

# ***RESPIRATORY CARE PROGRAM***

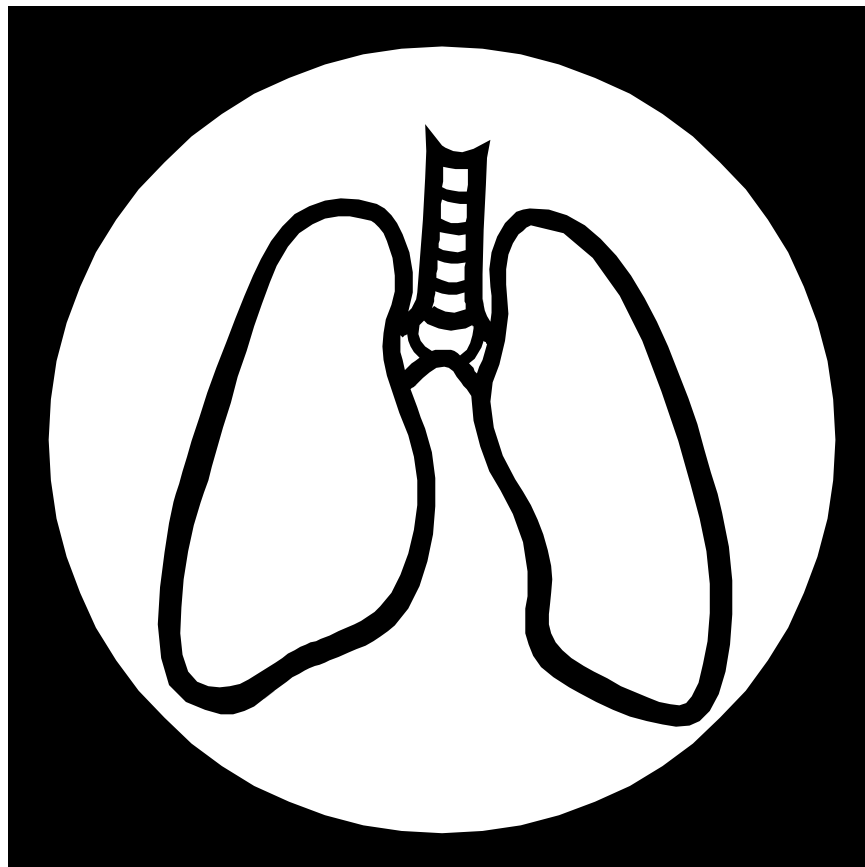
***Associate of Science Degree***

***SCHOOL OF HEALTH SCIENCES***

***PROGRAM INFORMATION***

***AND***

***APPLICATION PROCESS***



Revised 9/2011

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## I. HANDBOOK DISCLAIMER

This handbook is intended to supply accurate information to the reader. From time to time, certain information may be changed. The College may revise any matter described in this handbook at any time without publishing a revised version of the handbook. Courses, programs, curricula and/or program requirements may be changed or discontinued at any time. The Office of Student Affairs should verify information, which appears to apply to a particular student. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College.

## II. 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 opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor of Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

## III. CONTACT INFORMATION

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## IV. RESPIRATORY CARE CAREERS

Respiratory Therapists are health care specialists who provide care for patients with breathing disorders. Care includes assessment, evaluation, and treatment of patients ranging in age from premature infant to the elderly. Therapists also work with adults who have chronic lung problems, such as asthma or emphysema.

Respiratory Therapists possess good communication skills. Respiratory Therapists work side by side with physicians, nurses, and other health care providers in caring for patients with lung disorders. As part of the health care team, respiratory therapists help with interviewing patients, making recommendations to physicians to change therapy based on their assessments, and providing patient and family education about lung disease.

Respiratory therapist are critical thinkers. As part of a high-paced health care team, they must be able to react quickly to changes in a patient's condition.

Respiratory therapists are good at working with technology. They manage life support equipment and artificial airways for patients who can't breathe on their own.

Respiratory therapists are present during high-risk deliveries, where a premature infant may be at risk for breathing complications. When accident victims lose the ability to breathe on their own, respiratory therapists help administer lifesaving oxygen.

The need for respiratory therapists is expected to grow faster than the national average for all jobs. While U.S. employment in general is forecast to increase by 15 percent, the need for respiratory therapists will grow by up to 26 percent. As the number of older Americans increase, the need for Respiratory Care will increase as well. Additionally, as new treatment advances are made for heart attack and accident victims, premature babies, and AIDS patients, an increased demand for Respiratory Therapists will be created.

The average salary in the U.S. for new therapists entering the field is \$39,000-42,000.

#### Life Breath Video

“This video shows the roles and responsibilities of respiratory care practitioners and interviews with real-life therapists, students, and physicians, and shows the various work settings and types of patients, as well as educational requirements.” ([www.aarc.org](http://www.aarc.org))

To view this video, go to [aarc.org](http://aarc.org). On the left hand side of the home page, click on the “careers” link. Scroll down to the bottom of the page and click on “Life and Breath Video.”

The Respiratory Care Program strongly encourages you to shadow (2) Hospital sites prior to applying to the program. This will give you an opportunity to ask questions and observe what a respiratory therapists job responsibilities and duties.

## V. INTRODUCTION

This handbook has been prepared to provide the student with the Respiratory Care Program policies, practices and regulations of the Eastern Indiana Respiratory Care Educational Consortium. As with all students at Ivy Tech Community College, students in the Respiratory Care Program must comply with the policies set forth in the official Ivy Tech Community College Course Catalog and Ivy Tech Community College Code of Student Rights and Responsibilities. It is encouraged that you to read this booklet thoroughly, and contact the School of Health Sciences office at 765-599-2613 if you need additional information.

Conditions may require the program to change, modify or eliminate policies, rules and regulations, continued within this handbook. Any changes in these guidelines will be communicated to students via posting, published and/or general announcement.

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.

NOTE: The information contained in this handbook is not all-inclusive. Therefore, the handbook may not be considered the complete official statement of policy of Ivy Tech Community College.

## **VI. SCHOOL OF HEALTH SCIENCES**

Students in the Respiratory Care Program are accountable and must comply with policies and procedures listed in the following:

- Ivy Tech Community College Code of Student Rights and Responsibilities
- Ivy Tech Community College Course Catalog
- Respiratory Care Program's Administrative Student Manual
- Clinical Affiliates Policy and Procedure Manuals

## **VII. MISSION**

The mission of the respiratory care program is to provide a high quality associate of science degree in respiratory care to meet the needs in the twelve counties, (Blackford, Delaware, Fayette, Franklin, Grant, Henry, Jay, Madison, Randolph, Rush, Union, Wayne) and surrounding areas. The program has a commitment to Eastern Indiana to promote the health, well-being, and quality of life to its citizens and to alleviate work force shortages. Through excellence in teaching, promoting life-long learning, and community service, the faculty is dedicated to preparing professional graduates who are culturally competent, think critically, and communicate effectively.

The program accomplishes its mission through:

### **A fully qualified faculty**

- whose responsibilities are teaching and service
- who take responsibility for enhancing student learning

### **A quality program**

- produce registry eligible respiratory care professionals
- maintain high level pass rates on board exams
- produce culturally competent respiratory care professionals who think critically and communicate effectively, while utilizing problem analysis to provide respiratory care modalities to the cardiopulmonary clients they serve

### **A commitment to Eastern Indiana Respiratory Care Educational Consortium**

- promote the health, well-being, and quality of life of the people of the 12 counties of Eastern Indiana and the surrounding communities
- alleviate work force shortages
- participate in community health care projects

## **VIII. PROGRAM GOALS**

### **Goal:**

To prepare competent advanced level respiratory therapists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**Objectives:**

- Upon completion of the program, students will demonstrate the basic knowledge required to fulfill their roles as advanced-level respiratory therapists (cognitive domain)
- Upon completion of the program, students will demonstrate professional behavior consistent with employer expectations as advanced-level respiratory therapists (affective domain).
- Upon completion of the program, students will demonstrate the technical proficiency in all the skills necessary to fulfill their roles as advanced-level respiratory therapists (psychomotor domain).

**The Respiratory Care Program aims to:**

- Provide responsible and conscientious advanced respiratory care practitioners who fully realize the importance of appropriateness of care.
- Provide a high-quality education that is relevant and professionally sound to meet the respiratory care leadership needs in the health-care community it serves.
- Provide high quality Associate of Science Degree which helps alleviate respiratory care practitioner shortages in the 12 counties of Eastern Indiana.
- Prepare respiratory care practitioners who can demonstrate the attitudes, skills and knowledge required to meet the changing needs in the community it serves.
- Prepare respiratory care practitioners who can effectively communicate and cooperate with all members of the healthcare team.
- Prepare respiratory care practitioners who can think critically, communicate effectively, demonstrate judgment and provide self-direction.
- Provide highly qualified, competent respiratory care practitioners who demonstrate leadership ability.
- Nurture students to strive to achieve lifelong learning values and work diligently toward achieving academic excellence.

**IX. PROGRAM METHODOLOGY**

The Respiratory Care Program is a two-year associate of science degree program.

The philosophical base of the educational program for respiratory care is that education is ongoing and continuous; that education creates change in the affective, cognitive, and psychomotor domains of the learner; and that education, as learning, proceeds within a simple to complex framework. The Program is competency-based and follows the current NBRC's detailed content outlines.

The curriculum is designed to provide opportunities to develop skills in communication, professionalism, analytical thinking, inquiry and information gathering, practical application of respiratory care modalities, and psychomotor skills.

The Respiratory Care Program involves motivation, curiosity, professional fulfillment and personal satisfaction. The program is both challenging and rewarding. Communication with faculty, therapists, physicians, and nurses is an essential element of the program. Students engage in seminars, intensive classes, laboratories, and clinical training in hospitals. The result is an outstanding education in respiratory care.

The faculty is committed to excellence in teaching and community service by promoting lifelong learning, scholarship, and community service.

## **X. PROFESSIONAL CONDUCT**

### **A. PROFESSIONAL CONDUCT POLICY**

Students must maintain an unparalleled professional demeanor on campus, at the clinical affiliates, at seminars and at special rotations, and at any off-campus related activity.

Professional conduct includes, but is not limited to:

1. Treat faculty, patients, families, healthcare professionals, fellow students respectfully, avoiding disruptive displays of anger or verbal assaults.
2. Abide by the AARC Code of Ethics
3. Abide by the AARC statement of Ethics and Professional Conduct
4. Uphold the Ivy Tech Community College's Code of Student Rights & Responsibilities
5. Abide by the Clinical Affiliates Policy & Procedures Manual
6. Maintain strict patient confidentiality
7. Exhibit cooperation with hospital staff
8. No use of drugs or alcohol

**Violation of professional conduct will result in the student being placed on probation or dismissed as specified in that section of this handbook.**

**B. AARC CODE OF ETHICS**

Students are bound by the American Association Respiratory Care Code of Ethics. The student must conduct himself/herself in a manner consistent with the Code at all times, during the professional year. Failure to do so will result in dismissal from the program.

Patients, hospital personnel, and faculty are to be addressed as: Dr., Mr., Mrs., Ms., Professor, etc. Anything less than maintaining unparalleled professional demeanor, can result in the loss of confidence or respect for the student by the faculty, patients, and hospital personnel.

**AARC CODE OF ETHICS**

<p><b>As health care professional engaged in the performance of respiratory care, respiratory care practitioners must strive, both individually and collectively, to maintain the highest ethical standards. The principles set forth in this document define the basic ethical and moral standards to which each member of the American Association for Respiratory Care should conform.</b></p>
<p>The respiratory care practitioner shall practice medically acceptable methods of treatment and shall not endeavor to extend his practice beyond his competence and the authority vested in him by the physician.</p>
<p>The respiratory care practitioner shall continually strive to increase and improve his knowledge and skill and render to each patient the full measure of his ability. All services shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.</p>
<p>The respiratory care practitioner shall be responsible for the competent and efficient performance of his assigned duties and shall expose incompetence and illegal or unethical conduct of members of the profession.</p>
<p>The respiratory care practitioner shall hold in strict confidence all privileged information concerning the patient and refer all inquires to the physician in charge of the patient's medical care.</p>
<p>The respiratory care practitioner shall not accept gratuities for preferential consideration of the patient. He/she shall not solicit patients for personal gain and shall guard against conflicts of interest.</p>
<p>The respiratory care practitioner shall uphold the dignity and honor of the profession and abide by its ethical principles. He/she should be familiar with existing state and federal laws governing the practice of respiratory care and comply with those laws.</p>
<p>The respiratory care practitioner shall cooperate with other health care professionals and participate in activities to promote community and national efforts to meet the health needs of public.</p>

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

In the conduct of their professional activities, the respiratory care practitioner shall be bound by the following ethical and professional principles. Respiratory care practitioners shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Actively maintain and continually improve their professional competence, and represent it accurately.
- Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty or required of law.
- Provide care without discrimination of 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, and refuse to conceal illegal, unethical, 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 creates a conflict of interest, and follow the principles of ethical business behavior.
- Promote the positive evolution of the profession, and health care in general, through improvement of the access, efficacy, and cost of patient care.
- Refrain from indiscriminate and unnecessary use of resources, both economic and natural, in their practice.

#### **D. AARC Role Model for Respiratory Care Practitioners**

- As health care professionals engaged in the performance of cardiopulmonary care, the practitioners of this profession must strive to maintain the highest personal and professional standards. A most important standard in the profession is for that practitioner to serve as a role model in matters concerning health.
- In addition to upholding the code of ethics of this profession by continually striving to render the highest quality of patient care possible, the respiratory care practitioner shall serve as a leader and advocate of public respiratory health.
- The respiratory care practitioner shall participate in activities leading to awareness of the causes and prevention of pulmonary disease and the problems associated with the cardiopulmonary system.
- The respiratory care practitioner shall support the development and promotion of pulmonary disease awareness programs, to include smoking cessation programs, pulmonary function screenings, air pollution monitoring, allergy warnings, and other public education programs.
- The respiratory care practitioner shall support research in all areas where efforts could promote improved health and could prevent disease.
- The respiratory care practitioner shall provide leadership in determining health promotion and disease prevention activities for students, faculty, practitioners, patients, and the general public.
- The respiratory care practitioner shall serve as a physical example of cardiopulmonary health by abstaining from tobacco use and shall make a special personal effort to eliminate smoking and the use of other tobacco products from the home and work environment.
- The respiratory care practitioner shall strive to be a model for all members of the health care team by demonstrating responsibility and cooperating with other health care professional to meet the health needs of the public.

#### **XI. STUDENT ATTRIBUTES:**

Each student through classroom, laboratory and clinical environments, should strive to gain the following objectives:

1. Maintain an unparalleled standard of professional demeanor throughout the Respiratory Care Program.
2. Apply knowledge of the basic sciences to the clinical setting.
3. Demonstrate technical skills and knowledge for operation of therapeutic and life support systems.
4. Present an awareness of the psychosocial needs of the patient.
5. Exhibit excellence in communication when interacting with other health care specialists, patients and families through patience, understanding and cooperation.
6. Display critical thinking and problem solving ability when presented with complex medical situations.
7. Promote optimal health in others and serve as a role model of good health as a respiratory care practitioner.
8. Demonstrate leadership qualities appropriate to a professional in the health provider system.
9. Promote patient rights and meet the legal, moral and ethical responsibilities of a health care provider.
10. Support sound, ethical research practices which promote health and disease prevention.
11. Participate and promote life-long learning values to maintain competency for Respiratory Care.
12. Display culturally competent skills when dealing with diverse populations.

## **XII. ADMISSIONS POLICIES AND PROCEDURES**

### **A. APPLICATION TO THE COLLEGE**

#### **STEP ONE:**

- Complete the Admissions Application for Ivy Tech Community College and for additional information contact the office of Student Affairs.

#### **STEP TWO:**

- Send a High School transcript to the Office of Admissions. If the student received a GED an official copy of the GED score must be sent to Ivy Tech Community College's Office of Admissions.

#### **STEP THREE:**

- If a student has previously attended an accredited college(s), an official transcript must be mailed to the Office of Admissions.

#### **STEP FOUR:**

- 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 FIVE:**

- We suggest making an appointment with an admissions counselor to assist with successful completion of the admission steps. Contact the Office of Admissions to schedule an appointment.

East Central Region 765-289-2291 Ext.1479/1480 or within Indiana 800-589-8324 Ext.1479/1480	Richmond Region 765-966-2656 Ext. 1202 or within Indiana 800-659-4562 Ext. 1202
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#### **STEP SIX:**

- Make an appointment with the Respiratory Care Program Chair or a Representative of the Respiratory Care Program.

### **B. APPLICATION TO THE RESPIRATORY CARE PROGRAM**

**PROGRAM:**           **Respiratory Care**

#### **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 up to two times 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 and Richmond 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 1<sup>st</sup>.
      - East Central and Richmond Campus Only by October 1<sup>st</sup>
    - **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. TRANSFER STUDENTS**

The College encourages students who have previously attended other regionally accredited colleges and universities or adult education programs to forward transcripts to Ivy Tech prior to enrollment or re-enrollment for consideration of transfer of credit and/or advanced placement. Only courses with grades of C- or higher are eligible for review for credit transfer. Students are responsible for providing pertinent course descriptions and/or copies of the college catalog(s) if further documentation is needed to facilitate the review. The College will assist individuals with evaluation of prior educational experiences.

If a “Respiratory student” is transferring from another accredited respiratory care program, they must meet with Ivy Tech Eastern Indiana Respiratory Educational Consortium Respiratory Care Program Chair. The student will be expected to do the following: provide a letter of recommendation from their previous Program Chair and/or 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 Chair 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.

### **D. 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.

### **E. PRIOR LEARNING ASSESSMENT (PLA)**

Ivy Tech Community College offers Prior Learning Assessment (PLA) for students with select qualifications and expertise. Ivy Tech evaluates your credentials to see how much credit you are qualified to receive. When you earn credit through PLA, you may save a significant amount of money and complete your degree more quickly. Work experience, military service, technical training service in AmeriCorps or the Peace Corps are all examples of ways you may have developed the experience and knowledge needed to earn PLA credit. The exact credit awarded is determined using one of three methods:

#### **Certification Crosswalk**

Ivy Tech acknowledges certification credentials by providing a "certification crosswalk." This means that certifications may also qualify for college credit.

#### **Credit by Examination**

Programs like the College-Level Examination Program (CLEP) and the DANTES Subject Standardized Test (DSST) give you the chance to prove your proficiency in general education areas like introductory math, writing, business, and science. These exams are available for just a fraction of the cost of a college course, and if you're in the military, you may be able to take the exam for free.

#### **PLA Portfolio**

A PLA Portfolio is a detailed documentation illustrating what you have been taught and how successfully you completed the work. The required documentation varies from course to courses, but may include samples of your work, an essay explaining your experience and knowledge, or certificates showing successful completion of workshops or seminars. When you pursue PLA Portfolio Credit, Ivy Tech will assist you throughout the process. Faculty and staff members will help you determine which courses are the best fit for your skills and will help you develop your portfolio. The portfolio will then be reviewed to determine what credit you can be awarded.

## **XIII. ACADEMIC REQUIREMENTS**

**The student must comply with the Academic Regulations and Policies of Ivy Tech Community College. Additionally, the following regulations and policies govern the professional portion of the Respiratory Care Program.**

### **A. ACADEMIC PROGRESSION**

#### **PROCEDURE**

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**

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

The professional portion of the curriculum is sequenced ensuring prerequisite course requirements are followed. Students must take the respiratory courses in the sequence offered. If a student does not successfully complete one of the professional respiratory courses, they will be dismissed and need to reapply to the program (see dismissal policy in this handbook).

1. Students are required to maintain a semester GPA of 2.0 or greater.
2. Students are required to maintain an accumulative GPA of 2.0 or greater.
3. A grade of C or better is considered making satisfactory progress. However, a grade of D will be acceptable as long as the student’s semester and cumulative GPA remain 2.0 or higher.
4. A grade of incomplete “I” for any RESP course must be rectified before being allowed to proceed to the next semester’s courses.

## **B. GRADUATION**

Students seeking a degree must:

1. Successfully complete all required courses.
2. Earn a cumulative GPA of 2.0 or higher.
3. Successfully complete of the required number of credits
4. Demonstrate mastery of basic reading, writing, mathematical, and algebraic skills through appropriate ASSET or COMPASS scores or through completion of ENGL 083, ENGL093, and MATH 015 or 023 (not required for Certificates)
5. Have completed at least 15 credits as a regular student at Ivy Tech and not through test-out or other means of advanced placement.
6. Satisfy all financial obligations due the College.
7. Satisfaction of program accreditation standards that may have additional requirements

## C. RESPIRATORY CARE CURRICULUM

In order to be accepted into the Respiratory Care Program, students must have their prerequisites courses 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.

### Respiratory Care Curriculum Ivy Tech Eastern Indiana Respiratory Care Educational Consortium

Course	Title	Credit hours
<b>Prerequisite Courses – 18-20 Credits</b>		
ENGL 111	English Comp	3
MATH 1XX	Mathematics Elective	3
CHEM 1XX	Introductory Chemistry I	3-4
BIOL 2XX	General Microbiology	3-4
ANPY 101	Anatomy & Physiology I	3
ANPY 102	Anatomy & Physiology II	3
<b>General Education Requirements – 7-9 Credits</b>		
PSYC 101 or SOCI 111	Introduction to Psychology or Introduction to Sociology	3
COMM 101 or COMM 102	Fundamentals of Public Speaking or Interpersonal Communications	3
IVY 1XX	Life Skills Elective	1-3
<b>Total General Education Credit hours</b>		<b>25-29</b>
<b>Professional Courses – 46 Credits</b>		
<b>Spring:</b>		
RESP 121	Intro to Respiratory Care	6
RESP 123	Cardiopulmonary Physiology	3
RESP 129	Respiratory Pharmacology	3
		<b>12 Credits</b>
<b>Summer:</b>		
RESP 122	Therapeutic Modalities	3
RESP 126	Clinical Medicine I	3
RESP134	Clinical Application I (10 weeks)	2
		<b>8 Credits</b>
<b>Fall:</b>		
RESP 125	Critical Care I	3
RESP 137	Clinical Application II (16 weeks)	2
RESP 221	Cardiopulmonary Diagnosis	4
		<b>9 Credits</b>
<b>Spring:</b>		
RESP 218	Clinical Application III (16 weeks)	5
RESP 222	Critical Care II	3
RESP 226	Continuing Care	2
		<b>10 Credits</b>
<b>Summer:</b>		
RESP 224	Clinical Medicine II	3
RESP 237	Clinical Application IV (10weeks)	3
RESP 229	Emergency Management	1
		<b>7</b>
<b>Total Program Credit hours</b>		<b>71-75 Credits</b>

### **First Year Students- Spring Semester**

In the Spring semester, lectures and lab will meet at the Pritchett Building in New Castle, Indiana. There are laboratory sessions that students must attend during the semester. There is a total of four hours of laboratory time per week. Open laboratory times will be available every week. Students are strongly encouraged to use open lab to perfect their skills and will be required to work independently.

In the Spring semester, students enrolled in RESP 121 will be required to pass lab competencies. All lab competencies must be completed as scheduled. Students will have **two attempts** to pass each lab competency. If a student does not pass the competencies, they will be required to attend a remediation session and then re-attempt the competencies.

**If a student does not complete the lab competencies, they will not be allowed to continue onto the next semester.**

- General
  - Hand Washing
  - Isolation Procedures
  - Medical Record
  - Vital Signs
  - Chest Assessment
  - Cleaning and Disinfection of Equipment
  - Cylinder /Tanks and Regulators
  - Liquid Oxygen
- Oxygen Therapy
  - Nasal Cannula (with or without humidifier)
  - Partial Rebreather or Non Rebreather
  - Air Entrainment Mask (Venti Mask)
  - Pulse Oximetry
- Aerosol and Humidity Therapy
  - (Face Tent, Face Mask, Trach Collar, or T-Piece)
  - Oxygen Analysis
- Hyperinflation Therapy
  - Incentive Spirometry
  - Intermittent Positive Pressure Ventilation (EzPAP)
- Manual Ventilation (Generic Form) or Manual Ventilation during Transport

### **First Year Students- Summer Semester**

In the Summer semester, lectures and lab will meet at the Pritchett Building in New Castle, Indiana. There are laboratory sessions that students must attend during the semester. There is a total of two hours of laboratory time per week. Open laboratory times will be available every week. Students are strongly encouraged to use open lab to perfect their skills and will be required to work independently. Students will also have 10 hours of clinical per week. You may be required to have a night shift rotation.

In the Summer semester, students enrolled in RESP 122 will be required to pass lab competencies. All lab competencies must be completed as scheduled. Students will have **two attempts** to pass each lab competency. If a student does not pass the competencies, they will be required to attend a remediation session and then re-attempt the competencies

**If a student does not complete the lab competencies, they will not be allowed to continue onto the next semester.**

- Patient Assessment
- Metered Dose Inhaler
- Dry Power Inhaler
- Small Volume Nebulizer
- Chest Physiotherapy
- Coughing (directed coughing)
- Mucus Clearance Adjuncts (flutter/ acapella)
- Peak Flow
- ABG sampling
- Nasotracheal Suctioning
- Tracheal Suctioning
- Tracheostomy Care
- Sputum Induction/specimen
- Transport with Oxygen
- EKG

### **First Year Students- Fall Semester**

In the Fall semester, lectures and lab will meet at the Pritchett Building in New Castle, Indiana. There are laboratory sessions that students must attend during the semester. There is a total of two hours of laboratory time per week. Open laboratory times will be available every week. Students are strongly encouraged to use open lab to perfect their skills and will be required to work independently. Students will also have 10 hours of clinical per week

In the Fall semester, students enrolled in RESP 125 will be required to pass lab competencies. All lab competencies must be completed as scheduled. Students will have **two attempts** to pass each lab competency. If a student does not pass the competencies, they will be required to attend a remediation session and then re-attempt the competencies.

**If a student does not complete the lab competencies, they will not be allowed to continue onto the next semester.**

- Endotracheal Suctioning
- In-Line Suctioning
- Tracheal Suctioning
- Securing Artificial Airway (taping ETT tube)
- Tracheostomy Care
- Cuff Management
- Extubation
- In-Line Metered Dose Inhaler
- In-Line Small Volume Nebulizer
- Ventilator Set-Up
- Routine Ventilator Check

- Heat/Moisture Exchanger
- Ventilator Parameter Change
- Ventilator Circuit Change
- Weaning Parameter (Weaning from Mechanical Ventilation)
- Noninvasive Ventilator Setup
- Noninvasive Ventilator Check
- Manual Ventilation during Transport
- ABG Sampling
- ABG Analysis
- ABG Analyzer Quality Assurance
- X-Ray interpretation (CXR interpretation)

### **Second Year Students- Spring Semester**

In the Spring semester, lectures and lab will meet at the Pritchett Building in New Castle, Indiana. There are laboratory sessions that students must attend during the semester. There is a total of two hours of laboratory time per week. Open laboratory times will available be available every week. Students are strongly encouraged to use open lab to perfect their skills and will be required to work independently. Students will also have 25 hours of clinical per week. You may be required to have two night shift rotations.

In the Spring semester, students enrolled in RESP 222 will be required to pass lab competencies. All lab competencies must be completed as scheduled. Students will have **two attempts** to pass each lab competency. If a student does not pass the competencies, they will be required to attend a remediation session and then re-attempt the competencies.

**If a student does not complete the lab competencies, they will not be allowed to continue onto the next semester.**

### **Second Year Students Summer Semester:**

In the Summer semester lectures and lab meets at Ivy Tech Community College in Muncie, Indiana. Students will also have 15 hours of clinical per week. You may be required to have two night shift rotations.

## **D. DIDACTIC COURSE WORK POLICIES**

Students must abide by the criteria stated in the syllabus for each course.

In the event that a student is absent on a day when an examination is scheduled, the student must provide evidence of extenuating circumstance. The student is responsible for providing evidence of extenuating circumstance and making arrangements to make up the exam, otherwise a zero (O) will be assigned for that exam.

Students will be required to purchase program handout materials, examination and laboratory equipment, in addition to the required course textbooks.

## **E. ACADEMIC ATTENDANCE**

1. Since one of the goals for the program is to graduate reliable respiratory care practitioners, attendance and punctuality are mandatory. Discipline and responsibility are fundamental to the practice of respiratory care. A policy disallowing unexcused absences ensures that each student will obtain maximum exposure to academics, clinical and laboratory experiences available in the curriculum.
2. Each faculty member has the responsibility and authority to monitor attendance and classroom conduct of students.
3. Attendance records will be maintained by each individual faculty member.

**Students who consistently have unexcused absences and/or tardies will be counseled and may be placed on probation.**

**NOTE: Multiple unexcused absences and tardiness will not be tolerated, and may result in dismissal from the program**

## **F. ACADEMIC INTEGRITY**

Honesty is an integral characteristic for all health care professionals. With your decision to enroll in the Respiratory Care Program, you have committed yourself to uphold this standard. Therefore, cheating, aiding cheating or other acts of academic dishonesty, plagiarism, data misrepresentation, falsification of records is forbidden, unauthorized access to computerized academic or administrative records are subject to disciplinary action as outlined in the Ivy Tech Community College's Catalog under Academic Options and Policies. Furthermore, it is your responsibility to maintain peer group control of dishonesty by reporting any alleged acts of misconduct to the instructor. Any student caught cheating will forfeit his/her grade and will receive zero (0) for that test or assignment. Cases of student misconduct and/or lack of academic integrity will be referred to the Chief Academic Officer. The student may be subject to disciplinary actions as deemed by the College.

**Important Note: Please refer to the Ivy Tech Community College Course Catalogue and Code of Student Right and Responsibilities for further information concerning these procedures.**

## 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

Contact:

### **East Central Region**

Paul Werling 765-289-2291 Ext. 1383

Hours: Mon – Fri 8:00 a.m. – 5:00 p.m.

### **Richmond Region**

Paul Luttmann 765-966-2656 Ext. 1205

Hours: Mon – Fri 8:00 a.m.-5:00 p.m.

- Registrar Office- processes registration, provides transcripts

Contact:

### **East Central Region**

Travis Blume 765-289-2291 Ext. 1445

Hours: Mon – Fri 8:00 a.m. – 5:00 p.m.

### **Richmond Region**

Jeannie Hamblin 765-966-2656 Ext. 1226

Hours: Mon – Fri 8:00 a.m. – 5:00 p.m.

- Learning Resource Center- tutors are available at no cost to the student.

Contacts and Hours Vary

- Library

### **East Central Region**

<http://www.ivytech.edu/library/eastcentral/>

Shafer Library Help Desk 765-289-2291 Ext. 1450

Hours: Mon. – Thurs 7:30 a.m. – 9:00 p.m.

Fri. 7:30 a.m. – 4:30 p.m.

Sat. 8:00 a.m. – 12:00 p.m.

### **Richmond Region**

<http://wwwcc.ivytech.edu/library/richmond>

Library Help Desk 765-966-2656 Ext. 1189

Hours: Mon. – Thurs. 9:00 a.m. – 7:00 p.m.

Fri. 9:00 a.m. – 6:00 p.m.

Sat. 9:00 a.m. – 12:00 p.m.

- Academic Support Center- open lab for computer work

### **East Central Region**

ASC Desk 765-289-2291 Ext. 1331

Hours: Mon. – Fri. 7:30 a.m. – 9:00 p.m.

Sat. 9:00 a.m. – 3:00 p.m.

### **Richmond Region**

Learning Resource Center 765-966-2656 Ext. 1189

Hours: Mon. – Thurs. 9:00 a.m. – 7:00 p.m.

Fri. 9:00 a.m. – 6:00 p.m.

Sat. 9:00 a.m. – 12:00 p.m.

## H. ADA STATEMENT

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services

### **East Central Region**

Larry Scott – 765-289-2291 Ext. 1388

Hours: Mon – Fri 8:00 a.m. – 5:00 p.m.

### **Richmond Region**

Mary L. Edwards – 765-966-2656 Ext. 1208

Hours: Mon – Fri 8:00 a.m. – 5:00 p.m.

## **I. SPECIAL PROJECTS**

Community service is an important part of becoming a well-rounded health care provider. Therefore, before graduation, each student is encouraged to complete community based special projects.

## **J. USE OF THE LABORATORY/CLASSROOM**

The Respiratory Care Laboratory will be used to develop student's skills on communication, equipment and procedural modalities, prior to clinical performance.

Specifically the laboratory will:

1. Integrate lab exercises with lecture or didactic instruction.
2. Provide pre-clinical practice.
3. Assessment of competence with availability for practice or designated skill deficiencies.
4. Provide an opportunity for independent research and investigation.

**Laboratory time is at a premium and must be utilized properly.**

1. Laboratory exercises will be scheduled throughout the year.
  - a. Students may desire extra laboratory time to practice the exercises. Additional open laboratory time will be available for this purpose.
  - b. Only currently enrolled Respiratory Therapy Students are allowed in the laboratory. No guests or children allowed.
2. Students must bring all necessary textbooks, check-off forms, laboratory supplies, and lecture notes pertaining to the laboratory exercise.
3. Students must read the laboratory book, all reading assignments and answer all pre-laboratory questions, prior to the laboratory period.
4. Before attempting to check-off, students must first be checked-off by a peer.
5. Equipment that is used in the lab should be returned to its original location in the same condition it was found.
6. If a piece of equipment is broken, the student should write a brief description of the problem, tape it to the equipment, leave the equipment at the front of the class, and notify the instructor.
7. The laboratory/classroom itself should be left in the same condition that it was found.
8. No equipment shall leave the classroom without the signed permission of the instructor.
9. The laboratory/classroom is not to be left unattended. When leaving, the door should be closed and locked.

## XIV. CLINICAL REQUIREMENTS

### A. CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

As required by the clinical affiliates, all respiratory care students are required to obtain a criminal background check and drug screening before entering the clinical experience. The student will be responsible for the cost involved in obtaining the check. Consequently, the student's ability to complete the respiratory program may be affected by their ability to pass the criminal background check and drug screening.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

The background check will include the following elements (additional elements may be added if required by the clinical site):

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

#### Positive Drug Screen:

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in **campus-based** direct care

activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

#### **Criminal Background Check:**

Students with any criminal conviction or guilty pleas for the following shall not participate in **campus-based** patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

#### **B. PHYSICAL EXAMS**

As required by the clinical affiliates, it is necessary for all students in the Respiratory Care Program to provide documentation of a recent physical examination by a physician. The student must also provide information pertaining to their immunization history. This information is vital because of the patient contact during the clinical portion of the curriculum.

Students are also required to submit documentation of a physical examination and validation of the student's ability to perform essential functions as delineated by the specific health science or nursing program. Students requiring accommodations to perform essential functions must work with the program chair and disabilities support services staff to determine if reasonable accommodations are available. Students must be able to fulfill all course objectives.

All costs associated with vaccination, serologic immunity testing (titers), tuberculosis testing, and physical examination are the student's responsibility.

Documentation may be required either before enrollment in the professional courses or just prior to the first day of clinical or externship as specified by the program. It is the student's responsibility to adhere to documentation due dates set by the program. Failure to submit documents as required may result in withdrawal from specific courses and/or withdrawal from the program.

Required documentation of immunity to communicable diseases listed below may include documentation of vaccinations as specified and/or serologic evidence of immunity.

<b>Disease:</b>	<b>Vaccine Requirement:</b>
Hepatitis B	3-dose series (dose #1, #2 in 1 month, #3 approximately 5 months after #2)
Influenza	1 dose of influenza vaccine annually
Measles, Mumps, & Rubella (MMR)	2 doses of MMR, 4 weeks apart
Varicella (chickenpox)	2 doses of varicella vaccine, 4 weeks apart
Tetanus, Diphtheria, Pertussis	1-time dose of Tdap, Td booster every 10 years

Required documentation of Tuberculosis screening must include one of the following:

Two-Step Tuberculin Mantoux test: first step completed within 90 days prior to the clinical semester, followed by a second step in 1-3 weeks if the first step is negative. Positive result requires chest x-ray.
Or
QuantiFERON®-TB Gold (QFT-G) Positive result requires chest x-ray. Indeterminate result requires Mantoux test (per ISDH)
And/Or
Chest X-ray

Tuberculosis screening must be updated on an annual basis.

### C. ESSENTIAL FUNCTIONS

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.

# ESSENTIAL FUNCTIONS

## Physical & Mental Standards

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	Health Care Provider Initials
<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		
<b>Mental Attitude (Description)</b>			
Function safely, effectively and calmly under stressful situations.	C		
Maintain composure 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		
<i>Exposure to blood borne pathogens</i> – Hepatitis, HIV.	F		

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#### **D. CPR**

Students are required to obtain health care provider's CPR certification prior to entering the clinical experience. Annual recertification is required.

#### **E. HEALTH INSURANCE**

The College has made arrangements for Ivy Tech students to obtain health insurance. Insurance coverage is purchased directly from the insurance company by the student. Application forms and brochures explaining coverage and rates are available through the Office of Student Affairs during registration periods. Coverage and rates are subject to change. All students in the

Respiratory Therapy Program are strongly urged to have health insurance. The student is responsible for all health costs incurred at the clinical site. This policy pertains to student illness, injuries, or accidents that may or may not occur on clinical time.

#### **F. MALPRACTICE INSURANCE**

All students enrolled in the required clinical courses are covered under the Ivy Tech Community College malpractice insurance policy.

#### **G. STUDENT ACCIDENT INSURANCE**

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries promptly to the instructor or to the Office of Student Affairs. The insurance is for a specified minimum amount of coverage. It is not intended to replace insurance coverage students may already have. Students should review their own coverage. The master insurance policy issued to Ivy Tech is on file at the central administrative office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact the regional Office of Student Affairs.

#### **H. ACCIDENTS AND ILLNESSES**

If a student has an accident on College property the student should report the accident to campus security or the Office of Student Affairs. If a student suffers an accident or illness while attending classes the student should notify the instructor. The College will take the necessary steps to intervene in a medical emergency while the student is on campus. If paramedic services or hospitalization is required the student is financially responsible. If a student is suffering from an illness that makes it impossible to attend classes the student should contact his/her instructors.

The College does not provide a health services center. The College supports the Drug Free Schools and Communities Act of 1989. Many community agencies are available to assist students seeking counseling or treatment. Please contact the Office of Student Affairs for a listing of community resources. The College conducts a biennial review of the effectiveness of its drug and alcohol abuse prevention programs. This review is available in the Office of Student Affairs.

If the student has an accident while in clinical, the student should follow the hospital policy and in addition notify the Director of Clinical Education at the earliest opportunity. If paramedic services or hospitalization is required, the student is financially responsible

## **XV. ACADEMIC COUNSELING**

### **A. Faculty**

The faculty reserves the right to counsel students who demonstrate difficulties maintaining academic goals, whose clinical performance reflects possible harm to present or future patients placed under the student's care, students who fail to progress, and or for acts of academic, personal or professional misconduct. A Written Status Report will be used to document the counseling session and will be placed in the student's permanent file.

### **B. Students**

Students having difficulty with a particular course, clinical or laboratory should contact the respective instructor for a counseling appointment. Students should speak with the course instructor before speaking with the Program Chair or Director of Clinical. Students must follow the proper chain of command.

#### Chain of Command:

- For didactic courses: **Instructor → Program Chair → School Dean, etc.**
- For clinical courses: **Clinical Instructor/Preceptor → Director of Clinical Education → Program Chair → School Dean → Assistant Vice Chancellor for Academic Affairs**

#### **IMPORTANT NOTE:**

Please refer to the Ivy Tech Community College Course Catalogue and Code of Student Rights and Responsibilities for further information concerning these procedures.

## **XVI. TYPES OF DISCIPLINARY ACTIONS**

### **A. CRITICAL INCIDENTS**

A critical incident is defined as a specific situation involving a threat to patient safety, neglect of duty, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft of property, willful damage to hospital or Ivy Tech Community College property, intoxication or being under the influence of drugs or alcohol, or possession of a weapon. A clinical facility/ faculty reserves the right to request immediate removal from a clinical experience any student whose integrity, health, or conduct is in conflict with the ethical standards of the profession of respiratory care. All hospitals have formal reporting mechanisms for critical incidents. Documentation of a critical incident involving a student will result in the student being placed on probation or dismissed from the program, as detailed in that section of this handbook.

The following offenses represent situations that are inappropriate in either the classroom or the clinical environment. Any violation will receive the appropriate action described below.

## **B. 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.

### **IMPORTANT NOTE:**

Please refer to the Ivy Tech Community College Course Catalogue and Code of Student Rights and Responsibilities for further information concerning these procedures.

## **XVII. READMISSION PROCEDURES**

**DISMISSEL/SUSPENSION FOR VIOLATION OF THE COLLEGE RULES OF CONDUCT:** If a student is dismissed from any campus/region of Ivy Tech, that individual is dismissed from the college. The year starts at the time/date of official notification to the student by the Chancellor/Executive Dean. After the one calendar year the individual under suspension may apply for reinstatement. 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 for Student Affairs at the campus where the dismissal took place of his/her intentions. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The appeal will be reviewed by the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Student affairs. If there is reinstatement that is agreed by the student, no further action is necessary. If the student is not satisfied with the reinstatement decision, the formal due process procedure is implemented. The campus/region Student Status Committee will act on the appeal within 30 days of its receipt. The recommendation of the Student Status Committee will be forwarded to the Chancellor/Executive Dean of the campus/region. The individual 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 restriction until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.

1. A student who was dismissed from the Program because of failure to meet academic standards of performance may petition for readmission to the Program for the succeeding school year. The student must complete an application and compete with the applicant pool for the year they request entrance and abide by the current program curriculum and policies in effect at the time of readmission.

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. Any student who withdraws from the first semester of the Respiratory Care program for any reason other than academic performance may petition for readmission to the program for the succeeding school year. The student must complete an application and compete with the applicant pool for the year they request entrance.
- 4.. Any student who requests a leave of absence because of extenuating personal or medical problems will be reinstated, as long as the student is in good professional and academic standing. The student must request a leave of absence in writing including their intention to return to the program the succeeding school year only if there is an opening available.
5. The above readmission provisions apply along with the following:
  - a. To be considered for readmission, the student must be in good academic and professional standing at the time of readmission. This means that the student's last semester and cumulative GPA must be 2.0 or higher.
  - b. If the student delays readmission beyond 5 years succeeding school year, she/he may be readmitted, but must retake all professional courses previously completed.
  - c. Before re-entering the clinical experience, the student will need to demonstrate competency on all clinical check-off forms during the scheduled check-off times
  - d. The student must get recertified in CPR.
  - e. Health records must be updated, which includes repeating any required health tests.

## **XVIII ISRC AND AARC MEETINGS**

All students are strongly encouraged to join the American Association for Respiratory Care (AARC). Throughout the year, the Indiana Society for Respiratory Care and the American Association for Respiratory Care will be holding meetings and seminars within the State and at various locations throughout the United States. If the student wishes to attend a meeting in which classes and/or clinical commitments are involved, the student must contact the instructor involved prior to registering for the meeting to obtain permission to attend. In most cases, students who elect to attend meetings, seminars, etc., in lieu of clinical will be required to submit to the Director of Clinical Education a synopsis of the lectures presented at the seminar in order to fulfill the clinical requirement. There may be occasions when it will not be possible for students to be exempt from clinical to attend meetings due to the nature of the clinical experience.

Occasionally students will be required to attend a seminar, meeting or lecture. In these instances, sufficient notice will be given to allow for necessary arrangements (including financial).

## **XIX. STUDENT REPRESENTATIVE**

The respiratory care student/class representatives are current students in the Respiratory Care program nominated and elected by class members. The student/class representatives (two totals) will have the following responsibilities:

1. Serve as a student representative at meetings.
2. One student will function as the student representative to the program advisory committee.
3. Function as the program representative to the Indiana Society for Respiratory Care (ISRC) student committee. This involves periodic communications (generally telephone or letter) with the chair, and attending the committee meetings (generally held during statewide meetings).
4. Organize and oversee the open house for respiratory care week or other similar activities.

## **XX. NATIONAL CREDENTIALING**

The National Board for Respiratory Care (NBRC) is a credentialing agency who evaluates professional competency through national board exams. You can apply to take the NBRC board exams on-line: [www.nbrc.org](http://www.nbrc.org) or call for more information at (888)341-4811 or (913)895-4900.

The entry level certification is the first exam all graduates will take and is a requisite to taking the advanced level exam. Upon passing the certification exam the graduate will earn the credential of **Certified Respiratory Therapist (CRT)**.

Passing the advanced level exam is a requisite part of successful integration into the profession. The advanced level exam is a two part exam consisting of a written portion and a clinical simulation portion. Passing scores on both parts of the exam is required to be awarded the credential of **Registered Respiratory Therapist (RRT)**.

## **XXI. CERTIFICATION AND LICENSING STATEMENT:**

### **IMPORTANT NOTE:**

Ivy Tech Community College of Indiana cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including, your test taking skills, your willingness to study outside of class and your satisfactory completion of appropriate exams.

Certification and licensing exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech Community College in providing a certification exam studies class, is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam

## **XXII. STATE LICENSURE**

Each state has its own rules and standards for applying for a state license to practice respiratory care. Please contact the state licensing agency to obtain an application. The state of IN requires earning a CRT credential to obtain a license.

**When you pass your NBRC CRT board exam, you are NOT automatically granted a state license to practice. You HAVE TO APPLY** to the state in which you are requesting licensure and complete their requirements. Most states require successful completion of the CRT Exam, in addition to completing their paperwork, providing official transcripts, and passport photo, etc.

Please note that temporary student permits to work in Indiana expire shortly after graduation, so you should plan to take your CRT promptly after graduation and apply for a license. If you are going to delay taking your CRT Exam and your student license is going to expire, you **MUST** apply for a temporary license to bridge you until you take the exam and can apply for a real license.

For information on Indiana Professional Licensing Agency: <http://www.in.gov/pla/>  
(317) 232-2960

### **IMPORTANT NOTE:**

The application form for Indiana State Licensure to practice Respiratory Care, will ask "if you have ever been convicted of a crime" (either felony or misdemeanor, not including minor traffic violations). If you have ever been convicted of a crime, there is a possibility that the Health Professions Bureau may choose to deny you the opportunity to practice even if you satisfactorily complete Ivy Tech Community College's Respiratory Care Program.

## **XXIII. STUDENTS WHO WORK WHILE ENROLLED IN THE RESPIRATORY CARE PROGRAM**

Many students are required to work to support themselves while enrolled in the Respiratory Care Program. However, it is presumed that successful completion of the Respiratory Care Program and successful passing of the NBRC examination process is the ultimate desire of each student. Therefore, if a student's progress in the program begins to show undesirable negative effects which appear to be related to work, the faculty reserve the right to notify the affiliate. It is the consensus of faculty and clinical affiliates that student's work no more than sixteen hours per week.

Students will be allowed to start working as respiratory care students during the conclusion of the general floor care rotations. Students are required to obtain a temporary student license. For information on Indiana Professional Licensing Agency: <http://www.in.gov/pla/> (317) 232-2960.

## **XXIV. ALLIED HEALTH PROFESSIONAL SCHOLARSHIPS**

- Indiana Society for Respiratory Care
- American Association for Respiratory Care
- American Lung Association
- Regional Scholarships (see financial aid officer)
- Various clinical affiliates

## **XXV. 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. 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.

### **IMPORTANT NOTE:**

Please refer to the Ivy Tech Community College Course Catalogue and Code of Student Rights and Responsibilities for further information concerning these procedures.

## XXVI. ESTIMATED PROGRAM COST

### Estimated Expenses for the Respiratory Care Program

Tuition:	71 Credits at \$107.80 (in -state) per credit hour	**\$7,653.80
Physical Exam:		*Variable
Immunizations:		Variable
CPR:	Certification for Health Care Providers	\$40
Exams:	Secure Comprehensive Exams CRT, WRRT, and Clinical Simulation	\$140
Laboratory Kits:	Costs may vary each year	\$125
Uniforms:	Scrubs, lab coat, and shoes (one set)	\$120.00
Supplies:	Stethoscope, calculator, scissors, watch w/2 <sup>nd</sup> hand and misc.	\$200.00
Criminal Check & Drug Screening:	Done through the Certified Background Check	(1 <sup>st</sup> year) \$111 (2 <sup>nd</sup> year) \$83
Books:	Prices vary from semester to semester	**\$1000
Technology Fee:	7 semesters at \$60 (full-time status) per semester	**\$420
Parking Fees:		\$1.00
Transportation & Gas:		Variable
		<hr/>
		***\$9,884.80

\*Medical expenses vary depending on facility and type of insurance plan coverage.

\*\*Tuition, books and technology fees are estimated based on current scale for in-state residents. Cost does not reflect remedial courses, if required. Additionally, any internet based General Education classes will be assessed a fee of \$20 per credit hour. **Out of state tuition is at the cost of \$230.20 per credit hour.**

\*\*\*Total estimated cost does not include all the variable items listed

## **XXVII. WITHDRAWAL AND REFUNDS**

From the end of the second week to the end of the week marking the completion of 75 percent of the course, a student may withdraw from a course by filing a change of enrollment form at the Registrar's Office. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

### **IMPORTANT NOTE:**

Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the Financial Aid office before withdrawal from a course or courses

## **XXVIII. BAD WEATHER PROCEDURE**

Campus closings during inclement weather will be reported to the following:

WLBC-FM 104.1  
WERK-FM 104.9  
WMDH-FM 102.5  
WBST-FM 92.1  
WQME-FM 99.3  
WGNR-FM 97.9  
WCJC-FM 99.3  
WMRI-AM 860  
WBAT-AM1400  
WMDH-FM 102.5  
PG14-FM 100.9

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

“The Ivy Tech Eastern Indiana Respiratory Care Educational Consortium, Ivy Tech Community College Indiana- East Central & Richmond, holds a Letter of Review from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).”

Commission on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, TX 76021-4244  
[www.coarc.com](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

## Websites with Additional Information

- **American Association for Respiratory Care**
  - National professional organization. Site will provide information on job availability, salary, job requirements, etc.
    - [www.aarc.org](http://www.aarc.org)
  
- **Indiana Society for Respiratory Care**
  - State professional organization
    - [www.IN-ISRC.org](http://www.IN-ISRC.org)
  
- **State of Indiana Professional Licensing Agency**
  - State of Indiana Professional Licensing Agency, Respiratory Care Committee – Licensing board for Respiratory Care – site provides information about state licensure requirements for Respiratory Care Practitioners
    - [www.IN.gov/pla/rcp.htm](http://www.IN.gov/pla/rcp.htm)
  
- **TEAS Testing Information/Registration**
  - [www.atitesting.com](http://www.atitesting.com)
  
- **Ivy Tech**
  - <http://www.ivytech.edu>
    - Click on Academics
    - Click on Respiratory Care

**Ivy Tech Community College**  
**Ivy Tech Eastern Indiana Respiratory Care Educational Consortium**  
**Respiratory Care Program**

**STUDENT ACKNOWLEDGMENT**

I the undersigned received, read, and understand the fore stated policies and procedures of Ivy Tech Community College Eastern Indiana Respiratory Care Educational Consortium. I acknowledge that I was given the opportunity to ask questions related to its content.

I have received a copy of the Respiratory Care Programs Associate of Science Degree - Program Information and Application Process Resource.

I understand that any infraction of these Policies and Procedures may result in dismissal from my assigned clinical affiliate and/or the Respiratory Care Program with review and final action being taken by Ivy Tech Community College.

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Signature

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Printed Name

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Student ID Number

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Date