



# RESPIRATORY THERAPY

STUDENT HANDBOOK

2020-2021



*(Last updated August 2020)*

The Program Course Syllabi are the property of Salt Lake Community College,  
School of Health Sciences, Respiratory Therapy Program.

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## 1.0 OVERVIEW AND GENERAL INFORMATION

### 1.1 WELCOME

Salt Lake Community College Respiratory Therapy faculty and staff welcome you into the Respiratory Therapy Program in the school of Health Science. The information contained in this student handbook will serve as a guide to policies, standards, and expectations of the Respiratory Therapy Department while you are enrolled in the program.

This handbook will be a guide for you as you progress through the program and will be used in conjunction with the Salt Lake Community College Catalog and program syllabi. You are responsible for adhering to these policies. Information you will need to know about college-wide policies and procedures will be contained in the catalog. You may access a copy of the current catalog on [slcc.edu](http://slcc.edu) and keep this as a reference until you have graduated. Information specific to the Respiratory Therapy Program will be contained in this handbook, however the college and the program faculty reserve the right to change content at any time.

### 1.2 PURPOSE OF THE HANDBOOK

The purpose of the student handbook is to provide students with an informational guide to the Program requirements and expectations. It has been prepared to inform students of the rules, regulations, goals, and functions of the Respiratory Therapy Program. The information in the Handbook applies to all respiratory therapy students and must always be adhered to during the Program. Additional information concerning the Program or clinical policies may be requested from the Program Director.

### 1.3 SALT LAKE COMMUNITY COLLEGE OVERVIEW

#### 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

We don't just state our values; we live them through dedicated, collective effort. Our values ground our future endeavors and help us realize our mission of being an open-access, comprehensive community college committed to the transfer education and workforce needs of our students.

- **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.
- **Integrity** – We do the right things for the right reasons.
- **Trust** – We build trust by working together in good faith and goodwill to fulfill the College’s mission.

### **SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES**

- Students develop quantitative literacies necessary for their chosen field of study.
- Students think critically and creatively.
- Students develop civic literacy and the capacity to be community-engaged learners who act in mutually beneficial ways with community partners.
- Students develop the knowledge and skills to work with others in a professional and constructive manner.
- Students develop information literacy.
- Students develop computer literacy.
- Students develop the attitudes and skills for lifelong wellness.

### **SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY**

It is the policy of Salt Lake Community College to comply with all federal, state, and local authorities requiring nondiscrimination, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246, 45 CFR Part 90, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, The Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Genetic Information Nondiscrimination Act of 2008, and Utah’s Executive Order, issued December 13, 2006.

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.

## **1.4 STUDENT SERVICES**

The Jordan High Technology Center (HTC) on the Jordan Campus offers a variety of services including college cashier, health center, bookstore, copy center, and limited food service.

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 for SLCC.

The SLCC Current Student webpage describes these student services in detail:

- <http://www.slcc.edu/student/index.aspx>

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## A. LIBRARY

The library system has print books and periodical subscription, 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, telecourse videos, and more.

Library staff aids 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 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.

- [All Hours & Locations](#)
- [Jordan Campus](#)
- [Miller Campus](#)
- [South City Campus](#)
- [Taylorsville Redwood Campus](#)

### LIBRARY CARD

Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood, and in room W175 at South City. 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.

Your Library ID is your Student "S" number.

### LIBRARY STAFF

Need assistance? Please contact our library staff. They are happy to assist you in any way that they can! They are in the Jordan Health Science (JHS) building, room 235, 801-957-6202.

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## B. ADVISING AND COUNSELING SUPPORT SERVICES

The following services provide support for students enrolled in any class at the college.

- [Center for Health and Counseling](#): If you find yourself struggling with your mental or physical health this semester, the Center for Health & Counseling (CHC) provides convenient and affordable health care, mental health counseling, massage therapy services and healthy lifestyle programs right here on campus. CHC is staffed by experienced, licensed professionals who are attuned to the needs of college students. The services are low cost and completely confidential. The CHC is located at the Taylorsville/Redwood, South City, and Jordan campuses. For CHC hours, information about CHC services, or to book an appointment please call 801-957-4268 or visit [slcc.edu/chc](http://slcc.edu/chc). If you wish to talk with someone immediately, you may start a free chat or call with a licensed crisis counselor, 24/7 through the [SafeUT App](#) or calling 1 (800)273-8255.
- [Veterans' Services](#): assists hundreds of students in using their VA education benefits each semester.
- [Academic Advising](#): helps students plan, explore, make decisions, access resources and evaluate their academic and career goals.
  - To make an appointment with Academic Advising and a variety of other Student Support Services, you can use MySuccess. To access MySuccess, log in to your MySLCC portal, select the Advising Tab, and click "Login to MySuccess" under the find your advisor section. Your homepage will have your Primary Academic Advisor listed at the top (along with a list of services below, and a search bar to find other staff and services). Click on your Primary Advisor's name to see their availability and to book an appointment. Check your Bruinmail for an email confirmation.
- [Academic Achievement Center](#): helps students achieve GPA requirements for graduation.

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## C. LEARNING SUPPORT AND TUTORING SERVICES

The following services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

- [Tutoring](#): index of all tutoring resources.
- [STEM Learning Resources](#): provides free tutoring and assistance in math and science courses at five campus locations.
- [Student Writing & Reading Center](#): provides in-person and online feedback on all writing and reading assignments.
- [Library Services](#): provides research help, print and online resources, computers and study space.
- [ePortfolio Lab](#): provides drop-in assistance for all ePortfolio questions.



- [eLearning Support](#): provides support for navigating online and hybrid classes.
- [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 Calendar](#): provides important dates for the academic year.
- [Bookstore](#): find course materials and SLCC merchandise as well as information on store hours

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## D. FINANCIAL AID

Information about financial aid provided through SLCC and other venues can be found in the current SLCC College Catalogue. If a student needs more in-depth information/assistance, he/she should contact the Financial Aid Office in the Student Center at the Redwood/Taylorsville Campus.

You may access information about your aid application and financial awards by logging in to:

MySLCC → Student tab → Financial Aid

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## E. SLCC TODAY BLOG

Interested in library news and tutorials? Check out the college blog:

<http://saltlakecommunitycollege.blogspot.com/>

## 1.5 DISABILITY RESOURCE CENTER

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center:

Phone: 801-957-4659

Email: [drc@slcc.edu](mailto:drc@slcc.edu)

Website: [www.slcc.edu/drc](http://www.slcc.edu/drc).

Watch the following video to learn more about the DRC: [DRC Accessibility](#)

## 1.6 SECURITY AND PARKING

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### A. JORDAN CAMPUS POLICE AND EMERGENCY NUMBERS:

**Emergencies: 911**

**Jordan Campus Police:** 801-957-3800 (Non-emergency)

**Animal Control:** 801-840-4000

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## B. PARKING

SLCC's Parking Services regulates the sale of parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. You will need a parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines.

### **Parking Services Location:**

Taylorsville Redwood Campus  
Gunderson Facilities Services Bldg. Office #103  
4365 South 2200 West  
Salt Lake City, Utah 84130

**Phone:** 801-957-4011

**Website:** <http://www.slcc.edu/parking/index.aspx>

**Jordan Campus Map:** <http://www.slcc.edu/parking/docs/maps/jordan-parking-map.pdf>

### **Hours of Operation:**

Mon - Thu: 7 a.m. - 8 p.m.  
Fri: 7 a.m. - 4 p.m.

*\*\*\*Disclaimer: SLCC is authorized to regulate parking and traffic and to issue citations on all SLCC campuses by Utah State Code 53B-3-103, 106. Rules and regulations may change at the discretion of SLCC administration. The college is not responsible for theft or damage to vehicles parked on campus. Overnight parking is prohibited, and vehicles left overnight will be impounded.*

## 1.7 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 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 Title IX complaint please contact: [Title IX Coordinator](#)

Online Reporting Form: <http://www.slcc.edu/title-ix/complaint.aspx>

Students may also report incidents to an 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, 801-957-4268. For more information about Title IX, go to: <http://www.slcc.edu/title-ix/index.aspx>

### **REPORTING INCIDENTS OF HATE OR BIAS**

Salt Lake Community College (SLCC) is committed to fostering a safe and welcoming campus for all students, faculty and staff; in turn, it is the responsibility of each person at SLCC to join in creating an environment in which others can thrive without fear of hate or bias.

This form may be used to make the College aware of any incidents of hate or bias:

[https://cm.maxient.com/reportingform.php?SaltLakeCC&layout\\_id=90](https://cm.maxient.com/reportingform.php?SaltLakeCC&layout_id=90)

## 1.8 STUDENT RIGHTS AND RESPONSIBILITIES

The Student Code of Rights and Responsibilities governs the behavior of our student body and is for student use. Its purpose is to state the specific authority and responsibility of the College in maintaining social discipline outline the process for a legitimate grievance, and establish the proper procedures to be followed to ensure “due process,” which protects accused students from unfair imposition of penalties and sanctions. The Code outlines the specific rights which students are guaranteed, and the responsibilities students have as a community member. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

All students are expected to follow the [Code of Student Rights and Responsibilities](#).

## 2.0 OVERVIEW OF PROFESSION

Respiratory Therapists, also known as Respiratory Care Practitioners, provide treatment, evaluation, monitoring and management of patients with breathing disorders or cardiovascular problems. Respiratory therapists administer oxygen, perform cardiopulmonary resuscitation, manage mechanical ventilators, administer medications, monitor cardiopulmonary systems and measure lung function. Respiratory therapists treat all types of patients: premature infants whose lungs are not fully developed, elderly patients with chronic asthma or emphysema, as well as emergency care for heart attack, stroke, drowning or shock. Respiratory therapists work closely with physicians, nurses and other health care professionals to provide direct care to children and adults.

### Career Opportunities

Work settings include acute care hospitals, newborn intensive care, emergency departments, air and ground transport, rehabilitation centers, long-term acute care facilities, and home health agencies.

## 2.1 CODE OF ETHICS

### AARC Statement of Ethics and Code of Conduct

Students must abide by the AARC Statement of Ethics and Professional Conduct in all classroom, lab, clinical, and professional activities.

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.

## 2.2 ESSENTIAL FUNCTIONS FOR CAREER SUCCESS

All individuals, including persons with disabilities, who apply for admission to the respiratory therapist program, must be able to perform specific essential functions with reasonable accommodations. Essential functions are the basic activities that a student must be able to perform to complete the curriculum and function as a respiratory therapist.

The following list contains information regarding essential skills outlining the physical abilities and behavioral characteristics necessary for the student to successfully participate in and complete the respiratory therapist program. These standards are not conditions of admission but reflect the performance abilities and characteristics necessary to successfully complete requirements for respiratory care. It is ultimately the student's responsibility to meet these essential skills if accepted into the respiratory therapist program. The student should consult with the program coordinator or the director of clinical education to discuss any individual situation if he or she may not be able to meet these essential performance requirements.

Essential Functions:

- Must be able to stand and walk for up to six hours at a time, and a minimum of eight hours in a day.
- Must be able to safely lift and carry up to 30 pounds.
- Must be able to speak spontaneously and convey medical and surgical concepts clearly and coherently in English, understanding linguistic, social and cultural influences that impact health care interactions (e.g., specialized vocabulary, discourse styles, language register, dynamics of power and prestige between interlocutors, and triadic communication) appropriate for the medical environment.
- Must be able to appropriately synthesize and affectively convey verbally all scopes of medical information consecutively and simultaneously, understanding the ramifications of each format and demonstrating the knowledge and skills to move effectively between these formats during a single interaction during a medical procedure/discourse

considering patient safety factors, such as acute care needs and the potential for disrupting the healthcare teamwork.

- Must be able to obtain details and essential information from medication labels written in English to ensure the safety of patients and must be able and willing to accurately follow the directions of the medical team in the use and scope of these medications.
- Must be able to see and manipulate all sizes of equipment. Have good depth perception to manipulate instrumentation and equipment with either natural or corrected vision while adhering to sterile technique.
- Must be able to bend, reach, squat, kneel, lift both arms above head and grasp, move and lift patients.
- Must be able to manipulate small surgical instruments with steady, reliable, accurate movements to meet the standards of respiratory practice.
- Must be able to make generalizations, evaluations or decisions without immediate supervision as a registered respiratory therapist.
- Must be able to perform simple to complex mathematical skills including addition, subtraction, multiplication, division of whole numbers and fractions required for handling of medications and calculation of military time.
- Must be able to obtain details, inferences, essential information and vocabulary from medical records, manuals, journals, instruction in use and maintenance of equipment, safety rules and procedures written in English.
- Must be able to understand main ideas, important details, implications, relationships between ideas, organize information and understand speaker's purpose and speaker's attitude which demonstrates knowledge of medical terms, procedures, and protocols.

## 2.3 PROFESSIONAL ORGANIZATIONS

All students in the Respiratory Therapy Program must obtain a student membership in the AARC and maintain their membership throughout the duration of the program.

### **American Association for Respiratory Care (AARC)**

11030 Ables Lane  
Dallas Texas 75229  
[www.aarc.org](http://www.aarc.org)

## 2.4 LICENSURE

Graduation from the Respiratory Therapy Program does not guarantee the ability to obtain a Utah state license to practice as a respiratory therapist. Licensure is the exclusive right and responsibility of each state. In order to practice as a respiratory therapist, students must satisfy individual state requirements, independent of SLCC graduation requirements. It is highly recommended that students consult in advance with the Utah Division of Occupational and Professional Licensing (DOPL), or similar agencies in other states, to find out more about eligibility for licensure. DOPL can be reached at 801- 530-6628 or at their website.

For students who plan to work as a respiratory therapist in another state, here is one suggested website for researching state licensure requirements: License Finder sponsored by the U.S. Department of Labor. If you have difficulty finding the licensure requirements for your state, please contact your academic advisor or SLCC's state authorization coordinator for help.

## 2.5 CERTIFICATIONS

In addition to state licensure, graduates must obtain certification through the National Board for Respiratory Care, Inc. (NBRC), which demonstrates that a respiratory therapist has met minimum licensing requirements but may also demonstrate advanced-level training and specialized skills in the respiratory therapy profession.

Please see their websites for more information:

- [Achieving NBRC Credentials](#)

## 3.0 RESPIRATORY THERAPY PROGRAM OVERVIEW

The Respiratory Therapy professional program at Salt Lake Community College is an admission-limited, two-year course of study leading to an Associate of Applied Science degree in Respiratory Therapy. Graduates of this program are eligible to become credentialed as National Board for Respiratory Care (NBRC) Certified or Registered Respiratory Therapists (CRT or RRT). These credentials allow therapists to become licensed to practice respiratory care in Utah, as well as throughout the United States and Canada.

The Respiratory Therapy program is admission-limited, meaning that through a competitive application process, one cohort of up to 25 students is admitted to the program per year. The start date for the program is the first day of classes of the SLCC fall semester.

Students must complete specified prerequisite courses prior to admission to the Respiratory Therapy Program. Once admitted, the program comprises 51 credit hours that must be completed sequentially.

Classes are taught at the Jordan Health Sciences Building of the SLCC Jordan Campus. Specific class schedules will vary each semester; however, students should plan to attend classes during the day, three days per week, for approximately 4-8 hours of class time per day.

Students are required to complete a total of 800 hours of clinical experience during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> semesters. Clinicals are 12-hour shifts and may be held days, nights, and/or weekends. Clinical courses are taught at various clinical sites throughout the state.

## 3.1 ADMINISTRATION, FULL TIME FACULTY AND STAFF

### RESPIRATORY THERAPY DEPARTMENT

The Respiratory Therapy Program is administered by a Division Associate Dean, Program Coordinator, Clinical Coordinator, and program support. The faculty includes two full-time faculty who teach in classes and in clinic. All faculty are board certified, licensed in the State of Utah, and current on their professional development, CPR certification, and continuing education.

### FACULTY AND FULL TIME STAFF

**Brandon Andersen, BS, RRT**  
Program Coordinator

**Andrea Johnson, MHA, RRT, CRT, RRT- NPN**  
Clinical Coordinator

### DIVISION OF ALLIED HEALTH

Associate Dean: Dr. Rebecca Montz, Ed.D, R.T.(N)(CT), CNMT, PET, NMTB-RS  
Administrative Assistant: Natalie Spendlove  
Division Numbers: 801-957-6216 or 801-957-6009

### SCHOOL OF HEALTH SCIENCES

Dean: Erica Wight, M.S.  
Administrative Assistant: LuAnne Holt



### 3.2 MISSION STATEMENT

The Respiratory Care Program is committed to the development of competent respiratory care professionals through academic and clinical learning through the mastery of competencies, the stimulation of professional growth through scientific curiosity, and the fostering of leadership skill development. The program is directed toward advancing critical-thinking skills in preparing graduates for cardiopulmonary and leadership roles in various healthcare delivery systems. The curriculum is structured to encourage a lifelong habit of research advancement, continuing education, and professional skill growth.

### 3.3 PROGRAM OUTCOMES

Upon completion of the Respiratory Therapy program, you must have the skills and knowledge needed for board exams; TMC (Therapist Multiple Choice) exam (entry level), WRRT and/or CSE exam(s) (Registered Respiratory Therapist).

- Demonstrate basic cardiopulmonary knowledge in respiratory care.
- Demonstrate advanced knowledge and clinical skills in the practice of respiratory care.
- Demonstrate critical thinking skills in respiratory care.
- Pass the National Board for Respiratory Care (NBRC) Therapist Multiple-Choice Self-Assessment Examination (TMC-SAE) and NBRC Clinical Simulation Self-Assessment Examination (CSE-SAE) exams to achieve graduation.
- Qualify to take the National Board for Respiratory Care (NBRC) Therapist Multiple-Choice (TMC) exam.

**Upon successful completion of the program and graduation, students are required to take the NBRC TMC exam within six months.**

### 3.4 PROGRAM CURRICULUM

#### Proposed Course Schedule AAS Respiratory Therapy

#### PRE-REQ YEAR

Semester: Fall		Semester: Spring	
Course	Cr/Hr	Course	Cr/Hr
MATH 1010 College Algebra	4	BIOL 2320/2325 Human Anatomy w/lab	4
ENGL 1010 Introduction to Writing	3	CHEM 1110 Intermediate Chemistry	4
BIOL 1610 & 1615 College Biology w/lab	4	RESP 1010 Introduction to Respiratory Therapy	2
		COMM 1020 Principles of Public Speaking or 2110 Interpersonal Communication	3
<b>TOTAL</b>	<b>11</b>	<b>TOTAL</b>	<b>13</b>

## FIRST YEAR

Semester: Fall	
Course	Cr/Hr
RESP 1300 Cardiopulmonary Structure and Function	3
RESP 1310 Physical Assessment	1
RESP 1320 Pharmacology	3
RESP 1330 Respiratory Therapy Modalities I	3
BIOL 2420/2425 Human Physiology w/lab	4
<b>TOTAL</b>	<b>14</b>

Semester: Spring	
Course	Cr/Hr
RESP 1400 Cardiopulmonary Pathophysiology	2
RESP 1420 Introduction to Mechanical Ventilation	3
RESP 1430 Respiratory Therapy Modalities II	3
RESP 1440 Respiratory Therapy Clinical I	4
<b>TOTAL</b>	<b>12</b>

## SECOND YEAR

Semester: Summer	
Course	Cr/Hr
RESP 2100 Advanced Cardiopulmonary Pathophysiology	2
RESP 2130 Respiratory Therapy Modalities III	3
RESP 2140 Respiratory Therapy Clinical II	6
PSY 1010 General Psychology	3
<b>TOTAL</b>	<b>14</b>

Semester: Fall	
Course	Cr/Hr
RESP 2210 Perinatal and Pediatric Respiratory Care	3
RESP 2220 Application of Respiratory Therapy	2
RESP 2240 Respiratory Therapy Clinical III	4
HS 2050 Cultural, Legal, and Ethical Issues in Health Care	3
<b>TOTAL</b>	<b>12</b>

## 3.5 ACCREDITATION

The Salt Lake Community College Respiratory Therapy program holds provisional accreditation from the Commission on Accreditation for Respiratory Care (CoARC; #200630)

### Commission on Accreditation for Respiratory Care

1248 Harwood Road  
 Bedford, TX 76021  
 Phone: 817-283-2835  
 Fax: 817-354-8519

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care practices as performed by registered respiratory therapists (RRTs). Upon completion of the Respiratory Therapy program, you should have the skills and knowledge needed for board exams; TMC (Therapist Multiple Choice) exam (entry level), WRRT and/or CSE exam(s) (Registered Respiratory Therapist). Exams

are administered by the National Board of Respiratory Care (NBRC). Listed exams are required for employment, along with licensure to practice respiratory therapy (Source: [www.coarc.com](http://www.coarc.com))

## 3.6 PROGRAM ADMISSIONS

### A. GENERAL ADMISSIONS REQUIREMENTS

- Be admitted to SLCC as a matriculated student. Declare your major as Pre- Medical & Health Sciences (see <http://www.slcc.edu/apply/index.aspx>).
- High School Graduate or equivalent.
- For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite course work has been completed. Send to: SLCC Office of the Registrar and Academic Records, 4600 South Redwood Road, P.O. Box 30808, Salt Lake City, UT 84130-0808.
- Also, a request to have an OFFICIAL evaluation of student's transcript(s) must be submitted to the SLCC Transfer Evaluation Office. The form is located at: <http://www.slcc.edu/transcriptevaluation/>. This process may take 4-6 weeks and must be completed before a student's application will be considered.
- Complete the SLCC placement process, or submit current SAT/ACT test scores, if MATH and ENGL course work have not been transferred to SLCC (required before you are able to register for classes that have MATH and ENGL courses as prerequisites). See: [www.slcc.edu/testing](http://www.slcc.edu/testing).

### B. SELECTIVE ADMISSIONS APPLICATION REQUIREMENTS

The following courses and labs (or equivalent transfer credit, AP or CLEP) must be completed prior to the start date of the Respiratory Therapy Program. Each course and lab must be completed, with a C grade or better. Courses that have not been completed with a C grade or better will not be considered. **BIOL 2320/2325 & CHEM 1110 must have been completed within seven years of the start of the program.**

COURSE NUMBER	COURSE DESCRIPTION	CREDIT HOURS
ENGL 1010*	Introduction to Writing	3
MATH 1010**, or higher	Integrated Algebra	4
COMM 1010, 1020, or 2110	Elements of Effective Communication	3
BIOL 2320 & 2325***	Human Anatomy & Anatomy Lab	4
CHEM 1110	Elementary Chemistry	4
RESP 1010	Introduction to Respiratory Therapy	2

**NOTE:** The Respiratory Therapy program has both priority and final deadlines. All prerequisite courses must be completed prior to the final application deadline. It is the student's responsibility to examine each course description for details of other prerequisite classes. Those prerequisites must be satisfied before the designated program prerequisite course may be taken. All program applicants must be at least 18 years old (by the start of the program).

**NOTE:** BIOL 1610/1615, although not required for the program, is a required pre-requisite for BIOL 2320/2325 Human Anatomy w/ Lab and BIOL 2420/2425 Human Physiology w/ Lab. Students taking BIOL 2320/2325 or BIOL 2420/2425 will be required to complete BIOL 1610/1615.

**NOTE:** CHEM 1110 is a required pre-requisite for BIOL 2420/2425 Human Physiology w/Lab. Students transferring in with Human Physiology completed, CHEM 1010 is accepted.

**NOTE:** If student transfers to SLCC with BIOL 2420/2425 it will only be accepted to meet program requirements if it has been completed within seven years prior to application to the program.

- See the Respiratory Therapy webpage for essential information regarding completion of application and additional requirements at <http://www.slcc.edu/respiratory-therapy/admissions.aspx>. Applicants are selected on a merit based/competitive admission process. Application does not guarantee admission.
- Must be at least 18 years of age at time of entry in the program.

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## C. CONDITIONAL ACCEPTANCES

Notification of acceptance into the Respiratory Therapy Program are sent to students' Bruinmail accounts.

Acceptances into the Program will be given on a "conditional" basis. Students must complete the following within the allotted time in their conditional acceptance letter to receive a full acceptance:

1. Order Complio compliance package.
2. Order background check.
3. Upload and enter documentation showing compliance for immunizations.
4. Complete drug screening (directions will be provided in the conditional acceptance letter)
5. Complete the American Heart Association BLS CPR certification.

Once all of the above items have been completed, the student will need to contact the Admissions Office for verification of compliance. If compliant, a full acceptance letter will be sent with additional instructions for anything else that will need to be completed before beginning the program.

Students must read all emails carefully and thoroughly to make sure they do not miss any information. If additional seats become available, new candidates will be accepted based on their place in the applicant ranking system.

Students should not initiate any of the compliance tasks unless they have received a conditional acceptance letter.

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## D. ADDITIONAL REQUIREMENTS AND DOCUMENTATION IN COMPLIO

Complio is a comprehensive online software solution which the Respiratory Therapy Program requires students us to track compliance with immunizations, background check, drug screens and BLS certification. It provides a comprehensive online database in which these documents are tracked.

Students admitted into the program will be required to purchase a COMPLIO (American DataBank) Compliance Package through <https://login.complio.com> and submit the following in COMPLIO:

- Proof of all required program vaccinations and/or proof of immunity.
- Proof of successful completion of CPR certificate (American Heart Association Two-Year BLS Provider).
- Certification must not expire while in program.
- Purchase and complete background check through SLCC's authorized vendor (American DataBank). Failure to pass background check may result in program dismissal.
- Upon notification, purchase and complete drug screening through SLCC's authorized vendor. Failure to pass drug screen may result in program dismissal. Students are not to purchase the drug screen package until notified.
- Students are fiscally responsible for complying with requirements specific to working in clinical settings. The following costs are estimates only for planning. Actual cost and frequency are determined by vendors and specific clinical facilities. Estimated costs include:
  - Background check - \$30
  - Drug Screen Package - \$35
  - Compliance Package - \$15/yr
  - Immunizations (Cost varies considerably based on insurance coverage, past vaccinations, and personal immunity)
- In addition, it will be the responsibility of the student to contact the national licensing board; the National Board of Respiratory Care (NBRC) and seek advice regarding eligibility for licensure and requirements needed to progress in this profession if the criminal background check discloses issues of concern.

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## I. DRUG TEST

The Salt Lake Community College Health Sciences Programs conform to the common health profession Requirement for drug screening. Both enrollment in the Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug screen. This Program supports and enforces a zero (0) tolerance drug policy.

The timing for a drug screen is random, but within the academic year, and at the discretion of program faculty. A student has 24-hours to complete the drug screen once instructed to do so by faculty. Exceptions to the 24-hour period will not be allowed based on personal needs including work obligations. The drug screen must be conducted as per program requirements including, but not limited to, timing and location. Failure to meet these requirements will result in the student's dismissal from the Program.

A student taking prescription medication must provide the lab a copy of the physician's script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility's physician for verification and confirmation of the prescribed substance.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the Program unless documentation justifying the positive result is provided by the testing facility to the College's Risk Department or Division Office.

A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results, the student will be dropped from the Program. If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first. If a student receives a second negative dilute or failed screen, the student will be dropped from the Program.

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## II. CRIMINAL BACKGROUND CHECK

All students entering the Respiratory Therapy Program will be subject to a background check prior to their first semester of study. This documentation will be kept in the Allied Health Division Office in a secure and confidential file. The background check will be paid at the student's expense and must be completed through the school approved vendor.

Students with a history of misdemeanor or felony charges involving drugs, alcohol, sexual misconduct or moral turpitude may not be eligible for admission into the program due to clinical site restrictions and restrictions on CRT and RRT exams. Some criminal charges and convictions may result in the student being immediately dismissed from the program.

Students with positive criminal background are advised to meet and consult with the Associate Dean for Allied Health prior to being admitted to the program. A positive criminal background may affect program standing, eligibility for clinical placements, and program completion. Students with positive criminal background and admitted to the program, must meet with the Associate Dean for Allied Health to be approved for each clinical placement. Students refusing to submit to a background check will not be allowed in the program.

Students who are aware of minor infractions that will come up on a background check are encouraged to investigate the state expungement process if they qualify. Expungement may help to avoid issues arriving related to background check.

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## III. CPR CERTIFICATION

A Basic Life Support (BLS) Health Care Provider Certification Card is required to practice in all health care facilities. Every student must have a current BLS certification through the American Heart Association (AHA) prior to entering the program and placement in the student practicum.

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## IV. IMMUNIZATION

Health care professionals are commonly required to demonstrate immunity/exposure before practicing in the health care field. As such the Respiratory Therapy Program also carries the same

requirements. Immunizations, titers and other testing requirements has been aligned with our practicum site requirements. Although a student may complete a personal exemption for any of the immunizations/titers/tests, doing so may affect their ability to be placed on a practicum site. Inability to be placed on a practicum will cause the student to be ineligible for graduation.

Additionally, upon acceptance into the program the following immunizations are required of each student (fees required). Students must upload official documentation to the Complio website. Failure to complete all immunization/ immunization series prior to the commencement of clinical experiences will result in the student being unable to treat patients in clinic which will stop their progress in the program.

- Annual Influenza Vaccination
  - Annual Influenza vaccination is generally offered between September and February. A current influenza vaccination may be required for practicum placements and as such the student must be sure they are current for placement. It is possible that influenza vaccines are not available when the student is due to start their practicum. This could result in a delay for placement until the student is able to get the vaccination.
- Tuberculosis Skin or Blood Test: Required Annually
  - Proof of a negative 2-step PPD, QuantiFERON TB Gold test or T-SPOT.TB; if positive or you have had a past positive test, you must submit a negative chest x-ray. This requirement also includes international students who have had the BCG immunization. X-ray results are good for three years. If you choose to do a PPD please know that the PPD is a 2-step test, the 1st step must be done no sooner than the dates specified in Complio and the 2nd step is required within 1 - 3 weeks after the 1st step is read. Results are good for 1 year.
  - Please note that a 2 step PPD test requires 4 office visits: 1) Test is administered, 2) Test is read, 3) 2nd test is administered, 4) Test is read. The annual TB test would be a 1-step PPD, QuantiFERON or T-SPOT.
- Tetanus, Diphtheria and Pertussis (Tdap) Booster:
  - Tdap booster is good for 10 years. TD will be given subsequent to Tdap.
- Measles, Mumps, Rubella (MMR):
  - You must provide proof of a positive titer (blood draw) on all three (measles, mumps and rubella). If your titer is negative (non-reactive) or equivocal you will need to reinitiate the shot series according to health care provider recommendations and provide proof of that series and a repeat titer.
  - NOTE: If given to adult females, since this is a live virus, you cannot be pregnant at the time you receive the immunization and you must avoid pregnancy for 3 months after administration
- Varicella (Chicken Pox):
  - Proof of two doses OR a positive titer (blood draw). Stating you had the disease is not acceptable. Varicella immunizations are expensive. If you had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.

- Hepatitis B vaccination series:
  - You must provide proof of a Hep B titer (blood draw) with a positive (reactive) result. If your titer is negative (non-reactive) or equivocal you will need to reinstate the three-shot series and provide proof of that series and a repeat titer. Please plan ahead so this does not delay or jeopardize your clinical placement. The titer (and first two repeat doses if you need to repeat the series) must be completed before the summer orientation.
- Hepatitis A vaccination series:
  - Highly recommended but not required Proof of a two-dose series or a positive titer. If you start the series, you must complete it.

A student may decide to refuse any of the immunizations by signing a waiver and release form. A refusal to meet the minimum requirements for immunizations may affect the student’s ability to be placed for a practicum, and thus, the student may not be able to complete the program. Please contact the Associate Dean’s office prior to entering the program if a waiver is requested.

Curriculums in Health Sciences include practical clinical/fieldwork experiences for students. Most clinical/fieldwork experiences are arranged off-site of campus and require contractual agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before placed.

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

## 3.7 REQUIRED SUPPLIES AND FEES

### A. REQUIRED TEXTBOOKS

Required textbooks will be discussed in each course syllabus.

### B. SUPPLIES AND FEES IN ADDITION TO TUITION AND TEXTBOOKS

Upon enrollment the student will need:

- Scrubs (2 sets minimum)
- Watch with a second hand
- Stethoscope
- Name tag (SLCC and clinical site)
- Criminal Background Check (prior to entering program)

Upon or before enrollment in the last semester of respiratory therapy classes prior to graduation:

- Graduation Application fee
- Completion of BLS-Healthcare Provider level through the American Heart Association



- Drug Screen (prior to beginning practicum)

Specific information about where to obtain these supplies and/or fee information and the estimated costs will be provided at the appropriate time.

### 3.8 PROGRAM ADVISORY COMMITTEE

The Program Advisory Committee exists to assist in the direction of the Program. The Committee is composed of community leaders and students. A student representative will be chosen by each cohort to serve on the Committee during their time in the Program. The Committee generally meets twice a year during the fall and spring semesters. The student's role will be to bring the concerns and recommendations of the students to the Committee.

### 3.9 CANVAS LEARNING MANAGEMENT SYSTEM

Canvas Learning Management Software is the primary software used within SLCC classes and the Dental Hygiene Program. Although other software or programs may be used to supplement course material grading and online course discussions will be run exclusively through the Canvas platform.

Postings on Canvas will be considered as relative to the class and any information shared in Canvas is not to be shared outside of class including on other social media sources.\*4.0 Program Administration and Academic Policies

## 4.0 PROGRAM ADMINISTRATION AND ACADEMIC POLICIES

### 4.1 POLICIES AND PROCEDURES

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#### A. STUDENT CONDUCT

The **Student Affairs Code of Student Rights and Responsibilities** governs the behavior of the student body. As members of the academic community, students enjoy the privileges and share the obligations of the larger community of which the College is a part. With membership in this community come obligations, which are consistent with goals of personal and academic excellence. These obligations include acceptance of a code of civilized behavior as defined by the **Student Affairs Code of Student Rights and Responsibilities**.

Each student is held responsible for fully understanding and complying with its policies. In addition, Dental Hygiene students have the added responsibility to safeguard the health and welfare of their patients. Dental Hygiene students are held to a higher level of accountability including scrupulous ethical and professional behavior in all settings. Depending on the nature and severity of the infraction, dental hygiene students who commit a violation of the SLCC **Student Affairs Code of Student Rights and Responsibilities** or a breach of professional behavior as defined by the program may be summarily dismissed from the program.

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#### B. 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:

##### **OPTION 1:**

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. If the student will be completing courses requiring use of radiology equipment during her pregnancy, she 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.

##### **OPTION 2:**

Take a leave of absence 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. Students taking a leave of absence lasting more than 2 semesters will be required to reapply to the program.

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## C. STUDENT HEALTH

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### I. STUDENT INSURANCE

With the Affordable Healthcare Act, SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. Information about available plans can be found at <https://www.healthcare.gov>. 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.

Inadequate personal healthcare insurance coverage may affect clinical placements due to specific clinical affiliate requirements.

clinical affiliate requirements.

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### II. SLCC - WORKERS' COMPENSATION AND INJURY REPORTING

Workers' Compensation is a no-fault insurance system that pays medical expenses and helps offset lost wages for employees who experience work-related injuries or illnesses. Volunteers and students participating in a clinical may also receive medical benefits for injuries or illnesses that occur during volunteer or clinical assignments. Lost wage benefits are not available to volunteers or students.

Workers' Compensation Claims:

<https://sasbot.slcc.edu/webforms/workerscomp/employee/login.aspx>

Report injuries immediately to the Clinical Instructor; also report to SLCC Risk Management by the next business day.

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### III. STUDENT ILLNESS POLICY

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. A written note from a physician is required if a student must be absent 3 or more days from clinical. Students are required to inform the Clinical Coordinator and Clinical Educator as per the Attendance Policy.
- Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student's physician or the student may be asked or elect to drop the clinical course until the illness is resolved. All information is confidential and not released unless mandated by law.

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## D. OCCUPATIONAL EXPOSURE/EMERGENCIES

Students entering the respiratory therapy profession must understand that many procedures performed by a therapist expose him/her to bloodborne pathogens requiring strict adherence to Organization for Safety Asepsis and Prevention (OSAP) infection control protocols and universal

precautions as outlined in detail in the SLCC Bloodborne Pathogens Policy and training module presented by the SLCC. Students will be required to complete and test at an acceptable level in this training module before being allowed to work in the clinical setting.

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## I. UNSAFE PRACTICES

The Respiratory Therapy Program maintains safety of the student, faculty and others involved in the education of our students as paramount. Dismissal for unsafe practices may occur at any time during the academic semester. Dismissal is based on unsafe behavior demonstrated by the student as determined by the Respiratory Therapy Program faculty or practicum facility site.

Examples of unsafe behavior include, but are not limited to:

- Failing to follow OSHA standards and use PPE as required.
- Failure to follow dress code in the laboratory setting.
- Failure to follow needle stick prevention policies.
- Failure to ensure proper supervision before performing procedures.
- Failing to properly dispose of sharps or contaminated supplies.
- Failing to notify instructor/preceptor immediately upon spill or environmental contamination event.
- Failure to follow instructor direction.
- Failure to abide by the Policies and Procedures of SLCC and the Respiratory Therapy Program.

Any action constituting unsafe practices may result in disciplinary action.

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## II. DISEASE PRECAUTIONS AND PREVENTION

Medical histories and examination often cannot and do not identify all patients infected with a HIV, Hepatitis B or other blood pathogens. Disease can be transmitted through exposure to body fluids, secretions and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider all patients as potentially infected with transmittable pathogens. All health care workers must adhere to infection control precautions in order to minimize the risk of exposure.

To minimize the risk of transmission of blood-borne pathogens, Universal Precautions should be used in the care of all patients.

CDC Blood Borne Information can be viewed online at

<https://www.cdc.gov/niosh/topics/bbp/>

They include but are not limited to the following:

- Health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or

surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
- All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture resistant container for transport to the reprocessing area.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
- Pregnant health care workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

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### III. INVASIVE PROCEDURES

An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries:

- in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices
- cardiac catheterization and angiographic procedures
- a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur
- the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for ALL such invasive procedures.

Health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

If a needle stick or any occupational exposure is encountered by the (student) healthcare worker please follow the following emergency procedures as noted by the CDC

<https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor
- Immediately seek medical treatment

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#### IV. BLOODBORNE PATHOGENS

Please refer to the Salt Lake Community College bloodborne pathogens policies and exposure control plan.

Salt Lake Community College Bloodborne Pathogens Policy:

<http://i.slcc.edu/facilities/docs/ehs/bloodborne%20pathogen%20policy%20oct%202011%20rw.pdf>

Salt Lake Community College Risk Management Incident Report Form:

<http://sasbot.slcc.edu/webforms/riskmanagement/incidentreport/incidentform.aspx>

Salt Lake Community College Workers Compensation Claim Form:  
<https://sasbot.slcc.edu/webforms/workerscomp/employee/login.aspx>

School of Health Sciences Student Requirements for Bloodborne Pathogens:

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.
- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator. The clinical affiliate will treat the student with post exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.

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## V. EXPOSURE PROCEDURES

The treatment to prevent HIV infection after a potential exposure is a multiple drug therapy that, when first administered within 1-2 hours of the significant exposure, has been shown to result in a 79% decrease in HIV seroconversion. The Center for Disease Control (CDC) recommends immediate evaluation of bloodborne pathogen exposures to determine whether or not this treatment should be initiated.

The procedures outlined below should be followed immediately if you feel that you have been exposed. *(It is **critical** that you do not wait to report the incident or to seek medical evaluation. Any significant exposure requires starting treatment within 1-2 hours of the incident.)*

1. Notify your Clinical Instructor (CI) and appropriate Clinic Coordinator (CC) immediately that you have had a bloodborne pathogen exposure.
2. 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 and label the item and keep it isolated so that your CI or CC can retrieve it.
3. Fill out and sign exposure paperwork with the appropriate CC.
4. Have the CC/Clinic Manager notify SLCC Risk Management.
5. Your individual exposure incident will be evaluated right away by a knowledgeable physician to determine what course of treatment, if any, is required. Anyone significantly exposed should start treatment within 1-2 hours post-exposure.

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## E. 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 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. Therefore, students will be expected to wear appropriate PPE when in the clinical facilities.

HIPAA is designed to establish new 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 patient's privacy. Students may be required to attend additional training at the clinical facilities.

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## F. ALCOHOL AND DRUG POLICY AND PROCEDURE

Students are prohibited from attending class or practicum sites while under the influence of alcohol, marijuana, illegal drugs, or prescription drugs. A drug prescribed by a licensed practitioner is permitted provided such use does not adversely affect student's performance or endanger health and/or safety of others.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation is arranged to transport the student to the designated drug screen site.

If student is intoxicated or under influence of illegal substances during clinical experience/clinical internship, the clinical site will contact the Clinical Coordinator who will arrange for transportation.

While serving in a capacity representing the College as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence of drugs or alcohol on College campuses, Practicum sites, and other sites where the student is representing the college (including but not limited to conference attendance, meetings and study groups). Students who violate this, will be subject to discipline, including program dismissal. Violation of the alcohol, tobacco and other drug policies will be handled through the Dean of Students. The sanctions taken may include but are not limited to referral for assessment by Health and Wellness Services, appearance before the Student Standards Committee, probation or expulsion. [http://catalog.slcc.edu/content.php?catoid=1&navoid=14#College\\_Policies](http://catalog.slcc.edu/content.php?catoid=1&navoid=14#College_Policies).

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## G. WORK POLICY

While it is recognized that employment may be a financial necessity for some students, working full time while enrolled in the Respiratory Therapy Program is difficult and not recommended. Students in the program will NOT be excused from clinic or classroom activities in order to pursue employment. If students work, they must do so only during times when it does not conflict with program activities. Additionally, should a student be employed by a clinical affiliate of the program, they may not use any "employer time" to substitute for program clinical time. At no time in the program will a student be scheduled for more than 40 hours per week of class and/or clinic

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## H. HOLIDAYS AND VACATION

The program will observe all holidays printed in the SLCC Catalog and all holidays granted and



observed by the State of Utah.

Students may schedule vacations between semesters and during breaks (see catalog and/or web site for dates of breaks between semester and for spring break). Vacations may not interfere with courses, clinical rotation, or mandatory program events.

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## I. CELL PHONE AND ELECTRICAL DEVICE POLICY

The SLCC Respiratory Therapy Program recognizes that technology is an important tool for all health care professionals as well as students. Within the program students will be required to take classes online and within a hybrid format. Many courses also use electronic resources. Electronic devices are encouraged to be used in a way that supplements and supports learning. However, they are not to be used in a way that distracts from learning of the student or used in a way that distracts their classmates.

The following policies are in effect in all course of the Respiratory Therapy Program.

- Cell phones, iPods, pagers, Swatch, and Spy Pens with webcam and microphone or any other device (excluding ADA authorized devices) that may distract from the class must be silenced before entering the classroom and may not be on the desk during class or exams.
- If you have an emergency and must use your cell phone, please exit the classroom to take the call. If you are discovered reading, sending text messages during class, you could be asked to leave the class and will be counted absent for the class period.
- You are expected to engage in discussion for the class. You may use your computer to access the textbook, take notes and to research the discussion topic. You are discouraged from engaging in computer activities not directly related to the class. If you are discovered engaging in these activities, you will be asked to leave the classroom and will be recorded absent for the class.
- You may not record or publish information from any Respiratory Therapy course without written authorization from the course instructor. This includes video recordings, audio recordings and photographs. If course material is used without authorization you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS and you will be subject to disciplinary action up to being dropped from the Respiratory Therapy Program.
- Laptops/smart phones may be used during class time to enhance a student's learning experience. However, they are not to be used for checking e-mails, playing games, or other non-educational purposes. The course instructor has the right to ask the student to turn off the devices during the class period.
- Cell phones must be on silent mode during class time.
- Cell phones are not to be used as calculators on exams and texting is not allowed during class lecture and/or discussion time.
- MP3 players, audio adaptors, or other electronic devices that create noise or distraction will not be tolerated in the classroom and will be confiscated. Use only with instructor permission.

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## J. SOCIAL MEDIA POLICY

Students in the Respiratory Therapy Program at Salt Lake Community College are invited to join/follow the official college and program Facebook, Instagram pages at:

- [https://www.instagram.com/slcc\\_hs/](https://www.instagram.com/slcc_hs/)
- <https://www.facebook.com/groups/slccdentahygiene/>

Students in the Respiratory Therapy Program at Salt Lake Community College have the right to develop social media accounts. If a page is created by an individual student, it shall not include the name Salt Lake Community College or Respiratory Therapy anywhere on the page. 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 may confidential or personal information about classmates, faculty, or information of a private nature discussed in class be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the program. Confidential or personal information includes but is not limited to:

- Personal information of a classmate, faculty, and clinical preceptor.
- Academic information of classmates.
- Derogatory comments of a classmate, faculty, and clinical preceptor.
- 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 constitutes the following but is not limited to:

- |             |             |         |
|-------------|-------------|---------|
| • Facebook  | • Pinterest | • Lasso |
| • Twitter   | • LinkedIn  | • Vero  |
| • Myspace   | • Reddit    |         |
| • Instagram | • TikTok    |         |

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## K. 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. This file is kept in the Program Coordinator's files for five years and then archived. Transcripts requests or grades must be referred to the Registrar (801-957-4298).

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## I. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except "Directory Information," which may be released upon request unless

the student specifically withholds permission to do so (directory information restriction). Information that MAY be released about a SLCC student includes:

- Student name(s)
- Address\*\*
- Telephone number\*\*
- Date of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Most recent previous school attended
- Participation in activities/sports
- Email address
- Student photograph

*\*\* Address and telephone numbers will not be released except in circumstances described in the School of Health Sciences (SHS) Release of Information form. This form is provided at the SHS Orientation.*

*\*\*\*No information may be released on a student with a "directory information restriction."*

Further information available about FERPA and student records retention is available on the website for the [Office of the Registrar and Academic Records](#).

Students who wish to release personal information regarding the need for special accommodations or disability to an externship educator/site must sign a written release.

Students may not provide personal information (phone numbers, addresses, email addresses, etc.) regarding fellow students to any source other than Respiratory Therapy Program academic faculty and fellow respiratory therapy students. Classmate information cannot be shared with extern sites, clinical extern educators, supervisors, job recruiters, etc.

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## L. PROFESSIONALISM

### **PROFESSIONAL CONDUCT**

Professional conduct for the respiratory therapy student encompasses standards of behavior related to ethics, morals, actions, knowledge and practices which have been established as the accepted way healthcare professionals will conduct themselves.

### **UNPROFESSIONAL CONDUCT**

(References to "patient" in the below list includes simulated patients in the classroom setting. This includes faculty, students and volunteers that work with students on and off campus related to their schoolwork).

- Conduct that is lewd, indecent, obscene or inappropriate
- Failing to utilize appropriate judgment or exercise technical competence in administering safe clinical practice.

- Failing to follow school/program/course policies or procedures designed to ensure student/faculty/patient safety.
- Failing to adhere to dress code standards of the program and practicum site.
- Failing to follow OSHA standards and use PPE properly at all appropriate times.
- Failing to safeguard the patient's dignity and right to privacy.
- Violating the confidentiality of information or knowledge concerning the patients.
- Verbally or physically abusing patients.
- Performing new techniques or procedures without proper education, supervision and preparation.
- Failing to observe instructions and expectations set forth by instructor/preceptor/physician.
- Being unfit to perform because of physical or psychological impairment.
- Violating state or federal laws relative to drugs.
- Using alcohol or other drugs in violation of professional ethics or SLCC Student Rights and Responsibilities.
- Manipulating drug supplies, narcotics, or patient's records. (Specifically applying to student practicum)
- Falsifying patient's records or intentionally charting incorrectly.
- Appropriating medications supplies or personal items of the patient/agency/school.
- Intentionally committing any act that adversely affects the physical or psychosocial welfare of the patient.
- Delegating patient care, functions, tasks and/or responsibilities to others which would constitute a breach in standard of care, job descriptions and/or to the detriment of patient safety.
- Leaving a class, task, or assigned site (i.e. practicum site) without properly notifying appropriate personnel.
- Misrepresenting yourself professional, such as identifying as a student while on practicum, or miss-identifying your clinical position (such as referring to yourself as a nurse or a physician assistant).
- Failing to report, through the proper channels, facts known to the individual regarding the incompetent, unethical or illegal practice of any health care provider.
- The use against any person of any mental, physical, written, or verbal abuse that threatens, is perceived as threatening or endangers the health, safety, and wellness, or promotes

hatred or prejudice towards others is prohibited.

- Any other acts that would constitute a breach in standard of care for the respiratory therapist or constitutes *res ipsa loquitur* in relation to unprofessional practice.

Any action constituting Unprofessional Conduct will result in disciplinary action.

## **AUTHORITY AND RESPONSIBILITY**

Daily responsibility for good conduct rests with the individual. All members of the College community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

SLCC reserves the right to take any necessary and appropriate action to protect the safety and well-being of the campus community.

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## **M. LANGUAGE**

All classroom and clinical instruction will be conducted in English. By accepting a position in this Program, the student acknowledges this and accepts the responsibility for enough proficiency in the English language to be able to successfully complete the Program.

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## **N. ACADEMIC STUDENT ADVISING**

Respiratory Therapy faculty are involved in student advising and may act as advisors for students regarding questions directly related to the Respiratory Therapy Program. An Academic Advisor for the Salt Lake Community College located on the Jordan Campus is also available for issues related to both the program and college.

Specific difficulty with course/clinical content is to be addressed to the faculty providing the instruction. However, the student's advisor may be consulted by the student and/or other faculty to discuss and assist with study habits, tutoring, study materials, etc.

Student counseling is available in several forms. Academic counseling specific to student progress in Respiratory Therapy courses is done a minimum of once a semester by the Program Director. At this time, the student is advised as to his or her progress in the course and notified of any deficiencies.

Special counseling may be done at any time during the program to document and to attempt to remedy any difficulties the student is having in any area of the program. This type of counseling will 1) state the problem, 2) notify the student of any action necessary to correct the problem, 3) give a time frame for correcting the problem, and 4) state the consequences of not correcting the problem.

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## **O. STUDENT DRESS CODE**

As representative students of the Respiratory Therapy Program at Salt Lake Community College, we are concerned about the professional appearance of students. We feel very strongly that pride in appearance reflects pride in our profession and institution. Student must meet the Professional Dress Code of the program and of their clinical site. It is the student's responsibility to observe these dress code standards and faculty will work to enforce the dress code. Professional

appearance is always subject to the approval of the Respiratory Therapy instructors and/or clinical supervisor.

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#### I. PERSONAL APPEARANCE

- Students are expected to manage personal hygiene habits to control cleanliness and avoid offensive body odors. Strong perfume, cologne or lotions that might interfere with those who are ill or allergic to such odors or fragrances must not be used.
- Cosmetics must be moderate.
- Hair must be well-groomed and neat. Hairstyles and color must not be extreme. Extreme styles which may distract from providing exceptional care are to be avoided. Hair must not contact patients or guests.
- Beards and mustaches are to be neatly trimmed.
- Fingernails are to be short to moderate length and clean. Students in patient care areas, including those who handle food, medications, or laboratory specimens may not wear artificial nails, nail wraps and nail jewelry. Gel and shellac nail polish is not allowed. Regular nail polish is permitted but must be chip free. Students assigned to surgical areas are prohibited from wearing any type of fingernail polish. Students may ask their assigned supervisor for facility or department specific requirements.
- Department managers may ask students to cover tattoos while on duty if the tattoos are deemed to be unprofessional or distracting.

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#### II. JEWELRY

- Jewelry must not create a safety hazard or interfere with work assignments.
- In Newborn intensive care no jewelry is permitted below the elbow.
- Visible body piercing is not permitted except for ear piercing. A maximum of two conservative earrings per ear are permitted. Ear gauges must be small and neutral in color.
- Extreme piercing or body modifications are not permitted (e.g., tongue piercing, split tongues, extreme earlobe spacers, skin disfiguring implants, etc.).

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#### III. CLOTHING APPEARANCE

- Clothing must be modest, clean, pressed, and in good repair, without holes, rips or tears. Immodest or cut off clothes are not permitted (e.g., shorts, mini-skirts, bare midriffs, tank tops, tube tops, halter tops, spaghetti straps, etc.).
- Students are to wear clothing that is appropriate to their work setting; however, they are not obligated to wear standard employee uniforms (e.g., specific scrub color related to work assignment).
- Unacceptable clothing and footwear: Jeans, cargo pants, mini-skirts, baseball hats, non-dress T-shirts (no silk screens, no logos, collars preferred), sweatpants/shirts/hoodies, athletic or track clothing, tight or revealing clothing.
- Beach-type footwear (made from foam, rubber, or similar material suitable for

recreational, e.g., flip-flops, Velcro sandals, etc.), outdoor footwear such as hiking boots or water shoes.

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## P. STUDENT & FACULTY SAFETY

The safety of the faculty and students in the Respiratory Therapy Program is of paramount concern to the department and the college. While work in this field carries with it a certain amount of risk from such sources as physical, chemical, or biological factors, adherence to CDC and OSHA guidelines will help to ensure the safety of all involved. To this end, these are the safety guidelines for the Medical Assistant program at SLCC for students and faculty. Every attempt will be made to ensure the safety of everyone involved in a laboratory setting.

- Students must strive to maintain optimal health through lifestyle and good nutrition.
- Students must show evidence of all immunizations required by the program before starting clinical courses.
- Students must always be supervised by a faculty member while in a laboratory setting.
- Indirect Supervision (a faculty member in the room with multiple students) is required for laboratory activities that are not related to patient care and related to non-invasive procedures.
- Direct Supervision (a faculty member is directly observing student one on one) is required for all invasive procedures including but not limited to injections and blood draws. As it is common for an instructor to have multiple students in the laboratory setting it is the student's responsibility to ensure that an instructor is directly observing before proceeding into an invasive procedure.
- Students must always wear OSHA required PPE when in a laboratory setting or when exposure to body fluids may occur.
- Accidental exposure to physical, chemical, or biological materials presenting a risk of injury or possible harm will be reported to the faculty member, department coordinator and the College Risk Manager immediately so steps to limit harm to the student and/or faculty may be taken. Protocol mandated by the College will then be followed and appropriate steps will take depending on the type of incident which has occurred.
- For example, a student or faculty member exposed to a biological threat via a needle stick will be evaluated at the University of Utah Infectious Disease Department under the direction of the attending physician at the expense of the students or faculty member's private insurance.

Students found in breach of safety policies may result to disciplinary action.

## **CYBER BULLYING**

The SLCC Respiratory Therapy Program prohibits bullying of any variety. Due to the relatively high incidence of online or Cyber Bullying that has been reported nation-wide, special attention must be paid to avoidance of this behavior. Cyber bullying is defined as "intentionally or knowingly, or with reckless disregard, using the internet, cell phone, or other communications technology to

send or post any text, video or image with the intent to hurt, embarrass, or threaten an individual. The victim’s consent, including the victim’s voluntary access of the electronic communication, is irrelevant.”.

Utah Code Annotated, 53A-11a-102(3)).

<https://www.criminaldefenselawyer.com/resources/teen-cyberbullying-and-harassment.htm>

Using online resources (such as social media, texting, e-mail, etc.) to harass any individual will not be tolerated. This behavior is considered Unprofessional Behavior (see pg.11) and as such students engaging in said behavior will be subject to removal from the program. Examples of Cyberbullying include, but are not limited to:

- Hacking into another person’s online account (social media accounts, e-mail, school account, etc.)
- Creating false profiles and using the imposter to post derogatory or embarrassing comments.
- Texting or e-mailing embarrassing threatening, or otherwise unwanted messages.
- “Outing” someone’s sexual status or health status (i.e. STI status) online regardless of whether the information is factual or fictional.

## 4.2 ACADEMIC STANDARDS:

The Respiratory Therapy Program demands a high level of academic success. Minimum scores for successful completion of each course are clearly set and limits on the ability to retake have also been put in place. For more detailed information on SLCC academic policies please see the Academic Standards Policy <https://www.slcc.edu/academic-achievement-center/docs/academic-standards-policy.pdf>.

### A. GRADING POLICY

95-100%	A	77-79%	C+
90-94%	A-	74-76%	C
87-89%	B+	70-73%	C-
84-86%	B	67-69%	D+
<b>80-83%</b>	<b>B-</b>		

Minimum grades are set in each course as a B- (80%) as required for graduation from the program and approval to take the Respiratory Therapy Credentialing Exam.

A minimum grade of B- (80%) is necessary in laboratory-based classes and clinical. Laboratory based classes also contain course competencies. Each competency is required to be passed at an 80% or higher. If a course final grade is 80% or above but not all competencies have been successfully completed the course minimum requirements have not been met. Students will be given no more than two attempts at each competency.



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## B. COMPLETION OF ASSIGNMENTS

Responsibility for participating in class activities/assignments, out of class assigned work and clinical practicum rests upon the student. The student is required to attend and participate fully in class, student clinical/lab activities, and student practicum. The student is also expected to complete all required reading, media and assigned out of class work by the due dates for such requirements.

Faculty will provide instructions and due dates, as well as answer any questions that the students have about assigned work and completion times. The workload for each class is balanced based on the credit hour/contact hours for a given course. If students are unable to keep up with the work requirements, they may speak with the program director to discussion alternate course sequence to ensure that they are able to be successful with the time demands of their course load.

Faculty are not responsible to ensure the student completes their assignments. Students are asked to use wise time management as well as look ahead in the classes to determine what their workload will be for a given class. All assignments are loaded onto the Canvas course site with descriptions and due dates. Please feel free to use the built-in features in Canvas (calendar, reminders, to-do lists, etc.) to help you stay on track with your assignments.

Due dates are subject to change. If a change is required, students will be notified via Canvas and in the case of a face-to-face class the changes will also be announced in class. Faculty work hard to minimize these changes, and if they do occur, we strive to give enough advance notice.

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## C. TESTING AND COMPETENCY POLICY

If you are absent on the day of a test or quizzes you will not be allowed to take the test or quiz. If you know in advance you will be absent on a test day, you may take the test in advance without penalties, this must be scheduled in advance with your instructor. Competency pass-offs are timed and may require another student to participate. If the student misses the scheduled competency the student fails, the competency and immediately moves to their second attempt with percentage penalty.

The Salt Lake Community College Respiratory Therapy Program is provisionally accredited by the Commission on Accreditation of Respiratory Care.

The CoARC has established required competences in cognitive, psychomotor, and affective learning areas. Student must be able to pass all the psychomotor (hands-on) competences with a "B-" (80%) or better to proceed in the program and placement into a clinical site.

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## D. COURSE WITHDRAWAL/INCOMPLETE POLICY

The Respiratory Therapy Program will follow institutional policy regarding course withdrawals, administrative drops for non-attendance, and failure to drop/withdraw.

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### I. INCOMPLETE GRADES

Incomplete grades are only granted under the following circumstances:

- Emergency circumstances as identified by Program Coordinator in consultation with Clinical Coordinators.
- Seventy-five percent of course must be completed with a current passing grade (minimum of a “C+” or 78%)
- Student must meet with the Program Coordinator and Clinical Coordinator and submit an Incomplete Form including a plan for completing course within the following semester.
- 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 to the program for acceptance to the next class cohort.

Upon completion of the incomplete the student will continue to be held to the minimum score requirements. If the student does not meet the minimum grade requirements, they will follow the same process as they would have had they not had the incomplete.

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## II. ADMINISTRATIVE DROPS FOR NON-ATTENDANCE

To maximize registration opportunities for all students, students are required to attend the first scheduled class of the semester that meets once per week or at least one of the first two class meetings of any regularly scheduled class that meets more than once per week. Students who are unable to attend the initial class meeting(s) as required must inform the instructor or department office, preferably in writing, that they intend to attend subsequent meetings and do not want to be dropped. Students who fail to attend initial class meeting(s) as required and who fail to contact the instructor in advance of the absence may be dropped from the course by the instructor.

Students are required to log into online classes within the first five days of the term. Class accessibility begins on the first day of each term. Students are expected to access online classes the first day. Students must log into online classes within the first five days of the term or may be dropped to make space for other students.

Students enrolled in classes of high demand and/or limited availability are particularly vulnerable to a drop for nonattendance. Students who receive an Administrative Drop for Nonattendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor's discretion during the first 20% of the term. Please review the SLCC Academic Calendar for specific dates. Students are responsible to withdraw from a course as the instructor will not drop a student for non-attendance.

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## III. FAILURE TO DROP/WITHDRAW

Students must not assume classes are automatically dropped for non-attendance or nonpayment. Although students may be dropped for non-attendance this must not be assumed. Students are ultimately responsible for dropping or withdrawing from classes they (a) are not attending, or (b) do not intend to complete in the current semester.

Students who stop attending a course without completing the formal drop or withdrawal procedures by the published deadlines will be responsible for all tuition and fees associated with the course and will receive a failing grade 'E' for the course with the last date of attendance.

Students planning to drop/withdraw from a course must drop/withdraw as early in the semester as possible. Tuition will be charged for classes not dropped by the end of the third week or 20% of the semester.

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## E. ACADEMIC PROGRESSION

The student is required to achieve a grade of “B-” or better in all RESP courses in order to progress in the program as outlined in the Student Handbook. Minimum grades are set in each course as a B- (80%) as required for graduation from the program and approval to take the Respiratory Therapy Credentialing Exam.

A minimum grade of B- (80%) is necessary in laboratory-based classes and clinical. Laboratory based classes also contain course competencies. Each competency is required to be passed at an 80% or higher. If a course final grade is 80% or above but not all competencies have been successfully completed the course minimum requirements have not been met. Students will be given no more than two attempts at each competency

The Program Director will not automatically withdraw or drop a student during a semester due to academic performance or personal reasons. It is the students’ responsibility to complete the required documents needed to drop or withdraw from a course. Withdrawing from a course in the Program will lead to immediate dismissal as all courses are completed in a required sequence. Failure to withdraw or drop a course by the deadlines listed on the college academic calendar will result in an “E” on the student’s transcript.

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## F. TRANSFER OF CREDIT

It is the student’s responsibility to make sure their transfer credit has been fully transferred to SLCC prior to the program’s application deadlines.

If a student has courses, they are transferring from another school, their transcripts must be evaluated by the SLCC Transfer Evaluation Office and their grades must be posted to SLCC DegreeWorks (their MySLCC account), before the program’s application deadline (priority and final application deadlines apply). Please note it can take several weeks for transcripts to be evaluated.

Students should declare Health Sciences as their Area of Study, and Respiratory Therapy as the Program of Study when applying to SLCC. If the correct information is not submitted within the transfer evaluation request, courses applicable to the program may not be transferred to SLCC.

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## G. SCHOLASTIC INTEGRITY

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. Any student violation of scholastic integrity for academic misconduct as defined below is subject to program dismissal.

Students must do their own work. If someone else’s ideas are used in written work, it must be referenced accordingly. All students are expected to be academically honest. Every effort will be made by faculty to discourage any type of cheating. Cheating includes, but is not limited to, printing exam questions from Canvas; sharing data with other students about exams; copying

tests, assignments, etc.; collaborating with another student during an exam or in preparing academic work; or otherwise practicing scholastic dishonesty. Awareness of academic dishonesty by a classmate is considered the equivalent of cheating unless it is reported.

*\*\*\* Copying and pasting Instructor notes to complete assignments is considered plagiarism. Copying each other's assignments is cheating. Complete assignment in your own words while utilizing instructor notes.*

## DEFINITIONS OF ACADEMIC MISCONDUCT

1. **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty. Students are strongly encouraged to safeguard passwords and passcodes that grant access to College resources, databases, email, and other systems. Sharing of passwords and passcodes that lead to academic dishonesty is grounds for disciplinary action.
2. **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; obtaining a copy of an examination or questions from an exam prior to taking the exam; altering graded work with the intent to deceive another person to do one's work and then submitting as one's own name; allowing another to take an examination in one's name; submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.
3. **Data Misrepresentation:** Fabricating data; deliberately presenting in an assignment data that was not gathered in accordance with assigned guidelines or deliberately fabricated; or providing an inaccurate account of the method by which the data was gathered and generated.
4. **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism must consult with their instructors. Claims of ignorance will not excuse the offense.
5. **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; copying or modifying the College's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when College-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying or altering of those institutions' computer records, systems, or programs would similarly constitute a violation of academic integrity.
6. **Unprofessional or Inappropriate Behavior within a Clinical, Field, or Internship Experience:** Conduct that is considered to be lewd, indecent, obscene, inappropriate, and/or non-compliant with professional or accreditation standards; or a violation of clinical or other affiliated site expectations or guidelines; or a violation of federal or state laws.

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## H. GRADUATION REQUIREMENTS

In addition to the core courses of the Respiratory Therapy Program, other courses are required for graduation with an A.A.S. in Respiratory Therapy from SLCC. These graduation requirements are listed in the SLCC general catalog. Students are responsible for the timely completion of all graduation requirements based on the catalog year they were admitted into the program. SLCC advisors and respiratory therapy faculty/administration are not accountable for a student's failure to fulfill the necessary requirements in order to graduate with his or her class.

Students must understand that GRADUATION (not just course completion) from an CoARC accredited Respiratory Therapy Program is an absolute prerequisite both to be licensed as a Registered Respiratory Therapist and qualify to take the National Board for Respiratory Care (NBRC) Therapist Multiple Choice Exam (TMC).

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## I. RE-ADMISSION POLICY

Students who are dismissed from the program for any of the following reasons may choose to reapply to the program after no less than 2 semesters from their dismissal. Student choosing to reapply to the program must meet all requirements for admission including any changes to requirements from previous admission. Upon readmission student will be required to take all program course work even if they have previously taken the course. The student may appeal this through the Associate Dean to have course requirements waived due to previous course work.

- Student voluntary withdrawal from the program.
- Failure to complete program courses to minimum grade requirements within two attempts.
- Failure to complete the clinical practicum.
- Removal from the program through the disciplinary process.
- Removal from the program due to an extended absence (one calendar year or more).

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## J. DEFERMENT POLICY

1. Students who wish to temporarily withdraw must do so with sound reasoning. Some reasons for deferment with a temporary withdrawal include:
  - Prolonged illness, injury, or disease that is expected to improve
  - Religious mission opportunities
  - Military deployment
  - Pregnancy
  - Other reason as agreed and collaborated between the student and the Respiratory Therapy Program
2. Students who are approved to temporarily withdraw for a deferment will have their slot held for a period of one year. If the period of deferment requires over a one-year period, students will have a slot held for them for the year of re-entry but will have to retake coursework that is over one-year-old. A slot will not be held for students who are on

probation at the time of their deferral request. Students who are on probation at the time of their deferment request must apply for re-entry to the Program.

3. Students must be receiving a grade of a B (80%) or higher in all program courses at the time of a deferment request, in order for a program deferment to be approved. If a student is not receiving a B (80%) or higher in all classes at the time of their deferment request, Respiratory Therapy Program deferment will not be approved, and the student must apply for re-entry to the Program. Students must retake Respiratory Therapy Program courses in which they have received a C “79%” or lower.

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## K. PROGRAM AND COURSE WITHDRAWAL

It is the students’ responsibility to complete the required documents needed to drop or withdraw from a course. Withdrawing from a course in the Program will lead to immediate dismissal as all courses are completed in a required sequence. Failure to withdraw or drop a course by the deadlines listed on the college academic calendar will result in an “E” on the student’s transcript.

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 could result.
- Faculty will not sign a withdrawal if the student is failing the course at the time of the request. This is college policy.

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## L. PROGRAM DISMISSAL

A student may be terminated upon recommendation of the Program Coordinator for any of the reason listed below, considering the nature and severity of the infraction.

- Violation of the SLCC Student Conduct Code
- Improper professional conduct in the classroom or clinical setting, such as sleeping on a scheduled clinical rotation, exhibiting disrespectful behavior to patients or hospital staff.
- Inappropriate or disrupted behavior in the classroom or clinical setting
- Performing unsupervised procedures
- Unsatisfactory scholastic average
- Insubordination, as exemplified by rude or discourteous behavior toward management, staff technologists, medical center personnel, or fellow students in the following ways: verbal arguments, failure to participate in assignments, use of abusive and/or threatening language.
- Chronic absenteeism, tardiness, and/or sick call

- Theft
- Intoxication/substance abuse
- Misusing or intentionally damaging property belonging to the medical centers, its employees, or its patients
- Continued interference with the work of other students or staff
- Falsification of personnel or other hospital records
- Cheating and/or Plagiarism
- Failure to properly report an injury related to work in the clinical environment
- Sexual harassment
- Removal from a clinic site due to behavior, attitude, professionalism, or performance by the clinical staff is an automatic dismissal from the Program.
- Failing to cooperate with Program policies and procedures.
- Continuous absenteeism and/or tardiness
- Refusing to participate in patient care; not showing the eagerness or willingness to engage; not being at a level reflective of the time in clinic leads to dismissal.

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## M. ACADEMIC GRIEVANCE POLICY

In accordance with the Salt Lake Community College Student Code of Conduct, <https://www.slcc.edu/policies/docs/8.1.050--code-of-student-rights-and-responsibilities.pdf>, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted, it is up to the faculty member's discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized that in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

### **STEP ONE:**

A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

**STEP TWO:**

If a resolution cannot be made, the student must request in writing, five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

**STEP THREE:**

If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

## 4.3 ATTENDANCE STANDARDS

### A. ATTENDANCE

Attendance is vital to be successful in the SLCC Respiratory Therapy Program. Absences will interfere with one's ability to meet required clinic /lab course objectives.

Attendance is extremely important and in order to meet class requirements and to function safely in the clinical arena. You will not learn the clinical skills if you are not here. Each course in the Respiratory Therapy Program has planned activities which have specific objectives and often lead to course competences. Most of these activities will not be duplicated. Missing these activities will result in loss of points and potentially prevent the student from successfully completing the course and progressing in the program.

- **Three** absences in one course will result in a drop of one full grade.
- One absence is equivalent to one, 50-minute time frame. A course that is scheduled for back to back time frames may constitute multiple 50-minute time frames and hence constitutes multiple absences for one course.
  - Example: if a class is scheduled from 4:00pm to 7:50pm it constitutes three 50-minute time frames and missing the class would constitute 3 absences.
  - Documented excuse will only count as 1 total absence



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## B. TARDINESS

- THREE TARDIES equal ONE ABSENCE. Tardiness is assessed for coming in late and for leaving early.
- If you cannot be in class, please notify your instructor in advance and provide documentation upon your return justifying your absence

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## C. SICK LEAVE

All sick leave requires a doctor's permission note for excused absence from your clinical rotation. Otherwise, all absences will be recorded as unexcused. If the Program Director and/or clinical supervisor feel that a student is unable to perform their clinical duties due to an injury or illness, then the student may be required to leave clinic. Failure to notify the Program Director of missed clinic time will result in an unexcused absence. The Program Director will decide if missed clinical hours must be made up prior to the completion of the semester and students may be required to remain beyond the program completion date to complete clinical requirements.

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## D. MILITARY LEAVE

- Students will receive an excused absence from each class for a two (2) week annual training. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed no later than two (2) weeks of return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required military annual training will not affect a student's standing in the program.
- Students absent over two (2) weeks and up to a year will receive a program withdrawal (in good standing). The student will be provided admission preference into the next year's cohort beginning with courses not completed. 1. Example--if withdrawn in the 4th semester of the program, student tuition will be returned (according to federal law) for that semester. Educational VA benefits will restart for a repeat of that 4th semester the following year. 2. Example--if returning before the 4th semester of the program, students may (and are advised to) audit courses previously taken again to be current with the material. Contact the SLCC Vet Services for tuition waiver opportunities for auditing.
- Students deployed over one (1) and up to two (2) years will be given admission preference into the next year's cohort, but must begin with first semester courses. Contact the SLCC Vet Services for tuition waiver opportunities.
- Students deployed over two (2) years will need to reapply to the program.

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## E. JURY DUTY

Students will be allowed to miss classes with no penalty for verified jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed upon students return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student's standing in the program. Students are required to provide written evidence of Jury Duty.

Extended Jury Duty over 2 weeks in duration may constitute withdrawal from courses. The student will be allowed to repeat the courses upon return with no penalty.

## 5.0 CLINICAL EDUCATION STANDARDS

### 5.1 CLINICAL AFFILIATES

**University of Utah**

50 N Medical Dr  
Salt Lake City, UT 84132

**Primary Children's Hospital**

100 Mario Capecchi Dr  
Salt Lake City, UT 84113

**Riverton Hospital**

3741 W 12600 S  
Riverton, UT 84065

**Intermountain Medical Center**

5121 Cottonwood St  
Murray, UT 84107

**LDS Hospital**

8th Avenue, C St E  
Salt Lake City, UT 84143

**Mountain Point Medical Center**

3000 North, Triumph Blvd  
Lehi, UT 84043

### 5.2 PROFESSIONALISM

Respiratory Therapy students represent the Program, the profession, Salt Lake Community College and all clinical affiliates; therefore, students are expected to conduct themselves in a dignified manner which conforms to the ethics of the profession and which instills confidence in their abilities. Any student who does not adhere to the scholastic and professional standards of the school and its clinical affiliates is subject to written warnings and possible dismissal. If the situation is based on unacceptable, intolerable, illegal or unprofessional actions by a student which violate the clinical policies set forth in the Student Handbook, or which violate any local, state, or Federal laws, the student will not be allowed to re-enter the Program at any time in the future.

### 5.3 CLINICAL EXPECTATIONS

Students must complete an 800-hour unpaid practicum at a clinical facility upon completion of the first semester course work. Students will meet with the Director of Clinical Education (DCE) to discuss all aspects of the practicum; at which time the Director of Clinical Education will collect all completed forms and arrange for a practicum site suited to the student and facility's need.

The Director of Clinical Education will not place the student until all courses have been completed with a B- or 80% or better, have successfully completed all competencies, all required documents have been received, and student is listed as compliant in Complio. At that time, practicum placement will begin.

The student will be evaluated at various times throughout the clinical experience. Grading criteria is described in detail on the evaluation Forms. These forms will be used to determine the student's progress and level of competency.

Not completing required hours and unsatisfactory evaluations will constitute a failed placement.

## 5.4 CLINICAL STANDARDS

### A. CLINICAL PLACEMENTS

Each student will be placed at a clinical site upon completion of the first semester course work. The Clinical Coordinator will arrange a placement. Students will be placed in facilities in which SLCC Respiratory Therapy Program has contracted with for student placement. Although every attempt will be made to consider student requests and preferences, the final placement is at the discretion of the Clinical Coordinator. Each student will be required to complete an 800-hour unpaid clinical placement. Transportation to the clinical site is the student's responsibility.

If for any reason the student does not successfully complete the required hours the student will be withdrawn from the program. Students who fail to complete their practicum placement will not receive the Associate of Applied Science of Respiratory Therapy from Salt Lake Community College, nor will they qualify to sit for the NBRC TMC credentialing exam. Students are not allowed to repeat the clinical courses.

#### **FAILED PRACTICUM PLACEMENT**

The following constitute a failed practicum placement:

- The student chooses to decline a practicum site once it has been established.
- The preceptor at the practicum placement asks that the student be removed. A participating practicum facility may request the program to withdraw any student whose work and/or conduct have the potential for negative effect on either patients or personnel.
- The Clinical Coordinator removes the student from the practicum site due to significant issues that cannot be resolved within the placement.
- The student chooses to leave the practicum site at any time.
- The student completes the practicum hours but has unsatisfactory evaluations.

If a student fails their clinical placement, the Director of Clinical Education will **not** arrange for additional placement and the student will be withdrawn from the program

### B. CLINICAL COORDINATOR RESPONSIBILITY

- Notify the student who is out of compliance in Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance of a student for the clinical/fieldwork if the student is required to be cleared by Division office.
- Refer the student to the Division if any additional paperwork or review is required.
- Assure no student is not placed at a clinical/fieldwork site until full compliance is met or student is cleared through the Division office.

## COMMON REASONS FOR NONCOMPLIANCE

- Paperwork has not been uploaded or uploaded into the wrong area.
- Dates not entered for each entry.
- Overdue dates for annual immunizations/certifications
- Not completing paperwork with the Division office.

## 5.5 DRESS CODE

All students, without exception, will follow a dress code while assigned to a clinical affiliate. If an individual hospital or department has a dress code that differs from this one, the hospital or department dress code will take precedence.

Students must adhere to the clinical facilities and SLCC Respiratory Therapy Program dress code:

- Freshly laundered scrub attire is 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 always be visible in the clinical setting.
- No artificial fingernails or nail polish.
- Hair, beards and moustaches are to be neatly trimmed and groomed
- Good personal hygiene including deodorant
- Students must not wear heavy perfume, cologne, aftershave, etc., because strong scents may be offensive to patients, fellow students, or hospital personnel.

In all situations, dress must conform to what is normally acceptable within a professional patient care environment. If a student is observed not adhering to the dress code the student will be counseled and asked to conform. If a student refuses to adhere to the above dress code, appropriate disciplinary action may be taken or possible dismissal from the program.

Students may be asked to leave their clinical site for a violation of the dress code. Upon the first occurrence of such an event, clinical time missed must be made-up prior to the end of semester and the student will receive a written warning. A second violation of the dress code will lead to a failing grade assigned to the clinical course.

## 5.6 CLINICAL DOCUMENTATION

### A. CLINICAL EVALUATIONS

Clinical staff will evaluate students during clinical visits. Clinical staff evaluations will be performed at the end of every clinical shift. All documentation will be performed using PEEP ity, a clinical tracking software.

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## B. TIME SHEETS/WEEKLY PROCEDURE LOGS

Students are required to keep up to date time sheets and weekly procedure logs using the PEEpity tracking software. Clinical preceptors will sign off on a student's clinical procedural log daily. The Clinical Coordinator will review time sheets and procedure logs weekly. It is the responsibility of the student to keep required information accurate and updated. Failure to do so will reflect the overall clinical grade and possibly a written warning. Falsifications of these documents will lead to Program dismissal. The clinical hours are based on requirements by the Respiratory Program, Commission on Accreditation for Respiratory Care and the student handbook.

### 5.7 CLINICAL SUPERVISION

Students will always be supervised during clinicals. It is the student's responsibility to ensure procedures are not performed unsupervised.

### 5.8 ACCIDENTS/INCIDENT REPORTS

All accidents that occur while on clinical assignment involving patients, clinic personnel, personal injury, and/or damage to equipment must be immediately reported to the supervisor and/or clinical coordinator. Documentation of the incident will be completed in accordance with institutional policy.

The risk of injury or exposure to body fluids is an inherent risk in the health care profession. Health care workers however can limit and decrease the risks by following facility guidelines for use of personal protective equipment (PPE) and through quick action when a significant exposure occurs. Clinical is defined as "a required period of supervised practice off campus". If students experience a significant injury or exposure, they must immediately notify their clinical supervisor. The clinical faculty will notify employee health or risk management. The clinical faculty will direct students to the appropriate care facility.

### 5.9 CONFIDENTIALITY

Students are expected to keep in confidence all information concerning patients, including, but not limited to: Patient personal information, details of illness, treatment, progress, diagnostic studies and personal life. This information is not to be discussed with anyone but duly authorized persons of the health care team participating in the patient's care. Information is never to be shared outside these conditions. Failure to observe this basic principle of medical ethics is cause for immediate dismissal from the program.

## 6.0 DISCIPLINARY PROCEDURES

The process for imposing disciplinary sanctions is designed to provide students with due process, procedural fairness and developmental growth opportunities as well as ensure equal protection for all students. Therefore, the procedures provide that the imposition of disciplinary sanctions must be based upon considerations of all circumstances in a case, including a student's prior record of misconduct, if any.

The Respiratory Therapy Program is dedicated to the safety of all students/faculty/patients and fairness to all students within the program. As such any student actions constituting unprofessional conduct, using unsafe practices, violating academic honesty, or in any way violating the Student Code of Rights and Responsibilities will be subject to disciplinary procedures. Once Disciplinary process has been enacted the following steps will be followed:

### 1ST OCCURRENCE:

The involved faculty or Program Director will speak with student providing verbal notification and warning. This discussion will be documented in the student file.

### 2ND OCCURRENCE:

The involved faculty and/or Program Director will provide written documentation of infraction and schedule to meet with the student within **five business days** of occurrence. If the student is not available within this time frame, a meeting will be held at the first availability of the student. Due to the seriousness of disciplinary actions the student may be pulled out of class to meet with the faculty and/or Program Director.

### 3RD OCCURRENCE:

Involved faculty and/or Program Director will meet with the Associate Dean and/or Dean regarding the repeated behaviors. The Associate Dean and/or Dean will have **five business days** to complete an investigation. Sanctions for misconduct will be determined. The Respiratory Therapy program and the School of Health Sciences are authorized to impose any one or combination of the following sanctions after finding a student is in violation of program or school policies and procedures, or that the student is determined a safety risk. The possible sanctions include, but are not limited to:

- Restriction of privileges, such as access to facilities equipment or supplies.
- Failure of the course.
- Withdrawal from the program.

## 7.0 ACKNOWLEDGEMENT OF PROGRAM POLICIES

### Respiratory Therapy Program Handbook Acknowledgement

I, \_\_\_\_\_ have read and understand the Respiratory Therapy Program Student Handbook. I have had the opportunity to ask questions and have those questions answered regarding the content within this handbook.

\_\_\_\_ (initial) I agree to adhere to all the policies, expectations, and standards of conduct and appearance as set forth in this handbook for the Respiratory Therapy Program at Salt Lake Community College.

\_\_\_\_ (initial) I have also read the SLCC Student Code of Rights and Responsibilities and agree to adhere to the policies, expectations, and standards of conduct put set forth here as well.

\_\_\_\_ (initial) I understand SLCC's drug screening, criminal background policy and that it is my responsibility to keep current on immunizations and CPR certification.

\_\_\_\_ (initial) I understand the expectations of me as a student in the Respiratory Therapy Program and agree to avoid unprofessional practice and unsafe practices. I am aware that any actions that constitute unprofessional practice and unsafe practice as defined in this handbook will constitute disciplinary action up to and including dismissal from the program.

\_\_\_\_ (initial) Policies in the Handbook are subject to change due to unforeseen circumstances. Students will be provided a written notification and a signed acknowledgment should there be a change in policy.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

## **8.0 APPENDIX: FORMS**

The forms in this appendix may be used during students' time in the program as needed.

**FORM A: ACADEMIC COUNSELING**

**FORM B: WITHDRAWAL AGREEMENT**

**FORM C: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION**



**FORM A: ACADEMIC COUNSELING**

**Respiratory Therapy Program  
Student Progress Report**

Student: \_\_\_\_\_  
Semester: \_\_\_\_\_

Date: \_\_\_\_\_

**Progress Report Time:**  Midterm

Other: \_\_\_\_\_

CLASSES: \_\_\_\_\_

GRADING SCALE: \_\_\_\_\_

RESP- \_\_\_\_\_

RESP- \_\_\_\_\_

RESP- \_\_\_\_\_

95-100	A	84-86	B
90-94	A-	<b>80-83</b>	<b>B-*</b>
87-89	B+	77-79	C+

*\*80% or higher is required to continue in the program*

**GENERAL OBSERVATIONS:**

1. Attendance:  Punctual  Occasionally Time Challenged
  - Frequently Late  Other: \_\_\_\_\_
  - Absenteeism
2. Attitude:  Willing and Eager  Needs Improvement
3. Meeting Course Objectives:  Yes  Needs Improvement

**FACULTY COMMENTS:**

*I acknowledge that I have read the report and understood the possible issues and concerns that were discussed.*

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Student Name Student Signature Date

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Program Director Program Director Signature Date



FORM B: WITHDRAWAL AGREEMENT

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**Respiratory Therapy Program  
Withdrawal Agreement**

This letter serves as the official withdrawal between \_\_\_\_\_ and the Salt Lake Community College Respiratory Therapy Program.

\_\_\_\_\_ requests to:

- Withdraw from the Salt Lake Community College Respiratory Therapy Program
  - By choosing to withdraw, \_\_\_\_\_ understands that he/she must drop all Respiratory Therapy Program courses via [myslcc.edu](http://myslcc.edu) in order to be officially un-enrolled in the Program.

I, \_\_\_\_\_, understand the terms of this agreement.

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Student Name

Student Signature

Date

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Program Director

Program Director Signature

Date



FORM C: PREGNANCY/RADIATION SAFETY PROTECTION VERIFICATION

Respiratory Therapy Program
Pregnancy/Radiation Safety Protection Verification

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.
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.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Director.
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 regarding pregnancy-related radiation safety. I elect to remain in the program and to adhere to the requirements stated.

I do understand the risks involved to the fetus and me regarding 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

Student Signature

Date