SALT LAKE COMMUNITY COLLEGE

Respiratory Therapy
PROGRAM

STUDENT HANDBOOK
2018-19

This Copy Belongs to: ________________________________

(Last updated January, 2018)
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The Respiratory Therapy Program, 200630, Associate of Applied Science (AAS) degree, Salt Lake Community College, Jordan Campus holds provisional accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com)
Introduction

Dear Student:

Welcome to the Respiratory Therapy Program at Salt Lake Community College. We are pleased that you have decided to share our love of the Respiratory Therapy profession. Our goal is to offer you the technical education that will open doors for you to fill a vital role of service in your community.

Respiratory Therapy is a diverse application of medicine and care. In my opinion, caring for the sick is one of the noblest professions known to humankind. Your decision to study Respiratory Therapy demonstrates a strong zeal to be so noble. I will begin with these questions to you. Why do you want to be a Respiratory Therapist? What is it you hope to gain from this educational experience? What is your plan to accomplish this goal? And how much are you willing to invest in your future? Take your time with your responses because this is a life-changing decision. During your time here, you will find the program varies from innovative to informative to inspiring and sometimes even intense. But the payoff for all your hard work is potentially exponential. As a Respiratory Therapist, you have a direct and lasting impact on your patients' quality of life. One's attitude will significantly affect what happens during the next four semesters and for the balance of your career. *Keep in mind: your attitude will determine your career's altitude.* Make the most of your time with the faculty and staff at Salt Lake Community College and your preceptors at all our clinical sites. Our goal is to facilitate your successful transition from student to proficient Respiratory Therapist.

The Salt Lake Community College Respiratory Therapy Program Handbook serves as an anchor within this program. You will find the information you need to know about college-wide policies and procedures in the College Catalog. Let this guide be your road map for the proper navigation of the Respiratory Therapy Program. Initially, you will find general information related to the program, and contact information to the accrediting body, Commission for the Accreditation for Respiratory Care (CoARC) and the National Board for Respiratory Care (NBRC) which is the licensing body for the profession. Use this book in conjunction with the College Catalog, Student Code of Conduct, and program syllabi. From day one you are responsible for adhering to all policies and procedures of the school, of our program, and of any sites during your clinical rotations. *Keep in mind: that the college and the program faculty reserve the right to revise this book’s content at any time.* Please carefully review and understand all enclosed information. The last page of this handbook is a form stating your agreement with and adherence to these policies.

We are here to serve you. *If you have any problems, concerns or suggestions, contact us,* and we will do our best to accommodate your concerns.

Sincerely,

George Schwoegler, B.S., RRT
Program Coordinator
(801) 957-6403
gorge.schwoegler@slcc.edu
Program Description

Respiratory Therapists provide the hands-on care that helps people recover from a wide range of medical conditions. Therapists get to know their patients, and their patients' families, and have the opportunity to help them through trying times. Whenever breathing is an issue, they are there. For example, from a chronic respiratory disease, such as asthma or emphysema. Their patients range from premature infants with undeveloped lungs, to elderly patients who have diseased lungs. They also provide emergency care to patients suffering from heart attacks, drowning, or shock.

The program is taught on evening and week-ends designed for students to maintain employment while continuing their education. However, your education needs to become your first priority.

As a graduate of this program, you will be prepared to successfully pass the certified Respiratory Therapist multiple-choice examination administered by NBRC (National Board for Respiratory Care). You will be of immediate value and in high demand to specialty clinics, urgent care facilities, hospitals, and multi-specialty health maintenance facilities.

Faculty/Administration & Full Time Faculty

There are currently two full time faculty in the program, each with specific program responsibilities:

FACULTY
Assistant Professor/Program Coordinator: George Schwoegler, BS, RRT
Assistant Professor/Director of Clinical Education: Crissi Stokes, MPH, BS, RRT-NPS

ADMINISTRATION/DIVISION OF ALLIED HEALTH
Interim Associate Dean: Dr. Brenda K. Lyman, OTD, OTR/L
Interim Administrative Assistant: Stacie Briggs
Division Numbers: 801-957-6238/801-957-6217 or 801-957-6229/801-957-6320

ADMINISTRATION/SCHOOL OF HEALTH SCIENCE
Dean: JoAnne Wright, PhD
Administrative Assistant: LuAnne Holt

Salt Lake Community College Vision, Mission, and Values Statements

VISION
Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION
Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.
VALUES

- **Collaboration** – We believe we’re better when we work together.
- **Community** – We partner with our community in the transformative, public good of educating students.
- **Inclusivity** – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- **Learning** – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation** – We value fresh thinking and encourage the energy of new ideas and initiatives.

**Salt Lake Community College Student Learning Outcomes**

- Acquire substantive knowledge in their intended major.
- Communicate effectively.
- Develop quantitative literacy’s necessary for their chosen field of study.
- Think critically and creatively.
- Develop the knowledge and skills to be civically engaged.
- Develop the knowledge and skills to work with others in a professional and constructive manner.
- Develop computer and information literacy.
- Develop the attitudes and skills for lifelong wellness.

**Salt Lake Community College Equal Opportunity Affirmative Action**

The College is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from participation in, denial of benefits of, or subject any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

**Program Objectives**

The Respiratory Therapy Program at Salt Lake Community College is a 4-semester program that prepares students to become Certified Respiratory Therapists. This prepares students to take the NBRC Multiple Choice Exam. The following outcomes are minimum expectations for completion of these courses:

1. Utilize critical thinking skills in active and reflective reasoning that integrates facts, informed opinions, and observations to come up with action plans that are appropriately applied to respiratory therapy clinical settings.
2. Function within inter-professional teams and communicate effectively with diverse populations and utilize applicable problem-solving strategies.
3. Develop the knowledge and skills of core content with familiarity and understanding of respiratory care principles and develop sufficient scope and depth to achieve competence in all components of respiratory therapy practice.

4. Complete the Therapist Multiple Choice (TMC) exam. There are two established cut scores for the TMC examination. If you achieve the low cut score, you will earn the CRT credential. If you achieve the high cut score, you will earn the CRT credential AND become eligible for the Clinical Simulation Examination (provided you meet the eligibility requirements and are eligible to earn the RRT credential). If you do not achieve a minimum of the low cut score, you must reapply for the TMC examination.

Upon successful completion of this course, students will be REQUIRED to take the NBRC Exam within six months of graduation.

Program Philosophy/Mission Statement

PROGRAM MISSION STATEMENT:
To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

AARC Statement of Ethics and Professional Conduct

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, 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.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, 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 is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
• Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
• Encourage and promote appropriate stewardship of resources.
• Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

**Competency Requirements for the Provision of Respiratory Care Services**

The complexities of respiratory care are such that the public is at risk of injury, and health care institutions are at risk of liability when respiratory care is provided by inadequately educated and unqualified health care providers rather than by practitioners appropriately educated in the specialty of respiratory care.

All health care practitioners providing respiratory care services to patients, regardless of the care setting and patient demographics, shall successfully complete training and demonstrate initial competence prior to assuming those duties. This training and demonstration of competence shall be required of any health care provider regardless of credential, degree, or license.

Formal education is defined as a systematic educational activity in the affective, psychomotor and cognitive domains. It is intended to develop new proficiencies with an application in mind, and is presented with attention to needs, objectives, activities and a defined method of evaluation.

The education shall be approved by a national accrediting entity. In the allied health fields, this training includes supervised pre-clinical (didactic and laboratory) and clinical activities, as well as documentation of competence accredited by an independent accrediting entity to be valid and reliable. The qualifications of the faculty providing this training shall be documented and also meet accreditation standards.

AARC, therefore, supports recognition of individuals with competencies from the aforementioned accredited formal education programs for the purpose of providing care which includes a subsection of the respiratory care scope of practice with the caveat that such provision be limited to the elements contained within each credentialing examination’s matrix respectively.

The program follows the [American Association of Respiratory Therapy Clinical Practice Guidelines](https://www.aarc.org) in its entirety.

**Job Mental and Physical Qualifications**

The physical and mental state of each individual student is important to ensure successful completion of the Respiratory program. If the student is not capable of demonstrating the following skills and abilities, it is the responsibility of the student to request appropriate accommodation. In consultation with the
disabled student’s coordinator, reasonable modifications and/or accommodations will be made for the student with a documented disability.

The following statements identify the physical capabilities appropriate to the profession of Respiratory Therapy.

A. The prospective respiratory therapy student must possess appropriate strength, motor-coordination and manual dexterity to be able to:
   - Stand and walk for up to 90% of work time.
   - Bend and kneel to competently perform CPR.
   - Climb stairs when necessary.
   - Lift up to 45 pounds and carry up to 25 pounds.
   - Push and pull heavy objects on wheels such as compressed gas cylinders and ventilators.
   - Use of hands and fingers 100% of the time for such duties as percussion and auscultation of patients, assembling and disassembling equipment, and manipulating controls on machines.
   - Document communication in charts, reports and other forms of correspondence through the use of legible handwriting.

B. The student must be able to communicate verbally in an effective manner to explain procedures and direct patients during these procedures.

C. The student must be able to hear, understand, and react quickly to verbal instructions, patient’s needs and requests of others. The student must be able to hear alarms on equipment and monitors.

D. The student must have near vision acuity with or without aids to read charts, observe patients, dispense medications, read machine controls, and patient monitors. The ability to read LED’s is needed, as is the ability to see in dim light.

E. At the end of the training program, the respiratory therapy graduate must be capable of:
   - Maintaining effective performance in stressful situations related to equipment and patient problems. The graduate must be able to respond appropriately to situations requiring emergency care of the patient.
   - Providing physical and emotional support to the patient during procedures.
   - Working closely with members of the health care team.
Professional Organizations

Professionals and their members are represented by organizations that work for the benefit of the profession. Respiratory care is no exception. Professional organizations exist at the national and state level. The organizations are affiliated and have chapters in each locality.

The organization’s main goals are to promote the profession both from within and outside, to provide educational and professional conferences, disseminate information through scientific and professional journals, and promote within government the interests of respiratory care professionals. All students in the program will receive complementary membership and become student members of these organizations. The mailing addresses for these organizations are:

American Association for Respiratory Care (AARC)
**Mission:** The American Association for Respiratory Care (AARC) will continue to be the leading national and international professional association for respiratory care.

11030 Ables Lane  
Dallas, Texas  75229

National Board for Respiratory Care (NBRC)
**Mission:** With our mission of promoting excellence in respiratory care by awarding credentials based on high competency standards, the National Board for Respiratory Care shares your goal of protecting and enhancing patient lives. Nearly 30,000 candidates test for NBRC credentials each year, seeking to demonstrate how excellence defines them across seven specific areas of respiratory care.

8310 Nieman Road  
Lenexa, Kansas 66214  
913-599-4200

Commission on Accreditation for Respiratory Care (CoARC)
**Mission:** The mission of the Commission on Accreditation for Respiratory Care (CoARC) is to ensure that high quality educational programs prepare competent respiratory therapists for

1248 Harwood Rd  
Bedford, TX 76021-4244  
817 283-2835
Curriculum

The program consists of classroom lecture, laboratory, and clinical course work. The core classes in the program must be completed in sequence. Students must complete the program with an Applied Associate of Science degree. It is the student's responsibility to ensure that he/she has completed all the requirements for graduation. Students with foreign course work, and/or waivers, must meet with the program director to clarify their curriculum. The expected curriculum follows. Permission of the program director is needed to deviate from the R.T. core curriculum. The curriculum is competency based. Competencies, abilities and skills that students must acquire and demonstrate are clearly stated as behavioral objectives. The end result of this system is that each student must possess specified competencies and applied theory before receiving credit for a particular course. The student is also fully aware of expectations and is provided a guideline for study.

Student Services

The Jordan High Technology Center (HTC) and the Student Pavilion on the Jordan Campus offer a variety of services including: college cashier, health center, bookstore, and copy center. Student Services on the Jordan Campus is located at HTC, room 101, 801-957-2685. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility and the SLCC General Catalog describes these student services in detail.

Library

The main library is located on the Redwood Campus. A Health Sciences Library is located at the Jordan Campus in the Health Sciences Building on the second floor. A SLCC ID card (One Card) is required to check out materials. In the library, there are computers for word processing and internet research, individual study/media carrels, and coin-operated copy machines. Most health-related books are found in the 610-612 non-fiction area.

The library system has print books and periodical subscriptions, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, tele course videos, and more.

Library staff provides assistance with: e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the internet.

Patrons may access the library's online catalog and its full text database services through any computer on campus or off-campus via the internet.
LIBRARY LOCATIONS AND HOURS

The SLCC Library System currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, see the links below.

- Jordan Campus
- Miller Campus
- South City Campus
- Taylorsville Redwood Campus

LIBRARY CARD

Your library card is your SLCC One Card. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood, and in room W175 at South City Campus. Call (801) 957-4022 for more information. Your library ID is your Student "S" Number.

Community User Cards for non-SLCC Personnel are available at Library Circulation Desks for $20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC colleges or universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

LIBRARY STAFF

Need assistance? Contact the library staff if you need assistant. They are happy to assist you in any way that they can! They are located in the Jordan Health Sciences (JHS) Building, room 235 and they can be contacted 801-957-6202.

BLOG


Student Advising Policy and Procedure

POLICY

Students have the responsibility for appropriate and timely advisement in regard to resolving academic difficulties including: graduation readiness, financial difficulties, and progression within the program.

PROCEDURE

1. Students will refer questions or concerns on coursework to the instructor of each course.
2. Students may consult with faculty during office hours for the purpose of advisement on a first-come, first-serve basis. Students will only make individual appointments (other than office hours) if faculty are unable to meet during office hours.
3. Adjunct faculty may not have office hour availability as they may be practicing clinicians. Adjunct faculty appointments are to be made at a time convenient for the faculty. Students must make every effort to speak with adjunct faculty during a class break, before, or after class. Students are not to go to an adjunct faculty’s place of employment outside of SLCC for student advising, or have any contact with them at this employment setting, unless prior approval has been given by that adjunct faculty.

4. Students must be sensitive to the amount of time taken for advisement if other students are waiting to speak with an instructor.

5. Students will follow a chain of command and first speak to his or her instructor with a question or concern before making an appointment or meeting with the program director. Students must speak with the program director before speaking with an associate dean, dean, or college administrator. Students are expected to exercise professionalism and follow a chain of command for the voicing of concerns.

6. Students are expected to meet with the respiratory therapy academic advisor at least once per semester to insure all coursework is progressing towards graduation.

7. Students having financial difficulty continuing with the respiratory program should also meet with an academic advisor to receive resource information about tuition waivers, scholarships, or financial aid. Scholarship information can be found through the Financial Aid Office.

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**Learning Support & Tutoring Services**

Salt Lake Community College provides a number of free tutoring resources to assist you in meeting your learning goals. These resources include tutoring and workshops, and are located at all major campuses or centers, including online.

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**Student Records**

A cumulative record is kept on each student in the program. This record contains admission application, personal references, immunization record, and other pertinent information such as grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah and the Family Educational Rights and Privacy Act. This file is kept in the program coordinator’s files for five years and then archived.

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**Financial Aid**

Current information about the types of financial aid provided through Salt Lake Community College can be found in the current College General Catalog or on SLCC website by clicking on the Financial Aid link. External loans, grants, and scholarships available to students are briefly explained in the catalog and online. If more in-depth information is required, the Financial Aid Offices at various campus sites are available to help students in this area.
Health & Wellness Services

Salt Lake Community College Center for Health and Counseling was established to improve the quality of student life on campus. Health and Counseling Centers are located at Taylorsville, South City and Jordan Campus. The Jordan Campus Health and Wellness Center has limited hours and changes with each semester. Contact the Taylorville’s Health and Counseling Center for more information, 801-957-4268.

Fees for services are provided at a limited cost for students, faculty and staff. This includes laboratory work, immunizations, and supplies.

The following services are currently offered by the Health and Wellness Center:

- Blood pressure and weight checks
- Stabilization and treatment of minor to moderate injuries
- Response to emergencies with intent to stabilize until further medical services is available
- Evaluation of healthy vs. unhealthy lifestyles including scheduled mass screenings
- Treatment of common complaints (flu, colds, etc.)
- Health education as needed/requested
- Family planning information
- Treatment using pharmaceutical agents (no narcotics) when necessary
- Referrals as needed to various providers and agencies
- TB testing
- Immunizations
- Counseling

Disability Resource Center

SLCC values inclusive learning environments and strives to make all aspects of the college accessible to all students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, visit the Disability Resource Center website for more information. There are three Disability Resource Centers: Taylorsville Redwood Campus, Jordan Campus and South City Campus.

Security and Parking (Student & Faculty Safety)

Security services are provided by SLCC for the safety and welfare of students, employees, and visitors. Security guards assist campus police in protecting college and personal property, traffic control, parking enforcement, and making arrests. Salt Lake Community College has an extensive plan for dealing with emergencies and natural catastrophes. This plan is posted on every level in all buildings. Parking permits are required by all individuals wishing to park on a SLCC campus. A complete set of parking regulations
may be obtained at the Public Safety Office, Student Center Cashier, or one of the Student Information Desks. It is the responsibility of each person parking on campus to become familiar with these regulations.

- Campus Police and Emergency 911
- Jordan Campus
  Police: 801-957-3800 (Non-emergency)
  Animal Control: 801-840-4000

**Title IX**

**Title IX** of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence; and/or stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the college’s educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a complaint, visit the [Title IX complaint](#) website or contact:

Kenneth Stonebrook, J.D.
Dean of Students and Assistant Vice President
Title IX Coordinator
Taylorsville Redwood Campus – STC 276A
4600 So. Redwood Road, SLC, UT 84123
801-957-5027
[ken.stonebrook@slcc.edu](mailto:ken.stonebrook@slcc.edu)

Students may also report incidents to a SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the [Center for Health and Counseling](#).

**Student Rights and Responsibilities**

The [Code of Student Rights and Responsibilities](#) directs SLCC student’s behavior, and students agree and accept both the rights and obligations of citizenship.

Rights and freedoms are best preserved in a community whose members are mutually tolerant of the exercise of rights and freedoms, and whose members are free from physical violence, force, abuse, and threat. Toward that end, SLCC has adopted certain personal and organizational standards, policies and procedures that govern the responsibilities and behavior of its members. Violations may be grounds for judicial action and possible disciplinary sanctions. Any student who assists, encourages, or incites others to violate SLCC policies may be similarly subject to such action.
**Important Information for Students**

**General Education** courses, regardless of your major, build a foundation of broad knowledge and skills that help you in your further career and life.

General [Learning Centers & Tutoring Services](#) (Stem Learning Resources) provide support for SLCC students enrolled in classes at SLCC to assist learners to be academically successful and to meet their learning goals. All tutoring services are provided free-of-charge by highly trained tutoring staff. The Learning Centers & Tutoring Services provide assistance in math, science, accounting, CSIS and more. The centers are located at 5 campus sites and online.

The [Student Writing Center](#) provides in-person and online feedback on all writing assignments.

The [Academic Literacy Center](#) provides assistance in reading tasks and conversation groups for students learning English.

[Library](#) Services provides research help, print and online resources, computers and study space.

The [SLCC ePortfolio Student Resource Site](#) provides assistance for all ePortfolio related questions.

[SLCC Online & eLearning Services](#) provides support for creating and navigating online and hybrid classes. The Business Resource and Innovation Center provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.

[Academic & Career Advising](#) provides support for students enrolled in any class at the college. They help students to set and achieve academic goals, get relevant information and support students to make choices consistent with their interests, abilities, and access resources. And, they provide assistance with students who are experiencing difficulty in meeting SLCC’s [Academic Standards](#).

[Veterans Services](#) assists hundreds of students in using their VA education benefits each semester and provide support their dependents.

**Student Dress Code**

- Students must adhere to the clinical facilities and SLCC Respiratory Therapy Program dress code.
- Freshly laundered and pressed scrub attire are to be available daily for class, lab & clinic.
- Closed toe and closed heel shoes (low and comfortable to wear while standing for long periods of time).
- Name tag, with student name and designation as a respiratory therapy student with school name, must be visible at all times in the clinical setting.
- Fingernails trimmed to less than 1/8” from fingertips.
• No artificial fingernails or nail polish.
• Hair, beards and moustaches are to be neatly trimmed and groomed and of a natural color. If needed a beard cover must be worn. This will be at the student’s own expense.
• No perfume or cologne.
• Minimal makeup, no false eye lashes.
• Jewelry is limited to one pair of stud type earrings in the earlobes.
• Good personal hygiene including deodorant.
• Tattoo policy is determined by the clinical sites and may limit student placement. This may affect the student’s status in the program.

Grading Scale
METHODS OF EVALUATION:
1. A minimum grade of B- (80%) is necessary in all required Respiratory Therapy Courses to be eligible to progress from one semester to the next semester and to graduate from the Respiratory Therapy Program.
2. Respiratory Therapy grades are computed following a scale approved by Salt Lake Community College.
3. All clinical/laboratory courses are pass/fail based upon the clinical evaluation tool. Criteria for clinical/labs will be given at the beginning of each semester.
4. The didactic component of all Respiratory Therapy Courses must be passed successfully at 80% level. Written work for the clinical grade will be included with the didactic grade.
5. Failure to meet the minimum grade requirement in either didactic or clinical will require a repeat of both courses concurrently.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
</tr>
<tr>
<td>C</td>
<td>75-77</td>
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<tr>
<td>C-</td>
<td>71-74</td>
</tr>
<tr>
<td>D+</td>
<td>67-70</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
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<tr>
<td>E</td>
<td>Below 64</td>
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</tbody>
</table>

Any grade below 80% is non-passing

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment/ quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Writing Assessment/ Projects</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>35%</td>
</tr>
<tr>
<td>Professionalism</td>
<td>10%</td>
</tr>
</tbody>
</table>
Attendance and Tardiness Policies

ATTENDANCE
Attendance in class is mandatory. You are forming work habits and a reputation that will follow you into the professional environment.

Students are expected to attend ALL class sessions. Full participation is expected in all classroom/laboratory/clinical sessions. If a student cannot participate for reasons of health, the faculty in charge of the class must be advised of the reason ahead of time. Absence without just cause is considered unprofessional behavior in a professional program. The only reasonable excuses with proper documentation are: death in immediate family, sudden severe personal/immediate family illness verified by physician, jury/armed forces duty, or verified catastrophic accident. Appointments with physicians, dentists, etc., should be scheduled for non-class hours and are not excused.

For more detailed course attendance policies please refer to course syllabi.

A student leaving early from clinical or class is considered an absence, unless the facility has sent the student home due to lack of cases or work and the clinical instructor has been informed prior to leaving.

Extended periods of absence are defined as more than one missed class in a row. Extended absences will be evaluated on an individual basis by the instructor and/or clinical educator.

Excused absences (as defined by course syllabi) will result in program probation and/or withdrawal from the Respiratory Therapy Program may be necessary.

If a student for any reason violates the attendance policy, the non-completion policy below will be enforced.

If the clinical facility requests that a student be removed for any reason, including attendance, the student will not receive placement in another clinical site. The student will therefore be removed from the program.

The student is expected to notify the school faculty of any and all absences. The student is also expected to notify the school faculty if they are going to be late. This should be done via SLCC student email and instructor voicemail.

The student is responsible for all missed material including announcements, lectures, assignments, homework, quizzes, computer simulations and audiovisuals.

Unscheduled college closures are verified by a call to the information hotline, 801-957-INFO (801-957-4636).
Exam/Testing Policy

Students are required to be in attendance for all quizzes and examinations. Missed quizzes may not be made up. If the student anticipates an absence on a test date, they may be able to make arrangements with the course instructor to take the test early for partial credit. This is a possibility, not a guarantee. The decision is based on the circumstances and the discretion of the instructor. Students must complete missed examinations by the next class session. If the student fails to make an appointment to take the aforementioned examination, or fails to complete the examination by the next class session, the grade earned for said item is zero. All late exams (even though the instructor approved) may have up to 10% per day deducted from the grade.

Assignment Policy

Late homework or assignments may be accepted at the next class session in attendance at a maximum grade of 80%. The decision is based on the circumstances and at the discretion of the instructor. The student will receive a failing grade thereafter. There will be no exceptions to this policy. The student is responsible for turning in all assignments when they are due even if that student is absent. The student will be held responsible for obtaining missed class notes, homework, assignments, and other class information from other students or faculty when absent.

Academic Honesty Policy

See the Student Code of Conduct Manual.

Graduation Requirements and Completion Policy

An Associate of Applied Science Degree in Respiratory Therapy will be awarded by the Respiratory Therapy Department, School of Health Sciences of Salt Lake Community College to those students who satisfactorily complete the following minimum professional requirements:

- Completion of all coursework
- All clinical education components of the program
- Final comprehensive examination
- Provide documentation of official application for graduation from SLCC Graduation Office
- Recommended for degree by Respiratory Therapy program faculty

COMPLETION POLICY

Students selected for the Respiratory Therapy Program must meet the following criteria in order to maintain placement in the program. This includes the following:

- Full-time class credit commitment during four semesters of the program.
- Students must be available for variable class schedules (evening and/or weekend) depending on class offerings.
- Jobs and work related schedules will not take priority over class times.
- Attendance and punctuality are required.
- Faculty members may not approve an appeal to withdraw from a course if a student is not successfully passing a course after the colleges determined withdraw date, or if the student is on probationary status at the time of request.
- Enrollment in courses includes prerequisite courses and fieldwork. All prerequisite courses must be completed before a student can enter the respiratory core.
- Students must complete all coursework of the first academic semester to be eligible to register for second semester experiences. Students who voluntary drop or withdraw from the program must reapply through the standard application process, which includes submitting new paperwork, and completing the selective admissions criteria (previous admissions essays and service will not count for the second application). Students will be subject to all admissions requirements/systems, as if they are a new applicant applying to the program.
- Students who have an involuntary drop due to non-attendance of coursework in one or more courses will be dismissed from the program.
- Students receiving two letters of probation during the program will be dismissed from the Respiratory Therapy Program.

### REQUIRED COURSES: (53 CREDITS)

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>SUMMER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP 1100 Intro to Respiratory Therapy &amp; Med Term 3</td>
<td>RESP 1200 Respiratory Care Pharmacology 3</td>
</tr>
<tr>
<td>RESP 1110 Cardiopulmonary Structure &amp; Function 3</td>
<td>RESP 1210 Cardiopulmonary Injuries &amp; Disorders 3</td>
</tr>
<tr>
<td>RESP 1120 Cardiopulmonary Infections &amp; Disease 3</td>
<td>RESP 1220 Respiratory Care Therapeutics II 3</td>
</tr>
<tr>
<td>RESP 1130 Respiratory Care Therapeutics I 3</td>
<td>RESP 1225 Therapeutics II Lab Practical 2</td>
</tr>
<tr>
<td>RESP 1135 Therapeutics I Lab Practical 2</td>
<td>RESP 1230 Clinical Practice I 4</td>
</tr>
<tr>
<td><strong>Total</strong> 14 <strong>Total</strong> 15</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP 2300 Cardiopulmonary Diagnostics 3</td>
<td>RESP 2410 Neonatal/Pediatric Respiratory Care 2</td>
</tr>
<tr>
<td>RESP 2310 Mechanical Ventilation 3</td>
<td>RESP 2415 Pediatric &amp; Neonatal Care Lab Practical 2</td>
</tr>
<tr>
<td>RESP 2315 Adult Mechanical Ventilation Lab Practice 2</td>
<td>RESP 2420 Comprehensive Review 1</td>
</tr>
<tr>
<td>RESP 2320 Critical Care/ACLS 2</td>
<td>RESP 2430 Clinical Practice III 5</td>
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<tr>
<td>RESP 2330 Clinical Practice II 4</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong> 14 <strong>Total</strong> 10</td>
<td></td>
</tr>
</tbody>
</table>
Social Media/Technology in the Classroom

The advent of technology use in the classroom as an instructional tool has caused both opportunities and distractions. The expectations for the health information technology student are that you are engaged and present during class time, which means that you will be free from technological distractions. Research has shown that these distractions may cause individual inattentiveness and can make it difficult for others to stay focused on the immediate discussions.

Electronic devices (computers, IPADs, etc.) may be used in class, as long as their use is related to class content. The instructor has the right to ask you to close your electronic device if he/she believes your use of said device is disruptive to your learning or that of your classmates.

SOCIAL MEDIA POLICY

- Cell phones, iPods, pagers, laptops, High-Resolution DVR Spy Pens with webcam and microphone, or any device (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. Individual instructors may have policies regarding the use of technology in the classroom. If there is an emergency and one must use the cell phone, please exit the classroom to take the call.
- Students discovered reading/sending text messages during class or emails will be asked to leave the class and will be counted absent for that class session, thus losing “professionalism points” for the day, and potentially receiving an unexcused absence. This includes sending instructors assignments during the stated course time.
- Students are expected to engage in discussion for the class. Computer use is accepted to access your textbook, take notes, and research the discussion topic.
- Students may not record or publish information from the class without written authorized use from the instructor. If used without authorization, you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS. Students who record and/or publish anything related to the course or program will be in violation of the Respiratory Therapy Code of Ethics, and may be placed on probation or dismissed from the program depending on the severity of the violation.

Students in the Respiratory Therapy Program at Salt Lake Community College have the right to develop a Facebook Page or other social media pages. If a page is created, it shall not include the name Salt Lake Community College, or Respiratory Therapy Program, anywhere on the page, or utilize SLCC’s official logos. Students in the Respiratory Therapy Program shall understand that the page is not an extension of the program, the classroom, or the college.

At no time shall confidential or personal information about the classmates, faculty, patients, or other information of a private nature discussed in class, be posted on social media. Students violating this policy may be placed on immediate probation and/or dismissed from the program. Confidential or personal information shall include but is not limited to:
• Personal information of a classmate, faculty, or clinical preceptor, such as academic information of classmates, individuals’ personal contact information, or educational records of others.
• Classroom discussion, pictures, or videos of procedures performed during clinical education.
• Information of the clinical site, patient information, and any other information that may be obtained through the student practicum.

Social media includes but is not limited to:
• Facebook
• Twitter
• Myspace
• Instagram
• Pinterest
• LinkedIn
• Reddit

Student Code of Conduct

STUDENT CODE OF CONDUCT AND HONOR CODE

The program adheres to the policies of prescribed conduct as listed in the Salt Lake Community College Student Code of Conduct, which can be obtained from Student Services. The primary objective for the administration of discipline under the Student Code of Conduct is to foster ethically responsible behavior and protect the campus community. Components of the Student Code of Conduct are delineated in the College Catalog. The Fair and Equitable Disciplinary Process is also located in the SLCC College Catalog.

The Program follows the American Association of Respiratory Therapy Clinical Practice Guidelines in its entirety. Visit the website for CLINICAL PRACTICE GUIDELINES for more information.

BEHAVIOR

Professional behavior is defined as honesty, dependability, integrity and respect for others. This is expected at all times in the classroom, laboratory, and clinical settings.

Professional behavior will be measured by the following criteria:
• Attendance, timeliness, participation, attitude, interpersonal relationships with peers, faculty, and patients, respect for Instructor and fellow students' opinions, appropriate communication both written and verbal, and a commitment to learning.
• Electronic devices must be silenced and their use in class must be authorized by the Instructor.
• In this program, each student is expected to demonstrate professional behavior.
  o This will be measured by the following standards:
    Attendance (1%)
    Timeliness (1%)
    Participation (1%)
Attitude (2%)
Relationships (1%)
Respect for Instructor (1%)
Appropriate Communication (1%)
Commitment to Learning (1%)
Electronic Device (1%)

Refer to the student discipline policy for a list of possible infractions which may include but is not limited to:

- The use of profanity or vulgar language will not be tolerated.
- The program will not tolerate unlawful comments or discrimination based on race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.
- Some lab assignments require physical contact between students (dressings, positioning, draping). Inappropriate touching or comments will not be tolerated.
- Punctuality is required.
- No food or drink is allowed in the lab or around computers or equipment.
- Use of cellular phones or other distracting electronic devices is not permitted without an instructor’s consent.
- Students are responsible for all equipment, supplies, and books assigned to them during the course of study. Any student destroying or misusing any equipment, supplies, or books will be responsible for the cost of that item.
- Any student defacing or abusing a SLCC Campus or its property may be subject to disciplinary action and/or expulsion from the program. This also applies to the property of clinical sites.
- Misrepresentation of oneself as anything other than a respiratory therapist student, especially in the clinical setting, is prohibited.
- Employment as a respiratory therapist is prohibited until completion of the program.
- Drug, alcohol use, and intoxication is prohibited while attending class, clinicals, school events, and other activities when representing oneself as a student of the Salt Lake Community College.
- Applicable federal, state, and local regulations regarding smoking in the workplace or near a healthcare facility must be followed. Most hospitals prohibit smoking anywhere on hospital grounds.
- Theft is not tolerated.
- No soliciting of funds or signatures, selling merchandise or services, distributing literature, or engaging in any other solicitation or similar activity on clinical site property, including parking lots.
- Any student found using school computers for anything other than work or research directly associated with surgical technology or health occupations will have their computer privileges revoked.
- Any crude or derogatory comments made during the showing of video or silicone body segments in class or lab will be viewed as a sign of immaturity, and the student may not be permitted to
enter a clinical rotation based on that issue. Comments in the clinical setting about patients will not be tolerated, and the student will be removed from the program immediately.

- Cheating in any form is not tolerated and the student(s) will be dismissed from the program.
- Dishonesty (lying) will not be tolerated in any form, and the student(s) will be dismissed from the program.
- Students must maintain integrity by maintaining consistency of actions, values, methods, measures, principles, expectations, and outcomes. Integrity is regarded as the honesty and truthfulness, or accuracy, of one's actions.
- Students must be respectful and discreet in dealing with cadavers, lab sessions, and classroom lectures and activities, and not use any social media, text or email, or post anything about cadavers or lab sessions, and classroom lectures and activities.

Note: Students will be able to track their grades via Canvas. If marginal academic or professional performance is in question at midterm, the faculty and student are expected to discuss performance and set up a learning contract in order to help the student become successful in the course. Students are ultimately responsible for their own academic and/or professional performance and should be expected to self-monitor.

LAB RULES

- Items are to be returned to the proper place at the end of each lab session.
- Any crude or derogatory comments made during the showing of video or mannequin body segments in class or lab will be viewed as a sign of immaturity, and the student may not be permitted to enter a clinical rotation based on that issue.
- Comments in the clinical setting about patients will not be tolerated, and the student will be removed from the program immediately.
- Instructors may access student lockers at any time. Lockers not cleaned out within two weeks of the end of the semester will be cleaned out and the items forfeited.
- Students may not be in the lab alone. Students must be accompanied by an instructor.
- No recording devices are allowed in the lab without permission from instructor.
- Students may be recorded for instructional use and/or promotional use, including distribution to students in the Respiratory Therapy Program.

Grievance Procedure

- Students who have a grievance or a disagreement with a program decision must submit a grievance in writing. If due to a program decision, the written grievance must be provided to the program coordinator within FIVE days of that decision.
- A meeting may occur immediately upon receipt of the written grievance, but must occur no later than FIVE academic days following the incident. A decision will be rendered by the program
coordinator within **FIVE** days following the meeting, provided to the student in the form of an email.

- If dismissal is the recommended action, an appeal hearing may be requested by the student with a written statement of what is being appealed, which must be provided to the program coordinator and associate dean. The appeal hearing must be scheduled by the associate dean within **TEN** academic calendar days. The hearing will consist of the associate dean, program coordinator, program faculty (if needed), and the student.

- A decision regarding the appeal will be provided in writing to the student through email by the program coordinator with approval from the associate dean within **FIVE** days following the hearing.

- If a student wishes to continue the appeal process, the student may contact the Health Sciences Dean within **FIVE** days of the date of the decision sent by email. The decision by the Dean will be considered final and again sent in an email to the student.

## Probation/Dismissal/Deferment

**PROBATION**

Probationary status can be the result of any one or more of the following reasons as noted below. Dismissal results from receiving a second probationary notice.

Unprofessional behaviors can directly result in probation or dismissal based on the severity and implication of the offense. Although every effort is made to outline specific instances, not every instance can be addressed in the handbook and may need to be dealt with on an individual basis.

Once a student is on probationary status they will remain on probation for the duration of the program, until the student is officially graduated.

**Probation will result from:**

- Three excused, or a combination of three excused and unexcused, absences in one course.
- Two unexcused absences in one course.
- Two unexcused absences throughout the program per semester.
- Consistent poor participation/professionalism points in any one class.
- Violations of any one of the program’s code of ethics policy. The standard of ethics and conduct for the respiratory therapy student is dictated by those moral and personal qualities inherent in the professional role, i.e., honesty, responsibility, dependability, accountability, and concern for others.
- Violations of significant consequence or behavior that is:
  - problematic to self/others.
  - clearly observable, irresponsible, or destructive.
  - directly reflective of the program or profession in a negative manner.
• Non-compliance to the professional presence/uniform/dress code more than once per semester.
• Immunization or re-certification of fieldwork requirements allowed to lapse or falsified.
• Election to withdraw or walk out from a clinical placement.
• Student canceling a clinical or not completing an assignment within a pre-determined time period.
• Accountability issues such as but not limited to:
  ▪ Failure to honestly communicate verbal or written information. For example: cheating, not completing their share of group work, or plagiarism.
  ▪ Failure to report unsafe/incompetent practice of self or peers.
  ▪ Any other circumstance also outlined in this handbook.

PROBATIONARY PROCEDURE

A verbal warning or email from an instructor or program coordinator may or may not precede a formal letter of probation, depending on the circumstances and/or severity of the situation.

• The student will be asked (via email or verbally) to meet with the instructor, program coordinator, and division associate dean. Areas of concern that warrant probationary status will be discussed in this meeting. If the student refuses to meet, or is unable to schedule within the time period established, probation status will be granted.
• An official letter from the program notifying the student of the probationary status will be provided to the student within FIVE academic days after the meeting. Terms and reasons for probationary status will be outlined in the letter.
• Students may elect to meet with the program coordinator to develop a behavioral contract, and should do so within FIVE academic days of receipt of the letter of probation. This contractual agreement demonstrates the student’s initiative to desire to remain in the program and graduate, since it identifies areas of needed improvement and the student’s willingness to make a positive change.
• A meeting to discuss the behavioral contract must be scheduled by the student and attended within TEN academic days of initial notification of probation.
• The student, program coordinator, and the division’s associate dean must agree to and sign the contract for it to be official.
• Probationary status will remain in effect throughout the program. A student on probation is not considered to be in “good standing” with the program.

DISMISSAL

Dismissal is serious, and practice/behaviors as outlined below have zero tolerance. These practices indicate the student has committed a violation that requires automatic and immediate dismissal from the Respiratory Therapy Program. Being dismissed means not attending any more class sessions, finishing a semester, or completing the program. Students who are dismissed will receive the grade
earned at the time of the dismissal and not allowed to have grades for additional assignments, quizzes, or tests.

Dismissal will result from:

- One failure to adhere to the Salt Lake Community College or American Association of Respiratory Therapist Code of Ethics.
- One failure to abide by the policies and procedures of the fieldwork sites.
- One failure to report a change in criminal background.
- One failure to practice within the student respiratory therapist role.
- Failure to respect the worth and dignity of clients, peers, health care team, and faculty, including but not limited to:
  - Breach of confidentiality.
  - Breach of patient's Bill of Rights.
  - Behavior that degrades and is of libelous nature to others.
- Drug test policy infractions, such as a positive drug test with no physician document, or refusal to take a drug test.
- Cheating in any course required to fulfill the program requirements.
- Plagiarism by using another person’s ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one’s own. Plagiarism includes but is not limited to the following:
  - Acquiring by purchase or otherwise a part or the whole of a piece of work which is represented as one’s own.
  - Representing the ideas, data, or writing of another person as one’s own work even though some wording, method of citation, arrangement of evidence, ideas, or arguments have been altered.
  - Concealing the true sources of information, ideas, argument in any piece of work.
- Falsification of documents or signatures, misrepresentation, falsifying information. This includes but is not limited to the following:
  - Having another person represent or stand in for oneself in circumstances where one’s attendance and/or performance is required.
  - Misrepresenting class attendance.
  - Presenting false academic credentials.
  - Submitting someone else’s work as one’s own.
  - Submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. It is assumed that the current instructor expects the work to be original.
  - Forging or using another’s signature.
  - Altering or destroying academic records and documents.
  - Presenting false data, experimental results, or physical results.
  - A second letter of probation.
  - A clinical educator or site denying a student return onsite due to work and/or conduct which is perceived to have a detrimental effect on patients or personnel,
and/or whose progress, achievement or adjustment does not justify his/her continuance with the program.

DISMISSAL PROCEDURE

- A meeting between the student, program coordinator, and associate dean will occur immediately, or no later than FIVE academic days following the final incident. This meeting may occur at the same time as a student receiving a second letter of probation.
- A decision of dismissal will be provided to the student during the meeting or within FIVE academic days following the meeting.
- An A second appeal may be initiated by the student with a written statement of what is being appealed and provided to the Dean. The Dean will make a decision within TEN academic calendar days of the initial dismissal meeting.

DEFERMENT

Students who are in good academic standing who wish to temporarily withdraw from a course or the program must do so with sound reasoning. Some acceptable reasons for deferment with a temporary withdrawal include:
- prolonged illness, injury, or disease that is expected to improve;
- LDS mission or other religious mission opportunities;
- military deployment;
- pregnancy; or
- other reason(s) as agreed and collaborated upon between the student and the Respiratory Therapy Program.

Students who are approved to defer may do so for a period of one year. If the request for deferment requires more than a one-year period, students will need to reapply to the program following the normal dates and admission process.

Withdrawal/Incomplete Procedures

WITHDRAWAL/DROP

- It is the student’s responsibility to request a withdrawal or drop from each individual instructor.
- Students who quit attending class without an official withdrawal initiated by the student will remain on each instructor’s class roster and continue to accrue a grade until a withdrawal or drop in that class has been completed.
- Faculty will not automatically withdraw or drop individual students from courses or the program, without a written request and completed paperwork that meets the withdraw criteria, past the withdraw date.
- If the student does not initiate a drop or withdrawal, a failing grade for the coursework should result.
• Respiratory Therapy instructors will not sign a withdrawal if the student is failing the course at the time of request.
• To retake a course that has been withdrawn or dropped, the student must reapply to the program.
• If a course retake is over one year, the student must retake all earlier courses in the program sequence.

INCOMPLETE

Incompletes are only available in the following situations:

• In emergency circumstances as identified by instructor.
• Seventy-five percent of the course must be completed with a current passing grade (minimum of a “B” or 80%).
• Students must meet with the program coordinator and submit an Incomplete Form, including a plan for and to complete course(s) within one (1) year.
• Incomplete grades will be given only in extenuating circumstances, beyond the student’s control, with appropriate documentation. Students who have an incomplete in a course will not be allowed to continue in the program until the course is completed successfully, since the coursework is sequential. If the student receives an unsatisfactory grade in any course the student must reapply for the program the next year.

Readmission Policy

• Students who are dismissed or permitted to voluntarily withdraw from the program related to reasons of unprofessional conduct will not be eligible for readmission.
• Students who have been dismissed from the program for cognitive or psychomotor reasons may not reapply sooner than two years from the academic year of the dismissal.
• The student who wishes to apply for readmission must submit a new application for the current year to the Health Science Admissions Office. Only one re-admission is allowed.
• Placement in the program will be made according to current program objectives, and the current handbook, however re-admission beyond one academic year will require the student start with the first semester of coursework.
• Extended leave(s) of absence for medical emergency, immediate family emergency, or military service will be reviewed on an individual basis by the program coordinator and faculty.
• Students need to be aware that repeating the program may have an effect on financial aid.
Background Checks & Drug Screen Policy & Requirements

CRIMINAL BACKGROUND AND DRUG TESTING
Students are required to submit a criminal background check and drug-screening test. Refusal will result in dismissal from the program. Additional information will be given to accepted students by program faculty regarding testing sites that have been approved by SLCC for both drug-screening tests and criminal background checks. The expenses for these requirements are additional student costs.

CRIMINAL BACKGROUND
All students who are admitted into the Respiratory Therapy Program must have a criminal background check completed. This documentation will remain in the Division Chair’s Office in a safe and confidential file. Students must agree to the following:

- To accurately describe and disclose case findings as noted on the criminal background record.
- To understand that clinical placement agencies require a criminal background check for clinical student placements. SLCC program faculty will disclose contents of the criminal background check to the clinical agency. The clinical agency may decline to have students placed at their facility.
- To understand that the clinical placement facility makes the final determination about accepting students for placement in their facility.
- To understand that if s/he cannot be placed successfully in a clinical setting (one attempt) to meet course requirements, s/he will not be able to successfully complete required courses.
- To notify the Allied Health Division Office of any felonies and/or misdemeanors within 24 hours while enrolled in the program.

DRUG TESTING
Prospective students must complete a drug test within 24 hours of notification. The drug test must be conducted as per program requirements. If result of a drug test is positive for controlled substances, the student will be dismissed from the program unless a retest of split sample is requested at the time of notification of test failure is given, or submittal of documentation by a physician identifying medically approved cause of a failed test. A diluted sample will require the student to retest. The student is responsible for the cost of any additional testing. If results of a retest are still positive and a student is dismissed from the program, tuition may be refunded in accordance with college refund policy. If a student refuses to provide a timely drug test at any time in the program, the student will be dismissed from the program.

The clinical placement agencies make the final determination about accepting students for placement in their facility, and may decline to have students placed at their facility based on the criminal background and drug testing record of the student. If this occurs, the student will not be able to successfully complete required courses, resulting in dismissal from the program.
Student Health, Immunization, CPR, and Pregnancy Policies

STUDENT HEALTH POLICY

The purpose of the student health policy is to identify and to clarify health requirements of the program. Admission and continuance in the program depends on the maintenance of satisfactory PHYSICAL and EMOTIONAL health. A student may be asked to withdraw from the program if there is documented evidence to suggest the health of the student or the safety of patients in the clinical, or safety of fellow students and instructors in the academic setting may be threatened by the presence of the student in the program. Falsification or omission of information required on the student’s health records is grounds for dismissal of a student from the program.

As a student, you should strive to maintain optimum health. Your grades are affected if you are absent and missing the learning experiences. If situations arise in which your health or a client’s health may be in danger, your instructor will be responsible for determining whether you may stay in the clinical area. These situations may include but are not limited to: back injuries, injuries requiring a cast, infectious diseases, and draining wounds. In some cases, hospital policy may require you to remain at home.

PERSONAL ILLNESS REQUIRING WITHDRAWAL FROM THE PROGRAM

Honesty about one's health problems is encouraged. Any pre-existing conditions, i.e., severe emotional stress, drug-related problems, back injuries, disabling diseases even though in an arrested state, must be documented at the time of entrance into the program. Failure to do so may be cause for dismissal. A concern for students leads us to request this information. Should a health situation arise, it is better for the faculty to be equipped to manage it than to know nothing about what is happening.

The School of Health Sciences and the Respiratory Therapy Program subscribe to the Salt Lake Community College procedure for school and work attendance by students and employees with AIDS or HIV infection. This procedure is available from the Vice-President of Student Services or the Dean of Health Sciences.

PREGNANCY POLICY

If a student becomes pregnant at any time during their participation in the program, the student is encouraged to inform the program coordinator of the pregnancy as soon as possible; however, notification by a student to program officials regarding pregnancy is voluntary.

The pregnant student may choose from one of the following options:

- Continue in the program throughout the pregnancy. If the student so decides, she may continue in the program and will be expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A pregnant student wishing to remain in the program must sign a waiver releasing the school and any of its affiliated clinical agencies from ANY liability concerning her pregnancy or the unborn child; or
- Withdraw from the program with the understanding that the student may reenter the program at the corresponding point during the next cohort, dependent upon space availability.
The student is required to follow all state/federal guidelines regarding occupational exposure for the pregnant radiation worker and guidelines established by the National Council on Radiation Protection and Measurements. Appropriate accommodations will be made to assure fetal protection as outlined in state and federal guidelines. The student will also be expected to follow all pregnancy-related policies and procedures outlined at clinical site assignments.

**IMMUNIZATIONS AND CARDIOPULMONARY RESUSCITATION (CPR)**

Immunizations and CPR are at the student’s own expense. It is the student’s responsibility to ensure immunizations and the American Heart Association or CPR certifications are current for the duration of the technical program. Current records are maintained on each student accepted into the program. Immunizations must be provided by a licensed facility and documented on an official form. Clinical agencies will not permit unprotected students to be placed, due to patient and student safety factors. Students who allow immunizations, CPR certification and/or chest X-rays to lapse will not be allowed to continue in the program until documentation is provided. There is no grace period. At the time of orientation to the program, the student must present evidence of their immunizations.
SLCC Respiratory Therapy Clinical Requirements Audit Form:

Name: __________________________ Student I.D.: ______________ DOB: ______________

**Background, Drug, CPR**

<table>
<thead>
<tr>
<th>Background Check</th>
<th>Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Screen: 10 Panel</td>
<td>Results:</td>
</tr>
<tr>
<td>CPR: Health Care Provider</td>
<td>Expiration Date:</td>
</tr>
</tbody>
</table>

**Immunizations**

<table>
<thead>
<tr>
<th>Tdap (Tetanus, Diphtheria, Pertussis)</th>
<th>Tdap Date Received: ______________</th>
</tr>
</thead>
</table>

- Must be within the last 10 years.

<table>
<thead>
<tr>
<th>MMR (Measles, Mumps, Rubella)</th>
<th>MMR #1 Date Received: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two doses required after 12 months of age</td>
<td>MMR #2 Date Received: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis A Vaccine or Twinrix</th>
<th>Hepatitis A #1 Date Received: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two doses required</td>
<td>Hepatitis A #2 Date Received: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B Vaccine or Twinrix</th>
<th>Hepatitis B vaccine 1st dose Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three doses required with blood test with “Reactive” results</td>
<td>2nd dose Date: ______________</td>
</tr>
<tr>
<td>Six doses required with blood test with “Not reactive” results</td>
<td>3rd dose Date: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Varicella (Chickenpox)</th>
<th>Varicella #1 Date Received: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two doses required</td>
<td>Varicella #2 Date Received: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current PPD (Tuberculin Blood Test)</th>
<th>Quantiferon Gold Blood Test * Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Results: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Influenza Vaccine</th>
<th>First Season Date Received: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Second Season Date Received: ______________</td>
</tr>
</tbody>
</table>

You MUST provide supporting documentation for each of these requirements. Dates alone are not sufficient.
*What are the advantages of QuantiFERON®-TB Gold In-Tube over tuberculin skin test (TST)?*

- Improved specificity
- Results are not subject to reader bias
- Results are not affected by the booster phenomenon (i.e., increased sensitivity on subsequent test, leading to false-positive results)
- Accuracy is not affected by prior BCG (Bacillus Calmette-Guérin) vaccination
- Requires only 1 patient visit (2-4 required for TST)
- Cost savings from reduced staff time and avoidance of unnecessary follow-up testing and treatment

**OTHER REQUIREMENTS**

CPR certification is required to practice in all health care facilities. Every student must be currently certified in CPR as a Healthcare Provider through the American Heart Association. Evidence of current certification is required on the day of orientation. It is the student's responsibility to keep the CPR certification current. A copy of the current CPR certification card must be kept in the student's Respiratory Therapist Program File.

Immunizations requirements may change after the students have entered the program due to current health issues and or clinical internship requirements. The student will comply at the student’s own expense. Failure to do so will result in dismissal from the program.

**Substance Abuse Policy and Procedure**

**SUBSTANCE ABUSE POLICY AND PROCEDURE**

To ensure student, staff and patient/client safety, the program has adopted this policy and these procedures regarding the impaired student. Reasonable suspicion based alcohol or drug testing will be performed, if performance problems or displayed behavior in the program may reasonably be related to substance abuse.

The program faculty wishes to assist the student demonstrating impairment into an evaluation recovery process. However, this can only be done with the full cooperation of the student needing help. Substance abuse is suspected when the individual exhibits behaviors including:

- mood swings
- behavior inappropriate for the setting
- frequent absences
- failure to follow policies and procedures
- deteriorating appearance
- deteriorating academic and/or clinical performance
- sloppy, illegible, and/or erroneous written work
- alcohol on the breath
- poor judgment and concentration
- lying
- violation of policies pertaining to medication administration/documentation.
Due to safety issues and the sensitive nature of health occupations, indication of substance abuse is cause for dismissal from the program. Students refusing or not complying with treatment will not be allowed to continue in the program.

POLICY

- Students are prohibited from attending class or clinical sites while using alcoholic beverages or illegal drugs.
- Legal use of medications or a drug prescribed by a licensed practitioner is permitted, provided such use does not adversely affect students’ performance or endanger the health and/or safety of others.
- The Program will maintain confidentiality of all records and information related to students’ suspected abuse.
- Respiratory Therapy Program Faculty will assist students desiring to address a substance abuse problem by referring students to the Student Health and Wellness Center.
- Students who refuse to comply with this substance abuse policy/procedure may be subject to dismissal from the Respiratory Therapy Program.

PROCEDURES

The following procedures will be adhered to for all occurrences of substance abuse when immediate action is indicated:

- If a student is intoxicated or under the influence of illegal substances during a clinical experience/clinical internship, the clinical site will contact the clinical coordinator who will arrange for transportation for the student. In the interim, the clinical instructor will follow procedure in place at the clinical site.
- The student will sign a release form allowing Salt Lake Community College to receive results of any drug screening or additional assessments performed.
- In any case of suspected substance abuse, an observer will document evidence of impairment by:
  - Describing each event in writing, including dating and signing the written document.
  - Obtaining written, dated, and signed statements of observations by others, including other students and staff.
  - Instructing the student to submit results of elective drug testing.
  - Ensuring reporter(s) has/have signed all documentation and notifying the Associate Dean of Allied Health or Dean of Health Sciences.
- The student must make an appointment to see the program coordinator to review the incident prior to attending the next scheduled clinical day. Final decisions regarding student discipline will be based on recommendations by the program faculty and program coordinator. The student will be reminded of the college grievance procedure.
  - Failure to follow up with referrals and/or treatment plan may result in suspension from future respiratory therapy courses and clinical experiences/internships. The student must provide written documentation of compliance with the treatment program to the program coordinator.
  - A student may request to be readmitted to the program as outlined in the Program Readmission Policy.
  - If impairment behaviors are observed in classroom setting, procedures of the college policy related to student conduct are followed.
Bloodborne Pathogens/Transmittal Disease & Informed Consent

What you should already have done:

- **Training** -- As you know, every precaution must be taken when working around blood or other body fluids to avoid exposure to blood borne pathogens. If there is a chance that you may be exposed to blood borne pathogens in the course of your work, the college has provided you with specific training and procedures on preventing exposure to blood borne pathogens. **If you have not had this training, please contact your clinical supervisor.**

- **Protective Supplies** -- You should always have protective supplies available, such as gloves, cleaning supplies, and red bags for disposing of infectious waste. **If you do not have these supplies readily available, please contact your clinical supervisor.**

- **Vaccine** -- Additionally, if you routinely work around blood or other body fluids that could cause exposure, you have been given a vaccine to keep you from contracting Hepatitis B if you have an accidental exposure. **If you have not had the Hepatitis B vaccine series, please contact your clinical supervisor.**

**BLOODBORNE PATHOGENS PROCEDURE**

Please keep the following procedures handy and follow them immediately if you feel you have been exposed to a blood borne pathogen.

**NOTE:** Before performing tasks that may expose you to blood borne pathogens, SLCC requires that you be trained in using the proper supplies and procedures to prevent exposure. **If you have not had this training, please contact your clinical supervisor before performing such tasks.**

In spite of the training and the preventive supplies provided, it is possible that you may have an accidental exposure to a blood borne pathogen. The procedures outlined below should be followed immediately if you feel that you have been exposed. It is crucial that you do not wait to report the incident or to seek medical evaluation! Any significant exposure should start treatment within 1-2 hours of the exposure.

- **Identify the source of exposure.** If you were exposed directly by another individual, get that individual’s name and learn how that individual can be reached for immediate follow-up testing if necessary. If you were exposed through a wound inflicted by a needle or other contaminated article, carefully bag the item or, if you are uncomfortable doing so, keep the item protected and isolated so that your supervisor can retrieve it.

- **Contact your supervisor immediately.** Tell your supervisor that you have had a blood borne pathogen exposure, immediately.
• Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:
  University Hospital  
  Infectious Diseases, Clinic 1A  
  50 North Medical Drive  
  Salt Lake City, UT 84132  
  801-585-2031  
  M-F 8 AM – 5 PM, Call for an appointment.

• Students who are injured during a lab, will need to use their own health insurance or they can file a liability claim with the State of Utah. To file a liability claim, please contract Risk Management.

OSHA/HIPAA Regulations/Patient Confidentiality/Student Insurance

OSHA & HIPAA REGULATIONS
Hospitals and other health care facilities are required to follow the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. These were established to protect the patients and employees’ safety and privacy.

OSHA involves requiring healthcare providers to wear personal protective equipment (PPE) when handling contaminated items. This is why students will be expected to wear appropriate PPE when in the clinical facilities.

HIPAA is designed to establish patient rights and privacy controls through the use of a common set of standards and requirements about how to use and protect health information. This means the student will be expected to protect patients’ privacy. Students may be required to attend additional training at the clinical facilities to ensure HIPAA obligations.

PATIENT CONFIDENTIALITY

Salt Lake Community College Respiratory Therapy Program is a Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant program.

As part of your educational and professional duties in respiratory therapy, you will have access to information about the patient that is considered confidential. Every attempt needs to be made to ensure this information remains confidential. In a document titled “Your Rights as a Hospital Patient” from the American Hospital Association it says, “You have the right to expect treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law”. Students will be educated regarding HIPAA requirements on how to maintain patient confidentiality.
Information that is considered confidential includes:

- Name
- Address
- Name of relatives
- Name of employers
- Birth date
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social Security Number
- Medical Record Number
- Health Plan Beneficiary Number
- Account Number
- Photographic images

Care must be taken to avoid the following:

- Discussions of patient information in public places
- Printed or electronic information left in public view
- Patient charts left on counters or in public view
- Patient information in regular trash
- Records that are accessed without a need to know in order to perform job duties
- Unauthorized individuals hearing patient sensitive information (such as diagnosis or treatment)
- Radiology films in public areas
- Lab /x-ray results left on counters or within public view
- Daily and/or weekly patient schedules in public view
- Boards with full patient name

STUDENT INSURANCE
With the Affordable Healthcare Act, SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. The government provides healthcare plans and it is the student’s responsibility to research for the right coverage. NAHGA Claim Services will continue to process any student accident insurance claims that are still open as well as any new claims that occur up to the deadline. The following are answers to common questions about student health insurance.

SLCC - Workers’ Compensation for Health Sciences Students

Question. When are students covered?
Answer. Students are covered when involved in a clinical. A clinical is a required period of supervised practice done off campus.

Question. What is covered?
Answer. Medical expenses.
Reporting an Injury

**Question.** How soon does an injury need to be reported?
**Answer.** Report immediately to the clinical instructor; also report to Risk Management by the next business day.

**Question.** Who do I report an injury to?
**Answer.** Report to Risk Management:

  Mikel Birch  
  (801) 957-4041  
  mikel.birch@slcc.edu

**Question.** Where do I go for medical attention if injured during a clinical?
**Answer.** Go to Intermountain Healthcare WorkMed.

  1091 W. So. Jordan Parkway, Suite 500  
  South Jordan, UT 84095  
  385-887-7200  
  M-F 8 AM – 5 PM

  201 East 5900 South #100  
  Murray, UT 84107  
  801-288-4900  
  M-F 8 AM – 5 PM

  1685 W. 2200 S.  
  SLC, UT 84119  
  801-972-8850  
  M-F 7:30 AM – 5:30 PM

  During evening/night/weekend hours, wait until Intermountain WorkMed is open if possible; otherwise, go to [Workers’ Compensation](#) for listing Preferred Provider. Go to the emergency room only for threat of life or limb.

**Bloodborne Injuries**

Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:

  University Hospital Infectious Diseases, Clinic 1A  
  50 North Medical Drive  
  Salt Lake City, UT 84132  
  801-585-2031  
  M-F 8 AM – 5 PM, Call for an appointment.
**Question.** Where do I go for medical attention if injured during a lab?

**Answer.** Students who are injured during a lab, will need to use their own health insurance or they can file a liability claim with the State of Utah. To file a liability claim, please contact Risk Management:

**Unsafe Practices**

**HEALTH CARE RELATED PROGRAMS RISKS AND GUIDELINES**

Students in each of the college’s health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn ‘Standard Precautions’ and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needle-stick or instrument-related injuries.
- Risk of bloodborne pathogen exposure.

**STATEMENT REGARDING INFECTIOUS DISEASES**

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc.

ALL students are required to have appropriate immunizations after they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environments. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself to an infectious disease. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.

**NEEDLESTICK/PERCUTANEOUS INJURY OR EXPOSURE TO BLOOD OR OTHER BODY FLUIDS**

If a needle stick injury or exposure to blood or other potentially infected body fluids occurs during clinical procedures, the student is required to notify the clinical supervisor and take immediate steps to
follow the current CDC guidelines. Any costs associated with your care will be at the student’s expense. Therefore, the student is strongly encouraged to carry health insurance.

Students who have a latex allergy must inform their instructor at the beginning of each semester and are responsible for providing appropriate gloves if necessary. Students who have special physical or allergic needs must provide medical documentation. After hospitalization, surgery, or childbirth, students must submit medical clearance to the clinical instructor. Faculty may request medical clearance at any time from a student.

Fluid Procedure and Process

The primary means of preventing occupational exposure to HIV and other blood borne pathogens is in the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals is potentially infectious. The routine use of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended. Student responsibilities include:

- Annual review of Infection Control/Blood borne Pathogens module on Learning Harbor.
- Utilize appropriate barrier precautions during the administration of care to all individuals.
- Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
- Immediately report accidental exposure to blood or body fluids.
- Initiate immediate intervention of the management of accidental exposure to blood or body fluids
  - Immediately wash the area with soap and water
  - Immediately report the incident to instructor and/or supervisory personnel
- Immediately complete documentation according to the off-site agency standards (if the contamination occurred off-site) and provide a copy of that report to the Associate Dean of Allied Health. A second copy will be kept in the Respiratory Therapy Program’s student’s file.
- Submit a Salt Lake Community College incident report to the Respiratory Therapy program coordinator who will provide a copy to the Associate Dean of Allied Health.
- Decisions regarding post- exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider.
- The injured party will be financially responsible for treatment, prophylaxis and follow-up care resulting from the incident. Typically, an ED follow-up is not required unless emergency care is deemed necessary (i.e. sutures).
Post-Exposure Communicable Disease

In the event that a student is exposed to a reportable confirmed communicable disease during their clinical rotation, the student will be notified as being an individual who may have been in contact with the case during the infectious period of disease. Notification may come from either the college or the clinical agency’s occupational health department. The student will receive post-exposure prophylaxis information. Decisions regarding post-exposure management and follow-up will be at the discretion of the individual and his/her health care provider.

Change in Health Status

1. In the event of a change of student’s health status, or any change in functionality of the student in the clinical setting, the student must notify the Director of Clinical Education immediately.
2. In the event of a temporary condition which may limit mobility and/or dexterity (e.g. cast, crutches, wheelchair) the student may be asked to withdraw from the program until such condition is corrected. The program reserves the right to refuse students when the safety of patient care provided may be compromised.
3. Before being permitted to return to clinical, the student must submit to the Director of Clinical Education a statement from his/her health care provider stating the student is physically and mentally/emotionally able to provide care to patients without restrictions.

CHAPERONING POLICY

When students are performing procedures that are patient sensitive, the student should talk with the preceptor to receive guidance and to determine if the presence of another individual is advisable. The preceptor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction.

SOCIAL MEDIA POLICY

Students should use care when referring to their program on social networking sites. It is the students’ responsibility to be aware of Federal and State laws regarding privacy and confidentiality of information. The faculty has adopted the following Principles for Social Networking:

1. Students must not transmit or place online individually identifiable patient information.
2. Students must observe ethically prescribed professional patient boundaries.
3. Students should understand that patients, colleagues, institutions, and employers may view postings.
4. Students should take advantage of privacy settings and seek to separate personal and professional information online.
5. Students should bring content that could harm a patient’s and/or co- workers’ privacy, rights, or welfare to the attention of appropriate authorities.
Tips to Avoid Problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the patient relationship.
3. Maintain professional boundaries in the use of electronic media. On-line contact with patients blurs this boundary.
4. Do not make unlawful remarks about patients, employers, co-workers or clinical agencies, even if they are not identified.
5. Do not take any photos, videos, or audio recordings in the clinical environment, including the college lab setting.
6. Promptly report a breach of confidentiality or privacy.

Students who violate this social media policy do so at the risk of being subject to HIPAA procedure/guidelines and consequences, and do so at the risk of disciplinary action that may include course failure and/or dismissal from the program.

Practicum/Clinical Requirements

CLINICAL EDUCATION

Due to accreditation requirements, clinical internship days may not follow the standard semester schedule.

CLINICAL EDUCATION PHILOSOPHY

Learners will begin their clinical experience by working under the direct supervision of an experienced respiratory therapist in the hospital setting.

RELEASE OF STUDENT HEALTH INFORMATION POLICY

While in a clinical setting, student health information may be required to be released to protect and prevent injury to the student, staff, or patients. This information includes but is not limited to medical conditions (i.e. pregnancy, communicable diseases, seizure disorders, and diabetes), mental health conditions or medications, or learning abilities. The student will be required to sign a release of information form to be placed or continue in the clinical setting. The clinical coordinator will then meet with the facility clinical educator to discuss placement options for the student. Any information collected will be maintained confidentially.

CLINICAL EDUCATION SITES

All clinical education assignments are made so that the student will have adequate opportunity to acquire the required number and distribution of entry-level requirements. Each student should read the Guidelines for Selection of Clinical Education Sites to facilitate an understanding of the process. Students will be assigned to clinics prior to the start of the clinical. Students should plan to have access to transportation during the clinical. Placements will be made based upon availability of space at the clinic
and student academic needs. The clinical educator in each facility will provide an orientation to the department and facility for the assigned student(s). Procedures, rules, and regulations will be explained, as well as the expectations of conduct. All students will be expected to become familiar with this information and abide by these policies.

- Any problem created by a student, which may have serious implications for the clinical education center will be investigated by the clinical educator and respiratory therapy program coordinator. The matter will then be reviewed by the Associate Dean of Allied Health and dealt with according to college regulations.
- The clinical instructor will be a respiratory therapist or medical doctor and will be responsible for providing supervision and assistance to the student on an ongoing basis.
- The student will not be expected to take the place of qualified staff, nor will s/he be allowed to accept employment at the clinic while performing a clinical experience or clinical affiliation.
- All students in the program must take full responsibility for the cost of clinical education.

GUIDELINES FOR SELECTION OF CLINICAL EDUCATION SITES

- The faculty assign the students to clinical facilities.
- A student who has previously worked in a particular facility will NOT be placed in the same site to fulfill requirements for his/her clinical experience or clinical internships.
- The clinical experiences offered by various health care facilities are an integral and critical portion of the Respiratory Therapy Program.
- The selection of clinical education sites is based on the student’s level of preparedness and the availability of sites.
- The program coordinator and the clinical educator will meet and place the student at the clinical sites.
- The assignment of clinical sites is final.

CLINICAL EDUCATION UNIFORM/DRESS CODE

Respiratory Therapy Students represent Salt Lake Community College and should demonstrate professional appearance in the clinical area. The pride in appearance should reflect the pride in the profession and institution. It is the student’s responsibility to strictly conform to the dress code standards. Professional appearance is always subject to the approval of the clinical instructor at each specific clinical education site.

Students must adhere to the clinical facilities dress and grooming code.

General Guidelines

- Students are expected to practice personal hygiene, such as being neatly groomed and free of body odor or strong perfume or cologne that might interfere with those who are ill or allergic to such odors or fragrances.
- Students are expected to wear clean, pressed scrub attire in good repair, without holes, rips, or tears.
- Closed toe and close heeled shoes (low and comfortable to wear while standing for long periods of time) must be worn at all times.
• Name tag with student name and designation as a respiratory therapy student with school name must be visible at all times.
• Fingernails trimmed to less than 1/8” from finger tips.
• No artificial fingernails or nail polish.
• Hair, beards and moustaches are to be neatly trimmed and groomed and of a natural color. If needed a beard cover must be worn. This will be at the student’s own expense.
• Minimal makeup and no false eye lashes.
• Jewelry is limited to one pair of stud type earrings for females. No jewelry for males.
• Good personal hygiene, including deodorant, is required.
• Hair style and jewelry should not create a safety hazard or interfere with patient/client care and should reflect a professional appearance.
• Visible body piercing is not permitted. If allowable, one conservative earring per ear.
• Tattoos must be covered. Tattoo policy is determined by the clinical sites and may limit student placement. This may affect the student’s status in the program.
• Extremes should be avoided. Patients have indicated they prefer their health care provider not to be excessive in his/her appearance.
• Your SLCC respiratory therapy One Card (picture ID) must be worn in a visible location on the upper torso area while at your clinical education site.

CLINICAL ATTENDANCE

Students are expected to be on time and present at the clinical education facility on the days and during the hours assigned by the clinical instructor, which may include all available shifts, including weekends and holidays. Absences will not be tolerated except under the most severe circumstances. Clinical instructors do not take lightly their time and preparation only to have students fail to fulfill their obligations. Clinical education must be passed successfully to continue in the program. Clinical hours may be anytime during a 24-hour period (8, 10, or 12 hour shifts), including weekends.

Students are required to complete the amount of time (days and hours) assigned to each student in the clinical setting.

For the clinical experiences, all time missed in the clinic must be made up during the respective term. If time missed is not made up within the term or contracted specified period, the student will receive a failing evaluation score. Please refer to the course syllabi for more detailed policies.

If a student must miss a day of clinical, the student must notify the clinical facility of his/her absence before the start of the schedule shift. Additionally, the student must immediately notify the clinical coordinator and/or the program coordinator of the absence, pursuant to SLCC policy.

Under ordinary circumstances, the student and clinical instructor will jointly determine arrangements for make-up time. It may be made up on weekends if the client load is adequate and supervision by a clinical educator is provided. THE FACILITY RESERVES THE RIGHT TO REQUIRE ABSENCES DUE TO ILLNESS OR INJURY TO BE MADE UP AT THAT FACILITY REGARDLESS OF THE AMOUNT OF THE TIME MISSED. THE FACILITY RESERVES THE RIGHT TO DENY A STUDENT THE ABILITY TO MAKE UP TIME MISSED.
CLINICAL EXTENDED LEAVE

Extended periods of absence are defined as more than 2 days (even with a physician’s excuse). Extended absences will be evaluated on an individual basis by instructor and/or clinical educator. Excused absences (2 or more classes) will result in program probation, and/or withdrawal from the Respiratory Therapy Program, may be necessary.

CLINICAL ACCIDENTS/INCIDENT REPORTS

In addition to complying with proper procedures for reporting incidents at the clinical facility, all occurrences which require a written report must be IMMEDIATELY reported to the clinical coordinator and program coordinator.

ACCEPTABLE CLINICAL EDUCATION PERFORMANCE

Successful completion of the clinical experience and each clinical affiliation consists of successfully completing all skills and receiving passing scores on Clinical Performance Final Evaluation.

STUDENT HEALTH DURING CLINICAL EXPERIENCES/AFFILIATIONS

Students will have access to emergency care both on campus and while on assignment at a clinical facility.

JOB REFERRAL POLICY

Salt Lake Community College Respiratory Therapy Faculty do not give job referrals or references to any student applying for employment in the field of respiratory therapy to any student applying to a healthcare facility with which we have, or may have, a clinical affiliation agreement.
1. SALT LAKE COMMUNITY COLLEGE: Respiratory Therapy Program Signature Form

2. *Please initial indicating compliance in each space provided

3. _____ I have received, read, and reviewed the Respiratory Therapy Program Handbook. I have clarified any questions or concerns with the Respiratory Therapy Program Coordinator regarding this information.

4. _____ I, the undersigned, understand that it is my responsibility to adhere to maintain immunizations and certifications for my personal protection and that of others. I furthermore agree to immediately report any incident that could affect transmission of disease.

5. _____ I, the undersigned, agree to be treated by my instructors, guest lecturers, or classmates during all mock lab and treatment sessions for the duration of the Program. I understand that all efforts will be made to provide modesty and safe conditions for me and if I feel or think that I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate about this. If I do not sense that the issue is resolved by this action, I will speak to my instructor about it. I will give notice to staff of any allergies such as latex, nylon fibers, or asthmatic conditions to the instructor or Program Coordinator before the lab session.

6. _____ I, the undersigned, will endeavor to follow the AART Clinical Practice Guidelines for the Respiratory Therapist, along with the lab rules. I agree to drape my classmates, guests or instructors in a way that protects the modesty and safety of all “patients” treated. I will practice considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will promptly report any malfunctioning equipment to staff as soon as the unit is noticed to be causing problems.

7. _____ Statement of Responsibility and Confidentiality: The undersigned hereby acknowledges his/her responsibility under applicable law and this Agreement to keep confidential any information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the Facility.

8. _____ I agree to notify Salt Lake Community College of my whereabouts for a minimum of one year after graduation from the Respiratory Therapist Program. I will provide to the Program any change of address I may have on a timely basis. I will complete and submit one graduation survey has requested by the Program Coordinator.

I agree to adhere to the requirements as indicated by my signature in the appropriate space below.

____________________________  ________________________
Print Name                      Student Number
____________________________  ________________________
Student Signature         Date
Pregnancy/Radiation Safety Protection Verification Form

I verify by my signature below that:

1. I have voluntarily notified Salt Lake Community College Respiratory Therapy Program of my pregnancy.

2. I have been advised of protective measures as well as the risks associated with radiation exposure to the fetus. I have also been advised of and have read the appropriate federal guidelines regarding the declared pregnant radiation worker.

3. I have been advised that I should wear an additional radiation monitor for radiation dose to the fetus and I agree to wear such monitor at the level of the pelvis.

4. It has been explained to me that by wearing a 0.5mm lead equivalent protective apron, that the dosage to the abdomen/pelvis can be reduced by more than 88% at 75KvP. It has also been explained to me that a lead apron with 1.0 mm of lead equivalent should be worn when the beam is over 75 kVp.

5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I should consult my Program Coordinator.

6. I understand I have the option to withdraw this declaration at any time.

I do understand the risks involved to the fetus and me during my pregnancy in regard to pregnancy-related radiation safety. I elect to remain in the program and to adhere to the requirements stated. In doing so, I agree to indemnify and hold harmless Salt Lake Community College, its instructors, officers, officials, employees, trustees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death to myself or to my fetus as a result of my participation in the Respiratory Therapy program, program activities, or program required clinical rotations.

I do understand the risks involved to the fetus and me in regard to pregnancy-related radiation safety. I elect to withdraw from the program. I also understand my readmission to the next program cohort is dependent upon space available.

_______________________________________  __________________
Student Printed Name                  Date

_______________________________________  __________________
Student Signature                    Date
Licensure (National NBRC and Utah State) requirements:

Please ensure you meet the following requirements before applying for the TMC Examination:

1. Be 18 years of age or older.

and

2. Be a graduate of and have a minimum of an associate degree from a respiratory therapy education program supported or accredited by the Commission on Accreditation for Respiratory Care (CoARC).

or

3. Be a CRT for at least four years and have at least 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent. The 62 semester hours of college credit must include the following courses: anatomy and physiology, chemistry, micro-biology, physics, and mathematics.

or

4. Be a CRT for at least two years and have earned a minimum of an associate degree from a respiratory therapy education program supported or accredited by the Commission on Accreditation for Respiratory Care (CoARC).

or

5. Be a CRT for at least two years and have earned a baccalaureate degree in an area other than respiratory care and shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or equivalent. The 62 semester hours of college credit must include the following courses: anatomy and physiology, chemistry, mathematics, microbiology, and physics.

or

6. Hold the Canadian Society of Respiratory Therapists (CSRT) RRT credential.

Fee: The TMC Examination costs $190 for new applicants and $150 for repeat applicants.

Exam: There are two established cut scores for the Therapist Multiple-Choice Examination. If you achieve the low cut score, you will earn the CRT credential. If you achieve the high cut score, you will earn the CRT credential AND become eligible for the Clinical Simulation Examination (provided you meet the eligibility requirements and are eligible to earn the RRT credential). If you do not achieve a minimum of the low cut score, you must reapply for the TMC Examination.

Foreign respiratory therapy education does not qualify for admission to the TMC Examination. You must have a minimum of an associate’s degree from an accredited respiratory therapy education program. View a list of accredited education programs.

Utah State Respiratory Therapy License information: refer to website for fee’s and licensing information.
R156. Commerce, Occupational and Professional Licensing. R156-57. Respiratory Care Practices Act Rule. R156-57-101. Title. This rule is known as the "Respiratory Care Practices Act Rule". R156-57-102. Definitions. In addition to the definitions in Title 58, Chapters 1 and 57, as used in Title 58, Chapters 1 and 57, or this rule: (1) "Other respiratory related durable medical equipment intended for use in the home", as used in Subsection 58-57-2(6)(k), means other new respiratory care technology intended for use in the home that was not approved on the market as of September 2006. (2) "Supervised" as used in Subsection 58-1-307(1)(b) or "supervising" as used in Subsection 58-57-2(4)(e) means that the licensed respiratory care practitioner is present in the facility and shall be available to see the patient and give immediate consultation with respect to care. R156-57-103. Authority - Purpose. This rule is adopted by the division under the authority of Subsection 58-1-106(1)(a) to enable the division to administer Title 58, Chapter 57. R156-57-104. Organization - Relationship to Rule R156-1. The organization of this rule and its relationship to Rule R156-1 is as described in Section 58-1-107. R156-57-302a. Qualifications for Licensure - Examination Requirements. In accordance with Subsection 58-57-4(2)(f) and Sections 58-57-5 and 58-1-309, all applicants for licensure shall pass the following examinations: (1) the National Board for Respiratory Care (NBRC) Certification Examination for Entry Level Respiratory Therapists (CRT); or (2) the NBRC Registry Examination for Advanced Respiratory Therapists (RRT). R156-57-302b. Qualifications for Licensure - Education Requirements. In accordance with Subsection 58-57-4(2)(e) and Section 58-57-5, "a respiratory care practitioner education program that is approved by the board" means a respiratory care educational program accredited by the Committee on Accreditation for Respiratory Care (COARC) as evidenced by NBRC certification as a CRT or RRT. R156-57-303. Renewal Cycle - Procedures. (1) In accordance with Subsection 58-1-308(1), the renewal date for the two-year renewal cycle applicable to licensees under Title 58, Chapter 57 is established by rule in Section R156-1-308a. (2) Renewal procedures shall be in accordance with Section R156-1-308c. KEY: licensing, respiratory care Date of Enactment or Last Substantive Amendment: February 22, 2007 Notice of Continuation: September 26, 2011 Authorizing, and Implemented or Interpreted Law: 58-57-1; 58-1-106(1)(a); 58-1-202(1)(a)