

# Respiratory Therapy Program



**Aurora Public Schools**  
PICKENS TECHNICAL COLLEGE  
Health Pathway

## **RESPIRATORY THERAPY STUDENT POLICY HANDBOOK 2018-2019**

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## Welcome to the Pickens Technical College Respiratory Therapy Program!

You may be a returning student, or this may be your first semester. You will find these next two years full of challenges and rewards. You will make new friends. Some of those friendships may last a lifetime! You will also make a difference in the lives of your patients and their families as you grow in your knowledge and skill as a Respiratory Therapist.

The Respiratory Therapy Faculty developed this Handbook to guide you as you move through the respiratory program. Information on courses, expectations, and policies specific to the respiratory therapy program are included. We expect that you will read and be familiar with this Handbook, along with the Pickens Technical College Student Handbook.

As a new respiratory student you must read and follow all policies in each of the documents and must sign by the beginning of the semester the form distributed at orientation. All returning students must also sign the form at the end of this handbook to indicate acknowledgment of any updates. Please submit the signed form to the Respiratory Faculty by the specified date of the semester. The signed form is placed in your student record. Lack of knowledge about the contents of these documents is not justification or defense for unacceptable or inappropriate actions. If you have any questions about any of the material you read, please talk with your Respiratory Faculty members.

Again, welcome to this year in the respiratory therapy program. We look forward to getting to know you. Feel free to stop by the office of any faculty member. We love sharing your excitement with you as you learn and grow and eventually become our professional colleague in respiratory!

Sincerely,

The Faculty of Pickens Technical College Respiratory Therapy Program

Disclaimer

The Respiratory Student Handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with the Pickens Technical College Student Handbook. The Pickens Technical College catalog and Student Handbook can be found at [www.pickenstech.org](http://www.pickenstech.org). Readers should note that this is not intended to be a complete statement of all procedures, policies, rules, and regulations. The College/Department reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the this handbook.

**EACH STUDENT WILL BE HELD RESPONSIBLE FOR READING, UNDERSTANDING, AND OBSERVING THESE POLICIES DURING THE ENTIRE RESPIRATORY THERAPY PROGRAM. Acceptance of this responsibility will be indicated by your signature on the final page of this handbook.**

## **Administration and Program Faculty**

Rico Munn

Aurora Public Schools Superintendent

Teina McConnell

Pickens Technical College

Executive Director

Patricia Duhalde

Health Pathway Administrator

Dr. Robert Keith, MD

Medical Director

Jamie Bear, BS, RRT

Program Director

Jackie Holland, BS, RRT

Director of Clinical Education

## **Program Faculty**

Marjorie Collins, RRT

Clinical Instructor

Amy Brown, RRT

Clinical Instructor

Anna Fry, RRT,

Clinical Instructor

Russell Woodruff, BS, RRT

Clinical Instructor

Natalie Giamundo, BS, RRT

Clinical Instructor

Julie Springer, MA, RRT

Clinical Instructor

## **AARC Statement of Ethics and Professional Conduct**

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

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

## **Aurora Public Schools**

### **Mission**

Teach every student within a safe environment the knowledge, skills and values necessary to enter college or a career and become a contributing member of society who flourishes in a diverse, dynamic world.

### **Vision**

Graduate every student with the choice to attend college without remediation.

## **Pickens Technical College**

### **Mission**

Pickens Technical College provides unsurpassed, equitable Career and Technical Education.

### **Vision**

Pickens Technical College prepares all students for Post-Secondary and Workforce Readiness (PWR).

## **Respiratory Therapy Program**

The Respiratory Therapy Program is designed to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practices as performed by registered respiratory therapists (RRTs) in the care of patients with respiratory problems.

### **Respiratory Therapist**

The Registered Respiratory Therapist (RRT) practices in the role of provider of care, manager of care and member within the discipline of respiratory; provides direct patient care with more complex health care needs, modifies care based on client response as patient situations change; collects and analyzes data from patients, families, and other health care resources; formulates appropriate respiratory diagnoses; develops and revises plans based on effectiveness.

The RRT provides and coordinates care for groups of clients with more complex health care needs, adjusting care as the situation changes. The level of responsibility of the RRT is for a specified work period and is consistent with identified goals of care. The RRT is prepared to function both within acute care and long term settings where policies and procedures are specified and guidance is available. RRTs maintain professional relationships by advocating and supporting client decisions, and by collaborating and communicating with clients, families, and other health care professionals.

### **Licensure of Respiratory Therapy**

This program prepares students for entry-level professional respiratory therapy as a licensed respiratory therapist. This is a 21month program, not including the Community College component. Students are admitted to the program in August. The student will be registered respiratory therapist (RRT) eligible after completion of

both the Community College of Aurora and Pickens Technical College components. The graduate will be eligible to take the NBRC Registered Respiratory Therapist Exams (RRT). The respiratory therapist function in a variety of roles: provider of care and manager of care in various health care settings including acute care hospitals, long term care settings, and community settings such as clinics, home health and health maintenance organizations. Each state has its specific licensure requirements after credentialing is obtained. Department of Regulatory Agency (DORA) is the state agency that oversees respiratory therapy licensure in the state of Colorado.

Pickens Technical College Respiratory Therapy Program is accredited through the Commission on Accreditation for Respiratory Care (CoARC).

Upon successful completion of the Respiratory Therapy program, the student is awarded a certificate (Associate of Applied Science) in Respiratory Therapy and then will be eligible to take the NBRC Registered Respiratory Therapist Exams.



## **Program Curriculum**

The respiratory therapy program consists of 5 semesters designed to foster success as a respiratory therapist. This program is a partnership between Pickens Technical College and Community College of Aurora. Classroom and laboratory hours are scheduled during the hours of 8:00 am to 3:00 pm. Clinical hours vary according to facility and objectives. Some weekend, holiday, or APS in-service or similar days, may be assigned in order to provide the necessary number of clinical hours for the program certificate. Students will be

assigned clinical experiences in various facilities in the following areas: floor therapy, intensive care units, geriatrics, neonatal and pediatrics.



## RESPIRATORY CARE CERTIFICATE

### Courses required for this certificate:

- RCA 105 Introduction to Respiratory Care
- RCA 121 Fundamentals of Clinical Skills
- RCA 132 Basic Tech. in Respiratory Care II
- RCA 151 Cardiopulmonary Anatomy & Physiology
- RCA 152 Cardiopulmonary Pathology
- RCA 161 Cardiopulmonary Diagnostics I
- RCA 165 Pharmacology of Cardiopulmonary Care
- RCA 230 Critical Care I
- RCA 251 Critical Care II
- RCA 252 Cardiopulmonary Diagnostics II
- RCA 253 Perinatal/Pediatric Respiratory Care
- RCA 259 Advanced Mechanical Ventilation
- RCA 232 Advanced Monitoring
- RCA 281 Internship II
- RCA 283 Internship III
- RCA 289 Capstone

### Respiratory Care Certificate

**Total Clock Hours: 1110 Credit Hours 52**



**General Education requirements to be taken at Community College of Aurora to complete an Associates Degree**

*Students must meet all pre-requisite requirements for each course listed below*

- MAT 107 Career Mathematics
- ENG 121 English Composition
- PSY 101 General Psychology
- CHE 101 Introduction to Chemistry I with Lab
- BIO 201 Human Anatomy & Physiology I
- BIO 202 Human Anatomy & Physiology II
- BIO 204 Microbiology

**Community College Credits Credit Hours: 26**

### Admission to the program

Applicants are required to have a high school diploma or G.E.D. and to provide an “official transcript” showing that you have taken and successfully passed the required pre-requisites and to fill out an application. Students must also have completed most or the entire community college general education curriculum prior to admission into the program. Students will begin the Pickens Technical College Respiratory Care curriculum in fall 2016. Applicants will be accepted until the class is full.

### Program Length

This is a 21 month program  
(Not including the Community College component).  
Students are admitted to the program in August

### Pre-requisites (2018)

Applicants are required, at a minimum, to have **BIO 201** Human Anatomy & Physiology I for entrance into the Respiratory Therapy Program. (**All credits must be from CCA. All credits from other institutions must be evaluated by CCA prior to enrollment**) All 26 credits must be completed before the final semester in the program.

**Note:** It is strongly recommended to take general education courses prior to enrolling.

### Accreditation: AAS Respiratory Therapy

The Respiratory Therapy Technology (AAS) Program is accredited by the Commission on Accreditation for Respiratory Care: [www.coarc.com](http://www.coarc.com)



## **Timeline for Testing and RRT Program Completion**

1. NBRC SAE “Exit Exam” testing with passing grade
2. Complete GRADUATION CHECKLIST from Program Director and Director of Clinical Education including the CoARC Survey, NBRC Eligibility Database form and Consent to Contact Employer form
3. Obtain Transcript from Pickens Technical College from Registration office by filling out Transcript Request Form
4. Transfer RCA courses and certificate to CCA
5. Bring official *AAS in Respiratory Therapy* to Program Director to enter info into the NBRC database
6. Register for RRT through NBRC website
7. Apply for a State of Colorado license through “DORA” website

<http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632394804>

## **ACADEMIC AND CLINICAL POLICIES**

The following program policies have been adopted in order to maximize success and maintain fairness for all respiratory therapy students.

Learning depends on class attendance, participation, and preparation. Respiratory courses are different from many of those taken before in that each subsequent course builds on prior learning. In addition, respiratory is different from any other career. The knowledge you gain in class, laboratory, and clinical experiences provides the foundation for all aspects of your professional practice as a respiratory therapist.

The faculty recognizes and appreciates the multiple roles and responsibilities of students. Students are encouraged to consider what priority higher education has as compared to personal commitments. At times, it may be necessary for students to withdraw from the Respiratory Program when personal commitments must receive a higher priority than their educational goals.

## ADMISSION REQUIREMENTS

The following requirements are required for entry to the respiratory therapy program.



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## RESPIRATORY CARE

### Process for applying to the Respiratory Therapy Program Fall 2018

1. Complete application to Pickens Technical College online, http or in-person at the Registration Office
2. Send unofficial transcript of general education courses from **Community College of Aurora** to Lora Mendez, [lmendez@aps.k12.co.us](mailto:lmendez@aps.k12.co.us) (please note, transcript must be from Community College of Aurora, general education courses taken at other institutions must be evaluated for credit by Community College of Aurora prior to entrance)

The Respiratory Care Practitioner Program is designed to train registered therapists in the care of patients with respiratory problems.

Students are instructed in the basic sciences, cardiopulmonary physiology, pathophysiology, pharmacology, mechanical ventilation and provided clinical experience. The student will be RRT eligible after completion of both the Community College and Pickens Technical College components. The graduate will be eligible to take the NBRC, Registered Respiratory Therapist Exams (RRT).

Applicants must be physically able to exert up to twenty-five pounds of force to lift, carry, push, pull or otherwise move objects. Program attendance requires the ability to perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those in the fingertips. Must have the

ability to discriminate and perceive differences in breath sounds and heart tones. Also, must be able to differentiate multiple skin and tissue colors.

Students are required to complete a criminal [background check](#) prior to beginning clinical rotations.

Applicants are required to have a high school diploma or G.E.D.

The following certificate may be earned:

- A.A.S. in Respiratory Care



**Instructor Jamie Bear**

YEARS TEACHING: 2005-Present

YEARS IN INDUSTRY: 1999-2016

**INDUSTRY:**

Registered Respiratory Therapist at Children's Hospital Colorado since 1999 working in all inpatient critical care units.

**TEACHING:**

12 years teaching in the Respiratory Therapy Program at Pickens Technical College.

**CERTIFICATIONS:**

Registered Respiratory Therapist (RRT) Certified Asthma Educator (AE-C) Neonatal Resuscitation Program (NRP) Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS)



**Instructor Jackie Holland**

YEARS TEACHING: 10

YEARS:

10 years in Education  
10 years in Respiratory Therapy

INDUSTRY:

Worked on the Neonatal Transport Team for Air Life and as a floor and critical care respiratory therapist at Presbyterian St. Lukes Hospital in Denver for 3 years and then moved to The Children's Hospital of Aurora and worked as a therapist at Children's for 2 years. I've been an instructor and PTC for 5 years.

TEACHING:

Taught in Dallas TX for about 8 years Health Education and precepted new graduates at Presbyterian St. Lukes Hospital and at Children's Hospital respiratory therapy

CERTIFICATIONS:

Bachelor of Science in Health Education Cert. K-12  
Associate of Science in Respiratory Therapy  
RRT- Registered Respiratory Therapist

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**TRANSFER CREDIT**

Transfer courses must be from a regionally accredited institution and must be reviewed by Community College of Aurora prior to admission.

No more than 75% of the certificate program requirements may be met through credit for prior learning. Because the respiratory therapy program does not grant credit for prior learning related to work experience the student is granted up to an additional 25% from course transfer, totaling 50% maximum through course transfer to provide credit for common course numbering. An additional 25% may be granted through course challenge.

Students may transfer to the PTC RCA Program on a **space available basis** as determined by the RCA faculty. Space is dependent upon attrition, availability of clinical sites, and faculty staffing. Transfer placement cannot be guaranteed to every student who applies. Readmission requests and transfer requests are given equal consideration.

### **Transfer Eligibility**

1. Comply with all aspects of the procedure as stated.
2. Transfer placement must occur within one calendar year period from the date of the last completed RCA course or approved by RCA Program Director.
3. Students withdrawing or failing during the first semester of any RCA Program must seek admission with the PTC RCA Program application process for the next beginning class. They will not be considered as a transfer student but a new admit student and must meet all the admission criteria as stated in the application for that class.
4. Transfer students who successfully completed a minimum of the first semester of RCA classes from an Accredited RCA Program will be considered as a transfer student and must meet all of the following eligibility criteria:
  - The student must have completed Anatomy and Physiology I (4 semester credits)
  - The student must have completed Microbiology (beginning level microbiology course 4 credits)
  - The student must have completed Chemistry (beginning level chemistry course 5 credits)
  - The student must have completed English 121, PSY 101 or PSY 235, MAT 107 or higher
  - Have a minimum college cum GPA of 2.5 **and** be in good standing in all RCA Core classes. Any applicant who received two “D”s or an “F” in any RCA Program course will **not** be eligible for transfer. Any applicant who received a “D” in any RCA Program course must repeat that course at an 80% or higher.

### **Procedure for Transfer Application**

Submit the following listed:

1. Apply to Pickens Technical College
2. **Application form**
3. A letter of introduction **from the student** to Pickens Technical College Respiratory Care Program Director requesting admission by transfer. The letter must include a brief

explanation of the circumstances which lead to leaving the student's previous program and reason for choosing Pickens Technical College's Respiratory Care Program.

4. Official copies of all previous **college transcript(s)**. Courses accepted by the RCA Program must meet the guidelines of Pickens Technical College transfer credits as described in the PTC College Catalog. All courses requesting to be transferred for the RCA degree must be a minimum of a "C" for acceptance.
5. Copies of previous **RCA program information** including syllabi that include course description, course title, course credits and contact hours and course schedule of RCA courses completed and/or are currently enrolled in.
6. If an applicant is accepted as a transfer student to Pickens Technical College RCA program, he/she may be required to complete a competencies exam for any RCA core curriculum course transferred into PTC RCA program.
7. A **letter of recommendation** from the Director of the RCA program that the student will be transferring from.
8. Attend an in-person interview at the Pickens Technical College campus.

### **Notification**

The RCA faculty will evaluate the credentials and determine the placement and/or stipulations of the applicant in Pickens Technical College's Respiratory Care Program. The applicant will be notified in writing of their status within thirty days following the deadline. All transfer students will be required to comply with all current aspects and requirements of the current Respiratory Care Program including any changes which may have occurred since the applicant began investigating transferring into Pickens Technical College's Respiratory Care Program.

**Final decision on all course acceptances will be made by program director.**

### **STUDENT PROFESSIONAL EXPECTATIONS**

The following are expectations that are to be observed in the classroom, laboratory and clinical settings.

1. The Respiratory Therapy Program follows Pickens Technical College policies regarding cell phones in the classroom.
2. Cell phones and other electronic devices are not allowed in the clinical setting.
3. Chewing gum or tobacco, use of illegal drugs or alcohol, smoking, sleeping, and are not permitted.
4. Students are expected to maintain professional, respectful behavior with patients, peers, instructors and facility staff.

5. Students are expected to be **self-directed** in seeking guidance and clarifying questions with instructors and facility staff.
6. Students must demonstrate proficiency in skills in a safe and effective manner. In order to assess these objectives, student progress will be evaluated in the laboratory and/or clinical setting.
7. Students must make an appointment to discuss issues or concerns with an instructor. If appointment cannot be kept, the student must notify the instructor and reschedule as soon as possible.
8. Students must observe policies regarding patient privacy at all times.
9. Students are expected to adhere to the code of ethics at all times.
10. It is mandatory that students have access to an e-mail account for the purposes of receipt of communications from the Respiratory Therapy Program. Students will need to check the email account on a regular basis.

## **PROFESSIONAL CHARACTERISTICS IN THE CLASSROOM AND LABORATORY**

**Topics will be rated using the following scale:**

- 4** Exceeds expectations
- 3** Consistently meets expectations
- 2** Needs frequent reminders of expectations
- 1** Rarely meets expectations

### **SELF DIRECTED LEARNING (USING THE RATING SCALE)**

- Attendance shows commitment to learning
- If absent, demonstrates initiative in determining content missed and hands in assignments in a timely manner
- Takes responsibility for actions, prepares for class, and focuses on completing assignments, shows attention to detail.
- Listens in class with the intent to understand by note taking, questions and preparation.
- Demonstrates a positive professional attitude towards their education.

### **COLLABORATIVE WORKER**

- Demonstrates supportive interactive communication with peers and professional staff.



- Demonstrates consideration for individual student differences and abilities in classroom and laboratory environment.

### **COMMUNITY CONTRIBUTOR**

- Participates in activities to promote the Respiratory Care Profession.
- Shows a commitment to education of the general public.
- Reflects on role as a community contributor and refrains from the use of drugs, alcohol and tobacco during school.

### **Maintaining Physical and Mental Health (Impaired Student/Change in Health Status Policy)**

Respiratory Therapy faculty requires respiratory therapy students to provide safe and supportive client care. Toward this purpose, respiratory therapy students must remain free of chemical impairment or effects of emotional illness during participation in any part of the respiratory therapy program. A student who, in the opinion of the instructor, is exhibiting impaired behaviors may be removed from any class/clinical settings. In keeping with the School District-wide No Tolerance policy, random drug testing is at the discretion of the instructors, Program Director, Director of Clinical Education or Administrator. Students will be responsible for the cost of the screening exam. A student may be drug tested at any point during the program. Students may be required to see a health care professional if instructor or staff believes that a health issue may jeopardize a client/family, staff, student, or instructor well-being, or student success.

Prior to returning to class/clinical following any physical or mental illness or injury, the student is required to bring documentation from their primary care provider stating that they are “physically and mentally able to resume the duties of a student ” without causing harm to themselves or others.

The Respiratory Therapy program complies with the Americans with Disabilities Act. The student is responsible for providing documentation to the school Health and Safety Coordinator in order to be considered for reasonable accommodations.

## **PROBATION/DISMISSAL CRITERIA**

Students who do not maintain a satisfactory classroom, laboratory or clinical performance ***will be dismissed from the program***. The combined academic and administrative faculty will make the final decision regarding the retention, dismissal or readmission of any student. Dismissal may result from, but is not limited to:

1. Dishonesty in any form or knowingly furnishing false information to school or clinical site personnel.
2. Forgery, alteration, or misuse of school or clinical site documents or records.
3. Failure to comply with written or verbal directives of duly authorized school officials or clinical site officials who are performing assigned duties.
4. Physical abuse of any person on school property or at a clinical site or conduct that threatens or endangers the health and safety of others as expressly prohibited by law.
5. Theft or damage to property at the school or clinical site.
6. Unauthorized entry to or use of school facilities or clinical site facilities.
7. Unlawful possessions, use or distribution of drugs or alcohol on school property or at a clinical facility.
8. Disorderly conduct or lewd, indecent, or obscene conduct on school property or at a clinical facility.
9. Possession of any weapon on school property or at a clinical facility.
10. Inappropriate behavior and failure to act in a professional manner at the clinical site.
11. Failure to attend mandatory orientations.

12. Jeopardizing the program's ability to continue at, or return to, a clinical facility.
13. If the instructor determines that the student's behavior could be detrimental to the health, safety, and/or well being of clients or fellow students.
14. Students may get a written warning and/ or be placed on probation for violation of department/school policy.

### **ACADEMIC DUE PROCESS**

In cases where academic matters are in question or where an instructor's judgment is in question, the first contact for resolving the matter should be with the instructor. The next line of appeal is the director(s) of the program. If the student is still not satisfied, he/she may request that administration appoint an academic appeal committee to mediate the appeal.

## REFUND POLICY

The refund policy for Pickens Technical College is based on the fact that tuition provides a portion of the cost of education. When a student enrolls in a program/class, he/she reserves a place which cannot be made available to another student until he/she officially drops the program/class. In addition, a student's original enrollment represents a sizable cost to the State of Colorado whether or not he/she continues in the program/class. To be eligible for a tuition refund, a student must **officially** drop the program/class.

1. One hundred percent (100%) refund, less \$20.00 processing fee and less additional fees for high cost programs, is granted to students for classes dropped from the first day of class through refund date. Refund time period or date is the date when <15% of the scheduled class time has occurred.
2. No refund will be given for fees and other obligations not retrievable by the institution.
3. No refund will be given once 15% or more of the scheduled time for the class has elapsed.
4. When the class section is canceled due to lack of enrollment or other cause, the school will notify the student and the student is entitled to 100% refund. Student may come to the Registration/Records Office and choose from the class section still available to substitute for the canceled class or apply for a refund.
5. Records will not be released until all obligations to Pickens Technical College are fulfilled.
6. A student receiving financial aid who withdraws during the semester may be required to repay a portion of the financial aid. For more information concerning the methods of determining when a repayment may be due, contact the Financial Aid Office or refer to the Financial Aid Handbook.
7. Students whose tuition is being paid by an agency or third party are responsible for their tuition if the agency or third party does not pay.
8. Refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdraw.

## STANDARDS OF PROGRESS

To maintain the required Standards of Progress in a program or in an individual course, the student must meet the following minimum requirements:

1. Satisfactory attendance as defined in the school's or program's attendance policy.
2. The average of the work in each course in the approved schedule must be a "C" grade or better, and satisfactory in clinical internship as listed in the school catalog of the year in which the student enters the program.
3. Failure to maintain a "C" grade or better may result in the following actions:
  - a. A student who has failed to meet program standards twice or once if a clinical violation results in impaired patient safety, may be denied re-admission to the program according to instructor discretion and must prove to the satisfaction of school officials that deficiencies have been corrected if permission is given to return.

## READMISSION POLICY

The goal of the readmission process is to provide the applicant with another opportunity for success.

1. Basis of termination
  - a. Terminated students will be refused readmission if termination was based on any of the following:
    - i. Cheating
    - ii. Threats or violent activity
    - iii. Alcohol or substance abuse
    - iv. Clinical violations or complaints from a clinical site
    - v. Two course failures
  - b. Readmission may be granted if termination was based on any of the following:
    - i. Academic and/or laboratory failure (if first failure)
    - ii. Clinical failure that can be remediated (if first failure)
    - iii. Physical/mental illness
    - iv. Family crisis
    - v. Childbirth
2. **Readmission Process**

Discretion of school administration and director(s)

## SNOW DAYS

1. The announcements regarding school closures need to state that Pickens Technical College is closed.
2. If the snow day is a clinical day, this is based on instructor discretion.
3. Check the Aurora Public Schools website for cancellation information: [www.aps.k12.co.us](http://www.aps.k12.co.us)
4. If the snow day is a class day, class that day is cancelled. Classes will resume as scheduled once the weather clears. Make up classes may be required.
5. If the announcement states that Aurora Public Schools is delayed, it means that you are expected to report to school as soon as it is safely possible.

## ATTENDANCE POLICY

1. Regular attendance is required of students in order to retain an active enrollment status and to earn course credit. Excessive unexcused absences may impact success in a course, and earning credit and may be grounds for program dismissal upon instructor's discretion.
2. Each post-secondary student is required to report his/her absence(s) and the reason for the absence to the instructor so the absence may be recorded as excused, and the student will be given the opportunity to make-up assignments for the class(es) missed.
3. Any doctor visit for a medical problem which results in preventing attendance at clinicals will require a medical release from the doctor before returning to clinicals.
4. Personal appointments should be scheduled after school. This includes doctor's appointments and appointments for sick children. It is suggested that you arrange for back-up baby sitters for your children in the event that they become ill at school, or are too ill to attend daycare or school.
5. Instructors will provide students an opportunity to make up work missed due to serious illness/death of an immediate family member, or court appearances. Students are responsible for the following procedure:
  - i. The student should request the make-up assignment(s) within one additional class meetings of the class. Failure to request the make-up assignment(s) will constitute a failure for these assignments.
  - ii. The student will receive a specific content related assignment(s) from the instructor
  - iii. The student will complete the assignment within a reasonable period of time. Reasonable period of time will be determined in relation to the number of days absent and the intensity of the subject matter.
6. Students are expected to be in the classroom, ready to participate, on-time. Being prompt and on-time is a necessary skill, and reflects a positive attitude toward your chosen vocation.
  - i. If the student has excessive tardies (more than three), the instructor will discuss the situation with the student and try to help resolve the problem. Students are adults, and as such are responsible for their action and the result of those actions. Tardiness is disruptive to the other students and the instructor.

- ii. Continued of habitual tardiness will be addressed in the manner outlined in the student handbook and upon instructor discretion.

### **Laboratory Attendance**

- a) Attendance is **mandatory** for all laboratory sessions.
- b) Policies governing laboratory attendance are as follows:

### **Tardiness to lab:**

Being on-time for mandatory experiences is a component of professional behavior. Therefore, students are expected to arrive on time for all labs. The consequences for lateness to labs may include a statement of reprimand being placed in the student's file, the development of a remediation plan and in cases of continuing absences, failure in the course.

### **3) Clinical Attendance**

- a.) Attendance is **mandatory** for all clinical experiences
- b.) Policies governing clinical attendance are as follows:

### **Clinical Absences:**

Excused absences: when the student follows the guidelines for reporting absences and the absence is for serious or unexpected occurrences such as illness (with physician verification), court appearance with verification, or other extenuating circumstances.

Guidelines for reporting clinical absence:

- a) **Notify the clinical site.**
- b) All absences and tardies must be called to the Director of Clinical Education (303-344-4910 x 27781) or cell. Calls received after the first hour of start time for clinicals will be considered a "no-call".
- c) Unexcused absences: when the student does not follow guidelines stated above for reporting absences or does not meet any of the above circumstances. A "no call, no show" is considered an unexcused absence. Unexcused absences will result in disciplinary action, up to and including termination from the program.
- d) **Excused absences from any clinical day must be made up regardless of the reason for the absence.**
- e) The purpose for clinical makeup days is to allow students who have experienced extenuating circumstances to complete the required clinical work necessary to pass the course when clinical days are missed. Makeup days (or portions thereof) may be scheduled based on the availability of a clinical facility and an instructor. This time may include weekends, evenings or night shifts as available or simulation lab.
- f) The assigned number of hours must be completed. These makeup days must be made up by the end of the rotation.
- g) The clinical orientation day and the day for pre-clinical computer training are both considered part of the clinical experience; if a student fails to attend clinical orientation/ and/or computer training, he/she will be unable to start the clinical which will result in termination of progression in the program.

### **Clinical Tardiness:**

Unexcused tardiness:

- (a) ONE occurrence of unexcused tardiness will result in an official program reprimand
- (b) TWO occurrences of unexcused tardiness will result in and a written reprimand will be placed in the student file.
- (c) THREE occurrences of unexcused tardiness will result in disciplinary action, up to and including dismissal from the program.

1. An absence must be called in to the clinical site no later than one hour prior to the start of the assigned shift. The student must speak directly to the day/night supervisor or clinical instructor. The time and person contacted should be noted. In no event should the student leave a message on the RT department voicemail, or at any other location in the hospital. The student is responsible for knowing and following the correct procedure for reporting an absence (appropriate to the site and per the clinical instructor/preceptor)
2. The student will report the absence to the Director of Clinical Education (DCE) by leaving a message at 303-344-4910 ext. 27924 or cell. This will be done at the same time he/she calls the clinical site or instructor. In the event of an emergency only, the DCE may be called at 27924 or cell.
3. If the student is going to be more than 10 minutes late, he/she will notify the DCE by leaving a message at the above number, and also notify the clinical site/instructor per prior agreement in #1 above.
4. If the student must leave the clinical site early due to an emergency, the DCE must approve the leave. Otherwise the student will not leave the clinical facility for any reason unless approved by the DCE.

**\*\*NOTE:** As laid out above, clinical attendance is mandatory on the scheduled days unless prior arrangements are made with either the Director of Clinical Education or Program Director. Therefore, if a student misses ONE clinical day the DCE will attempt to make-up the day at the scheduled site. If no days are available for make-up, student will be required to make-up the time based on DCE discretion. If the student misses TWO or THREE clinical days in a rotation (General Care, ICU fall, ICU spring) the student will be required to register for a clinical make-up course (Customized Training class, CTR240-D1) with an associated cost of \$1260. If student misses MORE THAN THREE scheduled clinical days in a rotation, the student will be dismissed from the rotation and required to return the following year when schedules are being made.



# PICKENS TECHNICAL COLLEGE DEPARTMENT OF RESPIRATORY THERAPY ALCOHOL AND DRUG TESTING POLICY

The Pickens Technical College Department of Respiratory Therapy conforms to the common health profession requirement for drug testing. Subsequent placement at clinical sites is contingent upon presentation of a negative drug test. Pickens will not accept a previous employment drug test.

Only the person for whom a prescription drug is prescribed can bring the medication on Pickens' property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion based alcohol or drug testing will be performed if performance or behavior in the respiratory therapy program is suspected to be substance related. Under no circumstances may the students use medical marijuana.

**Refusal to Participate.** Students may refuse to participate in testing prior to clinical placement or suspicion based testing. A student who refuses to test based on reasonable suspicion while they are in the program could lead to disciplinary action, up to and including dismissal from the Respiratory Therapy Program. Pickens Department of Respiratory Therapy supports and enforces a zero (0) tolerance alcohol and drug policy.

## **Definitions**

**Alcohol Testing:** Providing a breath, blood or urine sample to determine the presence of alcohol.

**Authorized Lab:** A collection site or sites identified by the Pickens Respiratory Therapy Program where students may present themselves for the purpose of taking a drug test. ***Controlled Substance: has the meaning assigned by the Title 21 United States Code (USC) Controlled Substances Act Section 21 USC 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308), such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines and propoxyphene and their metabolites, and prescription drugs for which the student does not have a current prescription.***

**Drug Test:** Providing a blood and/or urine sample to be analyzed for the presence or absence of specific controlled substances, as well as for substitution, adulteration, or dilution of the sample.

**Positive Test:** The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription, at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including while on a clinical experience or representing the College.

**Drug:** Any substance (other than alcohol) that is a controlled substance as defined in this section.

**On Duty Time:** Beginning when a student arrives at a clinical rotation site until the time he/she leaves the clinical rotation site, or all time actively participating in any Pickens Respiratory Therapy Program class, lab or other activities including volunteer activities.

**Reasonable Cause:** When the College or clinical rotation site believes the actions or appearance or conduct of a nursing student who is on duty is indicative of the use of alcohol or a controlled substance.

**Substance Abuse Professional:** A licensed physician, or a licensed or certified psychologist, social worker (certified by the national Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of controlled substance-related disorders. This includes the Colorado Peer Assistance program.

**Suspicion-Based Testing:** The student may be required to submit to a drug test if Respiratory Therapy Program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance related. The Department of Respiratory may test students on a reasonable cause basis. If a student is having performance problems or if the faculty member or clinical staff directly observes behavior that may be alcohol or drug related, the student will be requested to submit immediately to

drug or alcohol testing at the student's expense. If this must be performed at an alternative site, transportation must be arranged via taxi and the student is responsible for paying for transportation. Continuance in the Respiratory Therapy Program is contingent on consent by the student for testing. Refusal to consent to testing will result in disciplinary action up to and including dismissal from the program. The program has the right to access and review the results of any testing. If the test is positive and/or the student is impaired the student will be sent home via alternative transportation, at the student's expense. The student will be dismissed from the program.

## INJURY/ACCIDENTAL EXPOSURE

Students are covered under Worker's Compensation for clinical injury and exposure to infectious disease. Students are **NOT** covered by Worker's Compensation if injury or exposure occurs at the college. If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, she/he must notify the instructor immediately. An occurrence report will be completed according to agency policy and immediate treatment will be at the facility, if available. If treatment is not available at the facility and the injury is an emergency, use the nearest emergency room. If not an emergency, use the facility listed on The Worker's Compensation Form... The student must fill out a Worker's Compensation form in the office of Human Resources within 24 hours of the incident (unless over a weekend.) A sample form is provided. **It is critical that one of the facilities listed on the Worker's Compensation Form be used for any required FOLLOWUP CARE to have Worker's Compensation pay. If a facility other than this is used, payment for services rendered will be the student's responsibility.**

### HIPAA

#### Protecting the Privacy of Patients

All students are required to attend a session each year, prior to clinical, detailing the Occupational Safety and Health Act (OSHA) and Health Information Portability and Accountability Act (HIPAA) requirements for education required by clinical agencies. Students may also be required to attend specific agency OSHA, HIPAA, or computer training sessions outside of or in addition to scheduled clinical time.

All Protected Health Information (PHI) is to be used and/or disclosed only as needed to provide care to the patient.

Protected Health Information (PHI) is defined as:

*Individually identifiable health information that is transmitted by or maintained in electronic media or transmitted by or maintained in any other form or medium and includes but may not be limited to:*

*Patient name, address, all dates related to patient, telephone number, fax number, email address, social security number, medical record number, health plan number, account number, certificates or licenses, vehicle ID, including license plate, device IDs and serial numbers, web URLs, IP addresses, finger or voice prints, photographs or images, any other unique identifying number, characteristic, or code.*

ANY DESCRIPTION OF A PATIENT, THEIR CONDITION, OR THE CARE DELIVERED COULD CONSTITUTE PHI.

The clinical agency is responsible for the security of its patients' PHI and is required to ensure the confidentiality of each patient's electronic information.

**Therefore: NO communication of any kind (written or electronic) relating to patients, their clinical care, or the agency in which the care was performed may be removed from the hospital OR posted on any social networking site. This includes taking of pictures, (including pictures of vehicles), Facebook or MySpace postings, or use of texting or electronic messaging in the clinical setting.**

**NO ELECTRONIC DEVICES MAY BE USED IN ANY REQUIRED OR VOLUNTARY CLINICAL ACTIVITY, INCLUDING EAR BUDS, EAR PHONES OR BLUE-TOOTH.**

**ALL CELL PHONES or OTHER ELECTRONIC DEVICES MUST BE OFF AND STORED BEFORE ENTERING THE CLINICAL SETTING. COMMUNICATION WITH THE INSTRUCTOR MAY BE FACILITATED BY HOUSE PHONES. UNDER NO CIRCUMSTANCES WILL ELECTRONIC MESSAGING OR TAKING OF PHOTOGRAPHS BE ALLOWED IN ANY REQUIRED OR VOLUNTARY CLINICAL SETTING.**

**Additional HIPAA/OSHA requirements may be noted during the clinical orientation or during the required annual update.**

**Failure to comply will result in disciplinary action, up to and including dismissal from the Program.**

**PICKENS TECHNICAL COLLEGE  
AURORA PUBLIC SCHOOLS  
HEALTH OCCUPATIONS STUDENTS**

**WORKER’S COMPENSATION PROCEDURE FOR STUDENTS  
-or-  
WHAT TO DO IF YOU ARE INJURED AT THE CLINICAL SITE**

**Immediately** report work-related injuries / illnesses to your site supervisor THE FIRST REPORT OF INJURY FORM must be filled out as soon as possible and forwarded to Risk Management. If you do not have a form, report to Sharon Dacus, RN (303) 344-4910 extension 27704, the health and safety coordinator the next day to complete this form. This is the first step in processing a Worker’s Compensation claim. **Failure to report can result in unnecessary delays and penalties.**

**Your site supervisor must call Risk Management (303)365-7816 extension 5 to report the injury. If the injury occurs after business hours, leave a message.**

**PLEASE NOTE:** If you choose to go to your own physician, for your work related injury, Worker’s Compensation WILL NOT cover the visit.

Our designated Worker’s Compensation providers are:

<p><b><u>Rocky Mountain Medical Group</u></b>  <u>13650 E. Mississippi Ave. #120</u>  <u>Aurora, CO 80012</u>  <u>720-748-7072</u></p>	<p><b><u>HealthOne Occupational Medicine &amp; Rehab</u></b>  <u>1444 S. Potomac St. #200</u>  <u>Aurora, CO 80012</u>  <u>303-214-0000</u></p>
<p><b><u>SCL Physicians – Stapleton</u></b>  <u>2803 Roslyn St.</u>  <u>Denver, CO 80238</u>  <u>303-403-6300</u></p>	<p><b><u>Concentra – Aurora North</u></b>  <u>15235 E. 38<sup>th</sup> Ave.</u>  <u>Aurora, CO 80011</u>  <u>303-340-3862</u></p>

Injuries, including exposure to blood or bodily fluids, such as a needle stick, can be treated at these facilities. **After normal business hours**, fractures, needle sticks and other severe injuries should go directly to the nearest **EMERGENCY ROOM.**

**\*\*LIFE THREATENING EMERGENCIES:** In this event, the work facility should follow their own protocol and contact Pickens Tech / Risk Management Immediately.

**\*\* IMPORTANT:** Exposure to blood or bodily fluids requires care **WITHIN TWO HOURS OF THE EXPOSURE.** Some special protocols **cannot** be implemented more than two hours after the exposure.



## **HEALTH INFORMATION**

1. Injuries and illness occurring during class or clinical time must be reported **immediately** to the instructor.
2. Any injury or illness that hinders the student's ability to function in the laboratory or clinical setting must be evaluated by a physician. The student will not be able to attend laboratory or clinical experiences until they provide a release from a licensed healthcare provider stating that they are able to function fully as a practical nurse.
3. Students who are pregnant are encouraged to report the pregnancy to the instructor and obtain prenatal care.
4. Any student who has 3 or more consecutive absences due to illness must present a written notice from a physician stating that usual duties as a respiratory therapy student may be resumed. Final decisions in regard to resuming the program will be made by the program director and director of clinical education.

### **Change in Status**

Any changes in the information stated on the original application must be reported immediately to the instructor, registration, and the respiratory department and the office at Pickens Technical College. This includes name with proof of change required, address and phone numbers.

### **Library Facilities**

The instructional resource center (IRC) is located in Bldg. B. Computers and reference materials are available. We also offer a free, full access online reference database through EBSCO. Students will be instructed in its use early in the program. The student cannot graduate until all reference material is paid for or returned.

### **Vacations and Holidays**

All observed holidays are in accordance with Aurora Public Schools policy and published calendar.

### **Employment and participating in the Respiratory Therapy Program**

**Employment is highly discouraged during the respiratory therapy program. Because the respiratory therapy program has a high credit hour load, any additional obligations may affect the student's ability to be successful in the program. If financial difficulties arise, counseling is available at Pickens Technical College.**

**Social worker available on as needed basis. Contact your faculty or director(s) or the counseling department for assistance.**

## THEORY AND CLASSROOM POLICIES

1. Orientations
  - a. Students must be present at all orientations. This includes program orientation and all clinical orientations.
2. Classroom
  - a. Students are expected to act as **self-directed learners** and assume accountability for their own learning and academic responsibilities. Students need to keep themselves continually aware of their academic progress and seek help as needed. Assignments are due when called for, unless arrangements have been made due to illness or absence. Make-up work without instructor permission will not be accepted.
  - b. Unless you are ill, or have made special arrangements, you must take tests on the day they are scheduled. Skipping the class where a test is planned, and coming in later in the day, unless prearranged, will result in a zero being recorded for that test.
  - c. Make-up exams  
In most cases you will not be given the same exam as that given to the students in class. The instructors will choose the type of exam, oral, essay, written, multiple choice, etc.
  - d. **Students will not be permitted to repeat any examination unless specified in the course syllabus.** This includes module and final exams, in both clinical and didactic classes. Students are expected to prepare themselves to successfully pass all exams. If students are experiencing difficulty with content, it is their responsibility to seek clarification or further instruction prior to the exam date.
  - e. Students must maintain an average 71% or above in all course work. If the student's average falls below 71%, a conference with the instructor and student will be scheduled. Specific recommendations to assist the student in bringing their average up will be made at the time. It is the student's responsibility to follow up on the recommendations. For every one credit you are enrolled for, allow one to three hours of study time outside of class.
  - f. Grading standards and requirements of students may vary during clinical experiences.
  - g. Students that are auditing courses must abide by the academic policies set forth in the syllabus. All students must maintain an average of 71% or above in the auditing course in order to continue on in the program.
  - h. All 26 general education courses from Community College of Aurora required to earn the A.A.S. in Respiratory Therapy **MUST** be completed by the end of the final semester. You must provide your unofficial transcript after each semester in order for the program director to monitor your progress. If you are not progressing with general education courses, you must stop the program and reapply for readmission according to policy.

## GRADING SCALE

- 93-100% = A (Counts towards a certificate)
- 82-92% = B (Counts towards a certificate)
- 71-81% = C (Counts towards a certificate)
- 60-70% = D (Does not count toward certificate)
- Below 60% = F (No credit)

- i. Incomplete grades information is covered in the catalog.
- j. A student may be denied participation in a course or may be dismissed from a program by an Administrator as a result of inadequate self-discipline required by individual programs. **The student is entitled to request a hearing regarding dismissal.**
- k. A student who has failed to meet program standards twice may be denied re-admission to the program according to instructor discretion and must prove to the satisfaction of school officials that deficiencies have been corrected if permission is given to return.



## **SKILLS AND SIMULATION LAB POLICIES**

1. No food or drinks permitted in the lab area.
2. Students must attend the skills lab as assigned by the instructor. Any changes in attendance must be approved by the instructor in advance. Excused absences will be rescheduled for an alternate date.
3. If a student fails in any skills lab return demonstration, attendance at all subsequent similar skill labs is required until skill is passed.
4. It is the student's responsibility to obtain assistance from an instructor, and practice the skill before attempting check-offs.
5. All students must have had three peer check-offs per competency before checking off with the instructor.
6. Students are required to practice competency skills in accordance with the Colorado Respiratory Therapy Practice Act, for learning purposes rather than therapeutics. It is not allowed to practice respiratory care treatment modalities with designated lab equipment outside of the lab.
7. Students will not be excused from lab for the day until:
  - a. All students have completed their check-off opportunity
  - b. Lab environment is organized and neatly arranged
  - c. Dismissed by lab instructor

## CLINICAL FACILITY PARTICIPATION/GUIDELINES

Respiratory Therapy students are provided the opportunity to enhance their education and develop their clinical skills through placement in the actual clinical setting during their program course of study.

This is a transitional phase between the classroom and the work place. Students will work with clients in health care facilities, and will be considered part of the patient care "team". It is expected that students will develop their communication and technical skills, as well as skills needed to obtain and maintain a job upon graduation. **The participation of the clinical site in this process is voluntary**, and is done because professionals in the field of respiratory therapy recognize the importance of properly training new individuals to enter their profession.

It is in this spirit that the student recognizes not only the value and importance of the training, but the clinical site's expectation that the student will conduct himself/herself in a manner that is consistent with the rules, regulations, and policies that govern all employees at the clinical sites.

**Admission to the program does not guarantee clinical placement.** The overall performance of the student and success in prerequisite courses are taken into account in determining the appropriateness of clinical placement for each student. **Aurora Public Schools will not place a student in the clinical setting who is deemed a risk to patient safety.**

Facilities may deny access to any person identified by either background check or by behavior as a potential threat to the physical and/or emotional well-being of the client/family or staff. The staff at the clinical sites as well as the instructor/program director/administrator has the right to deny access to any student who doesn't show up at the clinical site or cannot be found. The instructor has the right to deny access to any student for reason other than those stated in this handbook that concerns responsibility, professionalism, and following directions. Students who cannot fulfill the clinical objectives will not be able to complete the Respiratory Therapy program.

There may be an extra fee required for student placement if the facility uses My Clinical Exchange student database. This fee will be paid to My Clinical Exchange in order to prepare for the upcoming rotation. This will be discussed by the Director of Clinical Education prior to clinical placement for that particular rotation.

The student's signature on the Acceptance form at the end of this document indicates that the student has not been involved in, or convicted of, any of the disqualifying offenses for the Colorado Community College System (<http://www.healthcareex.com/disqualifying-offenses.pdf>).

# CLINICAL POLICIES

## ATTITUDE AND RESPONSIBILITIES

- A. **Students are to assume the role of "trainee"** and shall be properly identified with appropriate student ID to distinguish them from employees. Students are expected to **act in a professional manner at all times**, and to be **courteous and respectful** to all individuals with whom they have any contact in the clinical setting. *Students are expected to be attentive and demonstrate a willingness and desire to learn.*
- B. **Students are expected to assume accountability for their learning and act as self-directed learners** by:
- a. Seeking out new learning experiences.
  - b. Asking for extra duties when not busy.
  - c. Demonstrating awareness about patients' changing conditions.
  - d. Demonstrating knowledge of the facilities' policies.
- C. **Students are directly responsible and accountable to the clinical instructor**. **Your clinical instructor is authorized and empowered to remove a student from a clinical setting at any time** if the student is deemed to be a threat to patient or personnel safety, and/or not in compliance with the clinical practice guidelines or institutional policies. *Dismissal of a student will be done only after consultation with program director or their designee.*
- D. **Students may not leave their work area without the approval of the clinical instructor**. **Students must notify the responsible professional staff member (i.e. charge nurse, team leader) when leaving the work area for any reason**. Students must remain within the clinical facility for the duration of the clinical shift unless otherwise directed by the clinical instructor. Failure to follow this procedure may be grounds for disciplinary action up to and including dismissal from the program.
- E. **Students are not to attempt any new or sterile procedures, or administration of medications without the direct supervision of the clinical instructor**. Exceptions to this rule may be made at the discretion of the clinical instructor when student has demonstrated competency in that skill. Failure to follow this procedure may be grounds for disciplinary action up to and including dismissal from the program.
- F. Students are expected to **demonstrate a positive and mature attitude** when dealing with personal conflicts. **Any conflict, which arises at the clinical site, should be discussed only with the clinical instructor**. Failure to follow this procedure may be grounds for disciplinary action up to and including dismissal from the program.
- F. Socializing between students while attending clinicals is to be limited to *student* meal times and breaks. ***Students are not to visit with fellow students in other departments unless directed to do so by their clinical instructor***. Failure to follow this procedure may be grounds for disciplinary action up to and including dismissal from the program.

G. **Student phone calls:**

- a. Students are not to use the facility phones unless on business calls.
- b. **Cell phones are not allowed at the clinical site.** Use of personal cell phones must be negotiated prior to the first day of clinical with either the clinical instructor or program coordinator, and will be decided on a case-by-case basis. If cell phones are allowed, they must be on **vibrate** mode, *used only in cases of emergency* and are made within facility policy. Students in violation of this policy are subject to disciplinary action.
- c. **Emergency calls should be limited to** illness or injury of immediate family. Failure to follow this procedure may be grounds for disciplinary action up to and including dismissal from the program.

H. **Use of alcoholic beverages or drugs** prior to, or while attending clinical is unacceptable and irresponsible behavior. Students suspected of alcohol consumption, or who demonstrate behavior that is inappropriate will be asked to leave the clinical site and may be subject to urinary drug testing at that time. Any time missed will be counted as clinical absence time. Students found to have been participating in this type of behavior are subject to disciplinary actions. Disciplinary actions may include anything up to and including final dismissal from the program. Students should refer to Pickens Technical College Student Handbook for further details.

I. **Use of profanity, foul language or any other derogatory language** is unacceptable behavior. Should this occur, the student will be counseled. If the behavior continues, it may be grounds for dismissal from the clinical rotation, or from the program entirely.

J. Students may be assigned to train on any shift and any day of the week, including Saturdays, Sundays, and holidays.

K. Absences or tardiness: In accordance with employment standards, if the student will be tardy or absent, he/she is required to notify all of the following **at least an hour prior to the start of the shift:**

1. Notify the clinical site of an absence.
2. The Clinical Instructor (per instructor directions.)
3. Notify the Director of Clinical Education

**Failure to follow the above procedure is not acceptable behavior and will result in disciplinary action, and may result in dismissal from the program.** Students are expected to conform to employment standards. As stated in those standards, an employee (student) who does not notify supervisory personnel or does not report to work for a stated number of days is assumed to have **voluntarily resigned.** **This affects your ability to complete the program and you must contact the program director immediately for options for completion.**

L. **Clinical Placement**

- a. The school is unable to guarantee any specific clinical facility or grant any request for specific rotation sites.
- b. The school is unable to guarantee any specific days or shifts.
- c. Clinical placement is based on the following criteria:
  - i. Whenever possible, students will not be placed in facilities where they are currently or were previously employed.
  - ii. Special consideration for clinical placement is determined on a case by case basis.

- d. Changes to clinical schedule once published may only be granted for extreme circumstances **by the Director of Clinical Education**. Students may not switch with other students.

## **MEDICATION/TREATMENT POLICY**

**Clinical medication/treatment administration requires thorough preparation and careful, detailed practice.** It is each student's responsibility to utilize materials and resources wisely, especially medications.

Therefore, once an instructor views that the student has committed to pulling out or drawing up a medication, or performing a treatment and the student's action is incorrect, it will be evaluated as a medication/treatment error.

**Due to the potential risk to patient safety**, the instructor's evaluation of a medication/treatment error **cannot be disputed by a student**. A student who acts irresponsibly and either harms a patient or potentially harms a patient will be placed on academic probation, which will require administrative action for that student to continue.

### **The definition of a medication/treatment error is as follows:**

If the student:

- a. Prepares, or is ready to prepare, the wrong medication/treatment.
- b. Gives, or is prepared to give, the wrong medication/treatment.
- c. Gives, or is prepared to give, the medication/treatment at the wrong time.
- d. Gives, or is prepared to give, the medication/treatment by the wrong route.
- e. Gives, or is prepared to give, a medication/treatment to the wrong patient.
- f. Does not prepare or does not administer a dose/treatment which should be given (omission).
- g. Fails to thoroughly and accurately document each medication/treatment before reporting off for the day.
- h. Gives, or is prepared to give, a medication/treatment to a patient that has a condition that would require discussing this situation with their instructor prior to admission.
- i. Gives, or is prepared to give, the wrong dose/treatment.

**TERMINATION OF CLINICAL EXPERIENCE:** If a student is demonstrating a pattern of unsafe performance, lack of accountability, or inconsistency in performance in the clinical area at the expected level of the course, the clinical experience will be terminated by the instructor, even if there are days remaining at the clinical site. This is necessitated by the extremely high patient acuity and the critical need for patient safety. The grade for the clinical experience will be a "U" (Unsatisfactory) and the student may be subject to disciplinary action, up to and including dismissal from the Respiratory Therapy Program.

## ACCEPTANCE OF UNDERSTANDING

I have read and understand the mission and vision of Pickens Technical College. I understand the goal of the Respiratory Therapy Program is designed to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practices as performed by registered respiratory therapists (RRTs) in the care of patients with respiratory problems. \_\_\_\_\_ (Initial)

As a student / applicant to this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director. \_\_\_\_\_ (Initial)

I have read and understand the program admission criteria as provided and understand that all students must undergo a background check and drug screen according to Colorado Community College System Guidelines and acknowledge disqualifying offenses will neglect my admission. \_\_\_\_\_ (Initial)

I understand that I must complete all 26 general education courses before the final semester of the program and I must provide an unofficial transcript from CCA after each semester. \_\_\_\_\_ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and vaccination / titer schedule under the discretion of the health system legal contracts. \_\_\_\_\_ (Initial)

I understand that in the event of an incident at the clinical site, lab or on school grounds, I must fill out the appropriate paperwork set forth by workmen's compensation provided. \_\_\_\_\_ (Initial)

I understand that I must pass each class and clinical rotation as set forth in the guidelines and syllabus in order to continue the program in a sequential manner. \_\_\_\_\_ (Initial)

I understand the policy of **TERMINATION OF CLINICAL EXPERIENCE** set forth under the Clinical Policy section. \_\_\_\_\_ (Initial)

I will abide by the AARC code of ethics, Professional Characteristics, and Attitudes and Responsibilities of Clinical Policies (Student Professional Expectations) as outlined. If I fail to do so, I acknowledge that I will be dismissed by program faculty. \_\_\_\_\_ (Initial)

## ACCEPTANCE OF UNDERSTANDING

Pickens Technical College

### RESPIRATORY THERAPY PROGRAM POLICIES AND GUIDELINES 2016-2017

I, \_\_\_\_\_, have read and understand these policies and guidelines. I understand that these policies may be updated/different than those that were in place when I entered the Respiratory Therapy Program and that I am held accountable to the most current policies.

Print Name: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

(Month/Day/Year)

KEEP THIS PORTION FOR YOUR RECORDS

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SUBMIT THIS PORTION TO THE RESPIRATORY DEPARTMENT

Pickens Technical College

### RESPIRATORY THERAPY PROGRAM POLICIES AND GUIDELINES

I, \_\_\_\_\_, have read and understand these policies and guidelines. I understand that these policies may be updated/different than those that were in place when I entered the Respiratory Therapy Program and that I am held accountable to the most current policies.

Print Name: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

(Month/Day/Year)