

# **Respiratory Therapy Program**



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

## **RESPIRATORY THERAPY STUDENT POLICY HANDBOOK 2025**

### **Faculty**

Dr. Robert Keith, MD, Medical Director  
Leslie Morgan, MIS, BHS-RRT, Program Director  
Michael Cousins, MA, RRT Director of Clinical Education  
Jackie Holland, MHL, RRT  
Heather Parker BS, RRT

## TABLE OF CONTENTS

Respiratory Therapy Program Statement.....	3
Administration and Program Faculty.....	4
AARC Statement of Ethics and Professional Conduct.....	5
Mission Statements.....	6
Respiratory Therapy Educational Philosophy.....	6
Licensure of Respiratory Therapy.....	7
Program Curriculum.....	8-11
Timeline for Testing and RRT Program Completion.....	11
 <b>Academic and Clinical Policies</b>	
Process for applying.....	12
Essential Functions of a Respiratory Therapy Student.....	13-14
Transfer Credit and Transfer Eligibility.....	15
Procedure for Transfer Application.....	16
Respiratory Faculty.....	17-18
Student Professional Expectations.....	19
Professional Characteristics in the Classroom and Laboratory .....	20
Academic and Clinical Policies.....	21
Remediation.....	21
Probation/Dismissal Criteria.....	21-22
Academic Due Process.....	22
Refund Policy.....	22-23
Readmission Policy.....	23
Snow Days.....	23
Clinical Attendance Policy.....	23-25
Attendance and Tardiness Policy.....	25-26
Maintaining Physical and Mental Health Policy.....	26-27
Pickens Technical College of Respiratory Therapy Alcohol and Drug Testing Policy.....	27-28
Injury/Accidental Exposure.....	28-29
Workers Compensation Procedures for Students.....	30
First Report of Injury Form.....	31
Health Information/Change in Status/Library Facilities/Vacations/Holidays.....	32
Employment and Participating in the Respiratory Program.....	32
Academic Guidance.....	33
Theory and Class Guidelines.....	34
Grading Rubric/Skills and Simulation Laboratory Policies.....	35
Clinical Faculty Participation Guidelines.....	36
Clinical Policies-Attitudes and Responsibilities.....	37-39
Clinical Medication/Treatment Error Policy.....	39
Termination of Clinical Experience.....	39
Academic Adjustments for students with Disabilities (Disability Accommodations) .....	40-41
Acceptance of Understanding.....	42-43

## **WELCOME TO THE PICKENS ADVANCED 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**

Michael Giles

Aurora Public Schools Superintendent

Teina McConnell

Executive Director

Larry Irvin

Health Pathway Administrator

Dr. Robert Keith, MD

Medical Director

Leslie Morgan, MIS, BHS-RRT

Program Director

Michael Cousins, MA, RRT

Director of Clinical Education

## **PROGRAM FACULTY**

Jackie Holland, MHL, RRT

Adjunct Instructor

Heather Parker, BS, RRT

Adjunct 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**

Every student shapes a successful future.

### **Vision**

In partnership with our community, we accelerate learning for all students to develop the knowledge, skills, and character necessary to shape successful futures.

### **Values**

- Relationships will Strong Communication and Transparency
- Diversity, Equity and Inclusion
- Safety and Security
- Engagement and Academic Supports
- Support, Respect and Appreciation

## **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).

### **Purpose**

Our community needs confident and skilled employees to fulfill the evolving demands of business and industry.

## **RESPIRATORY THERAPY PROGRAM PHILOSOPHY**

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).

## **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 licensed respiratory therapists. This is a 21month program, not including the Community College component. Students are admitted to the program in August. The student will be registered as a 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 it 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, holidays, 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 THERAPY, A.A.S. DEGREE with PICKENS TECHNICAL COLLEGE

**COURSES THAT FULFILL GENERAL EDUCATION REQUIREMENTS** (Courses printed in dark text are required)

	NUMBER AND COURSE TITLE	TOTAL CREDIT
ENGLISH & COMMUNICATION MATHEMATICS	ENG 1021: ENGLISH COMPOSITION I (REQUIRED) MAT 1140: CAREER MATHEMATICS OR MAT 1340: COLLEGE ALGEBRA (REQUIRED – SELECT ONE)	3 3
SOCIAL & BEHAVIORAL	PSY 1001: GENERAL PSYCHOLOGY I (REQUIRED)	3
NATURAL & PHYSICAL SCIENCES	BIO 2101: ANATOMY & PHYSIOLOGY I WITH LAB (REQUIRED) BIO 2102: ANATOMY & PHYSIOLOGY II WITH LAB (REQUIRED) BIO 2104: MICROBIOLOGY WITH LAB (REQUIRED) CHE 1011: INTRODUCTION TO CHEMISTRY I WITH LAB (REQUIRED)	17
GENERAL EDUCATION CREDITS		26



**ADDITIONAL REQUIRED COURSES FOR RESPIRATORY THERAPY A.A.S. DEGREE with  
PICKENS TECHNICAL COLLEGE**

CONTENT AREA	COURSE NUMBER AND COURSE TITLE	TOTAL CREDITS
RESPIRATORY CARE	RCA 1005: INTRODUCTION TO RESPIRATORY CARE (REQUIRED)	1
RESPIRATORY CARE	RCA 1021: FUNDAMENTALS OF CLINICAL CARE (REQUIRED)	3
RESPIRATORY CARE	RCA 1032: BASIC TECHNIQUES IN RESPIRATORY CARE II (REQUIRED)	5
RESPIRATORY CARE	RCA 1051: CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (REQUIRED)	3
RESPIRATORY CARE	RCA 1052: CARDIOPULMONARY PATHOLOGY (REQUIRED)	4
RESPIRATORY CARE	RCA 2089: CAPSTONE RESPIRATORY CARE	1
RESPIRATORY CARE	RCA 1065: PHARMACOLOGY OF CARDIOPULMONARY CARE (REQUIRED)	3
RESPIRATORY CARE	RCA 2030: CRITICAL CARE I (REQUIRED)	2
RESPIRATORY CARE	RCA 2032: ADVANCED MONITORING (REQUIRED)	2
RESPIRATORY CARE	RCA 2051: CRITICAL CARE II (REQUIRED)	3
RESPIRATORY CARE	RCA 2052: CARDIOPULMONARY DIAGNOSTIC II (REQUIRED)	1
RESPIRATORY CARE	RCA 2053: PERINATAL/PEDIATRIC RESPIRATORY CARE (REQUIRED)	3
RESPIRATORY CARE	RCA 2059: ADVANCED MECHANICAL VENTILATION (REQUIRED)	3
RESPIRATORY CARE	RCA 2081: INTERNSHIP I (REQUIRED)	9
RESPIRATORY CARE	RCA 2083: INTERNSHIP II (REQUIRED)	9
ADDITIONAL PROGRAM CREDITS		52
TOTAL CREDIT HOURS		78



## RESPIRATORY THERAPY, A.A.S. DEGREE with PICKENS TECHNICAL COLLEGE

Recommended order of courses<sup>1</sup>

(The department recommends taking the courses in this order to complete the degree).

Course	Credits
ENG 1021: English Composition I (REQUIRED - See pathway advisor)	3
MAT 1140: Career Mathematics OR MAT 121: College Algebra (REQUIRED)	3 or 4
BIO 2101: Anatomy & Physiology I w/ lab (REQUIRED)	4
CHE 1011: Introduction to Chemistry I w/ lab (REQUIRED)	5
BIO 2102: Anatomy & Physiology II w/ lab (REQUIRED)	4
BIO 2104: Microbiology w/ lab (REQUIRED)	4
PSY 1001: General Psychology I (REQUIRED)	3
NOTES	
Admissions to the program at Pickens Technical College includes the following listed below:	
<ul style="list-style-type: none"> <li>• Applicants are required to have a high school diploma or GED.</li> <li>• Applicants must provide an unofficial transcript from CCA showing all prerequisites, set up an interview, and fill out an application with Pickens Technical College. Students will begin the Pickens Technical College Respiratory Care curriculum in fall.</li> <li>• Program length is 21 months (not including the CCA component). Students are admitted to the program in August.</li> <li>• All courses with the prefix RCA are to be taken at Pickens Technical College.</li> <li>• It is strongly recommended to take general education courses prior to enrolling. All 26 general education requirements from CCA must be completed before the completion of the final semester in the program.</li> <li>• The student will be RRT eligible after completion of both the CCA and Pickens Technical College components. The graduate will be eligible to take the NBRC Registered Respiratory Therapist Exams (RRT)</li> <li>• Students are required to complete a criminal background check prior to beginning the program.</li> <li>• Additional costs may apply. Please contact the advising department for estimated costs.</li> <li>• Pickens Technical College does not participate in and student loan programs.</li> <li>• Class hours/times vary per semester, but typically are Monday-Friday, 8:00am-3:00pm. Please contact the advising department.</li> <li>• The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care: <a href="http://www.coarc.com">CoARC</a> (www.coarc.com)</li> </ul>	

<sup>1</sup> Placement into courses is dependent on test scores or credit for prior learning. See a Pathways Advisor for details. Plans that include ESL, CCR, and AAA courses will increase the total number of hours to completion.

### **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 2024. 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 (2024)**

Applicants are required, at a minimum, to have **BIO 2101** 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 Program is accredited by the Commission on Accreditation for Respiratory Care:  
[www.coarc.com](http://www.coarc.com)

**This program is a partnership between Pickens Technical College and Community College of Aurora.**  
All 26 credits must be completed before the final semester in the program.

---

## **TIMELINE FOR TESTING AND COMPLETION OF PROGRAM**

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>)



### PROCESS FOR APPLYING TO THE RESPIRATORY THERAPY PROGRAM

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 Leslie Morgan at [LMorgan@aurorak12.org](mailto:LMorgan@aurorak12.org). 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.
3. An interview with the Program Director will be required of all applicants for admission to the program.
4. Letter of Acceptance into the program will be sent to qualified applicants.

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).

## ESSENTIAL FUNCTIONS OF A RESPIRATORY THERAPY STUDENT

Essential functions are those considered to be necessary or fundamental to the performance of a job. In postsecondary education, the student's job is to learn and participate in an academic environment and the clinical environment as well. The student, with or without reasonable accommodation, must possess these essential functions. The essential functions have been established through following sources: The Vocational Rehabilitation Act; The Americans with Disabilities Act; Guide for Occupational Information; Dictionary of Occupational Titles; and the Occupational Skills Standards Project from the National Health Care Skills Standards Projects. It is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions, technical standards, or academic requirements of the Respiratory Care Program, or result in an undue financial or administrative burden.

- **Physical Requirements:** Must be physically able to operate a variety of types of equipment including computer, calculator, polysomnography, other medical equipment, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects. Must be able to lift and/or carry weights up to fifty pounds. Physical demands are in excess of sedentary work, including walking, running, standing, stooping, reaching, crouching, etc. for extended periods of time. Requires the ability to perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips. Must possess refined auditory and visual discrimination.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same.
- **Language Ability:** Requires the ability to read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc. Requires the ability to prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling, and grammar. Requires the ability to communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.
- **Intelligence:** Requires the ability to use critical thinking skills and problem-solving skills to complete tasks accurately and within assigned time frames. Requires the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most abstruse classes of concepts.



- **Verbal Aptitude**: Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to communicate with others via effective verbal communication. Must be able to integrate multiple abstract concepts and express them in a comprehensive and concise manner. Must possess knowledge of medical terminology and symbolism.
- **Numerical Aptitude**: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply algebraic, geometric, and trigonometric principles; and utilize descriptive statistics. Requires the ability to utilize metric systems on a regular basis.
- **Form/Spatial Aptitude**: Requires the ability to inspect items for proper length, width, shape, and depth. • **Motor Coordination**: Requires fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.
- **Manual Dexterity**: Requires the ability to grasp, handle, hold, cut, push, pull, and feel. Requires the ability to manipulate a variety of control knobs, switches, etc.
- **Color Discrimination**: Requires the ability to differentiate colors, shades, and tones of color
- **Interpersonal Temperament**: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.
- **Physical Communication**: Requires the ability to talk and hear. Must be able to understand various types of nonverbal communication.
- **Personal Traits**: Requires the ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work. Must demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity. Must demonstrate neatness and good hygiene. Requires a positive attitude when receiving constructive criticism.
- **Travel**: Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

*These essential functions are not to be construed as an exhaustive list, but rather examples of skills or duties that are required.*

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

## TRANSFER CREDIT

Pickens Technical College does not accept prior respiratory credits from another institution or accept AP/CLEP credits to put them in higher level courses. 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 the program director.**



## RESPIRATORY FACULTY



### **Program Director Leslie Morgan, MIS, BHS-RRT**

**YEARS TEACHING:** 18 yrs.

**YEARS IN INDUSTRY:** 1987 – Present

#### **INDUSTRY:**

Worked all areas of Respiratory Therapy including flights with the Neonatal Transport Team at Air Life, Pediatric, Neonatal, and Hyperbaric Oxygen at Presbyterian/St. Luke's for 4 years, Evening/Night shift Supervisor at Lutheran Medical Center for 4 years, as a floor, ER, critical care, and charge therapist at Swedish Medical Center in Englewood for 16 years. 22 years of experience working in Level 1 trauma centers in California and Colorado. 3 years of Home Care, and 3 years as a traveling therapist with assignments in Hawaii, Pennsylvania, and Ohio. Worked as a Professional Research Assistant while completing thesis at University of Colorado School of Medicine, Anschutz Medical Campus.

#### **TEACHING EXPERIENCE:**

Clinical and didactic instructor at Pickens Technical College in 1989.

Preceptor for new graduates and employees in all positions.

15 years teaching in a Respiratory Therapy Program and as the Director of Clinical Education.

#### **EDUCATION:**

Master of Integrated Sciences – Mathematics and Biology

Bachelor of Health Science – Respiratory Therapy

Associate of Science – Respiratory Therapy

#### **CERTIFICATIONS:**

Registered Respiratory Therapist (RRT), Basic Life Support (BLS), BLS Instructor, Neonatal Resuscitation Provider (NRP), NRP Instructor, Advanced Cardiac Life Support (ACLS), Credential for Career and Technical Education (CTE).

## RESPIRATORY FACULTY



### **Director of Clinical Education- Michael Cousins MA, RRT**

**YEARS TEACHING:** 14 yrs.

**YEARS IN INDUSTRY:** 2012 - Present

**INDUSTRY:** During his 10-year career in Respiratory Therapy he has worked at Children's Hospital-Colorado, Post-Acute Medical (PAM), St. Joseph's Hospital, UHealth Anschutz & UHealth Broomfield. Michael eventually moved from the bedside into a teaching position at Pima Medical Institute and from Pima he moved into his current role at Pickens Technical College, where he received his respiratory therapy education and training.

**TEACHING EXPERIENCE:** 13 years of teaching in the corporate world and 1 year at PIMA Medical Institute.

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

### **EDUCATION:**

Masters of Higher Education Administration

Associate of Occupational Therapy – Respiratory Therapy

Bachelor of Arts – Psychology

**CERTIFICATIONS:** Registered Respiratory Therapist (RRT), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS), Certified as an English as a Second Language Instructor (ESL) and Credential for Career and Technical Education (CTE).

## 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 an 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 their 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 the education of the general public.
- Reflects on role as a community contributor and refrains from the use of drugs, alcohol and tobacco during school.

**SCORE AVERAGE \_\_\_\_\_(40 total points possible)**

## 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. **All courses and classes at Pickens Technical College are in-person.**

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 Therapy Program when personal commitments must receive a higher priority than their educational goals.

## REMEDIATION POLICY

### Skills Competencies

Students must complete the skill/competency check-off prior to the start of the beginning of the next competency. Students **may repeat a failed skills check-off ONLY twice (2) times**. If a student fails the same skill or competency check-off on the third attempt, this will result in an overall reduction of 50% for that competency. **The student is responsible** for making an appointment with an instructor for a repeat check-off. Repeated checkoffs will be conducted during the **instructor's office hours**.

### Course Expectations

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 list in the school catalog of the year in which the student enters the program.

Failure to maintain a "C" grade or better may result in the following actions: Students not meeting course expectations may be formally notified of their deficiencies and a performance improvement plan will be developed that addresses these deficiencies. The improvement plan will include:

1. Measurable outcomes for improvement
2. A timeline for completion of material
3. A review of expected outcomes for the course
4. Student advising

Course faculty will prepare the course improvement plan, review it with the student, and secure the student's signature. After implementation of the plan, faculty will monitor and review the plan each semester to ensure students are meeting expectations of the plan. Copies of the completed plan will be added to the student's file. Faculty are responsible for sharing the course improvement plan with the Assistant Director prior to discussing with the student.

## 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 the 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. Students 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.

## **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: <https://aurorak12.org>. 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.
4. 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 soon as possible.

## **CLINICAL ATTENDANCE POLICY**

### **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 tardy(s) must be called to the Director of Clinical Education (303-344-4910) ext. 27823 or (720-665-5740) clinical cell phone. 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. Make-up 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. 27823 or (720-665-5740) clinical cell phone. 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 303-344-4910 ext. 27823 or (720-665-5740) clinical cell phone
  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 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, students will be required to make-up the time based on DCE discretion. If the student misses **TWO** 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 a student misses THREE OR MORE 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.**

## **ATTENDANCE and TARDINESS POLICIES**

All Respiratory Therapy Program policies are in addition to those of the college. Policies apply to all required program activities. The limited time frame for covering an extensive amount of subject matter limits options for making up missed content. In addition, the fact that patients' lives may be adversely affected by lack of knowledge mandates a strict attendance policy for **ALL** scheduled learning experiences. Expectations are as follows:

1. Students are **expected** to attend all scheduled academic, clinical/simulation, and/or laboratory **in person** for which they are enrolled unless excused by the instructor. Instructors will maintain an official attendance record for all scheduled activities.
2. Students are **expected** to be prompt in their attendance to all scheduled academic, clinical/simulation, and/or laboratory for which they are enrolled unless excused by the instructor. Arriving more than 5 minutes late for any scheduled event may result in dismissal from the classroom, event or clinical site. If a repeated pattern of lateness is documented the student will receive a written warning and submit a student action plan and could lead to dismissal from the program.
3. **Excused absences** are at the discretion of the program faculty or instructor of the course. Make up of time lost either in the clinical or classroom setting will be at the availability of the instructor and/or clinical agency. **Note that if you are absent in the last two weeks of the semester, it may result in an incomplete grade for that course and delay the student's progression in the program.**
4. While attendance is mandatory, the faculty realize there may be extenuating circumstances in which a student must be absent from clinical/lab/simulation/or a special event. Extenuating circumstances may warrant an excused absence which may include one of the following: a family emergency or an acute onset of an illness or injury or contact of a communicable disease that would pose a health risk to a patient and others. The student may be asked to present proper documentation, depending on the circumstance and the instructor and our clinical agency has the right to ask for such. Absences that do not meet the approval from the instructor may result in an unexcused absence.
5. As a part of any professional behavior, in the case of an absence the student is **required** to notify the instructor 60 minutes prior to the start of the shift or class. The student must **also** notify:

- Assigned clinical agency (i.e., Hospital)
  - Documentation of absence to include reason for absence submitted to the Program Director and/or the Director of Clinical Education this can be done via email:  
[LMorgan@aurorak12.org](mailto:LMorgan@aurorak12.org) or [mrcousins@aurorak12.org](mailto:mrcousins@aurorak12.org)
  - If the absence is at a **clinical site**, the student must notify the clinical site at least 60 minutes before the start time of the scheduled shift. Failure to notify the clinical site and the instructor will result in an **unexcused absence** and the student will receive a written warning with a plan of action. A second **unexcused absence** will result in **program dismissal**.
6. If a student is absent for a class, scheduled clinical hours, or a laboratory skill day, then it is the student's responsibility to contact the instructor of course or DCE/PD with their proposal or plan of action to make up the missed: assignments, quizzes, exams, clinical time, and lab skills. There is no guarantee of clinical make-up time, as clinical space and faculty may not be available. It may not always be possible to arrange clinical make-up time prior to the course completion date. The option to make-up missed clinical time will be contingent upon site and instructor availability and requires DCE and/or PD approval. This option will be used with extenuating circumstances and/or pre-approved absences **only**. This option will not be used for unexcused absences or unapproved absences.
7. Absence Due to Weather  
Campus closure due to weather conditions: If the student perceives that the weather is imposing a threat or is unsafe to travel, the student must contact the DCE and/or PD to discuss the specific incidents for weather concerns prior to class/clinical/lab.
8. An overall grade reduction in the course where the **unexcused absence or tardy** occurs will follow the guidelines below. The grade reduction policy consists of the following:
- Three tardy(s) that occur in a course will result in a 30% reduction of the overall grade. The student will receive a written warning with a plan of action.
  - One unexcused absence will reduce the overall grade for the course by 25%.
  - Two unexcused absences will reduce the overall grade for the course by 50%. The student will receive a written warning with a plan of action.
  - **Three unexcused absences will result in program dismissal**

## 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 behavior 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.

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

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 accommodation.

## **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 an RT 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, EARPHONES 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 Lorraine Martinez, 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:**

<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>	<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>
<b><u>SCL Physicians – Stapleton</u></b> <u>2803 Roslyn St.</u> <u>Denver, CO 80238</u> <u>303-403-6300</u>	<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>

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.

Aurora Public Schools  
15701 E 1<sup>st</sup> Avenue, Suite 109  
Aurora, Colorado 80011  
(303) 365-7816  
Fax (303) 326-1921

### FIRST REPORT OF INJURY

This report should be completed by the employee and the Supervisor/Principal after an on-the-job injury and faxed to the above fax number **within 48 hours. Please complete all information as it is required by Colorado Statute.**

Employee Name					Social Security Number	
Home Address			Street		City	State ZIP
Date of Birth	Sex	Age	Home Phone Number		Marital Status	
Occupation		Department or School		Job Assigned when Injured		Length of Experience at this Assignment
Normal Work Hours (From – To)	Hours per Day	Days per Week	<b>Information Concerning Accident</b>			
Hours Worked on the Date of Injury (From – To)			Date	Time	School/Location/Place	
Accident reported to Supervisor/Principal:		Were you able to continue work:		If no, last day worked:	Date Returned to Work or Estimated Date of Return:	
Date _____ Time _____		Yes _____ No _____				
Have you been injured on the job before?		Did this accident aggravate a previous injury? Yes _____ No _____				
Yes _____ No _____		If yes, explain and list name of physician:				

State part of body injured (indicate left, right, shoulder, foot, etc.) \_\_\_\_\_  
 Relate in your own words how injury occurred (i.e., task being performed, equipment used, special circumstance or condition, etc.):

---

---

---

---

---

Witness(es): \_\_\_\_\_

**\*\*Please see the school nurse. Risk Management procedures include seeing a school nurse to triage the injury before seeking outside medical care. If you are unable to see the nurse, please call Risk Management at ext. 28412.**

Nurse's Notes/Recommendations:

---

---

---

---

---

I understand that I must be seen by one of the two Designated Medical Providers for Aurora Public Schools. I further understand the list of designated medical providers is available from my school nurse, site secretary, the Risk Management Office and the Risk Management internal website.

It is unlawful to provide, false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, civil damages and employment disciplinary action.

Signature of Employee	Date	Signature of Supervisor/Principal	Date
			Revised 7/2012

## **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.
5. Additional requirements (CCCS requirements for healthcare and other specific programs). Students in respiratory therapy have expanded immunization requirements. This can include vaccines for Hepatitis B, Varicella (chickenpox), MMR, Tdap (tetanus, diphtheria, and pertussis), annual flu shots, and tuberculosis (TB) screening, and COVID according to hospital policies (refer to handbook).

## **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 student resource center (SRC) 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.

## **VACATION AND HOLIDAYS**

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

## **EMPLOYMENT AND PARTICIPATING IN THE RESPIRATORY PROGRAM**

Employment is 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. In accordance with Colorado State regulations, students enrolled in this institution's Respiratory Therapy program are prohibited from working as respiratory therapists at any clinical site. Additionally, students may not receive compensation for clinical rotations during their enrollment. Students may work in unlicensed roles related to Respiratory Care such as an Equipment Technician or Respiratory Therapy Assistant.



## ACADEMIC GUIDANCE

### **Career Services**

- Supports students while they attend their programs
- Helping with day-to-day issues and
- Preparing students for the workforce upon program completion.

#### **Jenise Rosa**

*Career Advisor*

[jcroso@aurorak12.org](mailto:jcroso@aurorak12.org)

#### **Pam Rouch**

*Career Advisor*

[phrouch@aurorak12.org](mailto:phrouch@aurorak12.org)

#### **Shalon Rucker**

*Career Placement Coordinator*

[srucker@aurorak12.org](mailto:srucker@aurorak12.org)

### **Social Worker - Erin Torres**

- Provides mental health and wellness support
- Connects students with social-emotional resources
- Building B / [etorres@aurorak12.org](mailto:etorres@aurorak12.org)

### **School Nurse - Lorraine Martinez**

- Supports students with medical needs.
- Building A / [lkmartinez@aurorak12.org](mailto:lkmartinez@aurorak12.org)

### **Academic Tutor - Alice Casey**

- Provide educational assistance for students to reach program goals
- Offer: study / test taking strategies, time management, presentation / skills practice, independent work space
- Building B / [amcasey@aurorak12.org](mailto:amcasey@aurorak12.org)

## THEORY AND CLASSROOM POLICIES

1. Orientations  
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 of 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 students 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 areas.
- 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 the skill is passed.
- 4. It is the student's responsibility to obtain assistance from an instructor and practice the skill before attempting checkoffs.
- 5. All students must have **three** peer checkoffs 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 workplace. 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 myclinicaexchange student database. This fee will be paid to myclinicaexchange 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 a 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 mealtimes 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 the illness or injury of the 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 the clinical schedule once published may only be granted for extreme circumstances by the Director of Clinical Education. Students may not switch with other students.

## **CLINICAL 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.

## **Academic Adjustments for students with Disabilities (Disability Accommodations)**

Pickens is committed to providing reasonable academic adjustments for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. Our goal is to ensure that students with disabilities have equal access to academic programs, services, and activities.

### **1. Requesting Academic Adjustments**

Students with disabilities who require academic adjustments should contact the Office of Disabilities, located at Pickens Technical College 500 Airport Blvd. Aurora CO 80011, or reach out by phone at 303-344-4910 or email at [Pickens504@aurorak12.org](mailto:Pickens504@aurorak12.org). The request process will be explained, and students will be asked to provide appropriate documentation supporting the need for accommodations.

### **2. Process**

The College will engage in an evaluation process with each student to determine the nature and extent of necessary accommodations. This process involves:

- The student providing documentation of their disability (if not already on file).
- A discussion between the student and the College to identify individual needs and Potential adjustments.
- Development of a plan to implement agreed-upon accommodations.

### **3. Essential Academic Requirements**

While reasonable accommodations will be provided, academic requirements that are essential to the course or program, or directly related to licensing or accreditation, will not be adjusted unless they result in discrimination. The College will ensure that essential academic standards are maintained while providing access to qualified students with disabilities.

### **4. Timeframes for Processing Requests**

Students are encouraged to submit requests for accommodations as early as possible. Pickens aims to review all requests and provide a response within 30 business days of receiving the request. Students will be notified in writing of the accommodation decisions.

### **5. Referral to Appropriate Contacts**

Students who inquire about accommodations will be promptly referred to the appropriate office or staff member responsible for processing requests. If a request is submitted to the incorrect office, it will be forwarded to the appropriate personnel without delay.

## **Grievance Process**

PTC Student Grievance Process is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

Please refer to the Student Handbook (link) that describes the steps that you must take to start the grievance process. If you decide to use the grievance process, you should be prepared to present all the reasons that support your request.

If you are dissatisfied with the outcome of the school's grievance procedures or wish to pursue an alternative to using those procedures, you may file a complaint against the school with OCR or in a court. You may learn more about the OCR complaint process from the brochure *How to File a Discrimination Complaint with the Office for Civil Rights*, which you may obtain by contacting us at the addresses and phone numbers below, or at <http://www.ed.gov/ocr/docs/howto.html>.



If you would like more information about the responsibilities of postsecondary schools to students with disabilities, read the OCR brochure *Auxiliary Aids and Services for Postsecondary Students with Disabilities: Higher Education's Obligations Under Section 504 and Title II of the ADA*. You may obtain a copy by contacting us at the address and phone numbers below, or at <http://www.ed.gov/ocr/docs/auxaids.html>.

Denver Office for Civil Rights  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: 303-844-5695

## 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 functions. **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 functions, 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 that clinical make-up (CTR240-D1) with an associated cost of \$1260 will be charged if I miss more than two days of scheduled clinicals per rotation. \_\_\_\_\_(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 the program faculty. \_\_\_\_\_(Initial)

## ACCEPTANCE OF UNDERSTANDING

Pickens Technical College

### RESPIRATORY THERAPY PROGRAM POLICIES AND GUIDELINES 2025

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 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

-----  
-----

### SUBMIT THIS PORTION TO THE RESPIRATORY DEPARTMENT

Pickens Technical College

### RESPIRATORY THERAPY PROGRAM POLICIES AND GUIDELINES 2025

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)