



**TEXAS SOUTHMOST
COLLEGE**

**RESPIRATORY CARE
SCIENCE PROGRAM**

**STUDENT POLICY HANDBOOK
2024-2025**

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A Message to the Students

Welcome to the Texas Southmost College (TSC) Respiratory Care Science Program.

This handbook pertains to students that have been admitted to that program and is a supplement to Texas Southmost College Student Handbook. This publication is not intended and shall not be construed to constitute a contract between the college and any student, prospective student, agency or any other person or legal entity of any nature whatsoever. The Vice President Academic Affairs is the chief administrator for academic policies and procedures, and the Vice President Student Services is the chief administrator for non-academic policies and procedures.

This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services. Please note that all potential situations that may arise cannot be anticipated and may not be completely detailed in this handbook. Please see your Respiratory Care Science Program faculty advisor for any questions or concerns not answered in this handbook. The information and provisions given in this handbook are informational and not contractual in nature. This handbook will apply to all students admitted to the Respiratory Care Sciences Program, regardless of location of instruction.

It is through the spirit of cooperation and communication that students and faculty members share a common goal of learning. In this profession, competence is developed through diligence, determination and patience in the practicum environment as well as in the classroom.

The degree plan for Respiratory Care has been designed to provide the student with a well-rounded curriculum that incorporates general education courses and Respiratory Therapy courses as well as preparing the student academically to continue their education.

Please remember that you, the student, are the most important asset of this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the Advisory Committee of this program or directly to the Program Faculty.

Career Description

A career in Respiratory Therapy provides excellent opportunities for those interested in a dynamic and exciting career in the cardiopulmonary sciences. Respiratory Therapy is one of the fastest growing professions and the need for a respiratory therapist is expected to grow between now and 2020. This increase in demand is expected because of substantial growth of the elderly population and the unfortunate increases in the number of patients with asthma and chronic lung diseases. Salaries for respiratory therapists are excellent and the United States Bureau of Labor Statistics projects “employment of respiratory therapists to increase much faster than the average for all occupations through the year 2020.”

It’s a great career if you want to make a difference. Respiratory Care Program is the Allied Health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Disease states or conditions that often require respiratory care include asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, and conditions brought on by shock, trauma or postoperative surgical complications. In addition to working in hospitals, respiratory therapists find job opportunities in home care, rehabilitation agencies, emergency transport teams, pulmonary function laboratories, outpatient clinics and physician offices.

Non-Discrimination Statement

Texas Southmost College (TSC) Respiratory Care Program is non-discriminatory in regard to race, creed, color, sex, age, handicap, and national origin.

Texas Southmost College (TSC) Respiratory Care Program further delineates Section 504 of the Rehabilitation Act of 1973, as amended:

No otherwise qualified handicapped individual in the United States as defined in Section 7(6), shall, solely by reason of his handicap be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

Technical Standards (Essential Functions)

What is required of an individual to perform all the Respiratory Care Program skills?

A Respiratory Care Program student must possess motor and visual skills that would enable him/her to meet program objectives and perform job duties required in the profession. Specifically, the students:

1. Must have the ability to communicate effectively and sensitively in both verbal and written format. Communication is necessary in order to assess patients, provide therapeutic and diagnostic treatments and tests, educate patients and be able to adequately transmit information to the patient, provide documentation in the medical record and to provide necessary information to members of the health care team
2. Possess all the skills necessary to safely and accurately perform all diagnostic and therapeutic procedures, manipulate instruments and move equipment
3. Have the ability to lift and move immobile and physically challenged patients
4. Have the ability to sit or stand for long periods of time
5. Possess the emotional health required for full utilization of his or her intellectual abilities through an intense learning program and while working in a potentially stressful healthcare environment
6. Have the ability to recognize emergency situations and take appropriate action

Mission of the Institution

Transforming our communities through innovative learning opportunities.

Mission of the Program

Consistent with the mission of **Texas Southmost College**, the faculty of the Respiratory Care Science Program is committed to serving the educational needs of the citizens of the Lower Rio Grande Valley. This mission will be accomplished by providing enthusiastic students a high quality instruction, preparing the graduate with employable skills as an entry level therapist, preparing the graduate to be successful on the **National Board for Respiratory Care's (NBRC) Entry Level CRT Examination** and/or the **Clinical Simulation Examination for advanced level** students. A caring team of educational faculty, clinical instructors, and physicians supports the program's mission with expertise in various aspects of Respiratory Therapy and a commitment to education. An extensive array of didactic resources and a wide variety of clinical practicum experiences at various Lower Rio Grande affiliate sites will provide graduates with the skills and versatility needed to function in a variety of health care facilities. The program will be conscientious to healthcare needs and educational requirements.

Program Outcomes: To prepare graduates with demonstrated competence.

Current program outcomes can be found at:

<https://coarc.com/students/programmatic-outcomes-data/>

GOAL: 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)

Program Description

The Respiratory Care Science Program is a balanced program in general education and specialized didactic courses. The Respiratory Care Program prepares the student to develop the technical competencies necessary to enter the healthcare field. The Respiratory program consist of a 22-month degree plan with completion of an Associate of Applied Science. The Respiratory program consisting of lecture, laboratory, and clinical instruction. The first year or (Term 1) consist of instruction during the fall semester, spring semester and a 10-week summer semester. The second year of the program (Term 2) consists of instruction during the fall semester, spring semester.

Qualifications for Applicants

The **minimum criteria to be considered for admission** in the **Respiratory Care Program** are:

- Has been accepted to TSC. Admission to TSC -- Contact the enrollment office for admission requirements (956) 295-3600.
- Submits a complete application for admissions to the Respiratory Care Program. Admission application deadline is the last working day of May.
- Submits official transcripts to Respiratory Care Program to verify completion of BIOL 2301, BIOL 2302, ENGL 1301, and MATH 1314
- Prerequisite courses must be completed PRIOR to applying to the program
- Provided a ***Hand Written*** one-page application letter or letter of intent indicating "Why I Have Chosen the Respiratory Care Profession"
- Provides letter of recommendation
- Complete a drug screen and background check through Castle Branch Solution

Failure to comply will prevent the student from enrolling into the Respiratory Care Program and attending Clinical rotations and will culminate in the student being dropped from the program.

Pre-Requisite Courses:

BIOL 2301 Human Anatomy and Physiology I

BIOL 2302 Human Anatomy and Physiology II

MATH 1314+ College Algebra

ENGL 1301+ Composition I

+ Grade of "C" or better is required for graduation.

Fulfillment of the basic requirements does not guarantee admission.

The **Admissions Committee** selects the applicants it considers best qualified for the study and practice of Respiratory Care from the pool of applicants. The applicant's grades in the following: BIOL 2301, BIOL 2302, ENGL 1301, and MATH 1314 are reviewed and recorded. Applicants will be considered based on the above listed criteria and with consideration for the date that the completed application was submitted. Students who have completed all pre-requisites.

Deadline for application will be considered preferentially however applicants who have not completed prerequisites not be considered for the current class.

Applicants accepted into the program will be admitted and will be notified by email and/or mail. Alternates will be selected and notified in the event that there are additional openings in the current class. Students accepted must respond by the deadline given on the letter, or their spot will not be held and an alternate will be placed in that spot. Applicants not selected may reapply for the next class by contacting the program and requesting that their application be added to the next pool of applicants and providing updated information (you will not need to resubmit exam scores, transcript, and diploma or GED).

Program Accreditation

The Southern Association of Colleges and Schools and the Committee on Accreditation accredits the Respiratory Care Program at Texas Southmost College for Respiratory Care. CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Copies of the "Essentials and Guidelines of an Accredited Educational Program for the Advance-Level" are available upon request from the Program Director, Department Chair, or Dean School of Health Sciences.

Advisory Committee Representation

The Respiratory Care Program utilizes an advisory committee to help the program devise and evaluate the goals of the program and to represent the various communities of interest that the program serves.

The freshman and sophomore class elect a student representative to represent the student interests on the advisory committee. Each class should elect a representative to attend advisory committee meetings and report back to their constituents.

Certification Requirements

Upon successful completion of all AAS program and meeting the minimum National Board for

Respiratory Care (NBRC) requirements, the Graduate becomes a candidate to sit for the Therapist Multiple Choice Exam and Clinical Simulation Examination to earn the CRT and RRT credential administered by the National Board for Respiratory Care (NBRC). The NBRC examinations are administered as computer-based testing to be scheduled by the graduate upon completion of the Respiratory Care Program and meeting the minimum NBRC requirements. See the NBRC website at <http://www.nbrc.org> for the latest requirements, exam matrix, scheduling and fees and examination candidate handbook.

Student Records

The Respiratory Care Program maintains student records in secured area in the Allied Health office. These files contain admission documents, application, degree plan and transcripts. These documents may be reviewed by making arrangements with the program director. A **Certificate of Completion** will be issued **ONCE** by the Respiratory Care Program Director when the student has completed all course work and passed the appropriate Exit Exam. It is the student's responsibility to make copies and keep the original document secure for any future needs. **Texas Southmost College** will only issue transcripts, not certificates of completion after the student has left the Respiratory Care Program.

Student Work Policy

As in all the Health Science Programs at Texas Southmost College, working full-time while enrolled in a program is difficult and not recommended since work schedules generally conflict with class and/or clinical rotations.

Students who choose to work while enrolled in the program must meet the same program requirements as those who do not work including attendance in Respiratory Care courses, practicum rotations and other program requirements; no special excuses or exceptions will be made. Students who choose to work should make arrangements with their employer that will allow the student to attend all scheduled classes without interference from work requirements including in-service and orientation days. [See the attendance policy for more information.]

Students in this program will not be substituted for regular staff even though they may be competent in certain aspect of **Respiratory Care Program**. Should a student be employed in any healthcare facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities. Additionally, should a student be employed by a facility where practicum rotation is normally conducted, they may not use "employer time" to substitute for program practicum requirements.

It is not the policy or the intent of the **Respiratory Care Program** to act as an employment agency or to participate in any facet of employment for Respiratory Care Therapy students.

Students do not receive any monetary compensation either as a stipend or salary during clinical rotations.

Behavioral Conduct

TSC Respiratory Care Program students representing Texas Southmost College will be expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. Texas Southmost College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit (See **TSC Student Handbook** - Discipline Code/Sanctions). Classroom **disruptions will not be tolerated**. Students who are found disrupting class during normal classroom hours may, at the discretion of the Faculty member involved, be asked to leave the classroom. The use of cell phones during class instruction is **considered disruptive**. The use of personal laptops during class time, unless relevant to the class, is also **considered disruptive**.

Criminal History

A criminal background check for School of Health Sciences students and faculty was initiated in the Fall of 2005 in response to the new requirements of clinical facilities. At the time of application, all students are provided information that, if selected, they will be admitted only upon completion of a criminal background check through a **TSC** approved vendor. The applicant is responsible for a criminal background check for an additional cost.

Positive criminal histories will be reviewed anonymously by the Consortium for Health Professional Education (CHPE). CHPE is made up of high-ranking personnel from **TSC** and area hospitals. The CHPE reviews each case individually and determines whether that applicant will be allowed to attend clinical practicum. Students may not complete the program without attending clinical practicum.

Students should be advised that application for state licensure will again involve a review of criminal history by the state licensure board, which may or may not be approved independently of the CHPE finding.

Professional Ethics/Confidentiality

Students must remember at all times that the information in a clinical area is confidential. This means that all patient information including verbal information given by the patient and/or family, patient records and diagnostic testing results are to be used only within the appropriate context of discussion with other members of the healthcare team regarding diagnosis and treatment. **Students shall not tell patients, parents, friends, relatives, or non-hospital employees the results of examinations or the nature of any illness**. Failure to comply with the above rule will result in a disciplinary action to be decided by the program director, faculty, and clinical instructor. It is vital that the student complies with the Statement of Ethics and Professional Conduct for the Respiratory Therapist as written by the American Association for

Respiratory Care (AARC). The statement is available on-line at <http://www.aarc.org/>.

STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

Texas Southmost College Respiratory Care Science program has adopted the American Association for Respiratory Care (AARC) position statement on Ethics and Professional Conduct as stated below:

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represents it accurately.
- Performs only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts, and shall refuse to conceal illegal, unethical or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state and federal laws which govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.

Attendance in Respiratory Care Program Courses

Students who have chosen to major in Respiratory Care Program should understand the importance of attending class regularly. Students should not enroll in other courses that meet at the same time or courses that meet at times overlapping Respiratory Care Program courses

or clinicals. Students should not schedule personal appointments or other school business during regularly scheduled class times. If a student chooses not to attend class or to take care of personal business during a regularly scheduled class time, the student should expect to receive a grade of zero for any in class assignments, quizzes or exams given that day. Furthermore, it is the sole responsibility of the student to meet with the instructor to get copies of handouts, notes, or assignments that may have been given during the class period prior to the next scheduled class meeting. Instructors in the Respiratory Care Program may have attendance policies included in the course syllabus and attendance may affect the grade given in the course. Students are expected to abide by these policies and should expect to be graded accordingly.

Use of Calculators or Cell Phones

The uses of calculators or cell phones are not allowed for NBRC examinations. Since one purpose of the Respiratory Care Program at TSC is to prepare the student for NBRC examinations, we do not allow the use of calculators or cell phones during testing in the didactic courses and laboratories.

Liability Insurance

All students in the Respiratory Care Program are required to have professional liability insurance. This insurance is not provided on a group basis and the cost for the professional liability insurance is included in the fees paid during a semester in which a clinical course is required. Each student must obtain personal insurance.

NOTE: TSC provides Medical Malpractice Liability insurance for all students, but does not cover accident or injury at the clinical site.

Students injured at clinical sites should be treated according to the policy of the clinical site. Students will be responsible for any charges incurred at facilities.

In any situation where the student is being treated for an injury received during a clinical experience, it is important that the treating facility understand that the injury is related to an instructional experience and is not employment related. Per contract, student injuries occurring during clinical experiences are not covered by Worker's Compensation.

Students shall be responsible for arranging for the personal medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in clinical experiences.

Grievance Procedure

The intention of the student grievance procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally to their satisfaction, the College intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC Catalog.

Probation Policy

Probation periods may be required of the Respiratory Care Program student. Probation is a trial period in which the student must improve or be withdrawn from the program. At the discretion of the Respiratory Care Program Faculty, a student may be placed on probation in the Respiratory Care Program for any of the following reasons:

1. Unsatisfactory performance on (Clinicals, Exams, Quizzes) Score Below a 75%.
2. Unsatisfactory performance in clinical including: **attendance and punctuality, completion of clinical contract, and/or behavioral evaluation.**
3. Inability to maintain physical and mental health necessary to function in the program.
4. Other performance or behavioral problems as deemed necessary by the Respiratory Care Program Faculty, DCE and/or Program Director
5. **Insubordination:** Students refusing to follow directive by a Clinical Instructor, or affiliate hospital representative, may be asked to leave the clinical setting, receiving a zero on any work performed that day and an absence for the day. Additionally, the student will not be allowed to return to the clinical setting until cleared for return by the Program Director. Clearance will be based on probationary condition.

The time and terms of probation are to be determined by the Allied Health Chairperson and the faculty of the Respiratory Therapy Program.

Student Classroom, Laboratory & Tutoring

Respiratory Care Program lecture courses are taught at the **TSC** campus. The Respiratory Care Program classroom/lab is located in the ITEC building in room G107 and G110. Some courses may meet in other rooms. Specific course times, dates and classrooms are published in the **TSC** course schedules. It is the student's responsibility to consult the course schedule and/or check in the Allied Health office to determine where classes will be held.

Students may utilize the Respiratory Care Program laboratory to practice Respiratory Care Therapy procedures. A student can do this during open lab time or by scheduling time with faculty or program director.

Respiratory Care Laboratory is located in G107. Class sessions will be conducted in this area to compliment didactic/ classroom activities.

Under no circumstances will food/drink be allowed in laboratory during class time.

Computers located in lab are for educational/instructional purpose only.

Laboratory equipment is very expensive and dangerous. Please handle all equipment with care.

Respiratory Therapy Tutors are available for students. However, it is the student's responsibility to contact and schedule the RSPT tutor for any tutorial sessions needed. Please be advised that RSPT tutors are Registered Respiratory Therapist and availability may be limited.

Email, Internet Use & Use of Respiratory Care Program Computers

Email: Students will be provided with an email address by **TSC** upon registration. **TSC** email will be sent to this address. Students preferring to use another email account must change this information in his/her **TSC** On-line user preferences.

Internet: Students will be required to use the internet throughout the Respiratory Care Program. **TSC** has open computer labs located on campus that students may use by presenting their **TSC** Student ID. Lack of a home computer or internet will not prevent the student from completing course work nor will lack of home internet access be accepted as an excuse for not completing assignment

Computers: Students are required to bring personal computers to class and labs, to document their SOAP Note Entry, Lab assessments and Physician interaction

Respiratory Care Program Course Requirements

All Respiratory Care Therapy courses must be completed successfully before entering the Respiratory Care Program. Due to the structure and chronological order of these classes, if a student should be unsuccessful he/she would be unable to continue in consecutive courses until the failed course is completed the following year. Under these circumstances, the student will be required to submit an additional application. Re-admission into the Respiratory Care Program is not guaranteed but offered only on a space available basis.

It is expected that each student will successfully demonstrate competency in the classroom, laboratory and clinical areas. Since this is a competency-based program, each instructor will give the student a course syllabus and/or unit objectives to be mastered. Grading distribution for all **RSPT** courses will be assigned according to the following scale:

Letter Grade	Grade Point	Percentage
A	Excellent 4.0	90-100
B	Above Average 3.0	80-89
C	Average 2.0	75-79
D	Below Average 1.0	65-74
F	Failing .0	0-64

* For any **RSPT** course, a grade of at least a "C" must be earned. **Any** RSPT course of a "D" or lower is not considered passing and must be repeated. **A student will not be allowed to test out of a course.**

NOTE: If a student re-applies and re-admission is granted, the student will re-enter on a probationary status for at least one year. During this probationary period, the student will be required to meet with their Respiratory Care Program advisor each semester to discuss his/her progress. Please note that if the student violates the stipulations of probation, the student will be dismissed again. If a student fails or is dismissed twice during the program, the student will not be re-admitted for a third attempt.

Expiration of Course Credit

Advanced level Respiratory Care Therapy courses also will not meet certificate requirements if not completed within 3 years of beginning the Advanced Level Certification courses.

Academic Integrity

Students are expected to be present, prompt, prepared, and focused on the activities of the class. Appropriate questions and discussions are welcomed during the class. Students who are unprepared, disruptive, exhibit rude, or disrespectful behavior to the instructor or other students **will be asked to leave the class**. Cell phones and pagers should be turned off during class out of respect for your instructor and other students. Guidelines for disciplinary actions from the Student Guide (**TSC publication**) will be followed.

All work you turn in for credit will be your own original material. Any suspected occurrences of plagiarism, collusion, or cheating on any exam, test, or classroom assignment will be submitted to the Divisional Dean for disciplinary evaluation.

TSC Policy on Cheating

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from **TSC**. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." Student Code of Conduct "Since scholastic dishonesty harms the individual, all students, and the integrity of **TSC**, policies on scholastic dishonesty will be strictly enforced. (**TSC Student Handbook**)

Prohibited Acts or Practices

Academic or scholastic dishonesty, including: plagiarism, collusion, cheating on any examination, test or classroom assignment.

1. Cheating includes:

- A. Copying from your computer online, a test paper of another student, engaging in written, oral, or any means of communication with another student during a test, or giving aid to or seeking aid from another student during a test;
- B. Possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed "crib notes;"
- C. Using, obtaining, or attempting to obtain by any means the whole or any part of an unadministered test, test key, homework solution, or computer program.
- D. Collaborating with or seeking aid from another student for an assignment without authority;

- E. Substituting for another person, or permitting another person to substitute for one's self, to take a test; and
- F. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
- G. Any act designed to give unfair advantage to a student or the attempt to commit such act.

2. Plagiarism includes:

The appropriation, buying, receiving as a gift or obtaining by any means another's work, and the unacknowledged submission or incorporation of it in one's own academic work offered for credit.

3. Collusion includes:

The unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty. (**TSC Student Guide**)

Graduation

In order to graduate, each student must successfully complete the prescribed curriculum and meet all the requirements of the Respiratory Care Program. A minimum grade of "C" or better is required in all Respiratory Care Program courses is required to graduate. All general education core courses must have a passing grade as well, refer back to the program of student for more information. Each student who expects to graduate with an AAS degree must follow up with an advisor to apply for graduation. TSC will issue an Associate of Applied Science in Respiratory Care Program once student has met all program requirements.

Program of Study

**Respiratory Care
Associate of Applied Science**

AAS.RSCA
2018-2019

Texas Southmost College
Division of Health Professions

This degree is going to give you the opportunity to obtain a career in the medical field. A career that can lead you to hospitals, schools, home health, or perhaps even physicians' offices. This career will allow you to have gainful employment making a very comfortable living for the amount of education it requires. This degree can also serve as a stepping stone to other careers within the health field.

PREREQUISITES	CREDIT HOURS
BIOL 2301 Human Anatomy & Physiology I	3
MATH 1342++ Elementary Statistical Methods	3
ENGL 1301+ Composition	3
FIRST YEAR - FALL SEMESTER	
RSPT 2217+ Respiratory Care Pharmacology	2
RSPT 2258+ Respiratory Care Patient Assessment.....	2
RSPT 1310+ Respiratory Care Procedures I	3
RSPT 1325+ Respiratory Care Sciences	3
BIOL 2302 Human Anatomy & Physiology II	3
FIRST YEAR - SPRING SEMESTER	
RSPT 1311+ Respiratory Care Procedures II.....	3
RSPT 2310+ Cardiopulmonary Disease	3
RSPT 2325+ Cardiopulmonary Diagnostics.....	3
RSPT 1161+ Clinical - Respiratory Care Therapy/Therapist.....	1
PSYC 2301 General Psychology	3
FIRST YEAR – SUMMER III (Extended Summer 10 Weeks)	
RSPT 1260+ Clinical – Respiratory Care Therapy/Therapist.....	2
SECOND YEAR - FALL SEMESTER	
RSPT 2314+ Mechanical Ventilation.....	3
RSPT 2453+ Neonatal/Pediatric Cardiopulmonary Care	4
RSPT 2362+ Clinical - Respiratory Care Therapy/Therapist	3
RSPT 2355+ Critical Care Monitoring.....	3
SECOND YEAR - SPRING SEMESTER	
RSPT 2230+ Respiratory Care Examination Preparation.....	2
RSPT 2219+ Mechanical Ventilation for the Neonatal/Pediatric Patient.....	2
RSPT 2231+ Simulations in Respiratory Care.....	2
RSPT 2363+ Clinical - Respiratory Care Therapy/Therapist.....	3
XXXX X3XX ₁ Language, Philosophy & Culture/Creative Arts Elective	3

TOTAL CREDIT HOURS FOR GRADUATION - 62

+ Grade of "C" or better is required for graduation.

++ MATH 1314 or higher will be accepted.

iLanguage, Philosophy & Culture/Creative Arts Electives: Any General Education Core course that meets these categories.

A minimum grade of "C" must be obtained in each (RSPT) course required in the degree plan.

Source: TSC Instruction

Program Rev Date: 4/28/2017

Catalog Date: 9/1/2018

Respiratory Care Science Program Courses

RSPT 2217 Respiratory Care Pharmacology

Course Level: Intermediate

Course Description: A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. **Lec. 2, Cr. 2**

Learning Outcome: This course will explain the mode of action, clinical indications, dosages, hazards, and side effects of pulmonary and cardiovascular drugs; calculate drug dosages; and select drugs for optimal therapeutic benefits.

RSPT 2258 Respiratory Care Patient Assessment

Course Level: Intermediate

Course Description: Integration of patient examination techniques, including patient history and physical exam, lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and noninvasive hemodynamics. **Lec, 2, Lab 1, Cr. 2**

Learning Outcome: Interpret patient history and physical exam; evaluate lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and noninvasive hemodynamics.

RSPT 1310 Respiratory Care Procedures I

Course Level: Introductory

Course Description: The course provides the essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. **Lec. 2, Lab 2, Cr. 3.**

Learning Outcomes: The student will utilize respiratory care equipment; perform therapeutic procedures including oxygen therapy, humidity and aerosol therapy, lung expansion therapy, bronchial hygiene therapy and pulse oximetry; recommend modification of therapy; and maintain patient records.

RSPT 1325 Respiratory Care Sciences

Course Level: Introductory

Course Description: This course provides physics, mathematics, and chemistry as related to respiratory care. **Lec. 2, Lab 2, Cr. 3.**

Learning Outcomes: To apply concepts of mathematics, chemistry and physics as related to respiratory care.

RSPT 1311 Respiratory Care Procedures II

Course Level: Intermediate

Course Description: Develops essential knowledge and skills of airway care and mechanical ventilation. **Lec. 2, Lab 2, Cr. 3.**

Learning Outcome: The student will set up equipment; conduct airway care; initiate mechanical ventilation; troubleshoot equipment; maintain patient records; and communicate relevant information to members of the health care team.

RSPT 2310 Cardiopulmonary Disease

Course Level: Intermediate

Course Description: A discussion of the etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment and detection of cardiopulmonary disease. **Lec. 3, Cr. 3.**

Learning Outcome: Analyze the etiology, pathophysiology, clinical manifestations, and management of cardiopulmonary disorder; and compare cardiopulmonary disorders.

RSPT 2325 Cardiopulmonary Diagnostics

Course Level: Advanced

Course Description: A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments. **Lec. 2, Lab 2, Cr. 3.**

Learning Outcome: To identify and interpret patient data including physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessment of the pulmonary patient; and apply data to evaluate cardiopulmonary disorders.

RSPT 1161 Clinical – Respiratory Care Therapy/Therapist

Course Level: Advanced

Course Description: A health-related work –based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. **Cr. 1.**

Learning Outcome: Outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behaviors, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RSPT 1260 Clinical – Respiratory Care Therapy/Therapist

Course Level: Advanced

Course Description: A health-related work –based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. **Cr. 2.**

Learning Outcome: Outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behaviors, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RSPT 2314 Mechanical Ventilation

Course Level: Intermediate

Course Description: The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. **Lec. 2, Lab 2, Cr. 3.**

Learning Outcome: Describe procedures for mechanical ventilation as related to

spontaneous and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics; explain indications, complications, and physiologic effects/principles of mechanical ventilation; and apply initiation, management, and weaning of ventilatory support.

RSPT 2453 Neonatal/Pediatric Cardiopulmonary Care

Course Level: Advance

Course description: This course is the study of neonatal and pediatric cardiopulmonary care. **Lec. 3, Lab 2, Cr. 4.**

Learning Outcome: Describe fetal development and transition to extrauterine life; assess maternal and fetal history; modify therapy to neonatal/pediatric patients; describe the etiology, pathophysiology, clinical manifestations and management of neonatal/pediatric disorders; and analyze, interpret and apply patient data in selective patient care settings.

RSPT 2362 Clinical – Respiratory Care Therapy/Therapist

Course Level: Advanced

Course Description: A health-related work –based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. **Cr. 3.**

Learning Outcome: Outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behaviors, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RSPT 2355 Critical Care Monitoring

Course Level: Advanced

Course Description: The advanced monitoring techniques used to assess a patient in the critical care setting.

Learning Outcome: Describe the principles/techniques involved in critical care monitoring; interpret patient data; and apply data to evaluate cardiopulmonary disorders. **Lec. 2, Lab 2, Cr.3.**

RSPT 2230 Respiratory Care Examination Preparation

Course Level: Advance

Course Description: This course is a comprehensive review to optimize respiratory care credentialing exam success. **Lec. 2, Cr. 2.**

Learning Outcome: Comprehensive review for selected respiratory care credentialing examinations to recall, apply, and analyze concepts and theories in respiratory therapy.

RSPT 2219 Mechanical Ventilation for the Neonatal/Pediatric Patient

Course Level: Intermediate

Course Description: A study of mechanical ventilation for the neonatal and pediatric

patient.

Lec. 2, Lab 2, Cr. 2.

Learning Outcome: Explain procedures for initiating mechanical ventilation; describe ventilator management strategies; evaluate weaning criteria and determine weaning methods; and identify indications, complications, and physiological effects of ventilatory support.

RSPT 2363 Clinical – Respiratory Care Therapy/Therapist

Course Level: Advanced

Course Description: A health-related work –based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. **Cr. 3.**

Learning Outcome: Outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behaviors, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RSPT 2231 Simulations in Respiratory Care

Course Level: Advanced

Course Description: Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. **Lec. 2, Cr. 2.**

Learning Outcome: This course will help utilize clinical simulations to enhance information gathering and decision making skills.

Estimated Cost of the Respiratory Care Science Program

First Semester (Fall)	Estimated Cost
Tuition/Fees	\$ 2,500.00
Books and other fees	400.00
Uniforms	200.00
Total	<hr/> 3,100.00
Second Semester (Spring)	
Tuition/Fees	\$ 1,950.00
Books and other fees	200.00
Total	<hr/> \$ 2,150.00
Third Semester (Summer III)	
Tuition/Fees	\$ 500.00
Total	<hr/> \$ 500.00

Fourth Semester (Fall)	
Tuition/Fees	\$ 2,400.00
Books	200.00
Total	<hr/> \$ 2,600.00
Fifth Semester (Spring)	
Tuition/Fees	\$ 1,500.00
Books	200.00
Total	<hr/> \$ 1,700.00
Estimated Total: 18-month cost	\$ 10,050.00

\$ 10,050.00 (Additional cost for Pre-requisite courses.)

* Tuition, liability and fees are subject to change.

This estimate is based on in-district; fees are subject to change for out-of-district students.

Course Substitution

Course substitutions for supportive requirements may be carried out only if the course to be substituted is equal or superior in content to the course that is required by the Respiratory Care Program curriculum.

Transfer Credits from Other Institutions

Previous course work satisfactorily completed at accredited institutions will be evaluated for transfer and may be applied toward a degree program at **Texas Southmost College**.

Upon the student's request, a transcript will be evaluated after a student has registered for **Texas Southmost College** credit classes. The request should be made through a counselor or department head. An official transcript is required from each college attended. When the evaluation is complete, the number of transferred hours will be recorded on the **TSC** transcript.

NOTE: Previous **RSPT** courses are evaluated by the Respiratory Care Program director to determine content. A student may receive full or partial credit for a course that has been completed.

Counseling Services

TSC is staffed with counselors to provide assistance to students. Counselors are available in the Counseling Center. Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges.

Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file.

Advising

The program director assigns an advisor for each student upon admission to the Respiratory Care Program to provide information about the academic program and to assist in making informed decisions. The program director may be consulted during pre-registration, for adding/dropping a course and withdrawing from the Respiratory Care Program. All advising sessions will be documented.

Disability Services

Disability support services are provided to qualified students with learning, physical, developmental, mental and emotional disabilities who are attending Texas Southmost College. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities and facilities.

Support Services include:

- Testing accommodations for placement testing and academic tests.
- Adaptive Technology: screen magnification, speech synthesized software, voice activated software, hearing amplification systems (FM systems), and more.
- Adaptive furniture.
- Readers, Scribes (writers), and Sign Language Interpreters.
- Campus and community referrals.
- Other appropriate academic modifications and disability-related information.

Individuals need to be eligible for accommodation services before the services will be approved and provided. To become eligible, an individual will need to:

- Complete a Request for Services form.
- Provide current documentation for the disability for which services are requested.
- Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.

- Arrange an intake appointment with Disability Support Services. Be prepared to spend at least one hour to meet with a counselor and complete the initial intake appointment.
- The counselor will determine if the student meets the criteria to receive accommodations, and if so, what accommodations are appropriate.

Approved accommodation services may be provided each semester if the eligible student informs Disability Support Services that services are needed for the current term. Requests to continue approved services must be in writing. Hand-written notes or e-mail requests to Disability Support Services are not acceptable.

Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial aid information made available to all students. Students enrolled in the Respiratory Care Program are encouraged to visit the financial aid department and obtain information on financial resources available.

Respiratory Care Program Faculty

PROGRAM DIRECTOR:

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MEDICAL DIRECTOR:

Dr. Jairo Rodriguez, MD

Clinical Facilities for Respiratory Care Program

Harlingen Medical Center 5501 US-77

Harlingen, TX 78550

Phone: (956) 365-1000

Solara Hospital Brownsville

333 Lorenaly Dr

Brownsville, Texas 78526

Phone (956) 546-0808

Solara Hospital Harlingen, LP

508 Victoria Lane

Harlingen, TX 78550

Phone: (956) 425-9600

Spanish Meadow Nursing Center

440 Ruben M Torres Sr Blvd

Brownsville, TX 78520

Phone: (956) 546-7378

Mid-Valley Nursing and Rehabilitation

601 Mile 2 W

Mercedes, Texas 78570

Phone: (956) 294-1809

Mesa Hills 901 Wild

Rose Ln Brownsville,

TX 78520

Phone: (956) 546-4568

Valley Regional Medical Center

100 Alton Gloor Blvd

Brownsville, TX 78526

Phone: (956) 350-7000

Valley Baptist Medical Center – Brownsville

1040 West Jefferson

Brownsville, TX 78520

Phone: (956) 698-5400

Valley Baptist Medical Center – Harlingen

Valley Baptist Health System

2101 Pease Street

Harlingen, TX 78550

Phone: (956) 389-1100

The Learning Assistance Center

TSC has Learning Assistance Centers (Library, Learning Lab, Computer Labs, and Recreation Center) that serves as an academic resource for students. In a proactive manner, it responds to the needs of the population it serves and is committed to helping the general student population succeed in a college environment. Learning specialists and peer tutors assist students in many areas of study with emphasis on Reading, Writing, Mathematics, language acquisition, test-taking and study skills.

Professional Organizations

The American Association of Respiratory Care (AARC) is the national organization of the profession. The AARC holds a national Congress meeting in a major city in the USA each winter. The Texas Society for Respiratory Care (TSRC) is the state organization. The TSRC holds an annual meeting each summer in one of the major cities in Texas. All students in the Respiratory Care Program **are required** to demonstrate their professionalism by becoming members of both the AARC and the TSRC and are encouraged to attend annual meetings.

Students can get more information about professional organizations at their websites.

AARC - website: <http://www.aarc.org>

TSRC - website: <http://www.tsrc.org>

NBRC - website: <http://www.nbrc.org>

Dismissal

A student may be dismissed from the program for the following reason:

1. Failure to achieve a grade of a **C or higher** in any Respiratory Care Program course.
2. Failure to complete practicum **competencies** during any RCP course.
3. Unprofessional appearance or unsafe conduct in the practicum area, including but not limited to unsafe practicum performance (refer to “Criteria for Unsafe Practicum Performance)
4. Failure to comply with rules and regulations, including the attendance policy, of the Program, TSC, or any affiliating agency.

The final decision for dismissal will be made by the Program Director after consultation with the faculty, student, and the School of Health Sciences Dean.

Withdrawal

A student who wishes to withdraw from the Program after registration should meet with his Respiratory Care Program faculty advisor, the Respiratory Care Program Director, notify the registrar and the office of the Vice President of Student Services, return all borrowed books and equipment, and clear all accounts.

Readmission

Students may be readmitted to the Respiratory Care Program once after withdrawal or failure of a course. Students who have been dismissed for unsafe practicum practice are not eligible for readmission.

Readmission is based on **SPACE AVAILABILITY** and on the student's compliance with conditions/requirements established by the Program Director and Admissions Committee. The Respiratory Therapy Admissions Committee reviews requests for readmission. Students applying for readmission must:

1. Re-apply to the Respiratory Care Program by a May 1 (earlier than first time applicants) application deadline.
2. Complete all pre-requisite courses for the Respiratory Care Program curriculum within three years from the date the student registered in the first course identified with **RSPT** prefix.
3. Demonstrate compliance with recommendations made at the time of withdrawal from the program. Examples of recommendations may include audit or remediation in academic course work; audit or repeat of **RSPT** course(s) previously taken or other assignment.

EXIT EXAMS:

EXIT Exams will be administered during the final semester of the Respiratory Care Program.

A Grade of **92%** and above is required on the EXIT EXAM to pass the EXIT EXAM in order to qualify for Graduation.

Students who have unacceptable performance on exit exams will be given a **grade of incomplete** in the course and placed on program probationary status until remediation and successful performance on the exit exam have been achieved. **Students who do not successfully complete the exit exam on the first attempt during the regular semester will not qualify for graduation with their class.**

A grade of incomplete will turn to an F after one long semester based on **TSC** policy.

REMEDICATION & RETESTING:

Remediation assignments may be assigned at the discretion of the RT Director for students who have not successfully completed the exit exam. Upon completion of the remediation assignment and approval of the RT Director the student may then be scheduled for another EXIT exam. The EXIT exam will be scheduled on a day/time convenient to both the student and faculty member proctoring the exam.

Practicum Education & Policies Respiratory Care Program

Clinical Practicum Rotations

Clinical practicums are a learning experience designed to develop competency in specific clinical tasks & objectives through practice, evaluation and feedback. Students are expected to comply with the policies concerning professional behavior in force at the clinical site to which they are assigned. Students are expected to report **15 minutes prior** to the beginning of the scheduled reporting time. The Clinical Affiliate reserves the right to refuse admission to any student who is involved in any activity not considered professional (see Professional Conduct) or conducive to proper patient care. If a Clinical Affiliate requests withdrawal of a student from their faculty the student involved will be withdrawn from clinic and receive a

grade of “F” for the clinical course. The student may appeal (see Grievance Procedure) the decision but the student cannot be placed in another clinical affiliate while the appeal is pending. A valid American Heart Association BLS Course C CPR card is required to register for Clinical Practicum. You will be asked to produce such a card each semester you are in the Respiratory Care Program. The student has the option of taking the American Heart Association BLS Course C through TSC for academic credit, through TSC for continuing education or from another source of the student’s choice. Red Cross CPR will not be honored.

Respiratory Therapy Practicum Affiliates

Throughout the twenty-one-month didactic component, the student is expected to complete four practicum semesters. The list below identifies the current practicum sites in good standing with TSC Respiratory Care Program. It is the student’s responsibility to commute to and from each site as scheduled. In the event that new sites are acquired, the student is expected to commute to those sites as well.

- Harlingen Medical Center
- Solara Hospital Brownsville
- Solara Hospital Harlingen, LP
- Spanish Meadow Nursing Center
- Mesa Hills Nursing and Rehab Center-Brownsville
- Valley Regional Medical Center
- Valley Baptist Medical Center – Brownsville
- Valley Baptist Medical Center – Harlingen

Competency-Based Practicum Education

The purpose of this document is to identify the criteria essential to the successful completion of practicum education in the Respiratory Care Program.

All students must register for practicum courses **before** reporting to the practicum sites.

There are a total of four (4) practicum semesters during which the student is expected to master basic, intermediate, and advanced skills in diagnostic and therapeutic Respiratory Care Therapy procedures. Students are required to have a current CPR card and be up-to-date on all immunizations prior to the first day of clinic practicum. Any days of practicum missed due to lack of current CPR or immunization problems will be counted as an absence. (See Practicum attendance policy)

Each practicum semester will require a certain number and type of procedures that must be completed and documented before the end of the semester. Documentation of practicum procedures will be maintained through the use of the SOAP Note Entry System. Students will pay a one-time fee of approximately \$60.00 to be placed into the SOAP Note Entry System. Students will remain active in the system for a period of 5 years. Please note that **if a student does not meet the required number of procedures, points will be deducted from the practicum grade** (see grading criteria).

Practicum Grade Criteria

A practicum grade will be determined based on the following components:

Professional Competencies (Psychomotor) 20%

Physician Contact (Knowledge)	10%
Professional Qualities (Affective)	30%
Attendance	10%
SOAP Note (Clinical Practicum)	10%
Patient Profiles	20%

Point deductions from the average given (above) will occur in the following way:

1. Tardy or Leave Early One point deducted from overall practicum grade for each tardy (3 tardies = 8 hr. absence).
2. Written Reprimand Five points deducted from overall practicum grade for each write-up.
3. Incomplete Work Grand total of professional competency grades divided by the total expected.

Example

Mr. Montgomery received the following grades:

* Professional competencies	95 X .60 = 57
* Physician contact	85 X .20 = 17
* Professional qualities	85 X .20 = <u>17.0</u>
	91 (average of 3 components)

Mr. Montgomery was **tardy 3 times** and written up for **1 offense**.

91 (average grade as above)
<u>-3</u> points for tardies (= one absence)
88

-10 points for excessive absences (the absence constituted from the 3 tardies brought the total absences over the allowed amount for the semester)

78
<u>-5</u> points for 1 written offense
73 final practicum grade earned (below 75% = failing grade)

A student who fails to comply with practicum policies is subject to a written reprimand. For example: failure to adhere to the Dress Code or the Attendance Policy.

Professional Competencies

Professional competencies will be taught and practiced on campus in laboratory and didactic courses and tracked through SOAP Note Entry System. After successful classroom perform laboratory competences check off by the Lab. Instructor RT students will perform these competencies in clinical practicum, under the supervision of a clinical instructor and Respiratory Care Therapy faculty member. Clinical experience of professional competencies will be tracked by the Director of Clinical Education. The student will need to be **documented on the same day of laboratory practice**.

Physician Contact

Students will build professional communication skills through contact with physicians. Students are required to attend physician lectures held on campus while in the Respiratory Therapy Care Program. Students are encouraged to interact with the physician during lectures and also in clinical practicum. Physician contact will be tracked through SOAP Note Entry System.

Professional Qualities

The Clinical Instructor, Clinical Coordinator and Respiratory Therapy faculty will assess the students' professional qualities during each long semester and in the summer session. Professional Qualities assessed will include: program compliance, professional interaction with patient and other health care professionals, professional growth and development, self-reliance/confidence, motivation, skill performance, equipment analysis, and patient management.

Comprehensive Practicum Objectives

The practicum experience is planned to provide the student the opportunity to develop diagnostic and therapeutic skills and become proficient in the Respiratory Care Therapy profession. Students are expected to achieve the practicum objectives within the allotted time. Students are expected to attend every practicum session in its entirety.

In order for the Respiratory Care Therapy student to be successful in the practicum education component of the program, they must demonstrate competency in performing those procedures that are common in all Respiratory Therapy settings. The following identifies the professional competencies and procedures that the **Advanced- Level (AAS, CRT) 1st Year Respiratory Care Program** students are expected to master.

I. Select, Review, Obtain and Interpret Data

SETTING: In any patient care setting, the respiratory therapist reviews existing clinical data and collects or recommends obtaining additional pertinent clinical data. The therapist interprets all data to determine the appropriateness of the prescribed respiratory care plan, and participates in the development of the respiratory care plan.

- A. Review data in the patient record and recommend diagnostic procedures.
- B. Collect and evaluate clinical information.
- C. Perform procedures and interpret results, determine appropriateness of and participate in developing and recommending modifications to respiratory care plan.
- D. Determine the appropriateness and participate in the development of the respiratory care plan, and recommend modifications.

II. Select, Assemble and Check Equipment for Proper Function, Operation and Cleanliness

SETTING: In any patient care setting, the respiratory therapist selects, assembles, and assures cleanliness of all equipment used in providing respiratory care. The therapist checks all equipment and corrects malfunctions.

- A. Select, obtain, and assure equipment cleanliness.
- B. Assemble and check for proper equipment function, identify and take action to correct equipment malfunctions, and perform quality control.

III. Initiate, Conduct, and Modify Prescribed Therapeutic Procedures

SETTING: In any patient care setting, the respiratory therapist communicates relevant information to members of the healthcare team, maintains patient records, initiates, conducts, and modifies prescribed therapeutic procedures to achieve the desired objectives and assists the physician with rehabilitation and homecare.

- A. Explain planned therapy and goals to patient, maintain records and communication, and protect patient from nosocomial infection.
- B. Conduct therapeutic procedures to maintain a patent airway and remove bronchopulmonary secretions.
- C. Conduct therapeutic procedures to achieve adequate ventilation and oxygenation.
- D. Evaluate and monitor patient's response to respiratory care.
- E. Modify and recommend modifications in therapeutics and recommend pharmacologic agents
- F. Treat cardiopulmonary collapse according to protocols.
- G. Assist the physician, initiate and conduct pulmonary rehabilitation and home care.

The following identifies the professional competencies and procedures that the **Advanced Level (RRT) 2nd Year Respiratory Care Program** students are expected to master.

I. Select, Review, Obtain and Interpret Data

SETTING: In any patient care setting, the advanced respiratory therapist reviews existing clinical data and collects or recommends obtaining additional pertinent clinical data. The therapist evaluates all data to determine the appropriateness of the prescribed respiratory care plan, and participates in the development of the respiratory care plan.

- A. Review patient record and recommend diagnostic procedures.
- B. Collect and evaluate clinical information.
- C. Perform procedures and interpret results, determine appropriateness of and participate in developing and recommending modifications to respiratory care plan.

II. Select, Assemble and Check Equipment for Proper Function, Operation and Cleanliness

SETTING: In any patient care setting, the advanced respiratory therapist selects, assembles and assures cleanliness of all equipment used in providing respiratory care. The therapist checks all equipment and corrects malfunctions.

- A. Select and obtain equipment, and assure equipment cleanliness.
- B. Assemble and check equipment function, identify and correct equipment malfunctions, and perform quality control.

III. Initiate, Conduct, and Modify Prescribed Therapeutic Procedures

SETTING: In any patient care setting, the advanced respiratory therapist evaluates, monitors and records

patient's response to care. The therapist maintains patient records and communicates with other healthcare team members. The therapist initiates, conducts, and modifies prescribed therapeutic procedures to achieve the desired objectives. The therapist provides care in emergency settings, assists the physician and conducts pulmonary rehabilitation and home care.

- A. Evaluate, monitor, and record patient's response to respiratory care
- B. Conduct therapeutic procedures to maintain a patent airway, achieve adequate ventilation and oxygenation, and remove bronchopulmonary secretions.
- C. Make necessary modifications in therapeutic procedures based on patient response.
- D. Initiate, conduct, or modify respiratory care techniques in an emergency setting.
- E. Assist physician, initiate and conduct pulmonary rehabilitation.

If the student is unable to meet the required comprehensive practicum competencies satisfactorily, the clinical coordinator/faculty will consult with the student and begin a remediation plan. Due to the structure and chronological order of the competencies, if a student should be unsuccessful he/she would be unable to continue in consecutive practicum education courses.

Attendance Policy for Practicum

ADDENDUM TO LECTURE AND LABORATORY ATTENDANCE POLICY:

ATTENDANCE AND MAKE-UPS:

Attendance to Lecture and Laboratory Practicums is essential. Students may not Make-up absences, therefore, it is critical that students make every effort to attend their assigned laboratory days.

(1) Absence = Letter of warning by Laboratory Supervisor. Student is required to meet with Laboratory Supervisor prior to returning to Laboratory.

(2) Absences= An automatic 10 point drop for the semester. A Second Letter of Reprimand. Student must meet with and gain the Program Director's approval to continue in labs. The Student will be placed on probation for the remainder of the Semester.

(3) Absences = Student will be dropped from the Laboratory practicum. Students who wish to argue their dismissal must do so by following the steps as outlined in the Student Handbook.

Please note that two tardies convert to one absence! A student is considered tardy, if they fail to attend classes in time, or within 15 minutes from the time they were scheduled to arrive.

This addendum will be distributed on June to all students. Students must read and sign their acknowledgement of this addendum before the first day of class.

The practicum components comprise a major portion of the students learning activities; therefore, we want to stress that any absences should be taken only in the event of illness or family emergency. Notify the practicum site of your absence by calling at least 15 minutes prior to normal reporting time. If the need arises to leave the practicum site earlier than the scheduled time, the student must document exit time and contact the Director of Clinical Education. Leaving early will constitute a tardy or an absence (each 15 minutes = 1 tardy, 3 tardies or 30 minutes = 1 absence).

Punctuality, consistent attendance, and the student’s diligence in participating 100% with Basic Competencies and procedures are key factors to the successful completion of this program as well as securing employment. Each student must be registered in the practicum course at TSC *prior* to attending the practicum site. Please arrive at the practicum site at least fifteen minutes before designated practicum time. Some practicum courses contain class time and/or a lecture component. Your attendance is required for both of these components. Absence from Practicum: There are no make-up opportunities for practicum. Anytime the student is absent is time lost from experience and learning. Therefore, it is the policy of the Respiratory Therapy Care Program to only excuse 2 absences per fall or spring semester and 1 absence in summer semesters from practicum. Any subsequent absences will result in a deduction of 10 points per day missed from the final practicum grade. [See practicum grade criteria.]

SEMESTER	COURSE #	Max. Hours Absence
Spring 1st yr.	RSPT 1161 Clinical I	6
Summer, 1st yr.	RSPT 1260 Clinical II	12
Fall, 2nd yr.	RSPT 2362 Clinical III	16
Spring, 2nd yr.	RSPT 2363 Clinical IV	12

Tardy Policy for Lecture or Lab Classes

A student who is late more than 15 minutes from the scheduled practicum start time or leaves practicum more than 15 minutes early will be assessed a tardy.

One point will be deducted from the overall practicum course grade for each tardy.

Only two tardies will be allowed in any practicum semester.

If a third tardy is accrued, an 8-hour absence will be deducted in addition to the one-point deduction (three points’ total) for the third tardy.

If a student anticipates being late more than 15 minutes or must leave early, the student needs to inform the class instructor at the assigned site before the set starting time for practicum at that site.

Students who arrive late by 30 minutes or more without prior arrangement/approval from their class instructor will be counted absent. Failure by the student to make arrangements with their class instructor prior to the beginning of practicum will result in the student being counted tardy or absent.

Leaving Practicum without Permission

TSC, Director of Clinical Education (DCE) and the Clinical Instructor are responsible for the activities of students while in clinical practicum. Therefore, students may not leave class practicum without informing their **Clinical Instructor** and the **Director of Clinical Education**.

It is the students Responsibility to:

- 1) Make contact with the **Clinical Instructor** and the **DCE**
- 2) Give complete SOAP Note Entry System charting
- 3) Make sure the clinical Instructor knows the exact time the student will leave the facility.

Failure to notify the **Clinical Instructor** or the **DCE** prior to leaving practicum will result in the following actions:

First offense: Student will be on probation until the end of the semester (see probation policy) and final practicum grade will be reduced by 10%.

Second offense: Student will be on probation until the end of the program and final practicum grade will be reduced by 20%.

Third offense: Student will fail program practicum.

The SOAP Note Entry System is used by the Respiratory Care program to track the following:

- Daily procedures observed, assisted and performed
- Document physician contact
- Affective evaluations
- Surveys
- Other in-service and lecture attendance

Student responsibilities:

- Complete daily record of competencies observed, assisted or performed legibly and turn it in to the clinical instructor and to the Laboratory instructor and complete the SOAP Note Entry System. at the end of the practicum day
- Document physician interaction and/or in-service or lecture attendance during practicum
- Monitor progress toward completion of the required competencies for the semester
- Notify clinical instructor and/or Clinical Coordinator and the Laboratory instructor if competencies are not available at the practicum site
- Complete surveys as assigned
- Since the program is required by CoARC to track students after graduation, graduates are expected to update student status with their current email, address and phone and work information and complete a graduate student survey AFTER graduating from the program.

Clinical instructor and Laboratory instructor responsibilities:

- Maintain accurate tardy, attendance and clinic start and stop time records
- Complete affective evaluations of students in the practicum rotation
- Document any in service or lecture attended as part of a practicum rotation
- Update the SOAP Note Entry System at the completion of each day of practicum
- Monitor student's progress toward completion of the required competencies for the semester
- Notify Clinical Coordinator if a student is not making acceptable progress or if competencies are not available at the practicum site

Clinical Coordinator and Laboratory instructor responsibilities:

- Ensure that clinical instructors update the Data Arc system at the completion of each day of practicum
- Evaluate student progress toward completion of the required competencies for the semester
- Change a student's clinical practicum assignment during the semester if necessary to allow completion of the required competencies
- Ensure completion of student affective evaluations by clinical instructors
- Enforce all program policies including dress code during practicum.

Infection Control\Standard Precautions\Safety Policy

Each student will have an in service on universal precautions, infection control, communicable diseases, and safety held during the program's pre-orientation session and as provided by the practicum affiliations. Students in the Respiratory Therapy Care Program will receive orientation on Standard Precautions as set forth by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and any other regulatory agency affiliated with both TSC and the practicum affiliates. All students are expected to use Standard Precautions at all times and be knowledgeable of and abide by additional infection control and safety policies in place at each of the clinical affiliates. Students are expected to care for patients who are in various types of isolation and follow the appropriate policies to protect those patients, themselves, other students and other healthcare professionals. Students are advised that as part of the standard routine of performing practicum procedures on patients in medical facilities, exposure to contagious and pathogenic organisms may occur.

As part of a routine infection control and safety routine, the student should:

1. Cover all cuts.
2. Wear gloves when conducting any examination.
3. Wash hands before and after each diagnostic or therapeutic procedure or other patient contact.
4. Use proper disposal of needles/sharps or contaminated linens or other objects
5. Use personal protective equipment such as mask, gown, gloves, etc. appropriately
6. Advise Respiratory Therapy faculty and/or clinical instructor of any specific infection control or safety concerns.

Mandatory Drug Screening and Testing Policy

In accordance with the TSC student handbook, and the profession of Respiratory Therapy, the Respiratory Care Science Program upholds a drug-free environment. This applies to all college campuses and any extension of the college (college- sponsored events, clinical sites). All costs associated with testing are the responsibility of the student. Clinical affiliates require written documentation that students have been screened for and are free of drugs. A non- negative (positive) drug screen for a student is defined under the procedure of the drug testing company and indicates the student tested outside the acceptable range set by the testing company for that substance, and with the Medical Review Officer not

determining the test should be negative.

1. Students are required to complete a drug test at the designated time by the Respiratory Program Director:
 - a. No more than 30 days prior to the first clinical day in level 1
 - b. If they have had a break in enrollment (one full semester) in clinical courses
 - c. Any date designated by the RSPT Program Director
 - d. Suspicion of a student under the influence of drug or alcohol abuse will be required to submit to an immediate substance screening.
2. Any student found in violation of this procedure will be subject to penalties described in the TSC Student Handbook, as well as dismissed from the RSPT program.
3. The student will sign a Consent to Drug Testing and Authorization for Release of Tests Results prior to admission in the program.
4. Once a drug screen is announced, whether it is routine, random, or for cause drug screen, if a student leaves the immediate presence of the faculty, staff, or administration escorting students to the drug screen environment, your results will be treated as non-negative (positive).
5. A Medical Review Officer, who specializes in the interpretation of questionable results, will review all non-negative drug screen results. The students will bear any additional costs that incur in this process if needed. The results from the Medical Review Officer are final.
6. Strict confidentiality is maintained regarding the outcome of the test. Students are notified immediately of any non-negative results.
7. Non-negative results will deem the student immediately ineligible for continuation in the RSPT program. Students will be reported to the Student Conduct Administration at TSC for substance use while on campus for further action.
8. Students with a non-negative drug screen are ineligible for re-admission to the RSPT program for 12 months and will need to follow the re-admission procedure.
9. A student who wishes to return to the RSPT Program after 12 months' time, will need to meet all application requirements, provide documentation of successful treatment and consent to and undergo a retest, through a testing company selected by TSC, and at the expense of the student. This does not guarantee re-admission, and decisions will be made on a case-by case basis. For Cause Drug Testing Procedure

The term "for cause" indicates the student is demonstrating behaviors that place the student under suspicion for the use of a substance impairing student behaviors (illegal drugs, alcohol, inhalants, or any other substance). If a faculty suspects substance use by a student, the following procedure will be followed:

1. The faculty suspecting a student of substance abuse behavior will immediately get a witness to the student behavior and document the student behavior in writing.
2. The student will be immediately removed from the current environment and advice the student he/she will be immediately drug tested.

3. The incident will be reported to the RSPT Program Director or designee to assist in facilitating the process to obtain the specimen for drug testing.
4. Any transportation to a drug testing facility will be at the expense of the student. Student suspected of impairment due to substance abuse will not be allowed to drive themselves.
5. The student is suspended from all classes pending drug screen results. Following the review of the drug screen results, the student will report to the Student Affairs Committee regarding the student's ongoing participation in the TSC RSPT program.
6. If the results are a non-negative, the student is reported to the TSC Student Conduct Administration and dismissed from the RSPT program.

Student Health, Immunization and Communicable Diseases Policy

The students will follow the guidelines set forth by **TSC**, the practicum sites, the Centers for Disease Control, Occupational Safety and Health Administration (OSHA), and any other regulatory agency affiliated with both **TSC** and the practicum affiliates.

GUIDELINES:

1. Students are financially responsible for their personal health care/hospitalization costs incurred while participating in the Respiratory Therapy Care Program.
2. Students must obtain a physical exam and submit it to the **TSC** Student Health Center before beginning the clinical practicum. The student's health records will be maintained in the Student Health Center and the Student Health Center will notify the Respiratory Therapy department when the student has been cleared for clinical practicum. Students are required to maintain current immunizations. This includes yearly TB testing, Hep. B vaccine series, tetanus (every 10 yrs.), and other routine childhood immunizations. Students must be current on appropriate immunizations to be allowed in the practicum sites therefore, these records must be submitted prior to the first practicum rotation.
3. If a student is unable to meet practicum objectives due to the presence of a communicable disease, a passing practicum grade cannot be obtained.
4. In the event that a student becomes exposed to a communicable disease, the following procedures are recommended: (Hepatitis, Tuberculosis, Mumps, Measles, etc.)
 - A. Report exposure to clinical instructor, authorities in health care agencies, and educational institution.
 - B. Assess the clinical status of the source-client.
 - C. Test the exposed individual soon after possible exposure.
 - D. Retest in 6 weeks, 3, 6, and 12 month intervals with a private physician
 - E. Seek counseling and adhere to the recommendations for the prevention of transmission of infections or communicable diseases.
 - F. Confidentiality of medical records is protected and information is shared only on a strictest "need to know" basis.
 - G. Confidential screening for various communicable diseases can be obtained through the

Dress Code (Uniform Policy)

General Information

1. In practicum, you are representing the Respiratory Therapy program, **TSC**, the clinical affiliate and the profession of Respiratory Therapy. The appearance of all students must generate confidence and respect from patients, families, and other visitors from the community in all practicum agencies.
2. Students' grooming practices shall make ample provision for sanitation, safety and comfort. The student must wear the practicum uniform at all times while at the practicum site. **TSC** uniforms are **NOT** to be worn when the student is working as an **EMPLOYEE OR VOLUNTEER**.
3. All students shall be required to present a clean and neat appearance. All students shall dress in a manner appropriate for a professional health care environment and meet specific requirements of various practicum sites.

What is appropriate?

1. Uniform must be Navy Blue scrub pants and top; neat, clean, well-fitting and without tears. Uniform must be properly hemmed; not rolled-up.
2. TSC uniform patches must be permanently affixed to the left upper sleeve portion of the scrub top if scrubs are worn without a lab coat. Scrubs may not be worn without a lab coat unless the TSC patch is on the scrub top. It is up to the individual clinical site to require whether or not lab coats must be worn.
3. No sweaters are to be worn as uniform tops. Approved Uniform Jacket with students name and TSC patch may be worn in classroom, laboratory, and clinical sites.
4. A student nametag, your college ID card, must be worn any time student is in a practicum area—either in hospital, clinic, or other community site. Some clinical sites may require their own nametag.
5. Uniform shoes must be all white, leather, uniform type or athletic shoes, with closed toes and heels, soft-soled, clean, polished, and with clean white shoelaces. No clogs will be allowed.
6. Hospital scrubs will be worn only in designated areas. Students must wear student uniform to hospital on practicum days even if scrubs will be worn during practicum assignment. Nametags must be worn on scrubs.
7. Hair must be neat, clean, and up off collar or secured in a ponytail, bun, or braid. Hair ornaments must be small and white, maroon, or neutral in color.
8. Beards and mustaches must be kept trimmed and clean.
9. Nails, whether natural or applied, must be clean, neat, and not excessively long (fingertip length only). Clear, unchipped polish may be worn (no reds, hot pinks, blues, blacks, greens or purples allowed).
10. Student may wear wedding band, simple necklace inside uniform, and stud-type earrings which are ½ inch or smaller in size. No more than two pair of stud-type earrings on the lobes are acceptable. Loop earrings are not acceptable. No other jewelry is allowed.
11. Ear piercing is the only body piercing that is allowed in the clinical area. If one has other obvious piercing (e.g. eyebrow, lip, nose, tongue, etc.); the ring, bar or other ornament must be removed or the area must be covered with a clean bandage.
12. Socks will be worn with uniform shoes: white socks for men and women or skin-colored hose for women.

13. A white undershirt may be worn underneath the scrub top during winter or in departmental areas where temperature is very low.

What is NOT appropriate?

1. Oversized uniform which may make you look sloppy.
2. Pant legs stuck into socks.
3. Uniform without appropriate patch and nametag.
4. Lab coat without appropriate patch and nametag (practicum site lab coats).
5. Hair hanging in front of face or below collar.
6. Untrimmed beards or mustaches.
7. Long fingernails that exceed the required length (fingertip length).
8. Inappropriate jewelry: dangling or earrings too large, heavy and long chains with large pendants or medallions.
9. Canvas shoes, sandals, **colored tennis shoes**.
10. Wearing any other badges, belts, bows, etc. other than the prescribed accessories.
11. Colored socks (other than white) worn with uniforms.
12. **No cellular telephones** are allowed at the clinical site.
13. Chewing gum, eating food or drinking beverages in the practicum site.
14. Reading ANY material NOT related to Respiratory Care Program studies; i.e., magazines, internet computer sites, etc.
15. Napping while on duty at the clinical site.
16. **Communication of gossiping among students, Respiratory staff, or clinical instructor between different practicum sites.**

SURGICAL SCRUBS

Surgical scrubs that belong to the hospital will only be worn by the student who is scheduled in a surgical rotation.

If the need arises to leave the surgical suite the individual must put on a lab coat or other means of cover before stepping out to another department. Upon return to the surgical suit, remove the lab coat or cover before re-entering the sterile area.

DO NOT leave the hospital premises with hospital scrubs! Hospital security may charge you with theft of hospital property.

Non-Compliance will result in dismissal from practicum and you will be charged with an 8 – hour practicum absence.

Injury Policy (at Clinical Site)

It is the intent of the **TSC Respiratory** Care Program to promote quality care and safety for clients, students, staff, and faculty. It is the student's responsibility to find out which particular policies are in place at the practicum affiliate site and follow them specifically. In addition, the student should inform their

clinical instructor and the TSC clinical coordinator of any injury.

Needle/Sharps Injury:

1. If a student is stuck or cut by a needle or sharp object, the guidelines set forth by that particular practicum site will be followed.

For example

- a. bleed the sight, wash thoroughly with soap and water
- b. report to the emergency room or other designated area and report incident that same day
- c. fill out necessary paperwork for the needle puncture or cut you received, and inform Respiratory Care Director, Clinical Instructor, and Clinical Coordinator of the incident

Other Physical Injury to Body:

1. If a student sustains a physical injury, the guidelines set forth by that particular practicum site will be followed.
 - a. if a student becomes injured or ill at the practicum site, care will be provided by the facility
 - b. this does not mean care will be provided free of charge; students are responsible for all medical expenses accrued.
 - c. informs the Respiratory Therapy Director, Clinical Instructor, Clinical Coordinator and document the incident by completing an incident report.

Follow-up Procedure after Exposure to blood or bodily fluids:

In the event that a student or faculty member becomes exposed to blood or bodily fluids, the following procedures are recommended:

1. Report exposure to the clinical instructor, program coordinator and program director, authorities in health care agency and document the event
2. Assess the clinical status of the source-client
3. Test the exposed individual and client for evidence of HIV of Hepatitis B as soon as possible after the exposure
4. Retest if negative in 6 weeks, then at 3, 6, and 12-month intervals with a private physician
5. Seek counseling throughout the experience
6. Adhere to the recommendations for the prevention of transmission of any infectious disease during the testing period (90 days)

FOR ALL INJURIES: UPON COMPLETION OF AN INCIDENT REPORT AT THE CLINICAL AFFILIATE, THE STUDENT MUST PRESENT A COPY OF THE REPORT TO, STUDENT HEALTH SERVICES, AND THE OFFICE OF THE DEAN OF STUDENTS.

**Confidentiality of medical records is protected, and information is shared only on the strictest “need to know” basis. Any breaches of confidentiality will be grounds for disciplinary action.

**Confidential screening for various communicable diseases can be obtained through the Cameron County Health Department.

Pregnancy Policy

A student can participate in all program activities contingent upon the student's primary care provider's approval. Disclosure of pregnancy status to Program Director or Clinical Coordinator is strictly voluntary, however if you choose to disclose your pregnancy, you will be expected to follow this policy and these guidelines.

GUIDELINES:

1. Disclosure of pregnancy status to Program Director or Clinical Coordinator is strictly voluntary.
2. If pregnancy is documented and student elects to remain in the program, the following options must be exercised by the student:
 - A. The student must receive medical clearance by physician that she will be physically able to participate in normal educational /practicum activities conducted by the program (see Physician's Awareness of Pregnancy Form).
 - B. The student will be asked to sign a pregnancy release form, which states that **TSC** and its educational practicum sites will not be liable for injuries if incurred.
3. The following options are available to students who decline acceptance or continuation in the program:
 - A. student may ask to be reinstated for the subsequent class
 - B. student may elect to receive an "I" (incomplete) and courses may be completed upon students' return (see **TSC** catalog for this policy)

NOTE: * It should be noted that upon resolution of the incomplete work, it may not be feasible for the student to reenter the program immediately since all courses are offered chronologically and only once a year. This may prolong completion of studies.

On a daily basis, all Respiratory Care Therapy students perform the following activities as well as others that may be potentially difficult for or harmful to the pregnant woman:

1. Work in a clinic or hospital environment where there is potential risk of exposure to blood borne pathogens / communicable diseases
2. Stand and/or walk for prolonged periods (maximum of 8 hrs.)
3. Transfer patients to and from a wheelchair or gurney to x-ray table and vice versa
4. Operate/move portable equipment

5. Lift, carry, and push materials or objects (5-30 lbs or more)
6. Reach for items above head level (16" or higher)
7. Bend extensively throughout daily activities
8. Handle needles and sharp instruments
9. Work with all levels of patient care
10. Perform physically strenuous activities such as manual chest percussion or CPR

Clinical Site Telephone Calls Policy

NO PERSONAL TELEPHONE calls will be **MADE** or **RECEIVED** unless:

1. It is a verifiable emergency (family emergency)
2. It is a verifiable call from the Program Director/ Clinical Coordinator or TSC Faculty.
3. It is from a public phone during a scheduled lunch period or break

Incident Report/Counseling Policy

The intent of this incident form is to provide reporting of a student's personal, professional, or behavioral conduct occurrences within the practicum setting. (See incident report/counseling form)

Guidelines:

1. Faculty, clinical instructor(s) or staff will fill out an incident report form.
2. When filling out the form, the following information must be included in the description of the incident:
 - A. date/time of incident
 - B. names of individual(s) involved
 - C. short summary describing the incident
3. The appropriate channels of reporting are:
Clinical Instructor → Faculty → Clinical Coordinator → Program Director
4. This form will be filed in the student's practicum file.
5. The student will be asked to provide comments concerning the incident.

Note: The following are a few examples of the types of offenses documented:

- A. Malicious treatment/harassment including sexual harassment
- B. Threatening or intimidating another individual
- C. Assault/sexual assault
- D. Unauthorized use of drugs, alcoholic beverages, weapons, or explosives
- E. Theft or falsification of records or information
- F. Disruptive activities including arguing with clinical instructors or health care personnel

- G. Negligence in regard to the patient's safety and welfare including leaving patient unattended
- H. Negligence in regard to the use and operation of equipment
- I. Breaching of confidentiality (patient's records, diagnosis, etc...)
- J. Not following practicum policies/guidelines
- K. Sleeping while on practicum duty
- L. Unexplained absence from assigned rotation during practicum without notification of clinical instructor
- M. Accepting a "tip" or other gratuity from a patient or patient's family
- N. Altering or refusing work assignment, altering duty hours without notification/approval of clinical instructor
- O. Altering clinical practicum attendance and/or procedure documentation without approval of clinical instructor

* Depending on the severity of the offense, the college will take the necessary disciplinary action against a student for an offense with a minimum penalty of suspension to a more serious penalty of dismissal from the Respiratory Therapy Program.

Criteria for Unsafe Practicum Performance

Since Respiratory Therapy students are legally responsible for their own acts, commission and/or omission, and the clinical instructors are responsible for any acts of their students in the practicum sites, it is necessary to define unsafe behavior.

Unsafe practicum performance is demonstrated when the student:

Safety

- A. Violates or threatens physical safety of the patient
- B. Violates or threatens the psychosocial safety of the patient
- C. Violates or threatens micro-biological safety of the patient
- D. Violates or threatens chemical safety of the patient
- E. Violates or threatens the thermal safety of the patient

Examples

- Fails to properly position patient, fails to carry out medical orders, fails to appropriately utilize side rails/restraints
- Attacks/degrades the individual's beliefs or values
- Fails to recognize and correct violation of aseptic technique
- Violates the "6 Rights" in administering patient medications
- Fails to observe safety precautions during O₂ therapy, thermal management of

Respiratory Therapy Process

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Inadequately and/or inaccurately <u>assesses</u> the patient B. Inadequately or inaccurately <u>plans</u> care of the patient C. Inadequately or inaccurately <u>implements</u> patient care
accurately <u>evaluates</u> patient
Care | <p>Unable to identify basic human need through assessment; makes repeated faulty judgment and/or decisions resulting in ineffective patient care; fails to observe/report critical patient data; comes to the practicum unprepared Inadequately or</p> |
|--|--|

Laboratory Competencies

All Labs contain competencies specific to that particular Lab. The purpose of the competencies is to prepare students to perform these same competencies in the Clinical Practicums. It is through these competencies that students gain the clinical skills which enable them to function as competent Respiratory Therapists.

Each competency requires that an instructor observe the student perform the competency for a grade. Students are encouraged to practice the competency either during Lab hours. Students are required to be observed and checked off at least twice by a fellow classmate prior to asking to be checked off for a grade. Students not having the two practice check offs, will not be allowed to be checked off for a grade by their instructor.

All three check offs must then be documented in SOAP Note Entry System, unless otherwise specified by the instructor. Details for the information to be documented for competencies will be discussed by each instructor, for their respective laboratory class.

Completion of all competencies will be the sole responsibility of the student and failure to complete the required competencies for any laboratory class may cause the student to fail that class. Required to do DATA ARC after each laboratory class, otherwise no credit will be given, that will cause for student to fail that class and they won't be able to continue the Respiratory Care Program.



Texas Southmost College Respiratory Care Program

Pregnancy Release Form

I, _____, a student of Texas Southmost College Respiratory Care Program currently assigned to _____ (Practicum Education Center) am confirming my pregnancy. I understand the implications stated in the Pregnancy Policy and agree to adhere to the stated guidelines. I will not hold TSC nor the practicum education centers liable for any difficulties during this pregnancy.

Respiratory Care Program Student's Signature

Medical Director's Signature

Witnessed by: _____
Program Director

Witnessed by: _____
Clinical Coordinator

Date: _____



Texas Southmost College Respiratory Care Program

Incident Report Form

Name: _____

Location: _____

Date: _____

Type of Record: Verbal or Written: _____

DESCRIPTION OF INCIDENT:

RECOMMENDATIONS:

1. _____
2. _____
3. _____

STUDENT COMMENTS:

Signature (Student)

Clinical Instructor



Texas Southmost College Respiratory Care Program

Physician's Awareness of Pregnancy

Student Name

Date of Birth

Social Security #

The student named above is presently enrolled in The Texas Southmost College Respiratory Care Program. Due to the nature of the Program, this student may be exposed to particular hazards (i.e. lifting, possible exposure to contagious disease, etc.). In order to determine the appropriate precautions, we need the following information:

1. Approximate date of conception _____
2. Approximate date of delivery _____
3. Present health status _____
4. Will the student be under your care during her pregnancy?
 Yes No
5. Do you recommend her continuation with Practicum Education?
 Yes No
6. Do you recommend that she continue in the Program?
 Yes No
7. Recommended date maternity leave to begin: _____
8. Recommended date Practicum Education may resume after delivery. _____

NOTE: A written release is required before this student may return to practicum.



Texas Southmost College Respiratory Care Program

Advisement /Counseling Form

Name: _____

ID Number: _____

Date Faculty: _____

Type of Advisement:

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Behavioral | <input type="checkbox"/> Practicum |

Identify type of referral if necessary:

- | | |
|--|-------|
| <input type="checkbox"/> Academic, referral to | _____ |
| <input type="checkbox"/> Behavioral, referral to | _____ |
| <input type="checkbox"/> Practicum, referral to | _____ |

DESCRIPTION OF ADVISEMENT/REFERRAL:
RECOMMENDATIONS:

STUDENT COMMENTS:

Student Signature

Date.

Instructor Signature

Date

TSC: INCIDENT FORM

Form Section

Section A: Information

Step 1

Name of Department/Program: _____

Date: _____

Name

Title

Section B: Incident Description/Injury Information

Step 1 and Step 2

1) Name and Age of Injured Individual: _____

Individual's first language: _____

Status (Employee & Title or Student): _____

Activity at time of injury: _____

If employee, then: Full-time Part-time Temporary Seasonal Other: _____

If employee, length of employment: _____

If employee, Length in current position at the time of the incident: _____

Description and severity of injury: _____

2) Date and time of incident: _____

3) Location of Incident: _____

NOTE: Items 4, 5, and 6 are used for both Step 1 and Step 2

4) Detailed description of incident: Include relevant events leading up to, during, and after the incident. *(It is preferred that the information is provided by the injured employee.)*

Use additional pages if needed

Section C: Identify the Root Causes: What Caused or Allowed the Incident to Happen? *Step 3*

The Root Causes are the underlying reasons the incident occurred, and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why were they not being followed?** If a machine was faulty or a safety device failed, **why did it fail?** It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine why these factors were not addressed before the incident.

Use additional pages if needed

Section D: Recommended Corrective Actions to Prevent Future Incidents *Step 4*

Use additional pages if needed

Section E: Corrective Actions Taken/ Root Causes Addressed *Step 4*

Use additional pages if needed