



Respiratory Care Student Handbook

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INDIAN RIVER STATE COLLEGE
Respiratory Care Program
Student Handbook

The IRSC Respiratory Care 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 Indian River State College, serve in the best interest of the program and its students.

The Respiratory Care student is subject to the regulations presented in this handbook as well as the regulations and policies in the Indian River State College online Student Handbook.

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PREFACE

Indian River State College offers a 21-month Respiratory Care program designed to provide students with the knowledge and clinical experiences related to the profession of Respiratory Care consistent with the National Board for Respiratory Care exam matrix. The program is accredited by the Committee on Accreditation for Respiratory Care (CoARC). <http://www.coarc.com/47.html>. Program #200380.

Indian River State College awards an Associate in Science Degree in Respiratory Care to each student who satisfactorily completes the required course of study. Upon graduation students are eligible to sit for the NBRC Registry exam. Upon successful completion of the NBRC exams, the graduate will be awarded the Registered Respiratory Therapist (R.R.T.) credential.

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 Care program officials and/or Indian River State College administration as deemed necessary.

All students enrolled in the Respiratory Care program **must** read this student handbook and abide by the rules. Acceptance of the regulations by the student will be indicated by a signed and dated statement at the beginning of the program. Respiratory Care students must also comply with the rules and regulations of Indian River State College.

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Program Philosophy

The philosophy of the Respiratory Care program is to instill the highest standards of professional ethics and technical skills in the graduates of the IRSC Respiratory Care program.

Once enrolled, the student will be prepared to perform at a professional level of competency that will enable them to possess the skills necessary to function as a Graduate Respiratory Therapist in the field of respiratory care.

Program Goals

The goal of the Respiratory Care program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). More specifically, to train students desiring an education in this field regardless of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status or genetic information.

Program Learning Outcomes

RESPIRATORY CARE PROGRAM LEARNING OUTCOMES

1. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in patient data and clinical information.
2. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in therapeutic modalities.
3. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in diagnostic procedures.
4. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in emergency care.
5. Apply technical skills in all prescribed therapeutic modalities and diagnostic procedures required of an entry level registered respiratory therapist.
6. Apply professional and ethical behavior consistent with the practice of respiratory care.

Program Accreditation

The Associate in Science in Respiratory Care Program at Indian River State College, Fort Pierce, Florida is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Program #200380.

The accreditation process has been developed to assure that CoARC accredited programs follow educational standards that ensure academic excellence. Questions regarding the educational process should be directed to:

Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 37690
817-283-2835

Physical Examination

Each respiratory care student entering the *Respiratory Care program* at Indian River State College will be **required** to have a physical examination which will include evidence of MMR immunization and a current tuberculin (PPD) test. All students enrolled in a health occupation program at IRSC are advised to be vaccinated with the hepatitis B vaccine at their own expense and must meet flu shot criteria of the clinical affiliates.

Forms will be provided to the student by the Respiratory Care Department at the time of acceptance into the program.

NOTE: Latex Advisory – latex based products are used in all health care facilities.

Academic Requirements

1. All respiratory care students must obtain a "C" or better in ALL Respiratory Care courses. An "F" in any Respiratory Care course will result in dismissal from Indian River State College's *Respiratory Care program*.

Courses in the *Respiratory Care program* are offered in a programmed and sequential manner. It is essential that students master the skill and the knowledge of each Respiratory Care course (determined by a minimum grade of a "C") prior to progressing to the next semester.

In the event the student obtains a grade lower than a "C" (76%) they will be required to withdraw from the program and follow the procedure for re-admission into the program.

Assessment Measures: Students will be evaluated on their acquisition of knowledge, skills, attitude and competencies through a variety of assessment measures. Grades will be determined by the administration of formal exams, quizzes, student projects/presentations, class participation, attendance and other such criteria which the instructor may deem appropriate. The assessment measure for each RET course will be clearly specified in the syllabus for each course.

Remediation: Any student obtaining less than a score of a "76" on any individual exam is required to contact the instructor within 72 hours to discuss the performance and develop a remediation plan.

2. Students must also earn a grade of "C" or better in EACH of the following courses:

BSC 2085	Anatomy & Physiology I
BSC 2085L	Anatomy & Physiology I Lab
BSC 2086	Anatomy & Physiology II
BSC 2086L	Anatomy & Physiology II Lab
3. The student must meet ALL the requirements established by Indian River State College for the Associate in Science (A.S.) Degree. It is the student's responsibility to submit a graduation application with the IRSC Advising Services Department prior to completion of their last semester and register and pay before the deadline to participate in the Commencement Ceremony.

4. At the beginning of each course the student will be given a list of objectives by the instructor. This will be minimal to achieve a passing grade in the course. Each objective **must** be met to complete the course. Grading will be based on the degree of achievement.

5. In addition to specific course objectives, students must meet core performance standards and demonstrate professional conduct in accordance with program regulations at all times while enrolled in the Respiratory Care program.

If at any time the faculty's evaluation of a student's ability to meet core performance standards on professionalism is identified as below average, the student will be removed from the Respiratory Care program, regardless of academic performance.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

6. In order to successfully complete courses that contain a lab section, students will be required to obtain a minimum grade of "76" on the lab practical in addition to meeting the remainder of the course requirements. If a student obtains less than a "76" on a lab practical, a grade of "0" will be given for the lab portion of the course when calculating the course grade.

7. Students who cannot maintain a 2.0 grade point average may be suspended from the *Respiratory Care program* until the average is brought up to that level.

8. If a student drops out of the *Respiratory Care program* after completing one or more courses and is in good standing he/she may return to continue at the point at which they terminated their enrollment as the courses are offered depending on space availability and readmission criteria.

9. Students who have interrupted their enrollment at any point in the *Respiratory Care program* will be given one attempt to successfully pass a comprehensive exam to verify that they have retained the information that was covered in previous courses. Students must score a minimum of a "76" on the comprehensive exam in order to proceed in the program.

10. All numerical grades at the end of the course will be transported to a letter grade using the following scale:

A = 93 - 100	4 quality points per semester hour
B = 85 - 92	3 quality points per semester hour
C = 76 - 84	2 quality points per semester hour
F = 75 and below	0 quality points per semester hour

*The IRSC Respiratory Care Program does not accept transfer of any "RET" courses or offer any advanced placement in the program.

IRSC Respiratory Care Program

Core Performance/Technical Standards for Admission and Progression

Respiratory Care involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of cardiopulmonary functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Technical Standards

The following technical standards explain attributes necessary to complete the educational programs in Respiratory Care. The College will consider any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed here. An applicant with concerns about these technical standards is strongly encouraged to discuss the issue with the director of the Respiratory Care program. An applicant is not required to disclose the nature of any disability. If appropriate, and upon request from the applicant, reasonable accommodations for a disability may be provided.

Standards

A. Observation

1. The student must be able to observe and participate in lectures, demonstrations, research and practice situations in the Respiratory Care lab.
2. He/she must be able to observe health assessments and interventions, diagnostic procedures and waveform readings to determine a client's condition and the effect of therapy.
3. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

B. Communication

1. A student must be able to communicate clearly and effectively in English with patients, teachers and all members of the health care team. Written and oral communication must use standard, professional medical terminology.
2. He/she must communicate with patients clearly and effectively in English to elicit information regarding history, emotional status and activity, and to perceive nonverbal communications.
3. Communication includes speech, hearing, reading, writing and computer literacy.
4. A student must be able to clearly and effectively report in English to members of the health care team. Additionally, students must be able to relay appropriate information to patients, as well as teach, explain, and direct wide variety of individuals.
5. In some instances the student will be required to provide clear, direct communication in English during highly stressful, crisis situations. These skills necessitate a strong command of the English language and prompt, timely interpretation of pertinent patient data.
6. Students must be able to communicate online in a timely, professional manner, e.g., enter an electronic medical record immediately after the patient visit.

C. Motor Abilities

1. A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out respiratory care procedures and to operate equipment safely.
2. He/she must have sufficient fine motor skills and overall motor function to perform skills that require steady and purposeful movement, e.g. arterial puncture
3. He/she must be able to execute motor movements reasonably required in a prompt, timely fashion in order to provide routine and emergency care to patients.
 - a. Examples of emergency treatments required of students to be done in a prompt, timely fashion include but are not limited to:
 - cardiopulmonary resuscitation
 - obtainment & interpretation of vital signs
 - opening of airways
 - notification of a change in patient status to the appropriate provider
 - institution of life support
 - b. Examples of routine treatments required of students to be done in a reasonable, timely fashion include but are not limited to:
 - administration of scheduled and as needed medications
 - obtainment of vital signs
 - oxygen Therapy
 - nebulizer Therapy
 - chest physio Therapy
 - Bipap/Cpap

D. Intellectual, Conceptual, Integrative and Quantitative Abilities

1. The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis.
2. He/she must be able to synthesize knowledge, integrate and prioritize all aspects of patient care in a prompt, timely fashion. This includes synthesis of objective and subjective findings and diagnostic studies.
3. The student must be able to integrate concepts of pathophysiology, pharmacology and fundamentals of respiratory care in order to formulate a cohesive plan of care for desired patient outcomes appropriate to each clinical setting.
4. The student must be able to use this information to identify and develop a diagnosis, establish priorities and monitor treatment plans and care modalities.
5. The student must be able comprehend three dimensional and spatial relationships.
6. The student must be able to incorporate data from multiple patient sources (e.g. physical assessment, vital signs, lab values, interdisciplinary documentation) in a prompt manner in order to provide appropriate, safe patient care.

7. He/she must be able to recognize and respond rapidly and safely to changes in a patient's status based on a variety of sources such as physical assessment and pertinent laboratory findings. The student must be able to revise care to promote appropriate patient outcomes.

E. Physical / Sensory Capabilities

1. Students must be able to sufficiently move from room to room and maneuver in small places, patient rooms, treatment areas, and administer cardiopulmonary procedures.
2. Students must be able to distinguish between sounds such as hearing blood pressure accurately, hear alarms, emergency signals and auscultatory sounds.
3. Students must be able to see clearly both near and far and sufficiently for observation and assessment necessary in health care such as observe patient responses and prepare and administer medications accurately.
4. Students must have sufficient stamina to provide patient care and related responsibilities for extended periods of time (12 hours) to adapt to shift work and lift without restrictions from a standing position.

F. Behavioral and Social Abilities

1. A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings.
2. The student must have the capacity to develop mature, sensitive and effective therapeutic relationships with patients in a variety of settings and from different cultures. Individual patient care must be performed regardless of the patient's race, ethnic group, age, gender, religious or political preference, ability to pay, gender or sexual orientation.
3. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress.
4. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient's situation.
5. As a component of health science education, a student must demonstrate ethical behavior, including adherence to the professional code of academic and clinical conduct.
6. Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable diseases using appropriate standard precautions and/or guidelines.

G. Health and Related Requirements

1. Students are required to provide current proof of having met all health related requirements prior to participating in any clinical activities. Students are responsible for maintaining all personal health records including current immunizations, CPR (American Heart Association BLS for Health Care Providers) and health insurance.
2. All entering students are required to complete a background check prior to entering the Respiratory Care program and as requested throughout the program in compliance with the affiliation agreement for the clinical agency and community standards for disqualifying offenses. This may include a drug screen to comply with a clinical agency requirement.
3. Students may be required to complete a physical exam in compliance with clinical agency affiliation agreement.
4. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with health science education or practice. Some illnesses may lead to a higher likelihood of student absences and should carefully be considered. Deficiencies in knowledge, judgment, integrity or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from the Respiratory Care program.
5. All students admitted to the Respiratory Care Program are required to have an annual flu shot.

I understand I must meet the Core Performance /Technical Standards for Respiratory Care as outlined for admission and progression in the Respiratory Care program. Student's

Signature _____ Today's Date _____

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Respiratory Care Course Descriptions

For course descriptions, visit the online IRSC College Catalog.

Class Schedules

Didactic Schedules

Didactic Schedules are posted at the beginning of each semester.

Laboratory assignments will be made by the course instructor at the beginning of each course.

Clinical Assignment Schedules

Clinical Assignment Schedules will be issued at the beginning of each semester to every student participant in the *Respiratory Care program*. Clinical Schedules will be assigned and issued from the Respiratory Care Program Director or Clinical Coordinator. Allowing for all students to obtain equitable clinical experience, students will be assigned to clinical affiliates based upon the experiences available at each site and the student's level of clinical performance. The clinical assignment decision is made by the faculty and student requests for specific facilities are not accepted.

Throughout the course of the program, students will be assigned to clinical facilities based on the course objectives. Students may be assigned to one or all of the sites listed below at the discretion of the faculty.

Clinical rotations will consist of eight hour shifts for clinic I & II, and twelve hour shifts for clinic III & IV.

Clinical Affiliates

The Respiratory Care program utilizes the following COARC approved clinical affiliates:

- HCA Florida St. Lucie Hospital
- HCA Florida Raulerson Hospital
- HCA Florida Lawnwood Hospital
- Cleveland Clinic Martin Health North
- Cleveland Clinic Martin Health Tradition
- Cleveland Clinic Indian River Hospital
- Holmes Regional Medical Center
- Cleveland Clinic Martin Health South

Additional special rotations are assigned during clinic IV to meet specific objectives as assigned.

Students are enrolled in clinical rotations to facilitate transfer of knowledge from theory to the actual application of those skills in the clinical setting. Students are NOT considered employees of the College or the health care facility while in clinicals.

Transportation

Students must have reliable transportation to and from IRSC and to and from the assigned clinical facility. No transportation will be provided by the College, faculty or clinical facility.

Attendance

1. Class attendance for each Respiratory Care course is *mandatory*.
2. Excused absences must be granted by the Respiratory Care instructor in advance of the particular class, if at all possible. It is the student's responsibility to notify the instructor if he/she is going to be absent. Excused absences will be at the discretion of the instructor and include the following:
 - a. death or severe illness in the family
 - b. illness of the student
 - c. supervised extracurricular trips (with written instructions from the IRSC sponsor)
 - d. illness of a child who is under the care of a physician
3. All absences must be documented by completing the appropriate absence form which is placed in the Respiratory Care student's folder.
4. All work missed because of absences must be made up and it is the student's responsibility to make arrangements with the instructor. Tests, quizzes or laboratory practicals missed because of an unexcused absence cannot be made up and the student will receive a "0" for that grade.
5. If the student has excessive absences because of health reasons, they may be requested by the Respiratory Care faculty to withdraw from the *Respiratory Care program* until they are able to attend on a regular basis.
6. Tardiness to class or clinic is not acceptable. Students that arrive after the class starts or after the assigned clinical time, will not be able to participate in that class meeting/clinical and will have an unexcused absence. The guidelines for attendance apply.

Supplies

1. Watch with second hand
2. Stethoscope
3. Laptop with wifi (**tablets and Chrome books are not laptops**)
4. Bandage scissors
5. Portable pulse oximeter
6. Lab kit (available from IRSC Bookstore)

Tests and Records

Tests

All grades will be determined by tests, quizzes, student projects, lab assignments, student essays, class participation, attendance, initiative and other such criteria which the instructor may deem appropriate.

Records

All tests become a part of the student's permanent file. The student has access to their grades and papers upon request, but the file and its contents are not to leave the Indian River State College Respiratory Care Department.

Student Record Security

Refer to the Indian River State College Catalog.

College Activities

All respiratory care students have access to all college activities offered at IRSC.

Patient Confidentiality

All hospital and patient records are confidential. Request for information concerning a patient must be referred to a clinical instructor or designate. Students are required to maintain the confidentiality in a professional manner. Students must comply with Health Insurance Portability and Accountability Act (HIPAA) and respective policies of each facility. Failure to maintain confidentiality WILL result in immediate dismissal from program. All students will be asked to sign a confidentiality statement upon admittance to the program.

Accidents

All accidents that occur while on clinical assignments resulting in patient, hospital personnel or personal injury to the student and/or damage to equipment must be reported as soon as possible. All incidences should be reported to the Supervisor, Director of Clinical Education and the Program Director immediately. Any student involved in a bloodborne pathogen exposure must follow the following protocol:

Students will not under any circumstances discuss any client, hospital or staff information outside the confines of the classroom, clinical or postconference area and/or without the direction and guidance of the respective instructor or other faculty or department director supervision. It is illegal for students to photocopy, print or electronically transmit any part of the client's chart computerized record. If at any time a student has a concern regarding an occurrence in the clinical setting, the student is to discuss the concerns with the clinical instructor or the department chair. Failure to comply with the confidentiality regulation will result in dismissal from the program and possible legal proceedings. Clinical agencies may require students to sign an agency confidentiality agreement prior to clinical experience in that facility.

All cell phones, PDAs and any other technical equipment, except for laptop computers, are to be turned off and kept in a purse or bag under the student's desk. Audio recording devices may be used in the classrooms only with the instructor's permission. Under no circumstances, are visual recording devices or cameras to be used in the clinical setting.

Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the respiratory program and possible legal proceedings.

Any HIPAA violation will result in immediate program dismissal and students will not be eligible to return in the future.

Health Insurance

All students must have health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, they can obtain coverage, at their own expense, through the American Association of Community Colleges. Information can be obtained from the IRSC Health and Wellness Center. Student's must provide the program director with proof of insurance prior to entering the program and must have proof of insurance readily available at all times while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

Student Employment

While a student may choose to be employed while enrolled in the program, it is expected that the student's respiratory care education is his/her first priority. Employment should in no way interfere with the student's academic or clinical responsibilities. Clinical rotation schedules will not be arranged around a student's employment (work) schedule.

Employment at a clinical education setting will in no way be substituted for clinical education. Students are not permitted to take the place of hospital staff at clinical sites.

Conduct

General

1. Any Respiratory Care student caught in the act of cheating on an exam, quiz or lab report will receive a "0" for that grade. Two such incidences will constitute dismissal from Indian River State College's *Respiratory Care program*.
2. Any student willfully creating a hazardous situation for themselves and/or others in the laboratory will be dismissed from that class with an unexcused absence. Continual practice of this nature will result in dismissal from the *Respiratory Care program*.
3. The student must exhibit courtesy and respect for the Respiratory Care instructors and fellow students while in class.
4. Eating, drinking and smoking is **prohibited** in the classrooms and laboratory. Students are to take assigned refreshment breaks in the cafeteria of the Indian River State College Koblegard Student Union.
5. Any student failing to maintain a professional demeanor/conduct while in the Respiratory Care program will be dismissed immediately.
6. Students must demonstrate appropriate etiquette & netiquette at all times including, but not limited to:
 - Being respectful at all times
 - Refraining from cursing rude comments or inappropriate comments/behavior

- Using proper English in emails without slang or inappropriate language. Do not write in all caps and be sure to read your message before sending. Interpretation is subjective and may not be perceived as intended.

Clinical Conduct

The Clinical Affiliate reserves the right to refuse admission to any Respiratory Care student who is involved in any activity not considered professional or conducive to proper patient care. All Respiratory students will:

1. Report to the Clinical Facility in an alert condition.
2. Report to the Clinical Facility in the appropriate uniform.
3. Demonstrate interpersonal skills, effective communication and professional attributes at all times when in the clinical setting including stress and anger management and professional response to constructive criticism.
4. Not possess drugs or alcohol beverages, nor use either while on duty in the Clinical Facility.
5. Not sleep during their clinical assignments.
6. Not engage in theft of any articles from the clinical facility.
7. Not engage in immoral conduct, as defined by the Affiliate's Rules and Regulations, and the IRSC Student Handbook.
8. Not engage in habitual or excessive tardiness and/or absenteeism from the clinical assignment.
9. Adhere to the appropriate guidelines as published by the College for initiation of grievances concerning any aspects of the clinical course work. This includes maintaining a professional attitude when in the presence of other students, staff therapist, program faculty, physicians and patients.
10. Not smoke anywhere on the clinical affiliate property.
11. Not eat in areas where eating is prohibited.
12. Not leave the clinical assignment for meals.
13. Not loiter in the Respiratory Care Department or other areas of the Clinical Facility at times not specified for clinical assignment.
14. Hold and maintain current CPR certification at all times (i.e. BLS-C). CPR certification must be valid from the first day of the program through graduation and must be submitted to the Program Director prior to registration or a hold will be placed on the student file preventing registration.

15. Not be permitted patient contact, except as assigned by the clinical instructor. This rule applies to students going to the hospital for assignments, or for other reasons.
16. Have progress review. The instructor may confer with the health care agency staff on the progress of each student as necessary. Written objectives for the clinical courses are shared with agency staff.
17. Be well-rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn, or can cause mistakes/compromise patient safety. Hence, students who work in a hospital or other 24-hour facility are not to work the shift (*i.e.* 11:00 p.m.–7:00 a.m. for a morning clinical or 7:00 a.m.–3:00 p.m. for an afternoon clinical) prior to an assigned clinical as a respiratory care student.
18. Attend each clinical facility orientation. Attendance is mandatory. Orientation may be on a day other than a scheduled clinical day. Absence for any reason will result in withdrawal from the course. Students must make arrangements to attend orientation as assigned, or they will be unable to participate in that clinical rotation.
19. Not be called from the unit to the telephone unless there is an emergency.
20. Not be permitted cell phones or recording devices on their person at any time they are in the clinical setting unless being utilized for educational purpose.
21. Not be permitted to possess or use cellphones or other personal electronic devices, including laptops, smartwatches, or tablets.
22. Be requested to take as little money, keys, notebooks, etc. as possible into the agency, and to store things at the agency in the designated place.
23. Be required to immediately complete and sign a college accident report if involved in an accident or injury to self or to a patient, along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, the College Health and Wellness Center must be immediately notified.

Disciplinary Procedures

1. Any Respiratory Care student who violates college or hospital regulations while in a clinical facility will be reported, in writing, by the Clinical Instructor. This is especially important in matters concerning confidential patient information. The report should include the nature of the infraction, the date, the student's name and the name of any other staff members involved.
2. The report will be sent to the Respiratory Care program instructor, the Respiratory Care Program Director and reviewed with the student and clinical instructor.
3. Any student whose clinical performance is deemed unsafe or inappropriate will be removed from clinic and required to remediate their skills in the lab prior to being permitted to resume their clinical rotation.

If a student does not remediate and complete all clinical objectives prior to the start of final exams, the student will receive an “F” for that course and be dismissed from the Respiratory Care program.

In the event the clinic site refuses admission to any Respiratory Care student or requests that a student be removed from that facility, the clinical instructor will attempt to reassign that student. If the student cannot be reassigned to another facility, he/she will receive an “I” (incomplete) for that clinical rotation.

4. If it is agreed by Respiratory Care Program Director and Supervisor that the incident is of a serious nature, the student may be suspended from the *Respiratory Care program* for the semester or withdrawn immediately depending on the nature of the incident. If more than two (2) incidents occur, regardless of the nature of the incident, the student will be dismissed from the program. If a student is suspended from the clinical rotation, they will be required to wait until that specific clinic is offered again to complete the course.
5. All students have a right to defend their actions as outlined in the Health Science Student Disciplinary Process.

Student Identification

Students are required to have an approved IRSC student ID card.

ID cards are to be placed in/on a badge holder and visible at all times.

NOTE:

Student ID cards will serve as the approved name tag. Name tags are to be worn on uniforms when a student is in a hospital for laboratory or clinicals and in the classroom setting.

Documentation

Any information that is scribed by a student while in clinic must be followed by the appropriate signature.

Students are required to sign all documentation as follows:

1. First initial of first name
2. Last name in full
3. Followed by Respiratory Care Student

Example: M. Jones, Respiratory Care Student

NO ABBREVIATIONS

College Laboratory Regulations and Procedures

Respiratory Care laboratory sessions serve as a primary resource center for many of your course-related activities. The laboratory sessions consist of a sophisticated variety of analytical and therapeutic equipment. In addition, the laboratory sessions provide students with the opportunity to practice and remediate their skills prior to performing the procedure in a clinical setting.

Laboratory courses will be held in the Respiratory Care Department's laboratory at Indian River State College.

Laboratory equipment and space has been reserved for both scheduled laboratory courses and remediation of skills.

Students are to maintain professional conduct while in any hospital/lab facility.

Students are assigned formal laboratory hours at the beginning of each semester. Additional lab time will also be available for independent remediation of skills. Any student interested in utilizing the laboratory during an open lab period are to notify the instructor in advance. Faculty schedules for each faculty member are also posted at the beginning of each semester on the instructor's door. It is the *STUDENT'S RESPONSIBILITY* to familiarize themselves with both schedules.

A majority of the laboratory activities will be preceded by *DEMONSTRATIONS* conducted by the faculty. Because successful completion of such activities is dependent upon a working knowledge of each procedure and its expected outcomes, *ATTENDANCE AT FORMAL LAB SESSIONS IS REQUIRED*.

Students demonstrating unsatisfactory laboratory performance will be informed AND will not be able to advance to the respective clinical rotation.

Effective utilization of the laboratory facilities depends upon the student developing a familiarity with the location of its various resources. As the curriculum progresses, **ALL** students will be expected to be *INDEPENDENTLY* responsible for the selection, gathering, utilization and appropriate processing of all laboratory equipment and resources.

LABORATORY REGULATIONS AND PROCEDURES are specified in order to ensure the safe and effective utilization of the Respiratory Care laboratory. Failure to follow the regulations will result in dismissal from the laboratory and could jeopardize the student's course progress. You must adhere to the *RESPIRATORY CARE LABORATORY RULES AND REGULATIONS* which are on the following page.

Students are required to obtain a minimum grade of "76" on all lab practicals. Any student scoring less than a "76" on a lab practical or having an overall lab average of less than a "76" will receive a "0" for the laboratory portion of the course.

Non-Discrimination/Non-Harassment Policy Statement

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one's race, color, ethnicity, national origin, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information or any other factor protected under applicable federal, state, and civil rights laws, rules and regulations is strictly prohibited.

Title IX of the Educational Amendments of 1972 is a Federal Law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence.

Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

Equity Officer/Title IX Coordinator: Adriene B. Jefferson
Indian River State College ▪ 3209 Virginia Avenue, Fort Pierce, FL 34981-5596
ajeffers@irsc.edu 772-462-7156

The College Non-Discrimination and Non-Harassment Policy and related Reporting Procedures for both employees and students may be downloaded from the IRSC website at www.irsc.edu. Copies of the procedures are also available from the Equity Officer/Title IX Coordinator and the Office of Human Resources, both located at 3209 Virginia Avenue, Fort Pierce, Florida.

Student Accessibility Services

Student Accessibility Services exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success. Student Accessibility Services (SAS) obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations and ensures the provision of services. Students with disabilities are encouraged to contact the SAS office at 772-462-7809 in order to make arrangements for services.

IRSC Student Accessibility Services Web site:

Visit www.irsc.edu. Under **Students Resources.**, click on **Accessibility Service.**

Indian River State College Respiratory Care Laboratory Rules and Regulations

1. Students are responsible for submitting lab competencies at scheduled lab sessions which are held in conjunction with class. Failure to do so constitutes absence for the class & lab. Students must have the IRSC lab book & lab competency text book in their possession at the start of each class session. Students reporting to lab without the IRSC Laboratory & Clinical Skills notebook and laboratory competency text in their possession will receive a 5 point deduction of their overall lab grade for the first occurrence and an additional 10 point deduction for any additional occurrences, per event.
2. **NO** smoking, eating or drinking in the laboratory.
3. Clinic uniforms are required at ALL class/lab sessions that are held on or off-campus.
4. Only those books or written materials pertinent to work are allowed in the laboratory.
5. Written materials (objectives, equipment, handouts, etc.) are to be secured from the faculty **ONLY**, and are not to be removed from the lab without prior approval of the instructor.
6. Any reference material (videotapes, etc.) the student wishes to borrow overnight must be signed out on the Respiratory Care Department's clipboard and signed in when returned. Loss of material will be the student's responsibility. Lost material will be duplicated at the student's expense.
7. Students are responsible for the orderly return and processing of all laboratory equipment utilized for experimentation and practice. Laboratory credit will **NOT** be granted to students who neglect to clean up and return equipment.
8. Report ALL damage or incidents to the faculty *immediately*.
9. Children are not permitted in the classroom or lab area at anytime.

Requirements For Clinical Education

In order to register for clinical education courses and to continue on to subsequent clinical education courses, the student must meet the following requirements:

1. Be a full-time student in the Respiratory Care program.
2. Have and maintain a cumulative grade point average of 2.0 or better and pass all clinical courses.
3. Successfully complete the required competencies in a lab setting before attempting competency in the clinical setting.
4. Successfully complete the objectives of each clinical education course prior to entering subsequent clinical education courses.

Clinical Rotation Objectives

During the two-year *Respiratory Care program*, the student will be assigned to a clinical affiliate in order to:

1. Acquire expertise, proficiency and competencies in a wide variety of respiratory care procedures by applying classroom theory to the actual practice of technical skills at specific competency levels as specified for each clinical rotation under the guidance of a Respiratory Care instructor and a physician.
2. Develop and practice professional work habits and appropriate interpersonal relationships with patients, physicians and other members of the health care team.

Respiratory Care Program

Basic Clinical Lab Competencies for Respiratory Care, White will be the textbook utilized for the majority of the proficiency skills required for laboratory and clinical evaluations. In addition, competency will be documented in the Cumulative Laboratory and Clinical Skill notebook.

For evaluations of procedural competency in the lab and clinical settings, students must demonstrate the ability to respond to oral questions without hesitation or prompting and must be able to complete the procedure in the time specified (where applicable).

*Any student reporting to lab without the laboratory exercise for competency text or Clinical Skills notebook will receive a 5 point deduction in the overall lab grade for the first occurrence and an additional 10 point rededuction for any additional occurrence.

*Overall lab score must be "76" or a "0" will be recorded for that portion of the course.

Clinical Rotation Regulations

During the enrollment in the *Respiratory Care program* the student will be assigned to various hospitals to achieve their clinical education.

Clinical Assignments

Efforts will be made to assign the student to the clinical affiliate that will offer the most comprehensive clinical experience. Throughout the course of the program circumstances will dictate that students rotate to a variety of clinical sites so they may expand their clinical experience. Requests for specific clinical assignments will not be accepted.

Supervision

Clinical experience will be supervised by the College faculty, clinical preceptors, designated Respiratory Care personnel and the hospital's Respiratory Care Director.

Attendance

All absences must be made up. They will be made up at the clinical site at which they were missed and at the **convenience** of the clinical affiliate and clinical instructor. Any clinical absence after the first absence in a semester will be made up at a rate of 2 days for each clinical day missed.

In the event the student is unable to attend a clinic they **MUST** call in to their assigned clinical site at least thirty (30) minutes prior to their assigned shift.

The student *must speak to a supervisor* and a message *must be left for their clinical instructor*. The student is also required to contact the College and leave a message with the Respiratory Care Program Director or the Clinical Coordinator (instructor who typically covers their assigned site) at least 30 minutes prior to the start of the shift.

Students are expected to report to clinics ON TIME. Tardiness later than fifteen (15) minutes after the start of the shift will be counted as an absence.

Student Dress Code

The personal appearance and demeanor of Respiratory Care students at Indian River State College reflects both the College and program standards and are indicative of the student's interest and pride in their profession.

Personal hygiene is critical. All students are responsible for arriving to class/clinic with the good hygiene. Any student that has body odor, smoking odors or does not appear to have good hygiene will be sent home. **CLEANLINESS IS ESSENTIAL!!!** Uniforms are to be supplied and laundered by the student. **Uniforms are to be worn at all times while on duty at all designated Clinical Education Centers and attendance at all respiratory classes/lab on and off-campus. Uniforms are not to be worn to any public locations.**

Any Respiratory Care student reporting to the Clinical Affiliation in improper attire will be sent home by the Clinical Supervisor and/or College Instructor, and the time will be re-assigned.

1. Hair: Women must keep hair back and off the face at ALL times. Hair that falls on the shoulders or at the sides must be tied back in a pony-tail or worn up in the back. No extreme hairstyles, dyeing, tinting or bleaching is permitted.
2. Fingernails: Must be natural nails; short, neat and clean. Artificial nails or gel coating is not permitted. Clear polish is acceptable. No colored polish.
3. Makeup: Discreet use of makeup will be accepted. AVOID heavy use of eye shadow, eyeliner and blush.
4. Jewelry: Limited to a watch and wedding ring and one set of STUD-type earrings may be worn. Earrings may not be larger than 1/8" diameter and must be round, white or yellow metal or pearl type in the ear lobe.
5. No aftershave, perfume, cologne, etc

-
- * Respiratory Care students may wear a *clean* WHITE lab coat in clinic or lab if it has the IRSC Health Science logo on the left side.
 - * Uniforms are to be worn to all class/lab sessions on or off campus.
 - * No visible body-piercing/rings are permitted. This includes, but not limited to earrings not in the earlobe, tongue rings, nose rings, eyebrow rings, etc.
 - * All body art/tattoos must be covered.
 - * Uniforms must be kept mended and laundered.
 - * No hats are to be worn when in IRSC uniform on or off campus.

MALE/FEMALE RESPIRATORY CARE STUDENT UNIFORM

1. Royal blue scrub top with approved IRSC logo and scrub bottoms.
 - a. Cherokee Royal Blue Scrub Styles: WW620, WW110, WW120, WW670, 4000 WW140
 - *Refer to the Day Dreams Uniform Inc. order sheet for additional information, located in the Appendix*
2. All white nursing shoes or leather sneakers (must be clean).
3. All white socks.
4. **Optional:** Matching Cherokee scrub jacket in royal blue, featuring the IRSC-approved logo (may be worn over the uniform; not permitted to be tied around the waist).
5. Tee shirt (plain white only) under scrub top (must be tucked in pants).
6. Name Tag: College Photo ID (any additional ID as required by facility)

Students may only wear the approved style from the specified manufacturer. Logo must be the approved logo, color and size on both lab coats and scrub tops.

Requirements for Progression

The Respiratory Care program is cohort-based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Respiratory Care course (determined by a minimum grade of “C” or better.) In the event that the student obtains a grade lower than a “C” in any of the Respiratory Care courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

Criteria For Re-Admission of Respiratory Care Students

A written request to be re-admitted to the *Respiratory Care program* should be addressed to the Respiratory Care Program Director.

The decision to be re-admitted will be made by the Respiratory Care Program Director based on the following:

1. Students who have received a "D" or lower in an RET course **must** withdraw from the *Respiratory Care program*. To be re-admitted the students must make a written request to the Respiratory Care Program Director at least six weeks prior to the start of the semester. They will be re-admitted subject to the following:
 - a. Available space in the *Respiratory Care program*, as determined by the Program Director.
 - b. If the re-entry point in the *Respiratory Care program* will allow for the normal sequence of courses to be followed.
 - c. Student must successfully complete a comprehensive exam (score of 76 or greater) to verify retention of information covered in all previous courses during the designated time frame for the upcoming semester.
 - d. Once the student has successfully completed the comprehensive exam, the student will be required to demonstrate competency in all lab proficiencies previously performed (as identified in lab summary log) according to the procedural competency evaluation steps in the Lab Exercise Textbook (White) and the time standards identified in the Student Handbook during the designated time frame for the upcoming semester admission. Faculty will determine competency based on satisfactory completion of all of the steps identified in the lab exercise competency evaluation within the time standards published in the Student Handbook (pass/fail evaluation).

- e. In the event the student is not able to perform all previously completed lab proficiencies satisfactorily as determined by the instructor, the student will be required to remediate independently and will have one additional attempt at demonstrating skills within the same time frame posted for the upcoming semester. The student must demonstrate competency in all previously completed lab proficiencies prior to being permitted to enroll in any Respiratory courses.

COMPETENCY EXAMS AND LAB PROFICIENCY TIME FRAMES:

Students requesting re-admission for the Fall semester must complete competency exam and lab proficiencies between June 1-15, Spring readmission must be completed between December 1-15, Summer I readmission must be completed between April 1-15. Students must contact the Program Director to set a specific date and time prior to these dates.

2. Students who received a "D" or lower in any clinical education course*; and/or placed the health and the safety of patients in jeopardy, **WILL NOT BE RE-ADMITTED INTO THE RESPIRATORY CARE PROGRAM.**

* These courses include: RET 2832, RET 2833,
RET 2834 and RET 2835.

3. Students who have received a "D" or lower in any science related courses; i.e. BSC 2085 and/or BSC 2086, **must successfully repeat the course within one (1) year** of completing the remaining requirements of the *Respiratory Care program* to be eligible for graduation. The repeated course **MUST NOT** interfere with the normal sequence of remaining courses in the *Respiratory Care program*.
4. If a student receives a "D" or lower in a course or courses during the first semester, they must re-apply as a new applicant of the next academic year. Their application will be given the same consideration as all the other applicants applying for the *Respiratory Care program*. Upon receiving notice of readmission, the student will be required to demonstrate competency for previously completed courses as determined by successful completion of a comprehensive exam (score of 76 or greater) and lab practical for skills documentation (score of 76 or greater). It will be the student's responsibility to contact the Program Director within 10 days of receipt of readmission and make arrangement for comprehensive exam and lab practical prior to the scheduled orientation for the following Fall semester.

The student who has been unsuccessful in the first semester and is re-admitted may request to repeat previously passed first semester courses. This request must also be made within 10 days of receipt of reacceptance letter.

5. Students who have **UNSUCCESSFULLY** repeated a course **WILL NOT** be re-admitted to the *Respiratory Care program*.
6. Students may repeat one Respiratory course. For purposes of reentry, a course withdrawal with an average grade below 76% is considered a course failure if the student has completed 75% of the course. A student may only register for the same respiratory course twice. A second respiratory course failure will require that the student be withdrawn from the Respiratory program. The student will not be eligible for reentry at the point of withdrawal.

7. Students who withdraw from the program for one of the following reasons:
 - a. Pregnancy
 - b. Illness, injury or disability of the student or an immediate family member as verified by a physician's written statement.
 - c. Non-academic reasons

Will be readmitted if the student has completed one full semester of enrollment successfully based on the provisions in A, B, and C in item 1. and the conditions necessitating the student's withdrawal have been alleviated.

Community Service Requirements

All students in the Respiratory Care program are required to complete a minimum of 10 units of community service prior to graduation. Community service project will be assigned by the instructors over the course of the program. If a student identifies an opportunity for community service they may submit a proposal to the instructor. The instructor will determine if the proposal qualifies for credit and what the value of credit will be based on the relevance to the project to health care (ideally respiratory care), the benefit to the population served and the time commitment involved.

Once completed, students are required to summarize the project providing specific details as to their role and benefit to the community. The completed form must be submitted to the instructor within 7 days of the event for credit. Once credit is awarded, the instructor will document the award on the Community Service Log, which student's will be required to keep updated and will submit for credit prior to final exams beginning in the Spring semester of the final year of the program.

The community service units will be incorporated into the student's grade in the Professional Development course in the final semester of the program. Failure to complete the requirement in full will result in the student receiving an Incomplete ("I") for that course which will prevent the student from graduating on time and ultimately delay the student's eligibility for taking the registry exam and obtaining a license.

Student must complete the Community Service requirement for the Respiratory Care program and understand the consequences that will apply in the event they do not fully meet this obligation prior to the first day of final exams in the Spring semester of the second year of the program.

INDIAN RIVER STATE COLLEGE

RESPIRATORY CARE PROGRAM

APPENDIX A

RESPIRATORY CARE STUDENT HANDBOOK

PROGRAM FORMS

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Indian River State College Respiratory Department

This is to acknowledge that I have received my personal copy of the Respiratory Department & IRSC Student Handbook; I have read and understand the contents thereof. I hereby agree to abide by its regulations. I understand that this form needs to be submitted to the Respiratory Department prior to the first week of school.

I agree to have my education, health and background records released to professional/ health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in my student records.

I agree to have my social security number released, to the National Board of Respiratory Care for application for licensure, as well as access to clinical facilities.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that I may not participate in the Respiratory Care program until I have all my records on file in the Health Science Department (health, CPR, TB, drug screen and background checks) and any changes to these records must be reported to the Program Director immediately.

I understand that I am required to maintain health insurance throughout the program.

I understand that orientation to clinical facilities is mandatory. Absence for any reason will result in withdrawal from the course.

I understand that information that has been disclosed to me from the patient's privacy is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

I am aware that in order to continue in the Respiratory Care program, I must maintain satisfactory progress (as outlined in the *Program Grading Regulation*) and maintain a "C" average or higher in each Respiratory (RET) course. I also understand that if I fail any Respiratory (RET) course I will be dismissed from the program.

I am aware that the Respiratory Care 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 Indian River State College, serve in the best interest of the program and its students.

I give the College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

SIGNATURE

PRINT NAME

DATE

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Authorization To Release Reference Information

I authorize the IRSC Respiratory Care Program Director and/or Director of Clinical Education to release information regarding my performance while enrolled in the program.

This information may be released to prospective employers to whom I have given the Program Director or Director of Clinical Education as a reference.

This information may be given out by telephone or letter.

Printed Name of Student

Signature of Student

Date

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Grounds For Dismissal

The Grounds for Dismissal are listed below. It should be pointed out that a student may be dismissed from the program at any time during their training for violation of any one of the grounds listed.

1. Failing grades in Respiratory Care and/or college courses.
2. Insubordination.
3. Failure to meet conditions of program probation.
4. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
5. Failure to accomplish clinical assignments and objectives.
6. Unprofessional or unethical conduct which violates the Code of Academic and Clinical Professional Conduct.
7. Cheating (academic dishonesty) or falsification of official school documents.
8. Breach of confidentiality.
9. If any hospital refuses to allow a student on hospital property for violations such as theft or misconduct, or behavior that threatens the safety of patients, themselves, or others, the student will not be allowed to continue.

Printed Name of Student

Signature of Student

Date

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Confidentiality Statement

The patient has a right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

A Patient's Bill of Rights (1975)

I am aware that as a student of the Indian River State College Respiratory Care program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information. I understand that if I violate any HIPAA regulations, I will be dismissed from the Program.

I authorize the IRSC Respiratory Care Program Director and/or Director of Clinical Education to release information regarding my performance while enrolled in the program.

Printed Name of Student

Signature of Student

Date

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**Indian River State College
Respiratory Care Program
Community Service Contract**

All students in the Respiratory Care program are required to complete a minimum of 10 units of community service prior to graduation. Community service project will be assigned by the instructors over the course of the program. If a student identifies an opportunity for community service they may submit a proposal to the instructor. The instructor will determine if the proposal qualifies for credit and what the value of credit will be based on the relevance to the project to health care (ideally respiratory care), the benefit to the population served and the time commitment involved.

Once completed, students are required to summarize the project providing specific details as to their role and benefit to the community. The completed form must be submitted to the instructor within 7 days of the event for credit. Once credit is awarded, the instructor will document the award on the Community Service Log, which student's will be required to keep updated and will submit for credit prior to final exams beginning in the Spring semester of the final year of the program.

The community service units will be incorporated into the student's grade in the Professional Development course in the final semester of the program. Failure to complete the requirement in full will result in the student receiving and Incomplete ("I") for that course which will prevent the student from graduating on time and ultimately delay the student's eligibility for taking the registry exam and obtaining a license.

Student must complete the Community Service requirement for the Respiratory Care program and understand the consequences that will apply in the event they do not fully meet this obligation prior to the first day of final exams in the Spring semester of the second year of the program.

Student Signature

Date

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**IRSC
RESPIRATORY CARE PROGRAM
COMMUNITY SERVICE LOG**

STUDENT NAME: _____

PROJECT TITLE	COMPLETION DATE	SERVICE UNITS AWARDED	INSTRUCTOR SIGNATURE

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**IRSC
RESPIRATORY CARE PROGRAM
COMMUNITY SERVICE PROPOSAL**

STUDENT NAME:	
PROJECT TITLE:	
DATE OF PROJECT:	
EXPLANATION OF PROJECT/BENEFIT TO COMMUNITY/RELEVANCE TO HEALTH CARE:	
STUDENT'S ROLE IN PROJECT: (include specific time commitment, preparation involved and actual responsibility of student)	
INSTRUCTOR APPROVAL:	
SERVICE UNITS TO BE AWARDED:	

PROJECT SUMMARY: (TO BE COMPLETED AND SUBMITTED WITHIN 7 DAYS OF SERVICE BEING PERFORMED)

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**CONSENT AND AUTHORIZATION TO RELEASE STUDENT
EMPLOYER SURVEY INFORMATION**

I, the undersigned graduate of the Respiratory Care Program sponsored by

Indian River State College

consent to and hereby authorize my employer and any of its representatives to release the CoARC Employer Survey information about my performance requested on the CoARC Employer Survey to the following named individuals or entities:

Name	Relationship to me	Purpose for release
CoARC	Accrediting Agency	Outcomes Data

I understand that by signing this consent and authorization form, I am authorizing the designated department supervisor to release information which is otherwise private and may not be accessible to the institution and the accrediting agency named above.

Student Name: _____ Date: _____

Student ID: _____ Student Signature: _____

Print

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COMPETENCY REQUIREMENTS FOR THE PROVISION OF RESPIRATORY THERAPY SERVICES

Anyone providing respiratory therapy to patients, regardless of the care setting and patient demographics, shall successfully complete formal training and demonstrate initial competency prior to assuming those duties. This formal training and demonstration of competence shall be required of any health care provider regardless of credential, degree, or license.

Formal Training and Competency Documentation

Formal training is defined as a supervised, deliberate, and systematic continuing educational activity in the affective, psychomotor, and cognitive domains. It is intended to develop new proficiencies with an application in mind, and is presented with an attention to needs, objectives, activities, and a defined method of evaluation.

The training shall be approved by a local, regional, or national accrediting entity. In the allied health field, this training includes supervised preclinical (didactic and laboratory) and clinical activities, as well as documentation of competence through tests determined to be valid and reliable. The qualifications of the faculty providing this training shall be documented and also meet accreditation standards. Students must demonstrate success in lab setting prior to advancing to clinical setting.

Prior to providing respiratory therapy services, competency shall be demonstrated in the following areas:

1. Review all information contained in the patient's medical record regarding history, established diagnoses, current care regimen, and current signs and symptoms.
2. Assess the patient's overall cardiopulmonary status by inspection, palpation, auscultation, and interview.
3. Perform and assess diagnostic procedures as applicable to the patient's clinical status. Diagnostic procedures include, but are not limited to: pulmonary function studies (spirometry before and after bronchodilator administration, PEFrs, inspiratory/expiratory pressures, lung capacitivities/ volumes by gas and/or plethysmography methods, lung compliance, airway resistance, bronchoprovocation studies, cardiopulmonary exercise testing, indirect calorimetry), pulse oximetry, blood gas analysis, and hemoximetry.
4. Initiate, monitor, and recommend appropriate continuous mechanical ventilation modalities and relevant care (e.g., tracheal tube cuff pressure, assessment of the patient's ability to be weaned from continuous mechanical ventilation).
5. Determine the appropriateness of the prescribed respiratory care plan, recommend modifications where indicated, participate in the implementation and further development of the respiratory care plan and, with other appropriate members of the health care team, coordinate the respiratory care plan with the comprehensive care plan for the individual patient.
6. Select, assemble, and use equipment appropriate for the necessary respiratory therapy services, assuring its cleanliness and proper function. Identify malfunctions, and take corrective action to correct malfunctions of the equipment. Respiratory therapy equipment includes: oxygen administration devices; humidifiers; aerosol generators; ventilators; artificial airways; suctioning devices; gas delivery, metering, and clinical analyzing devices; manometers and gauges; resuscitation devices; incentive breathing devices; patient breathing circuits; precursors and vibrators; environmental devices; and metered dose inhalers and spacers.
7. Educate the patient and family members/other caregivers as to the planned therapy and goals.
8. Observe universal precautions and other appropriate measures to protect the patient from nosocomial infection.
9. Provide therapeutic services to achieve maintenance of a patent airway, including the placement and care of artificial airways; and to achieve removal of bronchopulmonary secretions. This includes the insertion of oro- and nasopharyngeal airways, maintenance of proper tracheal tube cuff inflation.
10. Provide therapeutic services to achieve adequate spontaneous ventilation. This includes administering bronchodilator therapy; administering IPPB/IPV therapy.
11. Provide therapeutic services to achieve and maintain adequate arterial and tissue oxygenation, including positioning to minimize hypoxemia; administering oxygen; initiate and adjust PEEP/CPAP/ BIPAP and PEP therapy.
12. Evaluate the patient's response to respiratory therapy services, recommend and implement modifications to the respiratory therapy plan based on this evaluated response.
13. Provide emergency respiratory therapy services such as CPR, newborn resuscitation, and placement of artificial airways.

Effective 11/98

American Association For Respiratory Care
11030 Ables Lane
Dallas, TX 75229

I understand I must meet the Competency Requirements for Respiratory Care as outlined on this form for admission and progression in the Respiratory Care program.

Student Signature

Today's Date