

Seward County Community College Respiratory Therapy Program



Student Handbook 2018-2019

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Officials and Faculty

Program Director/Faculty

Janae Zachary, BGS, RRT

AAS Seward County Community College; Liberal, Kansas

BGS Fort Hays State University; Hays, Kansas

Director of Clinical Education/Faculty

Arlette Austin, AAS, RRT

AAS Seward County Community College; Liberal, Kansas

Dean of Allied Health

Suzanne Campbell, PhD, MLS(ASCP)

Vice President of Academic Affairs

Todd Carter, Ed.D.

Clinical Affiliates

Meade District Hospital
510 E Carthage St.
Meade, KS 67864

Scott County Hospital
201 Albert Ave.
Scott City, KS 67871

Memorial Hospital of Texas County
520 Med Dr.
Guymon, OK 73942

Stevens County Hospital
1006 S Jackson St.
Hugoton, KS 67951

Bob Wilson Memorial Grant County
Hospital
415 N main St.
Ulysses, KS 67880

Morton County Hospital
445 Hilltop St.
Elkhart, KS 67950

Pratt Regional Medical Center
200 Commodore St.
Pratt, KS 67124

Northwest Texas Health System
1501 S Coulter
Amarillo, TX 79106

Western Plains Medical Complex
Ave A.
Dodge City, Ks 67801

BSA Health System
1600 Wallace Blvd.
Amarillo, TX 79106

St. Catherine Hospital
410 E Spruce St.
Garden City, KS 67846

Covenant Health System
3615 19th st.
Lubbock, TX 79410

Southwest Medical Center
315 w 15th st.
Liberal, KS 67901

University Medical Center
602 Indiana Ave.
Lubbock, TX 79415

Hays Medical Center
2220 Canterbury Dr.
Hays, KS 67601

Wesley Medical Center
550 N. Hillside
Wichita, KS 67214

Respiratory Therapy Program Mission

The respiratory therapy program will provide an educational forum responsive to the needs of the health care community, focusing on cost-effectiveness and emphasis to maximize professional potential and contribute to quality patient care.

Respiratory Therapy Program Goals

The goal of the program is to prepare graduates with demonstrated competence in cognitive(knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRTs) by meeting the following standards:

Upon completion of the program, graduates should be able to demonstrate the ability to comprehend, evaluate clinical information, and administer therapy relevant to their roles as respiratory care practitioners.

Upon completion of the program, graduates should be able to demonstrate personal behaviors that are consistent with professional standards and employer expectations for respiratory care practitioners by their regular attendance, attitude, initiative, cooperation, record keeping, and peer and staff interaction.

Upon completion of the program, graduates should be able to demonstrate proficiency in selection, assembly, application, modification and maintenance of equipment necessary to fulfill their role as respiratory care practitioners.

Accreditation

Seward County Community College is accredited by the Higher Learning Commission and the Kansas Board of Regents.

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021
(817) 283-2835
CoARC.com

Respiratory Therapy Profession

Respiratory Therapy is a health care specialty offering unique challenges for individuals in the medical community. Respiratory care personnel are instrumental in assisting in the diagnosis, treatment, management, control, rehabilitation, and preventive care of patients with cardiopulmonary problems. Respiratory care practitioners are vital members of the health care delivery team and may be found in the neonatal nursery, obstetrics and delivery, surgical and medical wards, emergency department, outpatient testing, and the critical care unit(s) of the hospital.

The respiratory care practitioner's scope of practice includes the administration of therapeutic medical gases, environmental control systems, humidification, aerosols, medications, bronchopulmonary drainage, pulmonary rehabilitation, cardiopulmonary resuscitation, airway management, and ventilatory support. The practitioner's scope of practice also includes specific testing techniques which are employed to assist in diagnosis, monitoring, treatment, and research. These tests include measurement of ventilatory volumes, pressures, flows, blood-gas analysis, and other related physiologic monitoring, such as electrocardiogram and stress testing. In addition, there are specialty areas such as polysomnography and home medical practitioners.

Respiratory Therapy Program

Seward County Community College offers a two-year degree Respiratory Therapist program (RT). Students who satisfactorily complete the two-year program will receive an Associate of Applied Science Degree (AAS).

The respiratory therapy curriculum includes both classroom and clinical instruction. The curriculum is designed to prepare students for an easy transition from the classroom and clinical setting into the career field of Respiratory Therapy and to successfully pass the credentialing examinations administered by the National Board of Respiratory Care.

Curriculum

Because of the nature of the Respiratory Therapy Program, a special admission process is required in order to enroll in the respiratory therapy courses.

First Year

Credit Hours

Pre-Requisites

Anatomy & Physiology.....	5
Intermediate Algebra or College Algebra.....	3
English Composition I	3
English Composition II or Public Speaking.....	3
General Psychology	3
College Chemistry I.....	5
Microbiology.....	5

General Psychology, Public Speaking, and **either** College Chemistry I **or** Microbiology may be completed concurrent with the program course curriculum with RT program advisor's permission. Any exceptions for prerequisite course completion dates may be considered for approval by the program director. All Prerequisite courses must be completed prior to enrolling in the Critical Care Practicum course.

Spring Semester

RT Procedures I.....	6
Respiratory Physiology.....	4
Respiratory Pharmacology.....	2
	12

Summer Semester

Summer session is open for required general education courses to be completed if necessary. (See faculty advisor)

All required courses must be completed with a minimum letter grade of a "C" (2.00). Failure to achieve at least a "C" will cause the student to be ineligible to continue with the program. All courses also require a 75% exam average including the final to be eligible to continue with the program.

Second Year

Credit Hours

Fall Semester

RT Procedures II.....	5
Pediatric and Neonatal Respiratory Care.....	3
Respiratory Diseases.....	2
RT Seminar.....	1
Clinical Practicum II.....	4
	15

Spring Semester

RT Procedures III.....	3
RT Clinical Practicum III.....	5
Clinical Simulation and Review.....	1
	9

All courses must be completed prior to beginning Summer Clinical Practicum.

A grade of "C" or better is required for specified general education and respiratory therapy core courses.

Summer Semester

Critical Care and General Clinical Practicum.....	6
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Total required credit hours for Associated in Applied Science Degree

69

All courses must be completed with a minimum letter grade of a “C” to graduate, and an exam average of 75% including the final(s).

Expense Considerations

SCCC Respiratory Therapy Program Costs						In-state	Border state
Books	Cost	Courses	Crd Hrs	Additional Course Fee Reason	Course Fee	Tot. Co. Cost	Tot. Co. Cost
Egan's fundamentals of respiratory care	145					\$ -	\$ -
Mosby's respiratory care equipment	114	Procedures I	6	Bckgd, Ins, Suppl, Immun Track	\$ 305	\$ 905	\$1,037
Wilkins' clinical assessment in respiratory care	94.95	Respiratory Diseases	2			\$ 200	\$ 244
Respiratory care exam review	95	Ped/Neo Resp Care	3			\$ 300	\$ 366
Raus respiratory care pharmacology	98.95	RT Clinical Practicum II	4			\$ 400	\$ 488
Neonatal and pediatric respiratory care	109	Procedures II	5			\$ 500	\$ 610
Mechanical Ventilation	111	Respiratory Physiology	4			\$ 400	\$ 488
ACLS study guide	36.95	Pharmacology I	2			\$ 200	\$ 244
Fast and Easy ECGs	76.43	Procedures III	5	Supplies	\$ 200	\$ 700	\$ 810
Data Arc	75	Clinical Sim/Review	1	Board Review fee	\$ 400	\$ 500	\$ 522
Cardiopulmonary A&P	107.95	Clinical Practicum III	5	SAE, Bckgrd, Immun Track, Suppl,Ins	\$ 245	\$ 745	\$ 855
Total	1064.2	ACLS	3	ACLS Certification	\$ 75	\$ 375	\$ 441
		Respiratory Seminar	1			\$ 100	\$ 122
		Critical Care Practicum	6			\$ 600	\$ 732
						Total	5925
							6201
Total for Program Courses and Books						6989.2	7265.23
Lubbock lodging, food, gas estimate *can vary						1500	1500
						8489.2	8765.23
Tuition for instate per credit hour	100						
Tuition for out of state (bordering state)	122						

A book rental program is available through the SCCC Bookstore, although most of the books required for the program are used for the duration of the program. All books are not required for the first spring semester, each semester a list of the required books will be provided upon enrollment. A limited number of used books can be purchased through the bookstore on a first come basis.

In addition, all students will need to consider the following potential expenses:

Clinical accessories (estimated):

scrubs (at least two sets of scrubs)	\$75.00
stethoscope.....	\$45.00

Other expense considerations that are the student's responsibilities:

Transportation to and from class and clinical agencies, which are Southwest Medical Center, Liberal, Kansas; Memorial Hospital of Texas County, Guymon, Oklahoma; St. Catherine Hospital, Garden City, Kansas; Bob Wilson Memorial Hospital, Ulysses, Kansas; Hays Medical Center, Hays, Kansas; Stevens County Hospital, Hugoton, Kansas; Meade District Hospital, Meade, Kansas; Morton County Hospital, Elkhart, Kansas; Western Plains Medical Complex, Dodge City, Kansas; Pratt Regional Medical Center, Pratt, Kansas; Scott County Hospital, Scott City, Kansas; Northwest Texas Healthcare System and Baptist St. Anthony's Amarillo, Texas; and the University Medical Center and Covenant Medical Center, Lubbock, Texas.

Transportation to and from summer clinicals as well as room and board which are in Lubbock, Texas. (estimated \$1500 for the summer)

Graduation fee.....	\$45.00
	subject to change

Students anticipating difficulty in financing their education should contact the SCCC Financial Aid office in the Hobbie Academic Building on main campus.

Most students plan on taking the National Board Exam(s), Therapist Multiple Choice (TMC) Examination and Clinical Simulation Exam, at the earliest scheduled date after their completion of summer clinical session in July. The current fee for this examination is \$190.00. Students are eligible for scheduling the TMC exam following notification of degree completion. It is recommended to take the credentialing exams promptly following graduation.

Upon completing the TMC at a Registry level, therapists may apply for the Clinical Simulation Exam and must pay a fee of \$200 to take the exam. The exam price may change at the discretion of the NBRC. Graduates achieving a passing score on this exam will be awarded the RRT credential.

Admission Considerations

Seward County Community College selects a maximum of eighteen (18) students for the Respiratory Therapy Program each year.

- A. Acceptance of students into the SCCC Respiratory Therapy Program is dependent upon available openings. Applicants should apply as early as possible, however, the program will continue accepting applicants until maximum capacity for the program is filled.

Students that turn in their applications prior to August 1st are eligible for early admission. If the student meets all the required criteria (listed below) and has submitted an application with all of the necessary completed documents, they will be admitted into the program. Late submission is any application received after August 1st. Late submission students must meet the required criteria and will be subject to the point system scale if more than 18 students apply.

Students are accepted annually into the program with courses beginning in January. The application process includes completing the following forms:

1. SCCC application and TB Questionnaire
2. SCCC Respiratory Care Student Application which includes two references.
3. Completion of designated prerequisite courses.
4. Official college transcript(s). All transcripts from other colleges must be requested by the student and sent directly to the SCCC Registrar's Office.
5. Completion of Felony Inquiry form.
6. Signed Technical Standards Policy
7. Completion of Scholarship and Grant Application
8. Completed Health Record
9. Completed Employment Verification form
10. Completion of the Financial Aid Interview Verification form. This requires an interview with financial aid personnel regarding financial aid and their signature.
11. Interview with a Program Faculty member. The interview will be scheduled by the program secretary or faculty member.

- B. All of the above application materials can be returned to the Epworth Allied Health Building or mailed to:

Respiratory Therapy Program
Seward County Community College
PO Box 1137
Liberal, KS 67905-1137

- C. It is the responsibility of the applicant to make sure all application materials are received in the Epworth Allied Health Respiratory Therapy Department in a timely manner.

Admission Exclusion Criteria

Misdemeanor/Felony crimes against persons:

Murder in the first degree

International second-degree murder

Capital murder

Domestic battery

Murder in the first degree

Aggravated kidnapping

Murder in the first degree; Conspiracy
Murder in the second degree (reckless)
Murder in the first degree; Solicitation
Voluntary manslaughter
Kidnapping
Aggravated robbery
Aggravated battery on LEO-intentional, great bodily harm
Injury to a pregnant woman in the commission of a felony
Aggravated battery – intentional, great bodily harm
Injury to a pregnant woman in commission of K.S.A. 21-342 (aggravated assault), K.S.A. 21-3413 (a)(1), battery or K.S.A. 21-3517, sexual battery
Involuntary manslaughter
Robbery
Aggravated battery – reckless, great bodily harm
Aggravated assault on law enforcement officer
Mistreatment of a dependent adult – physical
Aggravated assault
Aggravated interference with parental custody
Blackmail
Battery against a correctional officer
Battery against a youth center officer
Battery against a juvenile detention officer
Battery against a city/county correctional officer/employee
Aggravated battery – intentional, bodily harm
Aggravated battery – intentional, physical contact
Stalking when the offender has a previous conviction within 7 years for stalking the same victim
Aggravated battery – reckless, bodily harm
Assisting suicide
Criminal threat
Stalking in all other cases
Interference with parental custody in all other cases

Applicant Selection

- A. The application for admission to the program will be reviewed only when all of the application materials have been received.
- B. The applicant must be a high school graduate or its equivalent.
- C. If applicable, applicants must have a minimum overall college GPA of 2.0 with a minimum grade of "C" in the following courses:
 - 1. Human Anatomy and Physiology
 - 2. College Chemistry I
 - 3. General Microbiology
 - 4. Intermediate Algebra or College Algebra

5. General Psychology
 6. English Composition I
 7. English Composition II or Public Speaking
- D. If applicable, completion of the entrance exam, Accuplacer. This is a computer based testing tool that assists SCCC in assessing a person's ability to succeed in general education courses. This exam includes three sections: Writing, reading, and mathematical skills.
- E. Transfer Students: SCCC Respiratory Therapy Program welcomes and encourages those individuals desiring to continue their education to transfer credit earned while attending other colleges or universities in accordance to the following policies:
1. Students must complete at least 15 hours in residence at Seward County Community College of which 13 hours must be specific respiratory therapy courses.
 2. Upon request, provide SCCC with course descriptions of all courses requesting transfer credit.
 3. Credit transferred to SCCC to meet Respiratory Therapy requirements will be determined on an individual basis and at the discretion of the Respiratory Therapy Program Director and the Registrar.
 4. Individuals applying for admission into the Associate Degree Program by transferring credit earned by successfully completing an Entry Level Program at another institution will be considered in accordance to the following policies:
 - a. Applicants who have been awarded the NBRC's Entry Level Credential (C.R.T.) will be given credit for specific Respiratory Therapy courses.
 - b. Credit transferred for general education courses will be determined on an individual basis at the discretion of the Respiratory Therapy Program Director and the College Registrar. All entry level general education requirements must be successfully completed with a "C" or above prior to acceptance into the Program.
- F. All applicants who have completed all of the application requirements and successfully meet the academic criteria will be scheduled for the interview component of the selection process
- G. Nondiscrimination Statement: Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Seward County Community College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Mr. Dennis Sander, PO Box 1137, 1801 North Kansas, Liberal, Kansas telephone: 620-417-1018, fax number: 620-417-1179,

dennis.sander@sccc.edu. His office is located in the Hobble Academic Building.

Interview Considerations

- A. The interview serves as an information soliciting process for both the student and program personnel. It is recommended that interested candidates meet with program personnel prior to the application deadline to ensure that they are aware of program requirements.
- B. All applicants should expect to discuss their educational goals.
- C. Final selection will be based upon ranking of the applicants following their interview with the faculty.

Acknowledgment of Acceptance

- A. Program applicants will be given ten (10) days to accept or deny their position.
- B. Applicants are required to return a confirmation notice form.
- C. If applicants do not accept or accept and then withdraw prior to the beginning of classes the vacancy created will be offered to the next highest qualified applicant.
- D. Final acceptance into the program will be contingent upon satisfactorily completing any course work presently started.
- E. Upon receipt of acceptance of admission to the program, the student will then receive information on what courses to take and a list of the required vaccinations. The required vaccinations should be submitted prior to starting the program in January, the student will be provided with the information on how to upload their completion records in the immunization tracking program, Sentry MD, in their welcome packet. The fees for this immunization tracking service are included in the course fees associated with the clinical.

Students who are getting a series of immunizations must submit them in a timely manner to Sentry MD. Failure to meet timelines and deadlines may result in a student contract, loss of clinical time, or dismissal from the program. Clinical sites require that students have all the listed immunizations. If a student has a health or religious reason for not obtaining immunizations, then they need to meet with the Director of the Respiratory Therapy Program.

- F. Required Immunizations:
 - Influenza (flu) vaccines must be obtained by November 1st each year
 - Students must test free of tuberculosis to attend the clinical areas. A TB skin test is done and should be negative. If the test is positive, a QuantiFERON Gold TB lab test or a chest x-ray can be completed. The chest x-ray is valid for three years. All documentation needs to be on file before entering the respiratory therapy program.
 - A series of two MMR immunizations or a titer for all measles, mumps and rubella

- Hepatitis B vaccines (a series of three must be started upon acceptance in the program) or a waiver signed.
- Tetanus vaccines 1 dose of Tdap vaccine followed by the Td booster every 10 years. Adults who did not receive the Tdap between the ages of 11 and 18 (ages 11-12 preferred) must obtain the vaccine before the Td booster. All adults are required to receive the Td booster every ten (10) years and must supply proof that their vaccination status is current.
- Varicella, a series of two vaccines or a titer

Immunizations can be obtained at the Seward County Health Department located at 2nd and Lincoln, you may contact them at 620-626-3369, or with your personal physician. For other health care concerns, there are a variety of options. The Genesis Family Health Clinic fees for service are based on income. The clinic is located at 311 N. Grant and can be contacted by calling 620-624-6865. For more information, see the SCCC Student Handbook at www.sccc.edu. Health services are also made available at Southwest Medical Center located at 315 W 15th St. They can be contacted at 620-624-1651. For immediate emergencies contact 911. The immunizations required are the following:

Epworth Allied Health Educational Center

Seward County Community College's Respiratory Therapy Program is located in the Epworth Allied Health Education building at 6th and Washington. This building is a downtown extension of the main campus.

The Epworth building houses classrooms, a skills laboratory, student lounge, computer laboratory, and faculty offices.

Parking

Two parking lots are available for student parking. A student parking permit is required to park in any SCCC parking areas, you may obtain this on main campus at the welcome desk or from the Respiratory Therapy Allied Health secretary. One of the parking lots is located directly in front of the Epworth building and the other is the gravel lot diagonally northeast of the building.

The parking lot directly south of the building is reserved for postal employees. The parking lot directly west of Epworth is reserved for patrons of Memorial Public Library. Vehicles parked in these two areas will be towed away at the owner's expense.

Students should become orientated with parking policies at each clinical site.

Student Lounge

A student lounge is located on the second floor of the Epworth Allied Health Building. This is for use by all Allied Health students. Soft drinks, vending machines, and a telephone are located here. Kitchen facilities are available in the student lounge as well. Students are responsible for washing any cups, utensils, etc.

Noise should be kept to a minimum due to surrounding classrooms. During breaks, this is the designated area students should go to, please do not linger in the hallways as this provides distracting noise for those in neighboring classrooms or offices.

Telephone

Emergency calls may be made via phones located in the classrooms and hallways. **NOTE: Emergency calls require 9-911 to be dialed.** Personal calls should be limited to emergencies. No personal calls may be made on the phones in the classrooms or hallways.

Calls may be made from the phone provided in the Student Lounge. Please be considerate of others who may be waiting to use the phone.

Cell phones must be silenced in the classrooms.

Inclement Weather

In the event of weather that interferes with school to the extent that school is closed you should get an alert via the RAVE system. You can also listen to local radio stations and check the school website for this information.

Smoking

SCCC is compliant with the Kansas State regulation (KSA 21-4009); therefore, smoking is prohibited within 10 feet of any door of any building nor within 10 feet of any air intake into any building. Also, there is no smoking in any college vehicle or on any moveable equipment owned by the college. The designated smoking area for the Epworth Allied Health Education Center will be located on the west side of the building next to the alley. Smoking receptacles will be placed in this area for your convenience.

No smoking or tobacco use is allowed during hours assigned for clinicals in at any clinical site. Some patients are very sensitive to tobacco smoke and you will be asked to leave the clinical setting if your clothing smells of tobacco smoke.

Library

Reference material pertaining to allied health is provided for student use and is located in the Library. The library is located in the Hobble Academic Building on the main campus. Students

when using the library, must comply with the rules and guidelines established by the Library.

The GCCC library is available for students attending class on the GCCC campus.

Epworth Computer Lab/Testing Centers

NO food, drinks or cell phones are allowed in the computer lab. The lab is available for student use but may be scheduled for special classroom instruction or testing. The lab will be closed to all other students during these scheduled sessions. Check the calendar prior to using computers and be courteous to other students and instructors.

Testing centers are available for scheduled student testing in the Hobble Academic Building at SCCC and the library building on the GCCC campus. The SCCC testing center contact is Melissa Hilditch and can be reached at 417-1042. Regardless of the school testing center, all tests must be scheduled in advance of a student arriving to take a test in the testing center. Testing center rules apply to individual campus testing centers.

Computer Use Guidelines

Students who use college computing resources are expected to adhere to the *SCCC Network Computing Use Policy*. Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete Policy is available upon request from the Offices of the Vice President of Student Services, the Vice President of Academic Affairs, and the Vice President of Finance and Operations.

Guidelines for use of SCCC Computing Resources:

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting or receiving (with prior knowledge) any threatening or obscene material is prohibited.
2. Personal commercial uses of computing resources are prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.
4. SCCC reserves the right to terminate computer services to any student without notice.
5. Students are responsible to maintain and protect individual user names and passwords. These should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using e-mail, the Internet, and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.
8. Harassment through the use of SCCC computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another users work, sending of unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.

9. Vandalism through the use of SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user including creating and/or uploading computer viruses.
10. Changing settings i.e., unauthorized modification of computer resources is prohibited.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the *SCCC Network Computing Use Policy*. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies. Refer to the Student Handbook.

Classroom Etiquette

Students who have made a commitment to higher education deserve to be offered a classroom environment free from distraction. To minimize distraction from learning, it is imperative that the classroom and laboratory experience is not interrupted by unnecessary conversation between students. Class discussion and interaction with the instructor is encouraged. Active participation in class demonstrated by students asking questions or providing input into the subject being discussed will exhibit to the instructor the student's desire to learn.

Other distractions in the classroom and laboratory include activated cell phones, pagers and eating in the classroom. To eliminate these distractions in the classroom, the program faculty have adopted the following policies.

Food can be consumed in the classroom with appropriate consideration of noise and mess. Soft drinks are allowed.

Cell phones and pagers are to be turned off or silenced prior to the beginning of class unless instructor gives permission. No phone calls or text messaging are permitted during class sessions. Phones must be placed in book bags or purse during class and are not permitted to be kept on the student desk top. No photos or recordings may be taken in the classroom without permission from the course instructor.

You may be asked to leave the classroom if you demonstrate intentional disregard for classroom etiquette.

Class Policies

The practice of respiratory care involves the ability to integrate and utilize concepts from the cognitive, affective and psychomotor domains. The Respiratory Therapy Program creates an environment in which the student may acquire the concepts and skills necessary to make a significant contribution to patient care. The program strives to graduate individuals with those skills and attitudes desirable so as to be valued employees and function well as Respiratory Care Practitioners.

The faculty and college view its function as facilitators of learning by providing the techniques

and experiences necessary in developing a working foundation in respiratory care. Students are expected to play the role of active seekers - seeking to learn and develop the knowledge and skills necessary in becoming a professional respiratory care practitioner.

All program policies apply to all students and faculty regardless of location of instruction.

Grading Scale

A	90 - 100
B	89 - 81
C	80 - 75
D	74 - 70
F	69 or below

Note: In addition to the minimum of a grade “C” obtained in each required class, an average of at least 75% is required on all exams including the final in each respiratory therapy course to receive a passing grade. Failure to achieve an end semester average of 75% for both exams and overall grade in the class will result in the student being ineligible to continue with the program.

Attendance

Attendance is mandatory to successfully complete this class. However, illness or other extenuating circumstance may result in the student being absent from class. The student will be responsible for all material presented, any handouts, and material outlined in the course and lesson objectives. It is the student’s responsibility to get with classmates to obtain this information, do not ask/expect the instructor to provide you with any information that was missed. Attendance is mandatory for clinical rotations. Attendance will be considered when determining the final grade for the course. The current academic calendar that outlines days that the campus will be closed can be found on the main SCCC webpage under Academics and Academic Calendar.

Course Material

All course material is available to students online via their student portal in Canvas. Canvas provides access to all course materials such as syllabus, course outline, announcements, assignments, notes/supplemental material and videos, quizzes, tests and class discussions.

Performance Evaluations

Performance evaluations are a Pass/Fail. The student must successfully complete **95%** of all performance evaluations to successfully complete the course. Failure to successfully complete the required evaluations will result in the student’s inability to successfully complete the course. It is the student’s responsibility to schedule evaluations and any missed evaluations with the

clinical instructor. The student may attempt the evaluations as many times as necessary prior to the end of the semester. However, it is the student's responsibility to schedule the additional attempts with the instructor. Performance evaluations will be conducted during course lab time at both SCCC and GCCC designated lab areas which are equipped with the necessary equipment to perform the required competencies and provide the necessary learning tools.

Clinical competencies will be required to be completed by each student. Some clinical competencies can only be completed in the clinical setting after successful completion of the performance evaluation in the laboratory setting. Not all clinical competencies require a performance evaluation in the laboratory setting due to limitation of equipment/patient scenario/etc. Each semester the student will be provided with a list of the required clinical competencies that designates those that require a laboratory performance evaluation prior to the clinical component. By the end of the program, each student will need to have completed at least **90%** of the required clinical competencies to graduate.

In the event that a student receives a less than satisfactory rating for a competency by their preceptor while in the clinical setting, the student will be asked to repeat the competency with program faculty until satisfactory competency is achieved. Additional homework or lab activities may be assigned as needed to achieve satisfactory of a competency. Once the program faculty awards a satisfactory rating for a competency will it be considered completed.

Tests and Quizzes

A. Due to the nature of the associated credentialing exam (Therapist Multiple Choice TMC), **all tests and quizzes throughout the program are comprehensive**. This also means that material covered in different classes may also be tested over as it relates to a particular subject. All tests will be administered online using Canvas.

B. Each student is expected to be prepared for and take exams at the time and date scheduled. Make-up exams will be given on an as needed basis. The make-up exam will be given on the first day the student returns to school. (This does not mean on the next day the class meets.) All examinations for this course will be proctored and administered online.

C. Proctored exams will be made available online at Garden City Community College, and Seward County Community College unless otherwise scheduled. It is the student's responsibility to arrange a time to take the exam with the proctor on their respective campus.

Note: Scores obtained on make-up exams/quizzes may be reduced 15%.

D. Quizzes: Missed quizzes may be made up, however, it is the student's responsibility to make arrangements with the instructor to make up quizzes.

Out of Class Assignments

- A. Out of class assignments are due as designated in the canvas assignment details. No assignments will be accepted after five days from initial due date. Turning in assignments late will result in grade reductions for that assignment as follows:
1. One day late = 20% reduction in grade
 2. There will be an additional 5% reduction in grade per day that the assignment is late through the fifth day. Weekends, holidays, and other days school is not in session will be included in the five days.
 3. After the fifth day, the student will receive a zero for the assignment.

Cell Phones and Calculators

- A. Cell phones are allowed in class but must be in silent mode. If cell phones are heard ringing and/or vibrating during class time it may result in the student being asked to leave class for the day. You may not have your cell phone with you when you are testing, you will be asked to leave it outside of the computer lab if testing at Epworth. If cell phones are heard ringing or vibrating during a test, or if the student answers the phone, the student will be asked to leave the room and will receive a zero score for the test.
- B. Graphic or scientific calculators will not be allowed in the classroom during examinations. If a student is caught using this type of calculator the student will be asked to leave the room and will receive a zero score on the exam. The above stated policy applies to all RT students which include SCCC and GCCC campuses.

Note: Small non-scientific calculators may be used during exams at the discretion of the course instructor.

Clinical Guidelines

- A. Clinical Travel
1. Students are responsible for their travel and expenses to and from the clinical hospitals.
 2. All students will be assigned to all of the available clinical sites at least once throughout their time in the program to allow for equal opportunity for exposure to different clinical atmospheres and patient care.
- B. Reporting to Clinicals
1. Students are expected to report to clinicals as scheduled and on time. Each student will be scheduled to attend clinicals in designated health care facilities during the semester. There will be no exceptions.
- C. Clinical Behavior

1. In keeping with the maintenance of a professional atmosphere, students will adhere to and be bound by the rules and regulations of the assigned clinical facility.
2. Students are expected to conduct themselves in a professional manner and maintain a high quality of patient care while in the clinical facility.
3. Clinical behavior that is reported as inappropriate or unprofessional will result in a student/faculty contract that states if the problem persists, or there are any further problems, the student may be asked to leave the program. In addition, the student will be asked to write a written apology to the clinical site and ask for permission to continue clinical rotations at their facility.

D. Cell Phones

1. **Cell phones are not permitted in the clinical setting at any time.** If you are caught using your cell phone during clinical hours, you will be given a verbal warning and must sign a written document to validate your understanding of the cell phone policy. Upon the second infraction of the no cell phone policy, the student will be asked to leave clinicals. The student will need to write a written apology to the facility and ask permission to make up the clinical time. Being on your cell phone when you are in clinicals to learn is unprofessional and disrespectful. You are a representation of yourself as a potential future employee and a student of this program; this policy is in effect **at all times** in the clinical setting.

E. Communicable Diseases

1. Students must provide reasonable proof that they are free from communicable diseases by supplying the Program Clinical Director results of lab tests and vaccination records as addressed in the admission criteria.
2. The student is responsible for supplying any additional proof that they are free from communicable diseases as may be requested by the clinical facility.

F. Confidential information

1. Students must respect the confidential nature of all information which they may obtain from patients and records of the clinical facility. To not do so would be a violation of HIPAA which may result in criminal charges.

G. Clinical Attendance

1. The student must follow proper protocol for missing clinicals and their makeup. If you are unable to attend a scheduled clinical the student must call the director of clinical education and the assigned hospital. Failure to

follow this requirement will result in the reduction of the student's overall final grade for the course. The student must then schedule a time with the facility that the student missed the clinical with to make up the clinical time outside of class time. Ex. If you miss a clinical in Pratt, it must be made up in Pratt, you cannot make this up at your nearest hospital. In addition, you must let the Director of Clinical Education know when you have scheduled to make up the clinical.

a. First offense of not following the proper protocol for missing clinicals will result in 5% reduction of the student's clinical grade

b. Each additional offense will result in a 10% reduction of the clinical grade.

Note: More than two clinical absences may result in dismissal from the program. Missing clinicals should be a RARE occurrence that only occurs in an emergency/unavoidable circumstances. Ex. Illness, car trouble, extreme weather

2. Students are assigned clinical rotations on an 8 or 12 hour day. The student is expected to complete all assigned duties prior to leaving the facility.
3. The clinical portion of the class is a Pass/Fail grade; however, this does not exclude the course from having a grade percentage. Clinical grades will include professionalism, attendance, and assignment. The student must maintain a 75% overall clinical course grade to receive a passing final grade.
4. Clinical professionalism will be defined as the student's ability to properly clock in and out, keep a daily log of activities for each day of clinicals, and complete preceptor and clinical site evaluations.
 - a. First offense of not appropriately completing any of the above listed Dataarc data will result in a 5% reduction of the professionalism grade.
 - b. Each additional offense will result in an additional 5% reduction in the professionalism grade.
5. Clinical assignments will include the grading of a Patient Assessment, the rubric, the Assessment Flow Sheet (AFS), and an AFS example will be provided on canvas before clinicals commence.

H. Smoking or Tobacco Use

1. **No smoking or other tobacco use is allowed during clinical hours.**

I. Dress code while in clinicals.

1. While in the hospital, students will follow the dress code of the particular facility.

2. If the facility does not have written dress codes and/or does not object to the programs dress policy, student must follow the following:
 - a. All students will wear dark navy scrubs (or other color scrubs designated by a specific facility) while in the clinical facility. The scrubs will have no print or design and will have matching shirt and pants (no flight pants and no elastic cuffed pants). Scrubs may be available at SCCC Book Store or a vendor of your choice.
 - b. All students are expected to wear tennis shoes with no vibrant coloring. Something neutral and non-distracting, ex. Grey, white, black, etc. No open-toe or open-heel shoes or sandals will be accepted. Shoe variations must be approved by a SCCC clinical instructor. A clinical preceptor working in a clinical facility may not make a determination for a student wearing shoes that are variants of the policy.
3. Jewelry - It is suggested that jewelry and rings not be worn in the clinical setting, as in some rotations it must be removed for infection control. If removed and lost it will be the student's responsibility to replace. If you choose to wear jewelry the student must follow the following guidelines:
 - a. Rings - one ring per hand
 - b. Earrings (one set; in ear lobe **only**) - must be no larger than dime size, professional in appearance and must not interfere with the performance of duties.
 - c. NO other visible piercing jewelry allowed, including tongue piercings.
 - d. Bracelets - one per wrist may be worn. However, they must not interfere with the performance of your duties.
4. Hair - students hair must be clean and neat in appearance. Long hair must be pulled back, kept up off the collar, and out of the face. Facial hair must be kept clean and neat in appearance. It should be trimmed to a conservative length.
5. Students are discouraged from wearing cologne and perfumes as many of the pulmonary patients are allergic to them.
6. Fingernails - they should be kept at conservative length and NO "dark" or "loud" nail polish will be allowed. Fingernails should be neatly groomed. No artificial nails of any kind will be allowed, if a student is observed with artificial nails, they will be asked to remove them and if unable at that time leave clinicals and will not be allowed to return until they are removed. The student will be responsible for making up the clinical time missed for inappropriate nails.
Note: Conservative is defined as, at the discretion of the instructor and the staff of the clinical facility.
7. Tattoos should not be visible in the clinical setting. If they are in a visible place on the body, the student will be required to cover them by bandage or by putting on additional clothing, ex. Sleeves/long sleeved shirt.

J. Clinical Incidents

1. While working with or treating a patient, if the student makes an error or the patient has possibly been injured, the clinical instructor should be notified and an incident report completed. This is for our protection as well as the patients. **The program director or program clinical director must be informed of all clinical incidents.**

K. Health and Liability Insurance

1. Health Insurance - because of the nature of clinical rotations, all students are encouraged to have health insurance as students are responsible for their own medical expenses.
2. Liability insurance - the college carries a liability policy on all Allied Health students which covers your liability while in the hospital settings for clinical experience. This coverage is only provided when the student has been properly scheduled for clinical rotation by the Program Director, and/or clinical coordinator. Students are assessed a fee for liability coverage.
3. Students are not provided coverage while employed or in the facility without the Program Director's knowledge.

L. Accidental Medical Expense Benefit

1. Accidental medical insurance is required for all allied health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in Program activities sponsored and supervised by Seward County Community College.
2. The maximum benefit for accident medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence.
3. A course fee is paid by the allied health student for this insurance coverage.

M. Name Tags

1. Students must wear their name tags at all times when in the clinical facility. Each first-year student will receive a SCCC name tag prior to the first clinical experience.
2. Second-year students will continue to use the same name tag used previously. The name tag is considered part of the professional uniform and is required for participation in all clinical facilities.
3. There is a \$5.00 replacement fee charged for name tags.

N. Criminal Background Checks

1. All applicants admitted to the allied health programs at Seward County Community College must submit to a criminal background check (CBC). This policy is based on a standard of the Joint Commission (TJC), which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities.
2. The cost of the CBC is a student responsibility and is non-waiver able and non-refundable. The CBC will be performed only by an external vendor designated by the SCCC business office. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.

O. Drug Testing

1. Students will be required to undergo drug testing per clinical facility requirements. Students will undergo the drug testing at Southwest Medical Center and the fee for the drug screening will be included in the course fee associated with clinicals. The students will be given no previous notice of the drug testing to ensure validity.
2. In the event that a student's results are positive, please see the substance abuse protocol for further actions.

Exposure Control Procedure for Blood borne Pathogens

A. Blood Borne Pathogen Training

All students will complete the blood borne pathogen training and sign the associated agreement of understanding of this training prior to starting clinical rotations.

B. Reporting Procedures for First Aid Incidents

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred (see attachment #1). The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. The information shall be reduced to writing by the student and

maintained in the first aid incident report file with the instructor. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

C. Post-Exposure Evaluation and Follow-up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student (see attachment #2). Accidental medical insurance is required for all allied health students and is provided by Seward County Community College (SCCC). This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, in excess of the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the allied health student for this insurance coverage. The student or instructor should contact the Allied Health Division Chairperson for the appropriate insurance form prior to the post-exposure evaluation.

Post-exposure evaluation and follow-up shall be performed at Southwest Medical Center or the local health department according to recommendations of the U.S. Health service current at the time these evaluations and procedures take place. The cost of any laboratory tests required for the evaluation or follow-up procedures is the responsibility of the student.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. **All costs associated with the post-exposure evaluation are the responsibility of the student.**

STUDENT ACCIDENT INVESTIGATION/TRACKING FORM

Date of Accident: _____ Time of Accident: _____ Place of Occurrence: _____

Student Name: _____ Address: _____
Phone/Cell: _____ ID # _____

Instructor's Name: _____ Contact # _____

Clinical Field of Study: _____

Notified Instructor of Accident: Yes _____ No _____

Provide witness names when/if applicable: _____

Was any property/equipment damaged? _____ If so, please explain: _____

Student's description of incident: _____

Witness/instructor's account: _____

Type of Exposure (circle the appropriate response): Needle stick Puncture/laceration
Mucosal Splash Other: _____

Describe injury in detail:

Exposure Device: _____ Brand: _____ Type: _____

Did equipment have safety features available? Yes ___ No ___ If yes, was it activated properly? Yes ___ No ___ If no, please explain: _____

Was immediate first aid administered following the exposure? Yes ___ No ___

If yes, please describe: _____

Student's vaccination status: HBV series: _____ Tdap: _____

Allergies/Reactions: _____

Student received information sheet with initial post-exposure counseling: Yes ___ No ___

Protocol for Exposure

A. Source Individual Information

1. Determine the individual's name from which the exposure occurred; also referred to as the Source Individual.
2. The exposed student should contact their local physician for evaluation, if available.
3. If their local physician is not available, the source individual and the exposed student should go to the emergency room for evaluation and the hospital Employee Health/Infection Control Nurse should be contacted, if available. *Student should begin this process at the Admission Department.* If the source individual is a patient in a medical facility, the patient's physician should be contacted. Obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies). Write orders on the patient chart as follows: Write "No Charge", followed by Rapid HIV, HBsAg, & Anti-HCV, VO (verbal order) or PO (phone order), physician's name/nurse's signature; include date and time of order. The student will be billed for this expense.
4. If the source individual is not a patient in a medical facility, obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies) from the student's physician or the emergency room physician.
5. Have the source individual sign the consent/refusal for the necessary lab work. If the source individual consents, lab personnel will be notified of the blood draw.

B. Student Information

1. Have the student read, sign, and date the Post Occupational Exposure Information/Education sheet. Give the original to the student, make a copy and place in the exposure file.
2. If needed, have the student complete and sign the SCCC Release of Medical Information form.
3. Have the student carefully read the Consent/Refusal for Post Occupational Exposure Testing of Blood/Body Fluids for SCCC students prior to blood draw of the following labs: Rapid HIV, HBsAg, Anti-HBs (Hepatitis B titer SWMC # 2448), Anti-HCV, and Hepatic panel. The student needs to indicate either consent or refusal for the lab work by their signature.
4. Complete the lab requisition. Should the student choose to have blood drawn but not tested and held for 90 days, then write "No Testing, Hold Specimen for 90 Days" on top right hand corner of requisition. Initial blood specimen must be drawn within 72 hours post-exposure.
5. If the student wishes to start prophylactic treatment for HIV, he/she needs to read and sign the consent form (Consent for Prophylactic Treatment Following Blood/Body Fluid Occupational Exposure). Medication must be started within 72 hours post exposure. An order for this medication will be obtained from the student's physician or the emergency room physician.
6. Help the student complete the Student Accident Investigation/Tracking Form.
7. Expenses related to this incident will be paid for by the student.

Post Occupational Exposure Student Information/Education

With regard to the occupational exposure you have sustained, it is important for you to read and understand the following information:

1. You are at risk for acquiring certain diseases which may be transmitted by blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious bloodborne diseases.
2. There is a vaccine available to prevent Hepatitis B. You may have already had this vaccine and if you have a documented, adequate antibody titer response, you are at a lesser risk for acquiring Hepatitis B. If you have not had the vaccine or you do not have an adequate antibody titer response, you are at increased risk for acquiring Hepatitis B.
3. There is no vaccine available to prevent HIV or Hepatitis C. If the source of your exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing. If the source individual refuses the testing, you will be notified. If the source individual consents to the testing, you will be informed of the results as soon as they become available. You must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action. If the source of the exposure is unknown (i.e. needle in a needle-box), no source testing can be performed.
4. It is recommended that you have your blood tested for HIV and Hepatitis B, and Hepatitis C following the exposure by contacting your physician or the local health department. If you elect to have this testing done, you will be asked to sign a consent for the testing. If you are unsure whether you want the testing done now, you may have your blood drawn and saved for 90 days. Should you change your mind during that time and decide you want to have the testing done, you will need to notify your physician and sign a consent and blood will be tested at that time. If you do not notify your physician before the 90 day time limit has ended, the blood will be destroyed without further notice to you. Blood must be drawn within 72 hours following the exposure.
5. A hepatic profile will also be done to establish your current liver function status.
6. If the initial lab results on both you and the source individual are negative, no further blood work will be necessary. If either you or the source patient has any positive results, additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.
7. It is your responsibility to notify your physician if you develop any symptoms of viral illness within 12 weeks following the exposure.
8. You may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.
9. If you have questions, or would like further information, you are encouraged to meet with your personal physician.

Seward County Community College
Post Occupational Exposure

Source Individual Form

(The source individual is to sign in the event a SCCC student is exposed to the source individual's blood/body fluids)

CONSENT FORM

Source Individual: _____
Print Name

I understand that an occupational exposure occurred to a SCCC student involving my blood or body fluids.

As a result of this exposure, I am being asked to give consent for testing of my blood for the presence of HIV (Human Immunodeficiency Virus which leads to the AIDS Virus), HBV (Hepatitis B Virus), and HCV (Hepatitis C Virus) unless the HIV, HBV or HCV status is already documented in my medical record. In such cases, testing with consent will be done accordingly. I further understand that I have a right to refuse testing.

If I consent to blood testing, my physician will review the results of my test with me. I further understand that the involved student will be responsible for the cost of the HIV, HBV, and HCV testing of this exposure.

With all my questions answered, I, or my legal guardian, consent to or decline testing of my blood for HIV, HBV, and HCV as signified below by initials and signature.

_____ I give consent to HIV, HBV and HCV blood testing as outlined in this document.

_____ I DO NOT give consent to HIV, HBV and HCV blood testing as outline in this document.

Source Individual/Legal Guardian: _____ Date: _____
Signature

Witness: _____ Title: _____ Date: _____

Hospital Use:

If consent has been given by the source individual, please check the appropriate post exposure laboratory test(s):

Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Virus Antibody (Anti-HCV) _____

Note:

- This form is to be used when asking the source individual to consent to HIV, HBV, HCV tests after a SCCC student has been exposed to his/her blood and/or body fluids.
- Orders are not placed in the Meditech system. Use the lab requisitions provided in the exposure packet, and once completed give requisition along with a copy of this form to Lab.

Seward County Community College
**Consent/Refusal for Post-Occupational Exposure Testing of
Blood/Body Fluids for SCCC Students**

I have received an occupational exposure to one or more of the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, blood, blood components, products made from human blood, saliva in dental procedures, or any body fluid that is visibly contaminated with blood.

Occupational exposure could also include contact with an unfixed tissue or organ from a human, living or dead. Cell tissue culture, organs, cultures, or other media for laboratory use are potentially infectious materials for exposure.

This exposure was a splash of fluid into my eyes, mouth or nose, or contact with my skin which was not intact (such as sores, acne, cuts, chapping), or a stick, stab or slice of my body by an object such as a lancet, needle, scalpel, glass that had any contact with the aforementioned body fluids or tissues. **(Circle exposure type).**

I understand that I am responsible for maintaining barrier precautions as instructed until all testing is completed and I am released by the physician.

If I am a non-responder to the Hepatitis B vaccine, I will receive a Hepatitis B booster at my expense.

I understand also that if the source individual is known and gives consent, a blood test will be done to determine the presence of HIV, HBV, HCV in that individual, unless the HIV, HBV, HCV status of the individual is already known.

The results of my post exposure testing and the patient source testing will be sent to my physician or the Human Resource department at SCCC and maintained confidentially. My physician or the SCCC Human Resource department will notify me of the results. The results of my test and the source individual will be reviewed with me during counseling. I realize that I am responsible for the confidentiality of the source individual's test results.

I understand that I am responsible for reporting any signs and symptoms of disease during the testing period to my physician, such as: malaise, swollen lymph nodes or unusual symptoms. A copy of the test results and counseling done by my physician and/or designee will be provided to me within 15 working days of the completion of the tests and referred to my physician if further follow-up and treatment is indicated.

If the initial blood test results are negative, no further testing will be needed. If indicated, I understand that the following blood tests may need to be done in six weeks, three months and six months:

Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B titer (Anti-HBs SWMC # 2448) _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Antibody (Anti-HCV) _____

Hepatic Profile _____

I **give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outline in this document:

Student Signature _____

Date _____

I **do not give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outlined in this document:

Student Signature _____

Date _____

Witness: _____ Date _____

Seward County Community College
**Consent/Refusal for Prophylactic Treatment Following Blood/Body Fluid Occupational
Exposure**

Indinavir (Crixivan)

Zidovudine (AZT) 300 mg BID

Lamivudine (3TC) 150 mg BID

I, _____, fully understand the limits and possible side effects of the above circled drug/drugs. I understand that there is no guarantee implied that these drugs will prevent me from seroconversion or also becoming positive for HIV, the causative virus in AIDS.

I also understand that follow-up blood work will be needed and agree to them at my expense:

1. 6 weeks
2. 3 months
3. 6 months after my exposure and/or up to one year, if source is known HIV positive.

If I discontinue or do not take the full 4-week supply, I will notify my physician.

Signature

Date

Witness

Date

Seward County Community College
Release of Medical Information Form

I, _____, authorize Seward County Community College to release the following information from my student record:

The above listed records are to be sent to:

Student Signature

Date

Academic Criteria for Progression in the Program

To progress from the first level to the second level in the Respiratory Therapy Program the student will be required to follow the policies established by the college and program.

- A. Students must satisfactorily complete the appropriate sequence of courses as defined by the respiratory therapy curriculum.
- B. A minimum of a "C" must be achieved in each required course. Failure to achieve at least a "C" will cause the student to be ineligible to continue with the program.
- C. In addition to the minimum of a grade "C" obtained in each required class, an average of at least 75% is required on unit exams, including the final exam, in each respiratory therapy course to receive a passing grade.
- D. The student must maintain a minimum accumulated grade point average (GPA) of 2.00 on a 4.00 point scale. Failure to maintain an accumulative GPA of 2.00 will cause the student to be ineligible to continue with the program.
- E. Respiratory Therapy students wishing to drop any class must consult with their advisor prior to dropping the class.
- F. Graduation Requirements
 - 1. Students seeking an Associate of Applied Science Degree in Respiratory Therapy must have successfully completed all courses listed for the two-year degree program. Students must also meet the General Education Requirements as outlined in the college catalog.

- 2. Before graduation, students are required to take a standardized program exit examination. A Secured Comprehensive Self-Assessment Examinations (SAEs) for the TMC (Therapist Multiple Choice) exam is used as an exit examination. The exam is administered at the end of the final semester and is used to evaluate overall student comprehension before graduation. The results of the exam allows key program personnel to evaluate graduates and compare them to their peers nationally. Students may also use the exam to identify areas of strength and weakness in preparation for the national credentialing exams.

Equally important, the Secure TMC SAE is used as an alternative outcome measure. Therefore, it is required that students achieve the cut score established by the Program Director to graduate which is a 65%. As stated in the course syllabus for RT2606, a student failing to achieve the cut score may attempt the exam one additional time prior to the submission of final grades. There may be a fee for successive attempts for the exam. Failure to pass the exam on the second attempt will result in a failing grade for the course.

3. In order to graduate, a student must have a cumulative GPA of 2.00 in core Respiratory Therapy courses.

4. A student shall participate in graduation exercises if he or she possesses a 2.00 GPA and is not more than 9 credit hours short of meeting graduation requirements. The diploma will not be awarded, however, until the deficiencies are corrected.

5. If the student does not complete the deficiencies within one year but completes the deficiencies after the one year limitation, the student will be required to reapply for a diploma and pay the diploma charges if he or she plans to graduate.

6. Transfer students must complete at least 15 hours of credit from Seward County Community College.

G. Program Counseling and Student Conferences

Each student may obtain academic tutoring or personal counseling for individual needs. The instructors will be available for these purposes as their schedules permit. Students are invited to take advantage of these services on their own initiative. It is the student's responsibility to monitor progress and to seek assistance from the instructors when necessary.

H. Student Contract:

If at any time a faculty member feels that a student's clinical/theory work, behavior or attendance is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done by the student to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be reviewed and signed by the student, faculty member, and the Director of Respiratory Therapy.

I. Student Records:

All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. All student records accumulated during the program are considered confidential and kept in a secure file cabinet. The contents of the student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records which pertain to them in the Director of Respiratory Therapy's office during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security, and

availability. The College and the RT program comply with the Family Educational Rights and Privacy Act of 1974 with regard to confidentiality of student records. Refer to the SCCC Student Handbook.

J. Health Policy

1. Students entering the health programs should be aware that they will be in close contact with people (patients) having a variety of health problems in which the etiology may or may not be known. This exposure places the student in the "high risk" category for health problems.
2. Programs have specific infection control requirements based on the type of exposure and/or clinical agency policies. It is the responsibility of each student to follow the program and clinical agency's guidelines for necessary precautions against contracting and transmitting disease. Students experiencing any injury or health risk must report this immediately to the assigned instructor and seek necessary medical treatment.
3. All health care costs are the responsibility of each individual student. In addition to managing all their own health needs and expenses, students are responsible for meeting all course and clinical objectives.
4. A decision about student participation in program activities will be made on an individual basis by the program. Student may be asked to provide a physician's statement to explain absences and/or to justify reentry into the clinic or class setting. This is for the safety of the patients as well as the student.

K. Health Care Services

The student is responsible for any health care expense incurred while on the campus of Seward County Community College or during any class related activity on or off campus. Emergency medical services are provided to students by calling 911.

L. Incomplete Policy

1. A student may be given an I (incomplete) designation in a course if he or she was unable to complete the course work due to a condition beyond his or her control. The instructor will have the discretion of deciding if the conditions were beyond the student's control.
2. A student will be given one semester, excluding the summer session, to complete the work in the course in which an I designation was received. If the student does not complete the work at the end of one semester, the I

grade will revert to the grade he or she would have received in the course without completing the work.

3. The student will also be required to sign a written Agreement for Incomplete Designation, a copy of which is to be filed in the student's permanent file. Refer to the SCCC College Catalog.

M. Re-entry Considerations

1. A student will be considered for re-entry subject to individual evaluation and vacancy in the course. All students eligible for re-entry must formally reapply to the program and have met all conditions established upon their leave. There are no special ranking considerations given to re-entry applicants.
2. Students that fail any of the first semester required courses will be required to repeat all courses upon re-entry.
3. Students that fail courses from the second semester may be able to continue in the program with the next cohort by repeating the courses required in the second semester. Eligibility may require verification of competency via laboratory demonstration and/or examination(s) as determined by the program director and the director of clinical education. Students may be required to repeat all or part of the required courses contingent on the current semester grades and clinical/laboratory competency. The student must repeat the course associated with the clinical rotation.

N. Immediate Dismissal

1. **Health Insurance Portability and Accountability Act (HIPAA) of 1996.** Due to the nature of healthcare, the student will have access to vast volumes of patient information that **must** be kept confidential. Examples of such information include research information, documents, files, memoranda, printouts, and any and all information relating to the past, present, or future physical or mental health condition of an individual, the provision of healthcare to an individual, or the past, present or future payment for the provision of healthcare to an individual as well as any or all information which identifies an individual or for which there is a reasonable basis to believe can be used to identify an individual. Any student that fails to maintain patient confidentiality will be dismissed from the program.
2. Violations of institutional policies (hospitals and college) may result in administrative discipline or discharge from the Respiratory Therapy Program.

3. Discharge action must be reviewed and approved by the Director of Respiratory Therapy, Dean of the Allied Health Division, and the Vice President of Academic Affairs. If a student wishes to appeal the discharge action, they must follow the appeal procedure as outlined in the SCCC Student Handbook.
4. Students leaving clinical rotations prior to the scheduled time, **must** notify the clinical instructor prior to leaving. Failure to comply may result in the student being dismissed from the Respiratory Therapy Program at the discretion of the faculty, as this directly relates to the well-being of patients assigned to the student's care

O. Graduation and Credentialing

1. Successful completion of the program will entitle students to an Associate in Applied Science degree for the two-year program.
2. Upon completion of the AAS program the student will be eligible to take the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) examination.
3. The TMC exam is designed to objectively measure essential knowledge, skills, and abilities required of entry-level respiratory therapists, as well as determine eligibility for the Clinical Simulation Examination (CSE). The CRT and/or RRT credentials are used as the basis for the licensure in all of the 49 states that regulate the practice of respiratory care.
4. There are two established cut scores for the Therapist Multiple-Choice Examination. Candidates may become eligible to take the Clinical Simulation Examination by achieving the higher cut score on the Therapist Multiple-Choice Examination. The passing point associated with RRT eligibility is higher than the passing point associated with the CRT credential. Individuals who attempt and pass the Therapist Multiple-Choice Examination at the higher cut score and attempt and pass the Clinical Simulation Examination will be awarded the Registered Respiratory Therapist (RRT) credential.
5. The advanced level examinations consist of a written examination and a clinical simulation examination. These may be taken separately or on the same date. It is recommended that they be taken as soon as the candidate becomes eligible. It is the student's responsibility to process the application forms and fees by the NBRC deadline. The program faculty will provide guidance in this process.
6. Both the CRT and RRT credentials allow practitioners to work in any state

and Canada, although many states additionally require licensure or registration for practice in their state. It is the responsibility of each practitioner to become aware of the individual states licensure laws.

Refund of Tuition and Fees

In accordance with institutional policy, students will be refunded tuition and fees if they withdraw from the course within the first three weeks of a 16 week semester, as outlined in the SCCC Student handbook. No refund of tuition and fees is given after the published date in the Academic Calendar and the student is obligated for the full amount of tuition and fees incurred.

Academic Integrity

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: First, that academic work is represented truthfully as to its source and its accuracy. Second, that academic results are obtained by fair and authorized means.

- A. Cheating - Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

Examples:

- copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination;
- using books, notes, or other devices (e.g. calculators) when these are not authorized;
- procuring without authorization, tests or examinations before the scheduled exercise;
- copying reports, laboratory work, computer programs or files from other students.

- B. Fabrication and Falsification - Unauthorized alteration or invention of any information or citation in an academic exercise.

Examples:

(Fabrication)

- inventing or counterfeiting data or research procedures to make it appear that the results of one process are actually the results of several processes;

(Falsification)

- False citation of the source of information;
- altering the record of or reporting false information about practicum or clinical experiences;
- altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise;
- altering a returned examination paper and seeking re-grading.

- C. Plagiarism - Knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Examples:

- submitting as one's own the work of a research assistant, "ghost writer", or commercial writing service;
- directly quoting from a source without citation;
- paraphrasing or summarizing another's work without acknowledging the source;
- using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to another and which is not acknowledged as such.

- D. Facilitating Academic Misconduct - Giving or attempting to help another commit an act of academic misconduct.

Examples:

- allowing another to copy from one's paper during an examination or test;
- distributing test questions or substantive information about the material to be tested before the scheduled exercise;
- collaborating on academic work with the knowledge that the collaboration will not be reported;
- taking an examination or test for another student, or signing a false name on an academic exercise.

- E. Tampering with materials, grades, or records - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for the purpose of changing, falsifying, or removing the original information found in such records.

Examples:

- using a computer or false written document to change or effect the grade recorded for a student;
- forging the signature of a college official on an enrollment, add or drop card;
- erasing records or information of a student;
- unauthorized access of a college record by computer or through unauthorized entry into an office or file for the purpose of changing information in a university document;
- or obtaining information from a college file without proper authorization.

All examples were taken from a publication of the University of Kansas.

A respiratory therapy student who is found to be dishonest in the performance of classroom or

clinical assignments will receive a score of zero if the involved assignment is graded, i.e., test, papers, etc. Therefore, the student will receive a failing grade for the course because receiving a zero will not allow the student to maintain the required 75% exam average. If this course is associated with a lab or clinical, they will also receive a failing grade for this portion as they may not continue in any aspect of this course. In addition, due to failing a course, the student will not be allowed to continue in the program.

Dishonesty in pass/fail assignments will require that the experience be repeated and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the respiratory therapy program.

Procedure for Appeal

When a student thinks their rights have been violated, they may appeal the faculty decision in accordance with the appeal procedure found in the SCCC Student Handbook

Texas Higher Education Coordinating Board Student Complaints Information

The Respiratory Therapy program at Seward County Community College may require clinical experiences in the state of Texas. For your information, the following is provided if a student complaint needs to be issued. Please contact your appropriate program director should you have questions.

Overview: The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.110-1.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U. S. Department of Education’s “Program Integrity” regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to submit a student complaint: After exhausting the institution’s grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by submitting the required forms along with evidence of their completion of their institution’s complaint procedures. Complaints may be submitted using one of the following three options:

- Completing the online student complaint form and uploading the required supporting documentation in Portable Document Format (PDF)

To access the online student complaint form, use the “Contact Us” link to submit an email with “Student Complaint Against a Higher Education Institution” selected as the contact Reason. After submitting your email, wait a few moments for online student complaint form to be automatically presented for your use.

- Sending the required “Student Complaint and Release Forms” and supporting documentation as PDF attachments by email to studentcomplaints@theccb.state.tx.us

or

- Mailing printed forms and documentation to:

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Facsimile transmissions of student complaint forms are not accepted.

All submitted student complaint forms must include a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form and THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed ***Authorization to Disclose Medical Record Information*** form.

The agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant’s exhaustion of the institution’s grievance procedures.

Former students shall file a student complaint form with the Agency no later than one year after the student’s last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant’s exhaustion of the institution’s grievance procedures.

Process: The first step in addressing a complaint is to follow your institution’s complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows:

THECB may refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution, and may refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution. E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System can be referred to the appropriate university system for investigation and resolution.

Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution’s accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.), the Agency may refer the complaint to the accrediting

agency or educational association. THECB has the right to adopt any decision made by the accrediting agency or educational association, and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint.

If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Prior to initiating an investigation, however, the student must exhaust

All grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion.

As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Code of Ethics

In the conduct of their professional activities the Respiratory Care Practitioner shall be bound by the following ethical and professional principles. Respiratory Care Practitioners shall:

Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.

Actively maintain and continually improve their professional competence, and represent it accurately.

Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.

Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.

Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.

Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.

Promote disease prevention and wellness.

Refuse to participate in illegal or unethical acts, and shall refuse to conceal illegal, unethical or incompetent acts of others.

Follow sound scientific procedures and ethical principles in research.
Comply with state or federal laws which govern and relate to their practice.

Avoid any form of conduct that creates a conflict of interest, and shall follow the principles of ethical business behavior.

Promote the positive evolution of the profession, and health care in general, through improvement of the access, efficacy, and cost of patient care.

Refrain from indiscriminate and unnecessary use of resources, both economic and natural, in their practice.

Technical Standards

The technical standards have been established through consideration by faculty and consultation with the following sources: The Vocational Rehabilitation Act; The Americans with Disabilities Act; Guide for Occupational Information; Dictionary of Occupational Titles; and the Occupational Skills Standards Project from the National Health Care Skills Standards Projects.

Physical Demands:

Candidates must be able to display the medium strength rating, as described by the Dictionary of Occupational Titles, which reflects the ability to exert 20 to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects.

Motor Skills:

Must possess sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluation procedures. Candidates must be able to execute motor movements including the physical/dexterity strength to stand and ambulate and possess the physical/dexterity strength to lift and transfer patients. Candidates must also have the physical strength to perform cardiopulmonary resuscitation.

Respiratory therapy procedures require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. For this reason, candidates for admission to the Program of Respiratory Therapy must have manual dexterity and the ability to engage in procedures involving grasping, pushing, pulling, holding, manipulating, extending and rotation.

Sensory/Observational Skills:

Candidates must be able to observe demonstrations and participate in laboratory experiments as required in the curriculum. Candidates must be able to observe patients and be able to obtain an

appropriate medical history directly from the patient or guardian. Such observation requires the functional use of vision, hearing, and other sensory modalities. Candidates must have visual perception which includes depth and acuity.

Communication Skills:

Candidates must be able to communicate in English effectively and sensitively with patients. In addition, candidates must be able to communicate in English in oral and hand written form with faculty, allied health personnel, and peers in the classroom, laboratory, and clinical settings. Candidates must also be sensitive to multicultural and multilingual needs. Such communication skills include not only speech, but reading and writing in English. Candidates must have the ability to complete reading assignments and search and evaluate the literature. Candidates must be able to complete written assignments and maintain written records. Candidates must have the ability to complete assessment exercises. Candidates must also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in clinical settings, as well as the didactic and laboratory environments.

Intellectual/Conceptual, Integrative, and Qualitative Skills:

Candidates must have the ability to measure, calculate, reason, analyze, and synthesize data. Problem solving and diagnosis, including obtaining, interpreting, and documenting data, are critical skills demanded of respiratory therapists which require all of these intellectual abilities. These skills allow students to make proper assessments, sound judgments, appropriately prioritize therapeutic interventions, and measure and record patient care outcomes. Candidates must have the ability to learn to use computers for searching, recording, storing, and retrieving information.

Behavioral/Social Skills and Professionalism:

Candidates must demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest, and motivation. Candidates must possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities attendant to the evaluation and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as the clinical problems of many patients.

Candidates must be able to maintain professional conduct and appearance, maintain client confidentiality and operate within the scope of practice. Candidates must also have the ability to be assertive, delegate responsibilities appropriately, and function as part of a respiratory therapy team. Such abilities require organizational skills necessary to meet deadlines and manage time.

Sexual Harassment of Students

Harassment of any student on the basis of sex shall be considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or

physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the student; or
- C. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any Student who feels he/she has been the victim of sexual harassment should contact the Dean of Administrative Services within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Dean of Administrative Services within five (5) calendar days of the initial contact so that the Dean can proceed with an investigation into this matter.

Substance Abuse Protocol

Seward County Community College Drug-Free Institution of Higher Education Policy is contained in the student handbook section of the college catalog. The SCCC Board of Trustees recognizes that the possession, manufacture, consumption, use or distribution of alcoholic liquor, beer, cereal malt beverage or controlled substances may constitute a hazard to the emotional, social and physical health of students and employees and may be a threat to a positive campus learning environment.

The SCCC allied health programs abide by the Drug-Free Institution of Higher Education Policy as set forth in the college catalog and incorporates the same as though fully set forth herein.

In addition, the SCCC Allied Health Division adopts the following protocols, to be implemented in conjunction with the Drug-Free Institution of Higher Education Policy:

- A. SCCC Allied Health Division students who are involved in clinical activities at health care facilities must comply with substance abuse regulations of the facilities.
- B. If the Program Director or Director of Clinical Education or any Allied Health instructor

determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:

1. If the student is in the clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive self from the clinical site. The program coordinator will determine the appropriate time that the student may return to the clinical setting.
2. The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program.
3. If the results are positive, a mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file, and the program director will be notified. The student must sign a release of information form for the program director. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the program director on a continual basis as warranted.
4. When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.
5. The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.
6. If the student holds a license to practice respiratory therapy, the student will be reported to the Kansas State Board of Healing Arts after one occurrence.

Student Employment and Extra Curricular Activities

Respiratory Therapy students may apply for a student license while in the program. Students can access the forms to apply to the Kansas State Board of Healing Arts at: <http://www.ksbha.org/formpages/licensureforms.shtml#rtforms>. There is an application fee of \$15 and the student must obtain the Program Director signature and the SCCC college seal on the application. Students may not complete their curriculum clinical competency requirements during their time as an employee at a hospital facility.

The decision to work while a respiratory therapy student rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. Student clinical assignments will be based on their ability to provide a learning environment for the student and **WILL NOT** be scheduled around an individual student's work schedule.

Student Organization
Student Respiratory Therapy Association (SRTA)

Student Respiratory Therapy Association (SRTA) exists to:

- A. Stimulate interest in and provide insight regarding lifetime careers and advancement opportunities in the health field;
- B. Promote the exchange of ideas and experiences and a spirit of fellowship among respiratory therapy students with similar career interests;
- C. Provide opportunities for interaction among students, educators, and respiratory therapy professionals;
- D. Promote participation in various activities.

Membership shall consist of students at Seward County Community College who are enrolled in a respiratory therapy curriculum, respiratory therapy faculty members, and alumnus of the respiratory therapy program at Seward County Community College.

**SEWARD COUNTY COMMUNITY COLLEGE
Respiratory Therapy Program**

Release Form

I am aware that during the Respiratory Therapy Program that I am participating in, certain risks and dangers to my physical, psychological, and/or emotional well-beings may occur including, but not limited to, accidents and illness.

I am aware and understand that said risks are inherent in and part of said program and I fully acknowledge my awareness of those risks and dangers which may include but are not limited to being exposed to patients who may have AIDS, herpes, hepatitis or other infectious diseases.

In consideration of, and as partial payment for the right to participate in the Respiratory Therapy Program, I have and do hereby assume all the above mentioned risks and will hold Seward County Community College and affiliated clinical institutions harmless from any or all liabilities, actions, causes of actions, debts, claims, and demands of any kind and nature whatsoever I now have or which may arise in connection with this course. The terms hereof shall serve as the release of an assumption of risk and shall be binding upon my heirs, executors, and administrators and for all members of my family, including any minors.

Date

Signature of Applicant

PLEASE NOTE: Complete and return at once. No student will be allowed to participate unless this copy is on file.

**ACKNOWLEDGMENT OF SCCC's ALLIED HEALTH DIVISION PROTOCOL FOR
DRUG AND ALCOHOL FREE ENVIRONMENT**

I have reviewed the Seward County Community College's Drug-Free Institution of Higher Education Policy. I understand and will abide by said Policy.

I further agree that, should I be requested to submit to a blood and/or urine drug and/or alcohol screen and further agree that, should I be subject to any of the disciplinary actions set forth in the protocol, I waive any privilege regarding my alleged drug and/or alcohol use and consent to the release of information to Seward County Community College.

Signature: _____

Date: _____

**STUDENT CONSENT OF UNDERSTANDING FOR SCCC RT PROGRAM STUDENT
HANDBOOK**

I have read, understand, and agree to follow the guidelines and policies as stated in the Respiratory Therapy Program's Student Handbook.

Student Signature: _____

Date: _____