grounds to withdraw my name from the eligibility list.
- I understand that all program students will be required to take a random drug screen and obtain a background check during the Program. Details regarding these procedures will be provided during the orientation.
- Per the Alabama State Board of Respiratory Therapy Administrative Code, an application to practice as a Licensed Respiratory Therapist may be denied if a person has been convicted of a felony or a crime of moral turpitude or has used drugs or intoxicating liquors to an extent which affects the individual's professional competency. Many other states have similar rules regarding licensure. Questions regarding eligibility for licensure should be directed to the Alabama State Board of Respiratory Therapy.
- I certify that all information provided in this application is accurate to the best of my knowledge. Once submitted this application packet becomes the property of Jefferson State and cannot be returned. I understand that if I am applying for a scholarship and a copy of my application is required, it is my responsibility to make copies of the application prior to submitting to Jefferson State.

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Student's Name (Print)

Student's Signature

Date

## Statement of Equal Opportunity

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."

For Office Use Only: Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_

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Signature of JSCC Faculty/Staff

Title

Date

## RPT Admission Ranking Formula-Fall 2019 Application

Item	Points Possible	Points Achieved
<p>*All applicants must provide proof of achieving a composite score of 18 or higher on the ACT examination. ACT composite must be on file with the college by the application deadline: Official test scores must be on file in Enrollment Services Admissions &amp; Records by the deadline.</p> <p>Composite of 24 or greater = 5 points, 21-23 = 4 points; 20 = 3 points, 19= 2 points, 18 = 1 point</p> <p><b><u>Students who choose to take the SAT in lieu of the ACT will be awarded points based on the following scores. A minimum score of 940 out of 1600 on the SAT is equivalent for admission into the Respiratory Therapy Program if an ACT score is not applicable.</u></b></p> <p>Composite Score of 1160 or greater = 5 points, 1060-1150 = 4 points, 1020-1050 = 3 points, 980-1010 = 2 points, 940-970 = 1 point</p>	5.0	
Grade for BIO 201 A = 4 points B = 2 points C = 1 point	4.0	
Grade for BIO 202 A = 4 points B = 2 points C = 1 point	4.0	
Grade for MTH Elective (100,110,112,113, or 125). A = 4 points B = 2 points C = 1 point	4.0	
Grade for ENG 101 A = 4 points B = 2points C = 1 point	4.0	
Grade for SPH 106 or 107 A = 4 points B = 2 points C = 1 point	4.0	
Grade for HUM/Fine Arts A = 4 points B = 2 points C = 1 point	4.0	
Grade for PSY 200 A = 4 points B = 2 points C = 1 point	4.0	
<p>**Optional: Applicants will be granted additional points for observational/shadowing or volunteer experiences in a respiratory therapy setting. <b>ALL</b> hours must be supervised and signed by a licensed RT using official JSCC RT Program Observation Forms. Hours must involve exposure in a hospital-based acute care setting, inpatient facility or physician clinic. Observational hours must also be achieved within <b><u>1 year</u></b> of the deadline date to be considered for the admission ranking score.</p> <p>20 or more hours = 5 points, 17-19 hours = 4 points, 14-16 hours = 3 points, 11-13 hours = 2 points, 8-10 hours = 1 point</p>	5.0	
<b>Total Points Possible</b>	<b>38.0</b>	

\*Note: If a student repeats a course, the RPT program will use the highest grade earned by the student in that course during the ranking process.

Program Director/Advisor  
 Angelica Jefferson  
 (205)983-5310  
 ajefferson@jeffersonstate.edu

Director of Clinical Education  
 David Trott  
 205-983-5271  
 dwtrott@jeffersonstate.edu

Enrollment Services Admissions & Records (Shelby): 205-983-5911  
 Enrollment Services Admissions & Records (Jefferson): 205-856-7704  
 Testing: (Shelby – 205-983-5276; (Jefferson – 205-856-7896)

## DOCUMENTATION OF RESPIRATORY THERAPY OBSERVATION HOURS

**Instructions:** Please print legibly or type this form.

Applicant: \_\_\_\_\_ J Number or SS: \_\_\_\_\_

Applying for Semester Beginning: \_\_\_\_\_

Applicants will be granted additional points for observational/shadowing, respiratory related work experience, or volunteer experiences in a respiratory therapy setting. **ALL** hours must be supervised and signed by a licensed Respiratory Therapist. **Applicants must provide Documentation of Respiratory Therapy Observation (Pages A and B) for each clinical facility in which hours are completed. Documented hours will not be credited without both forms.** Hours must involve exposure in a hospital-based setting or a clinic. Observational hours must also be achieved within 1 year of the deadline date to be considered for the admission ranking score. It is the applicant's responsibility to be sure the form is complete, accurate, and submitted with the JSCC Respiratory Therapy Application Packet by the deadline. Different forms will not be accepted; this form may be reproduced as necessary.

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Supervisor(s):** Name of Respiratory Therapist supervisor of observation (PLEASE PRINT):

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

**I VERIFY THAT THE HOURS DOCUMENTED ON THE FOLLOWING PAGE(S) ARE TRUE AND ACCURATE:**

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## DOCUMENTATION OF RESPIRATORY THERAPY OBSERVATION

Applicant: \_\_\_\_\_ J Number or SS: \_\_\_\_\_

Applying for Semester Beginning: \_\_\_\_\_

The Respiratory Therapy program at Jefferson State Community College will grant additional points to applicants for observational/shadowing, respiratory related work experience, or volunteer experiences in a respiratory therapy setting. We suggest that hours documented represent quality observation experiences. Credit should not be given for anything outside of patient care activities (i.e. lunch, administrative duties, organizational orientation, etc.). Hours of observation must be performed under the supervision of a licensed respiratory therapist. Each line must be signed by the supervising therapist. Different forms will not be accepted; this form may be reproduced as necessary. Qualifying hours must be achieved within 1 year of the deadline date to be considered for the admission ranking score.

Date	IN Time	OUT Time	# of Hours	Type of Experience Observed *	Supervising Therapist (Signature)	Supervising Therapist License #

**Type of Observation Experience \***

Inpatient Settings	Outpatient/Other Settings
Acute care hospital Long-term care facility Skilled Nursing Facility Other: _____	Pulmonary Clinic Asthma & Allergy Clinic Outpatient Rehabilitation Home Health Other: _____

**RESPIRATORY THERAPY PROGRAM  
PROJECTED EXPENSES**

**2019-2020**

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. The list of fees include but are not limited to:

<b>Item:</b>	<b>Cost:</b>
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. Lab coats: \$20-\$25
Photo ID Badge	\$5.00 ( <i>Due prior to mandatory orientation</i> )
Textbooks (estimate)	Approximately-\$1245 ( <i>This is the total approximate cost for all four semesters</i> ); 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 ( <i>Purchase or show proof of liability insurance after admission into the program. Go to the College Cashier at any campus to purchase.</i> )
Drug Screen	\$43.00 ( <i>admission into the program is not guaranteed until drug screen is submitted and passed. You are encouraged to submit as soon as possible after admission into the program.</i> )
Background Check	\$30.00 ( <i>admission into the program is not guaranteed until background check is submitted and clear. You are encouraged to submit as soon as possible after admission into the program.</i> )
Stethoscope	Prices vary based on brand
DataARC clinical software	\$60.00 (See program director)
NBRC Self-Assessment TMC Exam	\$50 ( <i>This exam will be given in the final semester of the RPT program.</i> )

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 1<sup>st</sup> floor in the General Studies Building, Shelby-Hoover Campus or by calling (205.983.5229).

Completed Respiratory Therapy Application Packets may be turned in at either campus location, or may be mailed as indicated below:

1. Hand Deliver or Mail: You may hand deliver or mail the Respiratory Therapy Application packet to one of the below. If mailed, applications must be received or must be postmarked by the June 10, 2019 Application deadline date:
  - a. Jefferson State Community College - Shelby-Hoover Campus  
Enrollment Services Admissions & Records (ATTN: Kim Rigg)  
General Studies Building, Room  
4600 Valleydale Road  
Birmingham, AL 35242
  - b. Jefferson State Community College – Jefferson Campus  
Enrollment Services Admissions & Records (ATTN: Kathleen Johnson)  
2601 Carson Road  
Birmingham, AL 35215
  - c. Jefferson State Community College – St.Clair/Pell City Campus  
Enrollment Services Admissions & Records (ATTN: Kathleen Johnson)  
500 College Circle  
Pell City, AL 35125
  - d. Jefferson State Community College – Clanton Campus  
Enrollment Services Admissions & Records (ATTN: Kim Rigg)  
1850 Lay Dam Road  
Clanton, AL 35045

**Faxed or Emailed Applications will not be accepted.**

## IMPORTANT DATES FOR RESPIRATORY THERAPY PROGRAM

Date & Time:	Activity	Explanation
April 25, 2019 2:30 P.M. and April 26, 2019 10:00 A.M.	Information/Question/ Answer Sessions	To provide information regarding admissions, curriculum, learn about program, etc.
<b>June 24, 2019 (EXTENDED)</b>	Respiratory Therapy Fall 2019 Applications Due	Applications must be received or postmarked by the deadline date. Applications should be submitted to Enrollment Services/Admissions and Records on any campus.
TBA	Notification of Admission Status	All students admitted to the program will be notified via the preferred email listed by you and/or U.S. mail by July 1, 2019
TBA	Students must accept or decline admission into the program within the time set by the Department.	Students who are offered acceptance into the program must contact the Program Director at <a href="mailto:ajefferson@jeffersonstate.edu">ajefferson@jeffersonstate.edu</a> to accept or decline their seat by the time set forth by the Department. Failure to do so within the time set forth by the Department, will be considered an automatic decline, and the spot will be offered to an alternate applicant.
After admission into the program	Required Background Check Screening for Admitted Students	<b>ALL</b> Admitted students <b>MUST</b> complete a required background screening. Students will be notified by a representative from Agent's Choice regarding details. Students will be responsible for the cost of this background screening. <b>**See RPT Program Fee Chart for cost details.</b>
TBA; Time: 9:00 A.M – 4:00 P.M	MANDATORY Orientation for Admitted Students	Admitted students <b>MUST</b> attend this <b>MANDATORY ORIENTATION</b> in order to register for classes. Prior to orientation, students <b>MUST</b> pay for Liability Insurance and photo ID at the cashier's office on any campus location. <b>**See RPT Program Fee Chart for cost details.</b>
To Be Announced	Fall Classes Begin	Students admitted to the program will begin RPT classes.
To Be Announced		Students must complete their uniform/lab coat orders from Meridy's by this deadline. Students will be given the proper order form sheet at the RPT orientation. The program requires students to purchase at least two sets of scrubs.
After Admission Into the Program	Medical Forms and Proof of Health Insurance Due	<b>ALL</b> admitted students <b>MUST</b> complete the RPT Medical Form (i.e. Immunizations/Physical Examinations) and submit proof of health/hospitalization insurance to the RPT faculty.
See Program Director	DataARC Student License: (Clinical Requirement)	Student <b>MUST</b> turn in completed their DataARC student license form to David Trott, Director of Clinical Education by this deadline. <b>**See RPT Program Fee Chart for cost details.</b> Further instructions/details will be discussed at the RPT orientation.
September 20, 2019	CPR Certification Deadline (Clinical Requirement)	<b>ALL</b> admitted students <b>MUST</b> complete their CPR Certification at the Health Care Provider Level (one-rescuer CPR-adult, one-rescuer CPR -infant/child, airway obstruction, and two-rescuer CPR). This is <b>MANDATORY</b> prior to students starting their clinical rotations this Fall.

## Jefferson State Community College Contact Information List:

**ADA Accommodations Office**

205-856-6077

[ada@jeffersonstate.edu](mailto:ada@jeffersonstate.edu)

**Bookstore-Shelby-Hoover Campus**

205-983-5925

**Business Office-Shelby-Hoover Campus**

205-983-5926

**Campus Security**

205-856-7707 / 205-856-7706

**Enrollment Services-Admission & Records**

205-983-5991

[admissions@jeffersonstate.edu](mailto:admissions@jeffersonstate.edu)

**Enrollment Services-Financial Aid**

205-983-5229

**Enrollment Services-Advising Center**

205-983-5949

**Testing Center:**

Shelby-Hoover Campus: 205-983-5276

Jefferson Campus: 205-856-7896

## RESPIRATORY THERAPY PROGRAM CURRICULUM

<u>Pre-Requisite Courses</u>	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
	<b>Total Pre-requisites</b>	<b>23 hrs.</b>
<u>First Semester</u>		
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
	<b>Total First Semester</b>	<b>13 hrs.</b>
<u>Second Semester</u>	<b>Course</b>	
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
	<b>Total Second Semester</b>	<b>13</b>
<u>Third Semester</u>	<b>Course</b>	
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
	<b>Total Third Semester</b>	<b>14</b>
<u>Fourth Semester</u>	<b>Course</b>	
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
	<b>Total Fourth Semester</b>	<b>13</b>

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

## 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 is 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

### Minimum Physical Abilities

Jefferson State Community College will provide reasonable accommodations for students with special needs. These students should contact the ADA Director 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		