RESPIRATORY CARE
Program Overview & Application Process
2014 - 2015
**NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY**

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

**BOOKLET DISCLAIMER**

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

REVISED 8/14
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I. RESPIRATORY CARE PROGRAM

A. PROFESSION OVERVIEW

According to the Bureau of Labor and Statistics the need for respiratory therapists is growing faster than the average for all job growths. It is considered to grow much faster than average with a projected growth of 28% by the year 2020.

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

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

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

An important quality of a respiratory care practitioner is compassion in order to provide emotional support to patients. They also need to be detailed oriented to ensure patients are receiving proper care. Respiratory practitioners also need to have interpersonal skills to interact with patients and other members of the health care team. They also need to have patience, problem-solving skills and be strong in the areas of mathematics and science.

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

B. INTRODUCTION

Welcome to Ivy Tech Community College of Indiana. Ivy Tech is a statewide college system, with 14 regions and 23 instructional sites, the largest state-supported college in Indiana. Ivy Tech Community College has maintained accreditation by The Higher Learning Commission of the North
The Respiratory Care Program, of Ivy Tech Community College is accredited by the:

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

Ivy Tech Community College is accredited by:

The Higher Learning Commission of the North Central Association of Colleges and Schools
230 South LaSalle St., Suite 7-500
Chicago, Illinois 60604-1413
http://www.ncahlc.org
Phone: 800-621-7440 / 312-263-7462
Fax: 312-263-0456

The purpose of this application booklet is to describe the Respiratory Care Program (RCP) at Ivy Tech, and the procedures for applying to the program. We encourage you to read this booklet thoroughly, and to contact the School of Health Sciences office located at your regional campus if you need additional information.

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

C. PROGRAM HISTORY

The program was developed at various Ivy Tech campuses in response to the rising need for trained respiratory care professionals. Since as early as 1970, Ivy Tech Community College
Respiratory Care program has provided thousands of qualified respiratory care practitioners throughout the United States with the majority of them residing right here in Indiana.

Ivy Tech Community College’s Respiratory Care program has undergone significant changes during the subsequent years in order to remain current with new advances and technologies that are needed to provide high quality health care to the communities of interest. In 1994, all campuses which were offering Respiratory Care at that time mandated the students would have to achieve an Associate’s degree in Respiratory Care in order to meet graduation requirements. In 2000, the College withdrew the Respiratory Care Technical Certificate program and continued only with the Associate’s degree program.

Resources provided by the College and cooperating community hospitals are utilized in the Respiratory Care Program. The qualified student is provided with educational opportunities in a College environment, and shares the intellectual and social responsibilities, privileges, and experiences with college students in other disciplines. The cooperating community hospitals offer clinical experiences for our students and several of the hospitals may also provide equipment.

Within this framework, the program faculty assumes responsibility for planning, supervising, and evaluating selected learning experiences both in the classroom and clinical setting. These experiences are developed to meet established objectives set forth by Ivy Tech Community College, The Commission on Accreditation for Respiratory Care and the National Board for Respiratory Care in order for graduates to meet the eligibility requirements to take their national board exams.

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

D. DESCRIPTION OF THE PROFESSION

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

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

- obtaining and evaluating clinical data
- assessing the cardiopulmonary status of patients and making recommendations to physicians in caring for these patients
- performing and assisting in the performance of prescribed diagnostic studies, such as drawing blood samples, performing blood gas analysis, electrocardiograms, exhaled gas
analysis and pulmonary function testing
- utilizing data to assess the appropriateness of prescribed respiratory care
- establishing therapeutic goals for patients with cardiopulmonary disease
- develop, administer and re-evaluate the care plan for chronic disease management
- initiating ordered respiratory care, evaluating and monitoring patients’ responses to such care, modifying the prescribed respiratory therapy and cardiopulmonary procedures, and life support endeavors to achieve desired therapeutic objectives initiating and conducting prescribed pulmonary rehabilitation providing patient, family, and community education-
- promoting cardiopulmonary wellness, disease prevention, and disease management by explaining the etiology, anatomy, pathophysiology, diagnosis and treatment of cardiopulmonary diseases.
- Emergency and Critical Care areas need to perform BLS, ACLS and be a member on a rapid response team. Additionally participates in mass casualty staffing. Applies invasive and noninvasive mechanical ventilation while utilizing all current ventilation modes available. Able to interpret ventilator and hemodynamic data.
- promoting evidence-based machine; research/ and clinical practice guidelines and manage respiratory care plans in the acute care setting using evidence based medicine, protocols and clinical practice guidelines.

E. PROGRAM GOALS AND PURPOSES

The goal of the Respiratory Care Program is “To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).” Ivy Tech Community College is able to meet these goals by offering the Respiratory Care Program as a first-professional degree program and providing the knowledge and clinical skills necessary to function as a registry-eligible respiratory therapist.

Graduates of the Respiratory Care Program can fulfill the following:
1. Recognize, adapt to and assist in fulfilling the changing health requirements of the community.

2. Develop capabilities and potentials to function as a contributing member of the health care team and society.

3. Appreciate the inherent worth of human life and the role that the respiratory care practitioner plays.

4. Establish effective relationships with respiratory care colleagues, patients and their families along with other health care disciplines.

5. “Aid the supervising physician or osteopath in the treatment, management, diagnostic testing, control and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system,” as defined in the state of Indiana licensure laws.
F. TECHNICAL and CLINICAL FACILITIES

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

Clinical experience is an integral part of the educational experience for all respiratory care students. In clinical, you are there for the educational experience, and will not be considered as part of the hospital staff. When attending clinicals, students will be dressed in appropriate uniform and wear a clinical ID badge. The RC programs have affiliation agreements with their local hospitals, clinics etc, to provide student-learning experiences. Please see your regional Respiratory Care program for more specific details on what clinical sites are used at that specific campus.

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses with the Respiratory Care program as part of their paid tuition. This insurance only extends to clinical/externships while the student is onsite for a specific clinical training experience. Each student may obtain additional individual liability insurance.

G. WORKING AS A STUDENT

Students currently enrolled in the Respiratory Care program find it difficult to work full-time while going to school, even though they may be a part-time student. Frequently Respiratory Care Students will state that they are spending approximately 12 – 16 hours a week studying in order to be successful in the program.

After the student completes RESP 125 (Critical Care I) and RESP 137 (Clinical Applications II) they may apply to work in the Respiratory Care field as a student. Faculty will review your application along with your academic standing within the program and faculty reserve the right to either accept or decline your application for a student permit.

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

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

A. APPLICATION TO THE COLLEGE

STEP 1: Complete the Admissions Application and return it to the Office of Admissions.

STEP 2: Complete the high school certificate form which can be obtained from the registrar’s office.

STEP 3: If a student has previously attended an accredited college(s), obtain additional transcript request forms from the Office of Admissions. The student will need to complete and mail the forms, with any applicable fees, to the college(s) that was previously attended.

STEP 4: The student will complete the College’s admission process which may include Accuplacer testing, a required student orientation and an initial advising session for course placement.

STEP 5: The above steps should be completed at least three weeks prior to the start of classes. We suggest making an appointment with an admissions counselor to assist with successful completion of the admission steps. Contact your local Ivy Tech Community College Admissions Office to schedule an appointment.

STEP 6: Make an appointment with your local campus’ Respiratory Care Program Chair. If you are not eligible for clinical sequence application, you can be accepted to an undecided status (HLCR), which will enable you to pursue appropriate courses as a degree-seeking student.
B. APPLICATION TO THE RESPIRATORY CARE PROGRAM

STEP ONE: Admission to Ivy Tech Community College

• Contact the Admissions Department for College admission requirements.

• Complete any academic skills advancement courses identified by the Accuplacer 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 or the School of Health Sciences office 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
  - CHEM 1XX
  - MATH 123 or Higher
  - ENGL 111

• Program Admission Test: Take the ‘Test of Essential Academic Skills’ (TEAS V)
  - Refer to campus-specific instructions to register for and to complete the TEAS.
  - The TEAS may be taken twice in a two-year period regardless of the testing location.
  - The two test attempts/dates must be at least 30 days apart.
  - The student must pay the approved testing fee each time.
  - Scores will be valid for two years from the initial TEAS test date.
  - The TEAS has four parts: Reading, English, Math and Science.
  - The “Adjusted Individual Total Score” is used for determination of points for the program selection procedure (see ‘Selection Policy’ information below).

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

• **Selection Policy:** When the program receives more qualified applicants than the number of seats available, a point system is utilized to determine admission to the program.
  - Total points determine the rank of applicants. Subsequently, seats are offered to the highest rank on down until all seats are filled, the number of which are based on clinical site availability.
  - Students meeting the stated application deadline are ranked utilizing this point system at the end of spring semester.
  - Acceptance letters are mailed no later than June 15th.
  - 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
    - CHEM 1XX
    - MATH 123 or Higher
    - 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, in addition to the prerequisite courses and the program technical courses, are:
  - COMM 101 or COMM 102
  - PSYC 101 or SOCI 111
  - IVYT 1XX
C. RE-APPLICATION PROCESS

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

If the applicant is interested in being considered for admission the following year, the applicant must attend another information session or meet with program faculty (depending on campus) to familiarize themselves with any changes that have occurred in the admission process. The applicant must meet all current admission requirements and application deadlines. After a non-Respiratory student is inactive for two years, all inactive files in the School of Health Sciences Office are destroyed. Students must also reapply to the college if they have not attended courses in the previous two years.

D. TRANSFER STUDENTS

Students transferring from another campus or school must meet with the Advising Office and provide official, notarized transcripts. The Advising Office will process transcript evaluation requests for all general education courses the student is asking to have transferred on a course by course basis, provided the student has earned a grade which can transfer in those particular courses. The Advising Office will send the transcript evaluation requests to the Respiratory Care Program Director. Transfer students can only be admitted on a space available basis as per the Commission on Accreditation for Respiratory Care’s policy and procedures.

If the Respiratory Care student is in good academic standing in their previous program, the student will be expected to allow faculty from both programs to communicate with one another about the student. The purpose of this communication will ensure the receiving campus can meet the transfer student’s needs in an effort to achieve student success and provide a seamless process.

If the Respiratory Care student is not in good academic standing (failed a RESP course) or they have sat out a semester, and wish to transfer to a new campus, they must follow the College’s progression ASOM policy (ASOM 4.19; access online at www.ivytech.edu/policies).

E. ADVANCED STANDING

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

For example: if an applicant has passed the CRT exam in the past two years, they are eligible to register for advanced level classes. If an applicant has not taken and passed the CRT exam within the previous two years, they could take and pass the CRT SAE exam. However, advanced standing in the clinical area requires documentation of skills. This documentation may include a letter from their hospital director describing the applicant’s clinical experience. Advanced standing may be given on a clinical rotation basis.
F. CREDIT FOR PRIOR LEARNING OR WORK EXPERIENCE

Ivy Tech Community College has a process for evaluating prior learning or work experience. Please contact your academic advisors at your local campus for more information on this process.

G. PROGRESSION

Program faculty need to ensure the student can demonstrate retained competency and knowledge of previously completed course work to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion by using the following:

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of “W”, “FW”, “F”, or “D” where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in ASOM 4.19 (Appendix A).

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 ASOM4.19 (Appendix A).

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.

H. HEALTH FORM, DRUG TESTING AND CRIMINAL BACKGROUNDS (ASOM 4.14)

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

In addition to the completed health exam, all respiratory care students must participate in drug testing on a yearly basis in order to participate in clinicals. You will be required to be tested for the following drugs: Amphetamines, Barbiturates, Cocaine (as Cocaine Metabolites) Benzodiazepines, Cannabinoids, Methadone, Methaqualone (Quaalude), Opiates, Phencyclidine (PCP), Propoxyphene (Darvon). Results of this testing could impact your ability to participate in clinical activities and obtaining a state license.

Furthermore, all respiratory care students are required to have annual criminal background checks. Any conviction or criminal charges filed against you prior to or during your enrollment in the respiratory care program may result in a failure to be approved for required clinical placement assignments and may result in your inability to progress through your respiratory care program. Convictions and criminal charges are reported to the clinical sites which may or may not allow you to attend clinicals in their facility depending on the issue in question. The required clinical placements are necessary in order to complete the respiratory care program. A positive criminal background check may negatively affect your ability to obtain a state license to practice Respiratory Care.

Finally our clinical affiliate institutions may require that students also meet additional requirements before participating in patient care or observation of patient care. Program faculty will keep you advised should there be additional clinical requirements.
I. ESSENTIAL FUNCTIONS FORM

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.

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 on the next page for specific physical requirements by the Respiratory Care program.
**ESSENTIAL FUNCTIONS FORM**

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

<table>
<thead>
<tr>
<th>Physical Stamina Required (Description)</th>
<th>Frequency</th>
<th>Specify need for accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift - up to 50 lbs to assist moving patients, supplies, equipment.</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Lift - up to 200 lb when moving patients</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Stoop - adjust equipment.</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Kneel - manipulate equipment, perform CPR, plug in electrical equipment</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Reach - overhead lights, equipment, cabinets, attach oxygen to outlets, stocking</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Motor skills, manual dexterity – 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</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Stand for prolonged periods of time (to deliver therapy, check equipment and patient; perform surgical procedures).</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Climb Stairs to respond quickly to an emergency on another floor when elevators are unavailable or full.</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Feel - palpate pulses; perform physical exams; feel arteries or veins for puncture; assess skin temperature.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Push/Pull large wheeled equipment, i.e. mechanical ventilators, wheelchairs, patients, x-ray, equipment, EKG machines, and office equipment.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Walk for extended periods of time.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Walk quickly or run to respond to emergency calls or assist in critically ill patient transports</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Manipulate - knobs, dials associated with diagnostic or therapeutic devices; small instruments, syringes.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Hear - verbal directions, alarms, telephone; hear through a stethoscope for heart sounds, lung sounds, and blood pressure.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>See - patient conditions such as skin color, work of breathing; read small print and calibration on equipment; perceive color.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Talk - communicate goals and procedures to patients in English.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Read - typed, handwritten, computer information in English.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Write - communicate pertinent information (patient assessment, outcome assessments) in English.</td>
<td>C</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mental Attitude (Description)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Function safely, effectively and calmly under stressful situations.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Maintain composure and concentration while managing multiple tasks simultaneously.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Prioritize multiple tasks.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close contact during direct patient care.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Display actions, attitudes consistent with ethical standards of the profession.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Exposure to blood borne pathogens – Hepatitis, HIV.</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>
J. INDIANA LICENSURE INFORMATION

As a graduate of Ivy Tech Community College Respiratory Care Program you are eligible to apply and become a licensed Respiratory Care Practitioner in the state of Indiana after successfully completing the NBRC entry-level exam.

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

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

A. Course Outline

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101 or SOCI 111</td>
<td>General Psychology or Sociology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>APHY 101</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Quantitative Reasoning</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>APHY 102</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>English Composition I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1XX</td>
<td>Chemistry Elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2XX</td>
<td>Microbiology Elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101 or 102</td>
<td>Intro Communications or Fund of Speech.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>IVYT 1XX</td>
<td>Life Skills</td>
<td>1-3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>25</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>REQUIRED RESPIRATORY CARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESP 121</td>
<td>Introduction to Respiratory</td>
<td>6</td>
<td>8 (4 lec / 4 lab)</td>
</tr>
<tr>
<td>RESP 129</td>
<td>Respiratory Care Pharmacology</td>
<td>3</td>
<td>3 lecture</td>
</tr>
<tr>
<td>RESP 122</td>
<td>Therapeutic Modalities</td>
<td>3</td>
<td>4 (2 lec / 2 lab)</td>
</tr>
<tr>
<td>RESP 123</td>
<td>Cardiopulmonary Physiology</td>
<td>3</td>
<td>3 lecture</td>
</tr>
<tr>
<td>RESP 134</td>
<td>Clinical Applications I</td>
<td>2</td>
<td>10 hours in clinic</td>
</tr>
<tr>
<td>RESP 125</td>
<td>Critical Care I</td>
<td>3</td>
<td>4 (2 lec / 2 lab)</td>
</tr>
<tr>
<td>RESP126</td>
<td>Clinical Medicine I</td>
<td>3</td>
<td>3 lecture</td>
</tr>
<tr>
<td>RESP137</td>
<td>Clinical Applications II</td>
<td>2</td>
<td>10 hours in clinic</td>
</tr>
<tr>
<td>RESP 218</td>
<td>Clinical Applications in Adult Critical Care (Equivalent to the combination of RESP 219 and RESP 220)</td>
<td>5</td>
<td>25 hours in clinic</td>
</tr>
<tr>
<td>RESP 221</td>
<td>Cardiopulmonary Diagnostics</td>
<td>4</td>
<td>4 lecture</td>
</tr>
<tr>
<td>RESP 222</td>
<td>Critical Care II</td>
<td>3</td>
<td>4 (2 lec / 2 lab)</td>
</tr>
<tr>
<td>RESP 237</td>
<td>Clinical Applications of Advanced Critical Care and Specialty Rotations</td>
<td>3</td>
<td>15 hours in clinic</td>
</tr>
<tr>
<td>RESP 226</td>
<td>Continuing Care</td>
<td>2</td>
<td>2 lecture</td>
</tr>
<tr>
<td>RESP 229</td>
<td>Emergency Management</td>
<td>1</td>
<td>1 lecture</td>
</tr>
<tr>
<td>RESP 224</td>
<td>Clinical Medicine II</td>
<td>3</td>
<td>3 lecture</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>46</td>
<td></td>
</tr>
</tbody>
</table>

Upon successful completion of the above courses (71 credits), the graduate is awarded an Associate in Science degree.
B. REQUIRED RESPIRATORY COMPETENCIES AND SCHEDULES

Class schedules and offerings will vary from one campus to another. Please contact your local Respiratory Care faculty to determine Respiratory class schedules in your area.

**Course Competencies:**

<table>
<thead>
<tr>
<th>Course Competencies</th>
<th>RESP 121</th>
<th>RESP 122</th>
<th>RESP 125</th>
<th>RESP 222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handwashing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerosol Medication Delivery</td>
<td></td>
<td></td>
<td>Rad ABG</td>
<td>Neonatal Assessment</td>
</tr>
<tr>
<td>Patient Interview and History</td>
<td></td>
<td></td>
<td>Aline ABG</td>
<td>Pediatric Assessment</td>
</tr>
<tr>
<td>Vital Signs</td>
<td></td>
<td></td>
<td>ETT Care</td>
<td>Infant Ventilation</td>
</tr>
<tr>
<td>Cylinders</td>
<td></td>
<td></td>
<td>BiPAP</td>
<td>Pediatric Ventilation</td>
</tr>
<tr>
<td>Oxygen/Medical Gas Administration</td>
<td>BiPAP/CFAP</td>
<td></td>
<td>NT Suctioning</td>
<td>HFV</td>
</tr>
<tr>
<td>Physical Assessment of Chest</td>
<td>Trach Tube Changes</td>
<td>Adult Mech Vent</td>
<td>Neonatal suctioning</td>
<td></td>
</tr>
<tr>
<td>Airway Clearance Techniques (IS, PAP, etc.)</td>
<td></td>
<td></td>
<td>Neonatal Mech Vent</td>
<td>Neonatal Pediatric Oxygen Delivery</td>
</tr>
<tr>
<td>Aerosol Medication Delivery (SVN, IPPB, etc)</td>
<td></td>
<td></td>
<td>Weaning Parameters</td>
<td>Changing Vent Circuits</td>
</tr>
<tr>
<td>Oxygen Analysis</td>
<td>EKG</td>
<td></td>
<td>Ventilator Rounds</td>
<td></td>
</tr>
<tr>
<td>Pulse Oximetry</td>
<td>Directed Cough Techniques</td>
<td>Weaning from Vent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humidity and Aerosol Therapy</td>
<td>Peak Flow</td>
<td></td>
<td>Minute Ventilation</td>
<td></td>
</tr>
<tr>
<td>Medical Records</td>
<td>Vital Capacity</td>
<td>Tidal Volume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Precautions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Disinfection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentive Spirometry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermittent Volume Expansion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endotracheal suctioning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flowmeters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas Regulators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Ventilation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metered Dose Inhaler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trach Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nasotracheal Suctioning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxygen Therapy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Clinical Competencies:

<table>
<thead>
<tr>
<th><strong>RESP 134</strong></th>
<th><strong>RESP 137</strong></th>
<th><strong>RESP 218</strong></th>
<th><strong>RESP 237</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Precautions</td>
<td>Aerosol Medication Delivery</td>
<td>Rad ABG</td>
<td>Pulmonary Rehab</td>
</tr>
<tr>
<td>Patient Interview and History</td>
<td>Metered Dose Inhaler Aline ABG</td>
<td>Pulmonary Function</td>
<td></td>
</tr>
<tr>
<td>Vital Signs</td>
<td>Acapella / Flutter ETT Care</td>
<td>Sleep Studies</td>
<td></td>
</tr>
<tr>
<td>Cylinders</td>
<td>CPT Weaning parameters</td>
<td>Liquid Systems</td>
<td></td>
</tr>
<tr>
<td>Oxygen/Medical Gas Administration</td>
<td>Airway Clearance Techniques Adult Mech Ventilation</td>
<td>Transcutaneous monitors</td>
<td></td>
</tr>
<tr>
<td>Oxygen Rounds</td>
<td>Directed Cough Techniques Neonatal Mech Vent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxygen Analyzers</td>
<td>Intermittent Volume Expansion BiPAP/CPAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse Oximetry</td>
<td>Weaning from Vent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Assessment of the Chest</td>
<td>Spirometry Screening Vent Rounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Records</td>
<td>Peak Flow Minute Ventilation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metered Dose Inhaler</td>
<td>EKG Capnography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humidity and Aerosol Therapy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Disinfection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentive Spirometry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Ventilation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sputum Inductions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharyngeal Airway Insertion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. GRADING SCALE

As per College policy, the Respiratory Care program will award the following grades: A, B, C, D and F. Should a student obtain an “F” in a Respiratory Care course, they need to make an appointment with faculty to determine what Respiratory Care courses they are eligible to enroll. Students need to review Progression and Stop out policy located in this booklet.

### D. REMEDIATION / TUTORING:

Students will be assessed cognitively (exams), psychomotor skills (lab competency check-offs), and affective (attitude/behavior skills) throughout the semester. If students fail an exam, they may be required (depending on campus) to make an appointment with the faculty member within one week of the exam in order review the exam. There are no repeat written exams.
If the student fails any lab competency check off, they will be required to perform some form of remediation at their campus. After remediation the student will be expected to pass the competency on the next attempt. If the student cannot pass competency on the next attempt, then they will fail the course and be limited on what they can enroll in the following semester based on pre-requisites. A third attempt may be considered after the student submits a written appeal.

If the student demonstrates difficulty in the clinical setting with either skills or knowledge, the faculty will require the student return to campus and demonstrate that they have rectified their deficiencies.

E. CONTINUING YOUR EDUCATION

Within healthcare, practitioners are required to be life-long learners. For example, in order to maintain your professional state license, you must document 15 continuing education units per a two year period. Keeping life-long learning in mind, as a graduate of an accredited Associate Degree program you have many opportunities to continue your education and advancing your degrees.

Students who are interested in continuing their education should contact the individual institutions for additional requirements.

IV. EVALUATION OF STUDENT LEARNING

A. GENERAL EDUCATION OUTCOMES ASSESSMENT

Graduates’ skills in several general education areas are assessed to determine whether they meet the learning outcomes defined for general education and whether their performance with respect to these outcomes has improved during their period of enrollment at the College.

The College uses the Collegiate Assessment of Academic Proficiency (CAAP) exam to identify skills in Math, English, Scientific Inquiry and Critical Thinking. CAAP is used at many colleges around the country. Each associate degree graduate will take two of the four modules possible. Tests will be given in the capstone course. Capstone courses represent the culminating experiences in the student’s program.

The College places a strong emphasis on student learning outcomes as a focus for planning and institutional improvement. Students will receive a copy of their CAAP scores; in addition, students who score at or above the national mean will receive a “certificate of achievement” for each module. Certificates of achievement may be useful to a student in building their resume or portfolio.
B. TECHNICAL OUTCOMES ASSESSMENT

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates’ mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Ivy Tech Community College Respiratory Care Program utilizes the three Self-Assessment Examinations designed by the National Board for Respiratory Care. All students will complete and pass the Entry Level - CRT Examination, towards the end of their Respiratory Care program. The students are also required to complete and pass the Registered Respiratory Therapist Examination. Additionally, students will be required to complete the Clinical Simulation Examination while enrolled in Clinical Medicine II course.

These three self-assessment exams were designed to assess students’ strengths and weaknesses before they take their national board examinations. Used as a comprehensive program, the tools can help students prepare more efficiently, as well as increase confidence and familiarity with content.

V. STUDENT RESPONSIBILITIES

A. ACADEMIC MISCONDUCT, INTEGRITY AND PROFESSIONAL BEHAVIOR

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement and will result in Academic consequences ranging from failure on an assignment up to termination from the college.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Please see Code of Students Rights and Responsibilities found on Campus Connect for more details. (http://www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf, see specifically Section II of Student Responsibilities)

The student will be expected to abide by the American Association for Respiratory Care (AARC) Statement of Ethics and Professional Conduct, and Statement on Cultural Diversity.
http://www.aarc.org/resources/position_statement/ethics.html
http://www.aarc.org/resources/position_statement/cd/html
B. STATEWIDE CONDUCT POLICIES

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

Students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of the College representatives is not in the best interests of the students, other students, and/or College. Students who are disciplined at one campus should expect to find their sanctions enforced at other Ivy Tech campuses. Please see Code of Student Rights and Responsibilities found on campus connect for further details. (http://www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf)

C. USE OF CELL PHONES AND SOCIAL MEDIA

Social media is a powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. Social media includes but is not limited to Facebook, LinkedIn, MySpace, Twitter and other sites. You must be mindful that anything you post on a social media site may be seen by people other than your personal contacts. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions could be the basis for disciplinary action at Ivy Tech. Furthermore, the discussion of patient information through any of these venues is a violation of patient confidentiality and HIPAA. You have rights afforded by state and federal law, but please be aware that not everything you say or post on-line is protected. False, defamatory, harassing or intimidating postings are not protected by free speech.

Students may not use the Hospital’s hardware, software, network, blog, posting board or any other Social Media to create, send receive download, transmit store display or otherwise access or control personal Social Media/Social Networking communications. Students may not use any property, logos, and trademarks of any clinical affiliate on Social Media/Networking. Do not “friend” a patient or patient’s family on Facebook. Never post pictures of staff/faculty or clinical affiliates with permission on any Social Media. Never post pictures of patients or families.

Cell phones are allowed in class but only for use as approved by the faculty members. Cell phones cannot be used in class during tests, even for math calculations. Cell phones are NEVER appropriate in the clinical setting and should be left secured in your vehicle. If you are observed using your cell other than the approved times listed above, disciplinary actions may be taken.
D. ATTENDANCE POLICIES

Attendance at scheduled class meetings or other required activities is essential. Satisfactory attendance is necessary to achieve educational objectives and maintain financial aid and veteran’s benefits.

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

E. DISCIPLINARY ACTION

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

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

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. Please refer to the Code of Student Rights and Responsibilities found on campus connect for further details. ([http://www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf](http://www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf))

F. STUDENT GRIEVANCE PROCESS

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

You must make an appointment to speak to the following individuals:
1. Instructor of course
2. Program Chair for the program/course
3. School Dean for the program/course
4. Assistant Vice Chancellor for Academic Affairs.

G. SUSPENSION / DISMISSAL FROM THE COLLEGE

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

If a student is dismissed from any campus or region of Ivy Tech Community College, that individual is dismissed from all College campuses. The year starts at the date of the official notification to the student by the Chancellor. If the student is dismissed, the student may appeal for reinstatement after five years. Please see Code of Student Rights and Responsibilities found on campus connect for further information. (http://www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf)

DISMISSED FOR FAILURE TO MEET AND MAINTAIN ACADEMIC STANDARDS:

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

1. A student who is dismissed from the RESP program for unsatisfactory academic progress faces one term of non-enrollment as a certificate or degree declared student prior to resuming progress toward that certificate or degree.

2. A student who is dismissed twice for unsatisfactory academic progress will be terminated for up to five years as a degree or certificate declared student unless he/she chooses to participate in an extensive Academic Skills Advancement program to correct academic deficiencies.

3. A student who was dismissed/withdrawn from the program must re-apply and follow the guidelines listed below:
   - All returning students must abide by the current program curriculum and policies in effect at the time of readmission
   - There must be space available or the returning student cannot enroll
   - Returning students must document knowledge in the current semester’s coursework before allowed to re-enter the following semester. For example, a student successfully completed the fall semester, but left during the Spring semester. This particular student must demonstrate both current knowledge in theory and skill at the beginning of the fall semester course before being allowed to re-enroll into the Spring semester. If the student does not have current knowledge (documented by an oral/written exam), they will be instructed to retake the Fall semester course. Likewise, if the student cannot demonstrate current patient care skills to the instructor, the student will be instructed to retake the Fall
semester course. This process will be repeated for each semester until the student has been streamlined back into the RESP courses.

4. Denial of Clinical Placement
   a. Clinical sites have the right to refuse any student for clinical placement. If the student’s performance or behavior results in being denied placement, the student will receive zero points and a grade of “F” for that assigned rotation. A professional conduct hearing will be scheduled. The severity of the offense will determine if further sanctions will be issued, such as probation, dismissal, grade of “F” for the course.
   b. If denial of clinical placement affects the student’s ability to meet the program competency requirements, the student will be dismissed from the program.

H. STUDENT SUPPORT SERVICES

Career Services  job placement, and career research
Computer Resource Center  open lab for computer work
Library  http://ivytech.edu/library
Registrar Office  processes registration, provides transcripts
Student Counselors  can assist students with financial aid, help resolve personal issues, study habits, and test taking skills.
Student Senate  student issues may vary from campus to campus
Tutoring  tutors are available at no cost to the student.

I. DISABILITY SERVICES INFORMATION

If you need an accommodation because of a documented disability, you are required to register with the Office of Disability Services at the campus where the Respiratory Care program is located. You must register at least 30 days prior to the beginning of each semester. You must inform the faculty member of your disability and the accommodations needed to help you be successful. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.
VI. FINANCIAL INFORMATION

A. FINANCIAL AID

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

Students can apply for financial aid and scholarships through the Financial Aid Office located at any Ivy Tech campus. Counselors are available to assist you in completing the financial aid forms and answer questions that may arise during this process.

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

B. ESTIMATED PROGRAM COSTS

The following is an estimate of the cost for the Respiratory courses once accepted into the program. The total cost will the same, however due to the variation of course sequencing, the cost by semester will vary from one campus to another. Credit hour fee: In-state $126.15 – 131.15, Out of State 250.40-260.40 both fees are subjective to change without notice.

For example fall semester, RESP 121 and RESP 129:
Respiratory Nine credit hours X $126.15 = $1,135.35
Lab Kit (depending on region) = 125.00
Respiratory Books = 400.00
Uniforms (October) = 120.00
Technology Fee = 60.00
Total Estimate = $1,840.35

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

For example spring semester, RESP 122, 123 and 134:
Respiratory Eight credit hours X $126.15 = $1,009.20
Respiratory Books = 300.00
Technology Fee = 60.00
Total Estimate = $1,369.20

For example summer semester, RESP 125, 126 and 137:
Respiratory Eight credit hours X $126.15 = $1,009.20
Respiratory Books = 200.00  
Technology Fee = 60.00  
Total Estimate $1,269.20 

**For example second fall semester, RESP 218, 221 and 222:**  
Respiratory 12 credit hours  X $131.15 = $1,573.80  
Respiratory Books = 200.00  
Technology Fee = 60.00  
Total Estimate $1,873.80 

**For example second spring semester, RESP 224, 227, 229, 237:**  
Respiratory ten credit hours  X $131.15 = $1,311.50  
Respiratory Books = 150.00  
CRT Self Assessment Exam = 50.00  
RRT Self Assessment Exam = 80.00  
Technology Fee = 60.00  
Total Estimate $1,651.50 

Grand Total RESP Estimate $8,004.05 

**C. WITHDRAWAL AND REFUNDS**

You may withdraw from most courses online through your Campus Connect account. Course withdrawal may also be done in person at the School Office, Advising Center, or Registrar's Office. Your student ID is required for in-person withdrawals. Withdrawing by phone requires verification of your student identification number (“C” number). Email withdrawals are acceptable for Internet courses as long as the email is sent from your Ivy Tech email and the body of the email includes your student identification number (C#); semester enrolled in this course; and course title, course number, and CRN number located on your schedule or at the top of the course syllabus (Sample: English Composition, ENGL 111 01D, CRN 12345). 

Withdrawing from a course may delay progression toward program completion and may impact your financial aid. If you must withdraw, consult with your academic advisor and with a financial aid advisor, if applicable. There is no refund for withdrawn courses. 

**VII. GRADUATION**

**A. TERMINAL PROGRAM OBJECTIVES (GRADUATE COMPETENCY STATEMENTS)**

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

1. Perform tasks ordered by a physician in the treatment of patients with cardiopulmonary disease, disability or impaired conditions.
2. Participate as a member of the health care team to ensure appropriate and efficient treatment of patients.
3. Protect the health of the patient and the graduate by following the necessary procedures for asepsis, such as universal precautions and blood borne pathogens procedures.
4. Maintain confidentiality of all patient information.
5. Perform routine therapy including medicated aerosol therapy (nebulizer and inhaler, chest physiotherapy, hyperinflation therapy, airway care, oxygen and mixed gas therapy, humidity and aerosol therapy, and provide patient education.
6. Maintain equipment and asepsis of equipment related to routine therapy.
7. Perform basic adult, pediatric and infant mechanical ventilation, perform associated patient care and assessment, use and maintain equipment.
8. Perform patient assessment procedure including visual inspection, vital sign assessment, breath sound assessment, arterial blood gas sampling and analysis, bedside ventilatory parameters, and pulse oximetry.
9. Communicate with patients, health care staff and professionals, and physicians in a professional and clear manner.
10. Perform cardiopulmonary resuscitation with or without accessory equipment.
11. Abide by the AARC Ethics and Professional Conduct and the Cultural Diversity position Statements and consider becoming a member of the AARC.

B. GRADUATION REQUIREMENTS

1. Successful completion of all General Education Courses
2. Successful completion of all Respiratory Care Courses
3. Minimum cumulative GPA of 2.0
4. Completion of at least 15 credit hours of the final 30 credit hours at Ivy Tech Community College as a regular student and not awarded through transfer, test-out, or other means of advanced placement (see ASOM 4.25 for more information).
5. Complete General Outcomes Assessment
6. Complete graduation paperwork and fulfill financial obligations to the College
7. Turn in clinical documentation and hospital property to Director of Clinical Education (Documentation will be maintained at the College for 5 years)

C. PLACEMENT

Program graduates across the state have excellent placement rates; please see your local Respiratory Care campus for more specific information. According to the Bureau of Labor Statistics, the Median hourly wage is $27.06 and the median annual wage is $56,290. Career
Services is available to assist students with placement. More information can be found on http://www.coarc.com/47.html and clicking on outcomes data.

D. NATIONAL BOARD EXAM RESULTS

Ivy Tech 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 practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required.

Each campus is responsible for their board results. Please go to http://www.coarc.com/47.html and click on outcomes data for more specific information for each campus.

E. ASSESSMENT

Ivy Tech Community College is committed to graduating students who have the appropriate technical and general education skills. Each approved technical program in the College annually assesses its program graduates for technical competence. As all graduates are to be assessed for technical competence, students are expected to participate in assessment activities as required by their program. General Education skills are assessed through an authentic assessment project that uses work submitted by students as a part of their regular course requirements.
I have received a copy of the Respiratory Care Application handbook and have had an opportunity to read and ask questions related to the content. I understand the rules and policies, and I agree to abide by them while a student in the Respiratory Care Program. I understand that I must contact my local campus for dates, times, and location of the mandatory information session. At that time I will receive the program application forms.

Student Signature____________________________ Date_________, 201____

C#___________________________________________