

# **SCHOOL OF HEALTH SCIENCES**

Respiratory Care Program  
Associate of Science Degree

## **Information and Application Packet**

**Academic Year 2012**

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## **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.**



## A Career in Respiratory Care

Do you enjoy helping people? Do you enjoy working with technology? Do you want a career with variety? Do you want a career with job advancement? If you answered yes, then Respiratory Care may be the career for you.

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 infants 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 disorder. 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 & family education about lung disease. Respiratory therapists 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.

### **Career Outlook:**

According to the [U.S. Bureau of Labor Statistics](#), employment of respiratory therapists is expected to increase faster than average over the next decade, primarily because the aging baby boom generation will increase the number of older people, who tend to suffer the most from respiratory conditions like pneumonia and COPD and who often have respiratory complications due to heart disease and other common diseases of aging.

While U.S. employment in general is forecast to increase by 15 percent, the need for RTs will grow by up to 26 percent!

With demand for RTs on the rise, salaries are following suit. According to the 2009 Human Resources study from the AARC, the projected average annual earnings of RTs working in the U.S. is \$62,223. In this study, and depending on the area of the country, therapists just beginning their careers reported average annual earnings ranging from \$42,078-\$47,297.

### **Earnings:**

The average salary in Indiana is approximately \$50,000 (2009). This according to The Indiana Workforce and Development.

### **Life and 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 [www.aarc.org](http://www.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.**"

# Ivy Tech Community College of Indiana - Sellersburg

## Respiratory Care Program Curriculum (updated December 2011)

| <u>Prerequisites</u>                    | <u>Credits</u> |
|---|----------------|
| APHY 101 Anatomy & Physiology 1         | 3              |
| APHY 102 Anatomy & Physiology 2         | 3              |
| MATH 1XX Math                           | 3              |
| BIOL 2XX Microbiology                   | 3-4            |
| CHEM 1XX Chemistry                      | 3-4            |
| ENGL 111 English Composition            | 3              |
| PSYC 101* Psychology                    | 3              |
| COMM 101** Interpersonal Communications | 3              |
| IVYT 1XX Life Skills Course             | 1              |

\* SOCI 111 may be substituted for PSY 101

\*\* COMM 102 may be substituted for COM 101

| <u>Semester 1 (Fall)</u>        | <u>Credits</u> |
|---------------------------------|----------------|
| RESP 121 Intro to Respiratory   | 6              |
| RESP 122 Therapeutic Modalities | 3              |
| RESP 123 Cardiopulmonary ANP    | 3              |

| <u>Semester 2 (Spring)</u>        | <u>Credits</u> |
|-----------------------------------|----------------|
| RESP 125 Critical Care 1          | 3              |
| RESP 126 Clinical Med 1           | 3              |
| RESP 129 Respiratory Pharmacology | 3              |
| RESP 134 Clinical Application 1   | 2              |
| RESP 137 Clinical Application 2   | 2              |

| <u>Semester 3 (Summer)</u>                | <u>Credits</u> |
|---|----------------|
| RESP 219 Clinical Apps in Critical Care I | 2              |
| RESP 221 Cardiopulmonary Diagnostics      | 4              |
| RESP 226 Continuing Care                  | 2              |
| RESP 229 Emergency Management             | 1              |

| <u>Semester 4 (Fall)</u>                    | <u>Credits</u> |
|---|----------------|
| RESP 220 Clinical Apps in Critical Care II  | 3              |
| RESP 222 Critical Care II                   | 3              |
| RESP 224 Clinical Medicine II               | 3              |
| RESP 237 Clinical Apps in Adv Critical Care | 3              |

Ivy Tech is accredited by The Higher Learning Commission of North Central Association of Colleges and Schools to award Associate degrees. The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care, CoARC, 1248 Harwood Road; Bedford, Texas 76021-4244; 817-283-2835; [www.coarc.com](http://www.coarc.com)

**IVY TECH COMMUNITY COLLEGE  
SCHOOL OF HEALTH SCIENCE PROGRAMS  
ADMISSION SELECTION PROCEDURES**

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

**Application 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 2XX (201 or 211)
  - CHEM 1XX (101 or 111)
  - MATH 1XX
  - 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).
    - The cost of the TEAS test is \$40.00 per attempt
    - All students must take version V of the TEAS, version IV will not be accepted

**To obtain TEAS V info/official study guide**

[\(http://www.atitesting.com/ati\\_store/\)](http://www.atitesting.com/ati_store/)

**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**
  - 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>.
  - **Points for program prerequisite courses (maximum 120)**
    - **A = 20 points; B = 15 points; C = 10 points D = 5 points**
    - APHY 101
    - APHY 102
    - BIOL 2XX (201 or 211)
    - \*CHEM 1XX (101 or 111)
    - \*MATH 1XX
    - \*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

### **Acceptance Process**

1. The students with the 20 highest rank scores will receive a **Letter of Acceptance**. The number of students receiving letters of acceptance is dependent on the number of clinical slots available and is subject to change.
2. Students must return a **Letter of Intent** indicating whether they accept or decline admission. The **Letter of Intent must** be returned by the date stated in the letter. The student must also return the signed **Informed Consent** by the date stated in the letter. Since the program is competitive, students who do not return their **Letter of Intent** or **Informed Consent** by the deadline will forfeit their position and the next person on the list will be accepted in their place.

3. A **Mandatory Orientation Session** will be held for students who are accepted into the program. Students must reply indicating intent to attend the Mandatory Orientation Session by the date stated in the letter. Students who do not attend the orientation session will forfeit their position and the next person on the waiting list will be accepted in their place
4. Students who are not admitted to the program or who decline admission must reapply and meet the current application requirements at that time. They are not given preferential consideration.

### **Students Who Were Not Accepted**

1. Students who were not offered a position due to their rank score will receive a letter stating weak areas that the student may choose to work on and reapply to the program at the next opportunity.
2. No further letters will be sent **except** if a position becomes available.
3. In the event a position opens, the program faculty will call the first person on the list immediately and offer them a position followed by a written letter of acceptance.
4. Students on the list could be called throughout the summer if openings become available.
5. If a position does not become available, the student will need to reapply and follow the admission standards for the year in which they are re-applying.

## **General Clinical Affiliate Information**

The required clinical courses for the respiratory care program are conducted at a variety of clinical affiliates. The list of clinical affiliates may change to meet the needs of the program. Students must provide their own transportation and gas to their clinical experience. Transportation is not provided by the college.

Students in the program will receive a Clinical Handbook which details all the policies and procedures relating to the hospital clinical component. The information below is intended to give students a brief overview of clinical requirements and does not replace the Clinical Handbook.

In choosing a career in Respiratory Care students will be expected to follow professional dress code requirements and professional and academic code of conduct and behavior. Specific uniform requirements and health forms will be given to students when they are admitted in the program.

For patient safety, prior to the start of the student's clinical experience, hospitals require all students to have the following:

- A physical exam
- Up-to-date immunizations
- Annual two-step TB test
- Hepatitis B vaccine (recommended but not required)
- Annual health care provider's CPR certification through the American Heart Association
- Criminal background check
- Drug screening
- Annual Universal Precautions, Fire Safety, and HIPAA Privacy Rule training

**Please note that health forms and due dates for submitting documentation of the above immunizations and screenings will be distributed at the mandatory summer orientation meeting for students who have been accepted into the program.**

Further, hospitals have very strict rules regarding body jewelry, tattoos, and artificial nails, which are as follows:

- Tattoos must not be visible
- Only one earring per ear lobe is allowed no larger than the size of a nickel
- All visible body jewelry including tongue piercing must be removed
- Artificial nails and bonding agents are prohibited

# 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%)

| <b>Physical Stamina Required (Description)</b>  | <b>Frequenc<br/>y</b> | <b>Specify need for<br/>accommodation</b> |
|---|-----------------------|---|
| <i>Lift</i> - up to 50 lbs to assist moving patients, supplies, equipment.<br><i>Lift</i> - up to 200 lb when moving patients   | F<br>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                     |   |
| <b>Climb Stairs to respond quickly to an emergency on another floor when elevators are unavailable or full.</b>   | 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                     |   |
| <b>Walk quickly or run to respond to emergency calls or assist in critically ill patient transports</b>   | 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                     |   |

Ivy Tech Community College  
Respiratory Care Program

Essential Functions Certification Statement

**Initial the statement below that applies. Complete the information at the bottom.  
Return this form to the Program Chair at the mandatory orientation session.**

\_\_\_\_\_ I certify that I have read and understand the Essential Functions of a Respiratory Care Student and that I meet each of these standards.

or

\_\_\_\_\_ I believe that I could meet the Essential Functions of a Respiratory Care Student with accommodation(s). I will contact the Disability Support Services staff to determine if reasonable accommodations can be made.

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Signature

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Printed Name

---

Student ID Number

---

Date

10/2011

**Ivy Tech Community College of Indiana**  
**Respiratory Care Program**  
**INFORMED CONSENT**

**Dear Potential Respiratory Care Student,**

In order for you to make an informed and educated decision about joining the Ivy Tech Community College of Indiana Respiratory Care Program, there are some things you should consider:

1. \*\*Each student is required to drive to clinical sites that are considered far sites during the time in the Program. A far site is defined as at least 1 hour away from Sellersburg. There are no exceptions to this rule.
2. \*\*A clinical background check must be completed before you can attend clinicals. If your financial aid does not cover the cost of this, you will be required to pay for this on your own.
3. \*\*You must be aware of the licensure requirements in the state of Indiana and Kentucky (felony). A conviction of a felony does not affect your ability to be accepted into the program but some clinical sites, (hospitals) may not allow you to do a rotation there.  
If you cannot complete the required clinical portion of your education because of this, you will not graduate from the program. Also, the College and the Program cannot guarantee that either of these states will provide you a license to practice. You should contact the Indiana Professional Licensing Agency, 1-800-457-8283, or the Kentucky Licensing Agency, Lexington office at (859) 246 - 2747 with specific questions.
4. \*\*You must have access to your health history in order to complete the required form before clinicals begin. You may be required to have blood titers performed to prove immunity. These will be at your cost. Contact your physician for pricing.
5. \*\*You will be required to take a health provider CPR class that will cost extra, outside of the per credit cost. This course will be provided through the program.
6. \*\*You will be required to abide by HIPAA laws and regulations.
7. \*\*You will be required to take and pass the NBRC CRT, WRRT, and CSE SAE in order to graduate from the program.
8. You must have your own transportation to the clinical sites.

9. You will be required to buy all white tennis shoes, name tag, Hunter Green Scrubs, White Lab Jacket, and stethoscope for clinicals.
10. You will be required to do community service throughout the program.
11. You will be expected to attend and participate in classroom discussions.
12. You will be expected to use the lab time to practice and come in during open lab Times, when provided.
13. It is mandatory to attend clinicals. Your education will not be adequate without them.
14. You will be expected to behave in a professional and respectful manner at all times.
15. You will be expected to act like the clinical rotations are jobs and perform as such.
16. Clinical rotations to different sites are required and the final decision on rotations and times will be made by the program staff.
17. As a student, it is highly recommended, although not required, that you become a student member of the American Association for Respiratory Care.

I, \_\_\_\_\_ have read and understand the above items and take full responsibility for this information. I agree to and will abide by these terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CAREGIVER BACKGROUND CHECK

Some healthcare facilities already require a criminal background check in order to gain access to clinical sites. Many states, including Indiana, require this check to establish eligibility to obtain a license to practice as a Respiratory Therapist.

Please sign below to indicate that you will agree to have a criminal background check run at your expense.

This notice is also to inform you that if you have incidents in your past, there is the possibility that this could impact your ability to obtain a clinical internship and/or obtain a license. Your signature provides evidence that you understand the possible implications to your training and career.

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Printed Name

---

Signature

---

Date



8204 HWY 311

Sellersburg, IN 47172

**Application for Respiratory Care Program**

**Due March 1st**

|                                |               |                  |
|--------------------------------|---------------|------------------|
| <b>Name:</b>                   |               |                  |
| <b>Student ID Number:</b>      |               |                  |
| <b>Address:</b>                |               |                  |
| <b>City:</b>                   | <b>State:</b> | <b>Zip Code:</b> |
| <b>Home Phone Number:</b>      |               |                  |
| <b>Secondary Phone Number:</b> |               |                  |
| <b>Email Address:</b>          |               |                  |

I am applying for admission into to the Respiratory Care Program. I understand that the program is competitive and I must first be accepted. I have completed or am in the process of completing the required six (6) prerequisite courses. Failure to meet any of the requirements prevents the student from submitting an application to the Respiratory Therapy Program.

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Date**

Pages to be submitted with application:

- \_\_\_\_\_ Copy of TEAS Scores
- \_\_\_\_\_ College Transcript (s) If outside Ivy Tech
- \_\_\_\_\_ Documentation of Ability to Complete  
Performance Essentials Form
- \_\_\_\_\_ Caregiver Background Check
- \_\_\_\_\_ General Education Courses Check sheet



RESPIRATORY CARE PROGRAM  
RECEIPT OF APPLICATION

By signing this document, I hereby acknowledge and confirm that I have received the application packet for the Respiratory Care Program.

I have examined the application packet and verify that the following documents are contained within:

- Admission Requirements with Admissions Criteria Scoring
- RT Program Admission Process
- Important Dates and Application Deadline
- Application
- Informed Consent
- Respiratory Care Program Performance Essentials
- Caregiver Background Check

I understand and accept that I am responsible for making sure that my application packet is complete and submitted in its entirety on or before the application deadline.

---

Printed Name

---

Signature

---

Date

## Respiratory Care Program

### Application Checklist

- \_\_\_\_\_ Contacted and met with a program faculty to set up an appointment for general education advising.
- \_\_\_\_\_ Completed the required six prerequisite courses by the end of the spring semester for which you are applying.
- \_\_\_\_\_ Enclosed College Transcripts (if completed Program Pre-Requisites at college outside of Ivy Tech)
- \_\_\_\_\_ Completed the TEAS test by March 1<sup>st</sup> of the year the student wishes to apply and enclosed the test scores with this application.
- \_\_\_\_\_ Submit **Respiratory Application Form, TEAS Test Scores, Unofficial Transcripts (if other than at Ivy Tech), Essential Functions Certification Statement, Informed Consent, Receipt of Application** to the Respiratory Care Program Chair by **March 1st**. Also, ensure all transfer credit is on your Ivy Tech transcript.



## Estimated Expenses for the Respiratory Care Program

|                       |   |                |
|-----------------------|---|----------------|
| Tuition:              | 71 Credits at \$107.80 (in-state) per credit hour   | **\$7,653.80   |
| Physical Exam:        | Cost varies   | *Variable      |
| Hepatitis B Vaccine:  | Cost varies   | *Variable      |
| Immunizations:        | Costs vary depending on need  | *Variable      |
| CPR:                  | Certification for Health Care Providers   | \$60           |
| Exams:                | Mock CRT, RRT, and Clinical Simulation  | \$150          |
| Laboratory Kits:      | Costs may vary each year  | \$100          |
| Uniforms:             | Scrubs and lab coat, shoes, & patch (variable)  | \$80 (ea set)  |
| Supplies:             | Stethoscope, calculator, pen light bandage<br>scissors, watch with second hand (variable) | \$60           |
| Criminal<br>Check:    | Certified Background Check  | \$132          |
| Books:                | Prices vary from semester to semester   | *\$2,000       |
| Technology Fee:       | 7 semesters at \$60 (full-time status)<br>Add \$60 for each additional semester           | **\$420        |
| Transportation & Gas: | Cost varies   | Variable       |
|                       |   | ***\$10,655.80 |

\*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.

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