

RESPIRATORY CARE
Program Overview & Application Process
2011 - 2012



NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College of Indiana provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or the Vice Chancellor of Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

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I. RESPIRATORY CARE PROGRAM

A. PROFESSION OVERVIEW

According to the Bureau of Labor and Statistics the need for respiratory therapists is growing faster than the average for all job growths. It is considered to grow much faster than average with a projected growth of 21% by the year 2018.

The reason for the increase is due to an increase in technology, growing health care access, aging population (baby boomers), and an aging respiratory therapy work force. There are also new treatment advances for heart attack patients, accident victims, premature babies, and AIDS patients which increase the demand for respiratory therapists. According to the Bureau of Labor and Statistics, growth in demand will also result from the expanding role of respiratory therapists in case management, disease prevention, emergency care and early detection of pulmonary disorders.

The career opportunities for the entry level and advanced level program graduates include staff technician or therapist, shift supervisors and clinical instructors in the hospital health care setting. Other career opportunities exist in extended care facilities, home care companies, physician's office, rehabilitation centers, equipment sales, land/air transports, emergency rooms, adult intensive care units, pediatric intensive care units and intensive units for premature babies.

While working in some of these areas, respiratory care practitioners provide treatment, management and care of patients with breathing deficiencies and abnormalities. Duties include oxygen therapy, aerosol therapy, chest physical therapy, diagnostic testing and application of mechanical ventilation. In addition, depending on regionally accepted practices, therapists perform patient assessments and make recommendations to physicians regarding the care which the patient will require. Therapists are also active in assisting the physician by utilizing weaning protocols when caring for a patient on mechanical ventilation.

Graduates of the advanced level practitioner program must complete both the entry-level and advanced practitioner exams. Graduates who successfully complete the entry-level exam, the advanced-level written exam and the advanced-level clinical simulation are awarded the Registered Respiratory Therapist (RRT) credential.

B. INTRODUCTION

Welcome to the Lafayette campus of Ivy Tech Community College of Indiana. Ivy Tech is a statewide college system, with 14 regions and 23 instructional sites, the largest state-supported college in Indiana. The Lafayette campus was formed in

1968. Since 1981, Ivy Tech Community College in Lafayette has maintained accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), visit the CoARC website at www.coarc.com for more information about accreditation. The Respiratory Care Program at Ivy Tech - Lafayette was re-accredited by CoARC and CAAHEP in February 2003, for up to a ten-year re-accreditation period.

The purpose of this application booklet is to describe the Respiratory Care Program (RCP) at Ivy Tech - Lafayette, and the procedures for application to the program. We encourage you to read this booklet thoroughly, and to contact the School of Health Sciences office at 765-269-5203 if you need additional information.

It is important to note that acceptance to the program is separate from admission to the College as a degree-seeking student. Students may be accepted to the College, and take Academic Skills Advancement courses, General Education courses, or other courses which do not require clinical sequence acceptance. However, students must apply to the Respiratory Care program to be considered for clinical sequencing. Please see the application procedure found within this handbook.

C. PROGRAM HISTORY

The Respiratory Care Program at Ivy Tech in Lafayette was founded in 1970 as one of Indiana's first accredited Respiratory Care Technician programs. The program was developed in response to the rising need for trained respiratory care professionals. Since 1970, the program has provided more than 615 qualified respiratory care practitioners for the Lafayette area.

The program has undergone significant changes during the subsequent years in order to keep current with the new advances and technologies that are needed to provide high quality health care to the communities of interest. In 1994, the program began offering an Associates of Science in Respiratory Care. In 2000, the College withdrew the Technical Certificate program and continued only with the Associate's degree program.

Resources provided by the College and cooperating community hospitals are utilized in the Respiratory Care Program. The qualified student is provided with educational opportunities in a College environment, and shares the intellectual and social responsibilities, privileges, and experiences with college students in other disciplines.

Within this framework, the program faculty assumes responsibility for planning, supervising, and evaluating selected learning experiences. These experiences are

developed to meet established objectives set forth by Ivy Tech Community College and the National Board for Respiratory Care in order for graduates to meet the eligibility requirements to take their national board exams.

The program faculty believes respiratory care is a health service, shared with other health disciplines, which has a basic responsibility for promoting health and conserving life. As a member of the multidisciplinary, patient-oriented team, the respiratory care practitioner will utilize basic knowledge and skills to contribute to patient care as indicated by his needs.

D. DESCRIPTION OF THE PROFESSION

Respiratory therapists, as members of the health care team, work to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings.

Respiratory therapists must behave in a manner consistent with the standards and ethics of all health care professionals. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making (such as patient evaluation, treatment selection, and assessment of treatment efficacy) and patient education. The scope of practice for respiratory therapy includes, but is not limited to:

- acquiring and evaluating clinical data
- assessing the cardiopulmonary status of patients
- performing and assisting in the performance of prescribed diagnostic studies, such as drawing blood samples, performing blood gas analysis, and pulmonary function testing
- utilizing data to assess the appropriateness of prescribed respiratory care
- establishing therapeutic goals for patients with cardiopulmonary disease
- participating in the development and modification of respiratory care plans
- case management of patients with cardiopulmonary and related disease
- initiating ordered respiratory care, evaluating and monitoring patients' responses to such care, modifying the prescribed respiratory therapy and cardiopulmonary procedures, and life support endeavors to achieve desired therapeutic objectives
- initiating and conducting prescribed pulmonary rehabilitation providing patient, family, and community education
- promoting cardiopulmonary wellness, disease prevention, and disease management
- participating in life support activities as required
- promoting evidence-based machine; research/ and clinical practice guidelines

E. PROGRAM GOALS AND PURPOSES

The goal of the Respiratory Care Program is “To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).”

The purpose of the Respiratory Care Program is to provide graduates who can fulfill the following:

1. Recognize, adapt to and assist in fulfilling the changing health requirements of the community.
2. Develop capabilities and potentials to function as a contributing member of the health team and society.
3. Appreciate the inherent worth of human life and the role that the practitioner plays.
4. Establish effective relationships with respiratory care colleagues, members of other disciplines and patients and their families.
5. “Aid the supervising physician or osteopath in the treatment, management, diagnostic testing, control and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system,” as defined in the state of Indiana licensure laws.

F. TECHNICAL and CLINICAL FACILITIES

The facilities and resources of Ivy Tech Community College – Lafayette are available to all respiratory care students. Students may use the College library (located west of Ivy Hall), open computer lab, the Learning Resource Center, Student Services and other academic services. All courses are taught in Ivy Hall by faculty with advanced degrees in the appropriate fields of study.

Clinical experience is an integral part of the educational experience for all respiratory care students. The RCP program has affiliation agreements with a wide range of agencies to provide student-learning experiences. Agencies utilized include but are not limited to St. Elizabeth’s Regional Hospital, Logansport Memorial Hospital, St. Clare Hospital, Camelot Care Center, United Samaritan Medical Center (Provena), White County Memorial Hospital, Clarian Arnett Hospital, Jasper County Hospital, Indiana Veteran’s Home, Tipton County Hospital, Howard Community Hospital, St. Joseph’s Medical Center, Arnett Clinic, Sigma Medical Center, The Indiana Heart Hospital, St. Vincent’s Hospital, Williamsport Hospital and various rehabilitation units and home care agencies.

G. WORKING AS A STUDENT

Students currently enrolled in the Respiratory Care program find it difficult to work full-time while going to school, even though they are taking only 9 credit hours. Students will express that they are studying or doing homework for the Respiratory Care program approximately 12 – 16 hours a week. The current students will explain in order to be successful in the program they must devote themselves to their educational process.

After the student completes their first three semesters of Respiratory Care, meaning they have completed RESP 125 (Critical Care I) and RESP 137 (Clinical Applications II) they may apply to work in the Respiratory Care field as a student.

In order to apply to work in the Respiratory Care field, the following must be completed:

- “B” Grades in RESP 125, RESP 126 and RESP 137 if you intend to apply to work in the following semester
- Go to <http://www.in.gov/pla/2625.htm> and print off student permit application
- Part I needs to be completed by the student and mailed to the Indiana Professional Licensing Agency.
- In Part I the student will be expected to answer questions regarding being convicted of or pled guilty to a violation of any Federal, State or local laws relating to the use, manufacturing, distribution or dispensing of controlled substances or drug addiction. Student will also report any offense, misdemeanor or felony in any state (except for minor traffic laws resulting in fines).
- Part II needs to be taken to the hospital, completed by the Respiratory Care Department Head and they will mail it to the Indiana Professional Licensing Agency
- Part III needs to be completed by the Program Chair and Director of Clinical Education. Faculty will mail the completed form to the Indiana Professional Licensing Agency
- Any student who holds a student permit may only perform respiratory care procedures that have been documented as part of a course
- All “employee work” hours must be done outside of your scheduled lab, lecture and clinical hours. You will not be allowed to have “work hours” in the Emergency Room, Critical Care Unit nor the Pediatric Care areas. As a hospital employee, you cannot do any invasive procedure.
- Student permits expire when a permit holder ceases to be in good standing within a respiratory care program and/or 60 days after graduating from a respiratory care program. It will also expire if the student fails their CRT exam.
- Graduates will need to apply for a temporary permit and then notify the IPLA of their board exam results to a permanent license can be given

II. APPLICATION PROCEDURES

A. APPLICATION TO THE COLLEGE

- STEP 1: Complete the Admissions Application and return it to the Office of Admissions.
- STEP 2: Complete the transcript request card, also provided, and mail it to the student's high school. The high school must send an official copy of the transcript to the Office of Admissions. If the student received a GED, complete the transcript request card and mail it to the site, which has the GED scores.
- STEP 3: If a student has previously attended an accredited college(s), obtain additional transcript request cards from the Office of Admissions. Complete and mail, with any applicable fees, to the college(s) attended.
- STEP 4: Take the College placement test, COMPASS. Contact the Assessment Center to reserve a seat in a testing session and to obtain a sample test booklet. If a student has previously attended an accredited college, the transcript(s) will need to be reviewed before the student schedules testing. **For students that have taken the SAT or ACT, these scores may be considered for waiving of the COMPASS test.** The COMPASS scores are good for a two-year period.
- STEP 5: The above steps should be completed at least three weeks prior to the start of classes. We suggest making an appointment with an admissions counselor to assist with successful completion of the admission steps. Contact the Office of Admissions at 765-269-5200 or within Indiana 800-669-4882, ext. 200 to schedule an appointment.
- STEP 6: Make an appointment with the Respiratory Care Program Chair by calling (765) 269-5203. If you are not eligible for clinical sequence application, you can be accepted to an undecided status (UNDI/RESP), which will enable you to pursue appropriate courses as a degree-seeking student.

B. APPLICATION TO THE RESPIRATORY CARE PROGRAM

STEP ONE: Admission to Ivy Tech Community College

- Contact the Admissions Department for College admission requirements.
- Complete any academic skills advancement courses identified by the ASSET/COMPASS assessment.

STEP TWO: Admission to the Respiratory Care Program

- Attend a required program information session and/or meet with a program advisor; contact an academic/program advisor for campus-specific advising requirements.
- **The following prerequisites must be completed prior to enrollment into the technical/professional component of the Respiratory Care program.**

Program course prerequisites:

- APHY 101
 - APHY 102
 - BIOL 201 or 211
 - CHEM 101 or CHEM 111
 - MATH 118 or higher (example MATH 136)
 - ENGL 111
- **Program Admission Test:** Take the 'Test of Essential Academic Skills' (TEAS V)
 - Refer to campus-specific instructions to register for and to complete the TEAS.
 - The TEAS may be taken twice in a two-year period regardless of the testing location.
 - The two test attempts/dates must be at least 30 days apart.
 - The student must pay the approved testing fee each time.
 - Scores will be valid for two years from the initial TEAS test date.
 - The TEAS has four parts: Reading, English, Math and Science.
 - The "Adjusted Individual Total Score" is used for determination of points for the program selection procedure (see 'Selection Policy' information below).

- **Program Application:** Submit a program application on or before the established deadline.
 - Contact an academic/program advisor for campus-specific information about application requirements. This may include an applicant information sheet, TEAS scores, unofficial transcripts from all colleges
 - Deadline for submitting application materials:
 - Fall admission: March 1
 - Summer admission (Indianapolis Campus Only): March 1
 - Spring admission (East Central Campus Only): September 1
 - Preference is given to program applications submitted by the stated deadline; but if necessary, the deadline may be extended to fill class seats.

- **Selection Policy:** When the program receives more qualified applicants than the number of seats available, a point system is utilized to determine admission to the program.
 - Total points determine the rank of applicants. Subsequently, seats are offered to the highest rank on down until all seats are filled, the number of which are based on clinical site availability.
 - Students meeting the stated application deadline are ranked utilizing this point system at the end of spring semester.
 - Acceptance letters are mailed by June 1st.
 - **Points for program prerequisite courses (maximum 120)**
 - **A = 20 points; B = 15 points; C = 10 points D = 5 points**
 - APHY 101
 - APHY 102
 - BIOL 201 or 211
 - CHEM 101 or CHEM 111
 - MATH 118 or higher (example MATH 136)
 - ENGL 111
 - *Points awarded for CLEP or DANTES test-out credit = 10 points.
 - For fall admission, courses must be completed by the end of the previous spring semester to count in the point system
 - **TEAS test points – maximum 100 points**
 - Points taken from the 'Adjusted Individual Total Score
 - **Tie Breaker – Cumulative GPA (to 2 decimal points)**

- Other courses that will be required **in order to graduate** are:
 - COMM 101 or COMM 102
 - PSYC 101 or SOCI 111
 - IVYT 1XX

C. RE-APPLICATION PROCESS

Application materials such as COMPASS scores are valid for two years.

If the applicant is interested in being considered for admission the following year, the applicant must attend another information session to familiarize themselves with any changes that have occurred in the admission process. The applicant must meet all current admission requirements and application deadlines. After a student is inactive for two years, all inactive files in the School of Health Sciences Office are destroyed.

D. TRANSFER STUDENTS

Students transferring from another campus or school must meet with the Advising Office and provide official, notarized transcripts. The Advising Office will process transcript evaluation requests for all general education courses the student is asking to have transferred on a course by course basis, provided the student has earned a “C” or higher grade. The Advising Office will send the transcript evaluation requests to the Respiratory Care Program Director.

If a “Respiratory student” is transferring from another accredited respiratory care program, they must meet with Lafayette’s Respiratory Care Program Director. The student will be expected to do the following: provide a letter of recommendation from their previous Program Director and Director of Clinical Education, demonstrate current didactic knowledge (student will be tested using previous final exams), demonstrate current psychomotor skills (student will be tested for clinical competencies). Based on the transfer students’ performance on exams and psychomotor skills, the Respiratory Care Program Director will recommend transferring in credit as appropriate to the Advising Office. Transfer students can only be admitted on a space available basis and all courses transferring in must be a “C” or higher grade.

E. ADVANCED STANDING

Requests for advanced standing must be made by the applicant to the Respiratory Care Program Chair. Applicants must provide documentation showing that they possess the skills required within the advanced standing.

For example: if an applicant has passed the CRT exam in the past two years, they are eligible to register for advanced level classes. If an applicant has not taken and passed the CRT exam within the previous two years, they could take and pass the CRT SAE exam. However, advanced standing in the clinical area requires documentation of skills. This documentation may include a letter from their hospital

director describing the applicant's clinical experience. Advanced standing may be given on a clinical rotation basis.

F. PROGRESSION

Program faculty need to ensure demonstrated retained competency of the student, to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion by using the following:

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of "W", "FW", "F", or "D" where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in APPM 4.3.
2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the pre-requisite, provided they satisfy the standards of progress as outlined in APPM 4.3.
3. Should there be any term of non-enrollment in the required course due to course availability the student will be required to demonstrate retained competency in the course objectives of any required pre-requisite programmatic course(s) as described below before re-enrolling in the course.
 - Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.
 - Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space.

- Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

Stop-outs

1. In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out”, and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above.

G. HEALTH FORM, DRUG TESTING AND CRIMINAL BACKGROUNDS

All respiratory care applicants must have a health exam completed prior to entering clinicals. During the exam, students will be expected to have all of their immunizations updated in addition to being tested for tuberculosis. If students have a positive tuberculosis skin test, they will be expected to follow the advice of their physician. Any student who does not complete the health forms or refuses to follow the advice of the physician will be withdrawn from the clinical rotations, jeopardizing graduation from the program.

Drug testing is required for clinical on a yearly basis. **You will be required to be tested for the following drugs: Amphetamines, Barbiturates, Cocaine (as Cocaine Metabolites) Benzodiazepines, Cannabinoids, Methadone, Methaqualone (Quaalude), Opiates, Phencyclidine (PCP), Propoxyphene (Darvon).**

In addition, you will be required to have annual criminal background check. Results of this testing could impact your ability to participate in clinical activities. Many health care employers now require negative results from drug testing and criminal background checks before employment. Our clinical affiliate institutions may require that students also meet additional requirements before participating in patient care or observation of patient care. Furthermore, if you have a positive drug test result, or have a criminal background, you also may not be able to obtain a state license to practice Respiratory Care.

The following statements are provided to give the potential RCP applicant a description of the type of physical/technical abilities necessary to complete the program or work in the typical hospital or clinical setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and to make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. Students with documented needs for

accommodations are to meet with the campus Disabilities Support Service Representative

H. ESSENTIAL FUNCTIONS FORM

The Respiratory Care Program requires agility and strength sufficient to move from room to room, lift and position patients, maneuver in small places, and perform clinical services. Students must possess gross and fine motor abilities as well as auditory, visual, and tactile acuity, which are required to assess health status and perform effective patient care. See the chart below for specific requirements by the Respiratory Care program.

Frequency: O=Occasionally (1-33%) F=Frequently (34-66%) C=Constantly (67-100%)

Physical Stamina Required (Description)	Frequency	Specify need for accommodation
<i>Lift</i> - up to 50 lbs to assist moving patients, supplies, equipment. <i>Lift</i> - up to 200 lb when moving patients	F O	
<i>Stoop</i> - adjust equipment.	F	
<i>Kneel</i> - manipulate equipment, perform CPR, plug in electrical equipment	O	
<i>Reach</i> - overhead lights, equipment, cabinets, attach oxygen to outlets, stocking	C	
<i>Motor skills, manual dexterity</i> – small and large equipment for storing, moving; apply sterile gloves; take BP; operate computers; perform CPR; utilize syringes, tubes, catheters; set up and maintain sterile field	C	
<i>Stand</i> for prolonged periods of time (to deliver therapy, check equipment and patient; perform surgical procedures).	C	
<i>Climb Stairs</i> to respond quickly to an emergency on another floor when elevators are unavailable or full.	O	
<i>Feel</i> - palpate pulses; perform physical exams; feel arteries or veins for puncture; assess skin temperature.	C	
<i>Push/Pull</i> large wheeled equipment, i.e. mechanical ventilators, wheelchairs, patients, x-ray, equipment, EKG machines, and office equipment.	C	
<i>Walk</i> for extended periods of time.	C	
<i>Walk quickly or run</i> to respond to emergency calls or assist in critically ill patient transports	O	
<i>Manipulate</i> - knobs, dials associated with diagnostic or therapeutic devices; small instruments, syringes.	C	
<i>Hear</i> - verbal directions, alarms, telephone; hear through a stethoscope for heart sounds, lung sounds, and blood pressure.	C	
<i>See</i> - patient conditions such as skin color, work of breathing; read small print and calibration on equipment; perceive color.	C	
<i>Talk</i> - communicate goals and procedures to patients in English.	C	
<i>Read</i> - typed, handwritten, computer information in English.	C	
<i>Write</i> - communicate pertinent information (patient assessment, outcome assessments) in English.	C	
Mental Attitude (Description)		
Function safely, effectively and calmly under stressful situations.	C	
Maintain composure and concentration while managing multiple tasks simultaneously.	C	
Prioritize multiple tasks.	C	
Social skills necessary to interact with patients, families, co-workers - of the same or different cultures; respectful, polite, discrete; able to work as a team.	C	

Maintain personal hygiene consistent with close contact during direct patient care.	C	
Display actions, attitudes consistent with ethical standards of the profession.	C	
Exposure to blood borne pathogens – Hepatitis, HIV.	F	

I. INDIANA LICENSURE INFORMATION

The graduate of Ivy Tech - Lafayette Respiratory Care Program is eligible to become licensed in the state of Indiana by successfully completing the NBRC entry-level exam.

Applicants to the program need to be aware that when completing the licensing application form, prospective practitioners will be asked the following question: “Have you, in the last three years, been convicted of or pled guilty to a violation of a federal or state law?”

III. CURRICULUM (ASSOCIATE IN SCIENCE DEGREE)

In order to be accepted into the Respiratory Care Program, students must have their Math, Science and English courses completed. Due to the completion of these required general education courses, students who enroll into the Respiratory Care Program are considered “part time” and will need to follow the part time course outline.

A. Part Time Course Outline

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	HOURS PER WEEK
<u>FIRST SEMESTER</u>			
PSYC 101	General Psychology	3	3
APHY 101	Anatomy & Physiology I	3	4
MATH 1XX	Mathematics Elective	3	3
	TOTAL	9	10
<u>SECOND SEMESTER</u>			
APHY 102	Anatomy & Physiology II	3	4
ENGL 111	English Composition I	3	3
CHEM 1XX	Chemistry Elective	3	4
	TOTAL	9	11
<u>THIRD SEMESTER</u>			
BIOL 2XX	Microbiology Elective	3	4
COMM 101 or COMM 102	Technical Writing or Intro Comm.	3	3
	TOTAL	6	6

	<u>FALL SEMESTER</u>		
RESP 121	Introduction to Respiratory	6	8
RESP 129	Respiratory Care Pharmacology	3	3
	TOTAL	9	11
	<u>SPRING SEMESTER</u>		
RESP 122	Therapeutic Modalities	3	4
RESP 123	Cardiopulmonary Physiology	3	3
RESP 134	Clinical Applications I	2	9
	TOTAL	8	16
	<u>SUMMER SEMESTER</u>		
RESP 125	Critical Care I	3	5.3
RESP126	Clinical Medicine I	3	5.3
RESP137	Clinical Applications II	2	12
	TOTAL	8	22.6
	<u>FALL SEMESTER</u>		
RESP 138	Clinical Applications in Adult Critical Care	5	27
RESP 221	Cardiopulmonary Diagnostics	4	4
RESP 222	Critical II	3	4
	TOTAL	12	35
	<u>SPRING SEMESTER</u>		
RESP 237	Clinical Applications of Advanced Critical Care and Specialty Rotations	3	18
RESP 226	Continuing Care	2	2
RESP 229	Emergency Management	1	3
RESP 224	Clinical Medicine II	3	3
IVYT 1XX	Life Skills	1	1
	TOTAL	10	27

Upon successful completion of the above courses (71 credits), the graduate is awarded an Associate in Science degree.

B. CLASS SCHEDULE (subject to change) And Course Requirements

Fall Semester First Year Students

Lectures meet on Mondays and Wednesday from 09:30 a.m. to 11:20 in Room 2145 or Firmin Street Building in Kokomo. There are three different laboratory sessions and students must attend during the semester a total of four hours of laboratory time per week. Scheduled laboratory times are Monday and Wednesday from 07:30 am - 09:20 a.m., or 11:30 – 13:20 p.m. and 13:30 – 15:20. Open laboratory times are available on Thursdays from 0730 – 09:20 am in Lafayette, and on Wednesday 07:30 – 09:20 a.m. in Kokomo. Students are strongly encouraged to use open lab to allow them to work independently to perfect their skills.

In the fall, students enrolled in RESP 121 will be required to pass competency exams. All exams must be completed as scheduled. Students will have **two attempts** to pass each competency exam. Students will be allowed one hour for first attempt. Students' grades are based on their first attempt. However, all of the following procedures need to be completed. If students did not complete the competencies, they will be required to attend remediation session and then re-attempt the competencies. All students will be allowed 30 minutes to complete the tasks. **If a student does not complete the check-offs, they will not be allowed to continue onto the next semester.**

October

Handwashing
Patient Communication
Vital Signs
Cylinder Transport
Nasal Cannula
Simple Mask
Venti-Mask
Reservoir Mask
Oxygen Analyzer
Pulse Oximetry
Humidifier
Tent
LVN

December

Chest Auscultation
Charting
Isolation
Cleaning and Disinfection
Ultrasonic
IPPB
IS
EzPAP
Suctioning
Trach Care
Manual Ventilation

Spring Semester First Year Students

Lectures meet on Monday from 0930– 1120 for RES 122. Lectures are on Monday and Wednesday for RES 123 from 1130 – 1245 pm. All lectures are in Room 2145 or Firmin Street Building in Kokomo. There are three different laboratory sessions and during this semester students must attend two hours of laboratory time per week, during this semester. Scheduled laboratory times are Monday from 0730 – 0920 a.m., Wednesday 0730 -0920 a.m. and Wednesday 0930 – 1120 am. Open laboratory times are available on Wednesdays from 1300 – 1500 on both the Lafayette and Kokomo campus. Students are strongly encouraged to use open lab to allow them to work independently to perfect their skills. Students will also have 8 hours of clinicals on Tuesdays which could be as early as 6 – 2:30 pm.

In the spring, students enrolled in RESP 122 will be required to pass competency exams. All exams must be completed as scheduled. Students will have **two attempts** to pass each competency exam. Students will be allowed one hour for first attempt. Students' grades are based on their first attempt. However, all of the following procedures need to be completed. If students did not complete the competencies, they will be required to attend remediation session and then re-

attempt the competencies. All students will be allowed 30 minutes to complete the tasks. **If a student does not complete the check-offs, they will not be allowed to continue onto the next semester**

April Procedures

Medicated Aerosol Therapy (SVN)

Metered Dose Inhaler

Acapella

Chest Physiotherapy

CPAP / BiPAP

Weaning Parameters

Pulmonary Function

Electrocardiogram

Summer Semester:

Lectures meet from 9:00-10:20 a.m. and from 10:30 – 12:30 pm on Monday and Thursdays. All lectures are in Room 2145 in Lafayette. There are three to four different laboratory sessions and students must attend three hours of laboratory time per week during this semester. Scheduled laboratory times are on Monday from 0730-0850 am, 13:00 – 14:20. 14:30 – 15:50 on Mondays and Thursdays. Open laboratory hours are available 8 a.m.-11 a.m. on Friday. During this semester, students will also have 12 hours per week for scheduled clinical days. Clinical days are scheduled for Tuesday and Wednesday, again could be as early as 6 am – 2:30 pm.

In the summer, students enrolled in RESP 125 will be required to pass competency exams. All exams must be completed as scheduled. Students will have **two attempts** to pass each competency exam. Students will be allowed one hour for first attempt. Students' grades are based on their first attempt. However, all of the following procedures need to be completed. If students did not complete the competencies, they will be required to attend remediation session and then re-attempt the competencies. All students will be allowed 30 minutes to complete the tasks. **If a student does not complete the check-offs, they will not be allowed to continue onto the next semester**

July Procedures

Endotracheal tube care

Radial ABG

Arterial Line ABG

Weaning Parameters

Weaning from Mechanical Ventilation

Ventilation Rounds

Changing Ventilator Circuits

Adult Ventilators

Infant Ventilators

BiPAP

Second Year Students Fall Semester:

The final Fall semester requires students to attend 27 hours for scheduled clinical time. These clinical days will meet Monday, Tuesday and Wednesday. The hours vary depending on your rotation. Some are 8 – 4:30 pm, others are 6 am – 6:30 pm. You may also have two night shifts that are required either this semester or the following Spring semester. Lectures meet on Thursdays and Fridays from 8 - 10:00 a.m. in Room 2145 and the Firmin Street Building in Kokomo. There are three different laboratory sessions, Thursdays 10 – 11:50 am, or 12:00 – 1:50 pm, or Friday 12:00 – 1:50 pm. Students must attend two hours of laboratory time per week, during this semester.

Second Year Students Spring Semester:

Final Spring semester. Lectures meet on Tuesdays from 8 – 2:00 pm. You also have lectures that meet on Fridays from 8 am – 2:00 pm. Clinicals are on Wednesdays and Thursdays. The times vary depending on your rotation. You may be required to have two night shift rotations if you have not done it yet in the previous fall semester.

C. Remediation / Tutoring:

Students will be assessed cognitively (exams), psychomotor skills (lab competency check-offs), and affective (attitude/behavior skills) throughout the semester. If students fail an exam, they are expected to make an appointment with the faculty member within one week of the exam in order review the exam. There are no repeat written exams.

If the student fails any lab competency check off, they will be required to attend open lab so that remediation can occur. After remediation the student will be expected to pass the competency on the next attempt. There are no third attempts. If the student cannot pass competency on the next attempt, then they cannot be allowed to continue into the next semester.

D. IUPUI BACHELOR'S AGREEMENT

In 1996, the Associate Degree program worked with Indiana University-Purdue University, Indianapolis (IUPUI) to create a transfer agreement between the two institutions. Please see an IUPUI advisor to determine what courses will be transferred in and what additional course work needs to be completed for your Bachelor's degree.

IV. STUDENT RESPONSIBILITIES

A. ACADEMIC INTEGRITY

At Ivy Tech Community College, learning is valued and honored. Our learning community cannot thrive if its students copy the work of others, known as plagiarism, and seek an unfair advantage over their fellow students by cheating. The academic standards of Ivy Tech Community College are based on a genuine pursuit of knowledge and demand a high level of integrity from every one of its students.

When this trust is violated the learning process suffers injury and steps must be taken to ensure that learning standards remain meaningful. Cheating and/or plagiarism are grounds for immediate dismissal from the College. All students are encouraged to avoid dishonest behavior and seek available tutorial and counseling services to help them succeed. (Please see Student Handbook for further details.)

B. STATEWIDE CONDUCT POLICIES

The reputation of the College among the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to all conduct among faculty, staff and students.

Students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of the College representatives is not in the best interests of the students, other students, and/or College. Students who are disciplined at one campus should expect to find their sanctions enforced at other Ivy Tech campuses. (Please see Student Handbook for further details.)

C. ATTENDANCE POLICIES

Attendance at scheduled class meetings or other required activities is essential. Instructors establish and enforce attendance policies, maintain attendance records, and excuse students only for bona fide reasons. Satisfactory attendance is necessary to achieve educational objectives and maintain financial aid and veteran's benefits. (Please see Student Handbook for further details.)

Within the RESP program, students are expected to attend all classes, laboratory sessions and clinicals.

D. DISCIPLINARY ACTION

Cases of student misconduct and/or lack of academic integrity are to be referred to the Dean of Academic Affairs or Dean of Student Affairs. Any student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include but not limited to the following:

1. Verbal reprimand
2. Restitution for damages
3. Restriction of privileges
4. Failure of the assignment or course
5. Withdrawal from a course, program or the College for the remainder of the semester or term
6. Suspension from the College for one calendar year
7. Dismissal from the College for five years

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. (Please refer to the Student Handbook for further details.)

E. STUDENT GRIEVANCE PROCESS

The following is a list of individuals you will need to meet with to discuss your grievance issue. You must meet with these individuals in the order listed. If the issue is resolved, you will not continue on the next person.

You must make an appointment to speak to the following individuals:

1. Instructor of course
2. Program Chair for the program/course
3. School Dean for the program/course
4. Assistant Vice Chancellor for Academic Affairs.

Please refer to the Ivy Tech Community College-Lafayette, Student Handbook for further information concerning these procedures.

F. SUSPENSION / DISMISSAL FROM THE COLLEGE

If a student is suspended from the College, they are suspended from all Ivy Tech campuses. These suspended students may apply for reinstatement after one calendar year. The year starts at the date of the official notification to the student by the Chancellor.

If a student is dismissed from any campus or region of Ivy Tech Community College, that individual is dismissed from all College campuses. The year starts at the date of the official notification to the student by the Chancellor. If the student is dismissed, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the Vice Chancellor of Student Affairs of her/his intentions at the campus where the dismissal took place. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within thirty (30) days of its receipt. The recommendation of the Student Status Committee will be forwarded to the Chancellor who will render a judgment on the appeal. That judgment will be final.

DISMISSED FOR FAILURE TO MEET AND MAINTAIN ACADEMIC STANDARDS:

A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such times as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.

1. A student who is dismissed from the RESP program for unsatisfactory academic progress faces one term of non-enrollment as a certificate or degree declared student prior to resuming progress toward that certificate or degree.
2. A student who is dismissed twice for unsatisfactory academic progress will be terminated for up to five years as a degree or certificate declared student unless he/she chooses to participate in an extensive Academic Skills Advancement program to correct academic deficiencies.
3. A student who was dismissed/withdrawn from the program must re-apply and follow the guidelines listed below:
 - All returning students must abide by the current program curriculum and policies in effect at the time of readmission
 - There must be space available or the returning student cannot enroll
 - Returning students must document knowledge in the current semester's coursework before allowed to re-enter the following semester. For example,

a student successfully completed the fall semester, but left during the Spring semester. This particular student must demonstrate both current knowledge in theory and skill at the beginning of the fall semester course before being allowed to re-enroll into the Spring semester. If the student does not have current knowledge (documented by an oral/written exam), they will be instructed to retake the Fall semester course. Likewise, if the student cannot demonstrate current patient care skills to the instructor, the student will be instructed to retake the Fall semester course. This process will be repeated for each semester until the student has been streamlined back into the RES courses.

G. SUPPORT SERVICES

Student Counselors	can assist students with financial aid, help resolve personal issues, study habits, and test taking skills.
Career Services	job placement, and career research
Registrar Office	processes registration, provides transcripts
Learning Resource Center	tutors are available at no cost to the student.
Library	http://www.tcpl.lib.in.us/branch/index.htm Monday - Thursday 8 a.m. - 8 p.m. Friday 8 a.m. - 5 p.m. Saturday 9:30 a.m. - 5 p.m. Sunday 1 p.m. - 5 p.m.
Computer Resource Center	open lab for computer work

H. DISABILITY SERVICES INFORMATION

If you need an accommodation because of a documented disability, you are required to register with the Office of Disability Services, located in the Student Affairs area on the first floor of the Ivy Hall Building. You must register prior to or at the beginning of each semester. You must inform the faculty member of your disability and the accommodations needed to help you be successful. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

V. FINANCIAL INFORMATION

A. FINANCIAL AID

Ivy Tech Community College offers a variety of financial aid programs to students who need assistance to continue their education. The College Financial Aid Office administers most programs for federal, state, and institutional aid under specific policies and guidelines. Eligibility for most financial aid at the College is based upon the student's demonstrated financial need.

Students can apply for financial aid and scholarships through the Financial Aid Office located on the first floor of Ivy Hall. Counselors are available to assist you in completing the financial aid forms and answer questions that may arise during this process.

You should first meet with a financial aid counselor before dropping or adding courses during the semester because it could potentially affect your funding. Please refer to the Student Handbook, for further information.

B. ESTIMATED PROGRAM COSTS

The following is an estimate of the cost of the program. The cost is subject to change without notice. Credit hour fee: In-state \$99.65, Out of State 206.85.

Fall Semester:

Respiratory Nine credit hoursX \$99.65	=	\$940.95
Lab Kit	=	125.00
Respiratory Books	=	170.00
Uniforms (October)	=	120.00
Technology Fee	=	<u>60.00</u>
Total Estimate		\$1,415.95

All students must also obtain, at their own expense, a physical examination including a two MMR, two Varicella, Flu shot, TB test, the Hepatitis B vaccine series, CPR certification (Level C), drug screening, and criminal background checks. .

Spring Semester:

Respiratory Eight credit hours X \$104.55	=	\$836.40
Respiratory Books	=	100.00
Technology Fee	=	<u>60.00</u>
Total Estimate		\$996.40

Summer Semester:

Respiratory Eight credit hours	X \$104.55	=	\$836.40
Respiratory Books		=	100.00
Technology Fee		=	<u>60.00</u>
Total Estimate			\$996.40

Second Fall Semester:

Respiratory 12 credit hours	X \$104.55	=	\$ 1,254.60
Respiratory Books		=	150.00
Technology Fee		=	<u>60.00</u>
Total Estimate			\$1,464.60

Second Spring Semester:

Respiratory ten credit hours	X \$104.55	=	\$ 1040.55
Respiratory Books		=	120.00
CRT Self Assessment Exam		=	50.00
RRT Self Assessment Exam		=	80.00
Technology Fee		=	<u>60.00</u>
Total Estimate			\$1,350.55

Grand Total RESP Estimate \$ 6,223.90

C. WITHDRAWAL AND REFUNDS

When students find it necessary to withdraw from a course(s), you will need to complete a drop/add form with your program advisor, which will be forwarded as a formal notification to the Registrar. Refunds are done based on how far you have completed in the semester. Please refer to the student handbook for the refund policy.

VI. GRADUATION REQUIRE

A. TERMINAL PROGRAM OBJECTIVES (GRADUATE COMPETENCY STATEMENTS)

Working under the direct supervision of a credentialed respiratory care practitioner and a physician medical director, and with other members of the health professional, the graduate of the Respiratory Care Program will:

1. Perform tasks ordered by a physician in the treatment of patients with cardiopulmonary disease, disability or impaired conditions.
2. Participate as a member of the health care team to ensure appropriate and efficient treatment of patients.

3. Protect the health of the patient and the graduate by following the necessary procedures for asepsis, such as universal precautions and blood borne pathogens procedures.
4. Maintain confidentiality of all patient information.
5. Perform routine therapy including medicated aerosol therapy (nebulizer and inhaler), chest physiotherapy, hyperinflation therapy, airway care, oxygen and mixed gas therapy, humidity and aerosol therapy, and provide patient education.
6. Maintain equipment and asepsis of equipment related to routine therapy.
7. Perform basic adult, pediatric and infant mechanical ventilation, perform associated patient care and assessment, use and maintain equipment.
8. Perform patient assessment procedure including visual inspection, vital sign assessment, breath sound assessment, arterial blood gas sampling and analysis, bedside ventilatory parameters, and pulse oximetry.
9. Communicate with patients, health care staff and professionals, and physicians in a professional and clear manner.
10. Perform cardiopulmonary resuscitation with or without accessory equipment.

B. GRADUATION REQUIREMENTS

1. Successful completion of all General Education Courses
2. Successful completion of all Respiratory Care Courses
3. Turn in clinical manuals to Director of Clinical Education
4. Complete graduation paperwork and fulfill financial obligations to the College

C. PLACEMENT

Program graduates have 100% placement rates. Beginning salaries range from \$33,000 - 40,000. Some graduates, working in specialty areas, have reported salaries in excess of \$40,000. Career Services is available to assist students with placement.

D. BOARD EXAM RESULTS

Over ninety percent of the program graduates pass their national board exam on their first attempt, with one hundred percent pass rates for those who have to repeat the exam. Program graduates score anywhere from 125% - 145% above the national average when compared to other accredited programs.

E. ASSESSMENT

Ivy Tech Community College is committed to graduating students who have the appropriate technical and general education skills. Each approved technical

program in the College annually assesses its program graduates for technical competence. As all graduates are to be assessed for technical competence, students are expected to participate in assessment activities as required by their program. General Education skills are assessed through an authentic assessment project that uses work submitted by students as a part of their regular course requirements.

FORM A

Ivy Tech and IUPUI General Education Transferability

	Ivy Tech Course	IUPUI
Required general education courses for the Associate's Degree	APHY 101 – Anatomy/Physiology I (with a lab)	BIOL N 261
	APHY 102 – Anatomy/Physiology II (with a lab)	BIOL N 217
	CHEM 101 – Chemistry (with a lab)	CHEM 101
	BIOL 211 – General Microbiology	BIO N 251 or MICR J210
	MATH 118 – Concepts in Mathematics	MATH 100 (Undecided)
	PSYC 101 – General Psychology	PSY B104 or B105
	ENGL 111 – English Comp I	ENG W131
	COMM 101 – Interpersonal Comm.	COMM R110 or C180
EXTRA general education courses required for the Bachelor's Degree	MATH 136 – College Algebra	M118 or Higher
	ENGL 112 – English Comp II	ENG W231
	PHYS 101 – Physics I (no lab required)	PHYS 218
	CINS 101 – Computers	CSCI N 100
	PSYC 201 – Development Psychology	PSY B310
	PHIL 102 – Intro to Ethics	PHIL P120
	MATH 115 - Statistics	PSY K305 (can be taken via correspondence)

Please see your IUPUI advisor for further information or clarification.

Form B

**INQUIRY FORM
IVY TECH COMMUNITY COLLEGE
DISABILITY SERVICES**

If you have a disability and would like information about services, accommodations, or access, we invite you to complete this form and return it to Disability Services.

You must contact and/or visit Disability Services if you are requesting specific services or academic accommodations. **No action will be taken on your behalf without your specific request.**

Date _____

Term of Entry _____ New / Returning (circle one)

Name _____ C0 # _____
(last) (first) (m.i.)

Street _____ City _____

State _____ Zip _____ Phone _____

Program _____ TC ____ AS ____ AAS ____ Courses Only ____

Would you like Ivy Tech to assist you in coordinating accommodations related to a Disability? ____ Yes ____ No

If you answered yes to the question above, please schedule an appointment with:

Disability Support Services

**Ivy Tech Community College
3101 S. Creasy Ln.
Lafayette, IN 47905
Phone: (765)269-5615
Fax: (765)269-5263**

FORM C

**VERIFICATION FOR RECEIPT OF PROGRAM APPLICATION OVERVIEW
HANDBOOK**

I have received a copy of the Respiratory Care Application handbook and have had an opportunity to read and ask questions related to the content. I understand the rules and policies, and I agree to abide by them while a student in the Respiratory Care Program.

Student Signature _____ Date _____, 200_____

CO # _____

**ACCREDITING AGENCIES FOR
RESPIRATORY CARE
AT
IVY TECH COMMUNITY COLLEGE**

The Respiratory Care Program, of Ivy Tech Community College - Lafayette is
accredited by the
Commission on Accreditation for Respiratory Care.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
<http://www.coarc.com>
(817) 283-2835
(817) 354-8519 (fax)

The Higher Learning Commission of the North Central Association of Colleges and
Schools
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
<http://www.ncahlc.org>
Phone: 800-621-7440 / 312-263-0456
Fax: 312-263-7462