Salt Lake Community College

RESPIRATORY THERAPY

STUDENT HANDBOOK

2024-2025

(Last updated August 2024)

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 Sciences. The information contained in this student handbook will serve as a guide to policies, standards, and expectations of the Respiratory Therapy Program while you are enrolled.

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, the Code of Student Rights and Responsibilities, and individual course syllabi. You are responsible for adhering to these policies. Information specific to the Respiratory Therapy Program will be contained in this handbook. 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 notify 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 Coordinator.

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.

LAND ACKNOWLDGEMENT STATEMENT

Salt Lake Community College is located on the Native American shared territory of the Goshute, Navajo, Paiute, Shoshone, and Ute People. We honor the original ancestors of this land and also

offer respect to our other tribal communities. We acknowledge this history to cultivate respect for and advocate with our Indigenous students and communities still connected to this land.

1.4 STUDENT SERVICES

The Jordan Student Center (JSTC) on the Jordan Campus offers a variety of services including college cashier, health center, bookstore, fitness room, and limited food service. Student Services on the Jordan Campus is located at JSTC information desk in the first-floor commons.

Extended services are available at the Taylorsville/Redwood Campus, Student Center. The SLCC Current Student webpage describes these student services in detail.

A. LIBRARY

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

LIBRARY CARD

Your Library ID is your student “S” number. Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood and Jordan campuses, 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.

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.

B. ADVISING AND COUNSELING SUPPORT SERVICES

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 has locations 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. 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 by calling 1 (800)273-8255.

VETERANS SERVICES

- Veterans Services assists hundreds of students in using their VA education benefits each semester. These services are available to provide support for students enrolled in any class at the college.

ACADEMIC ADVISING

- Academic Advising helps students plan, explore, make decisions, access resources, and evaluate their academic and career goals. These services are available to provide support for students enrolled in any class at the college.

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
- 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

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: 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

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, they should contact the Financial Aid Office in the Student Centers at the Redwood/Taylorsville Campus and Jordan Campus. For more information as well as access to Financial Aid Advising and workshops see http://www.slcc.edu/financialaid/.

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

MySLCC → Student tab → Financial Aid

E. SLCC TODAY BLOG

Interested in College news, events, and updates? Check out SLCC Today.

1.5 STUDENT SUPPORT SERVICES

A. GENDER & SEXUALITY STUDENT RESOURCE CENTER (GSSRC)

The Gender & Sexuality Student Resource Center (GSSRC) works holistically with students navigating gender- and sexuality-based experiences, needs, and barriers throughout their educational experience. In everything we do, we strive to intentionally acknowledge and honor those layers, especially the ones our communities often struggle to recognize.

The GSSRC is located at the SLCC South City Campus in SCM 1-140 and at the Taylorsville Redwood Campus in STC 101T. Visit us Mondays-Thursdays, 9 am – 5 pm, and remotely on Fridays, 9 am – 5 pm. To receive support or get involved, contact us: GSSRC@slcc.edu; slcc.edu/GSSRC; 801.957.3143; Instagram & Facebook (@SLCCGSSRC).

B. THE ACCESSABILITY AND DISABILITY SERVICES (ADS)

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

Phone: 801-957-4659

Email: drc@slcc.edu Website: www.slcc.edu/drc.

ADS advisors are also trained to assist with pregnancy related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify the ADS. This will allow preventative measures to be taken, safety processes to be put in place to protect the student and their unborn child and allow for accommodations if they become necessary.

Due to the risk of fetal exposure to radiation and chemicals while in the program, it is strongly recommended that all pregnant students work closely with the ADS regardless of whether accommodations are necessary.

C. FOOD, CHILDCARE, AND CRISIS RESOURCES

There are several resources available for students at SLCC:

- For information about SLCC's food pantry for students, please visit the Bruin Pantry.
- For childcare assistance, please visit Child and Family Care Services.
- For information on other crisis resources, please visit Crisis Circumstances.
- For information about campus safety, please visit #SLCCSAFE.

D. STUDENT ENGAGEMENT, EXPERIENCE, AND ACHIEVEMENT (SEEA) OFFICE

The Student Engagement, Experience, and Acheivement (SEEA) office is committed to supporting, advocating, and celebrating the multicultural experiences of all our students. We empower students to explore and embrace their intersectional identities as a fundamental step

for achieving success. For more information about ODMA or to get involved, please visit us at www.slcc.edu/diversity,

E. THE DREAM CENTER

The SLCC Dream Center works holistically with undocumented students (with or without DACA) and members of mixed-status families to achieve their personal and academic goals. If your immigration status presents significant obstacles to your success at the College, whether that is engaging in particular activities, fulfilling specific course criteria, or impacting your academic career in any other way, confidential arrangements may be requested from the Dream Center. Please know that arrangements made with the Dream Center will not jeopardize your student status, access to scholarships, or any other part of your residence. To learn more, contact the Dream Center by emailing dreamcenter@slcc.edu, or on Instagram @slccdreamcenter.

1.6 SECURITY AND PARKING

A. JORDAN CAMPUS POLICE AND EMERGENCY NUMBERS:

Emergencies: 911

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

Animal Control: 801-840-4000

B. PARKING

SLCC's Parking Services regulates the sale of digital parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. Students need a digital parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. Designated student parking is shown on the Jordan Campus Parking Map. Please make yourself aware of SLCC parking regulations.

****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. 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 Cindy Cole, 801-957-4561 or ccole58@slcc.edu.

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.

Students may use the Online Reporting Form. Students may also report incidents to a SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, 801-957-4268. For more information about Title IX, go to the following site: What Does Title IX Mean For You?

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 be aware of and follow the Code of Student Rights and Responsibilities.

2.0 OVERVIEW OF PROFESSION

Respiratory Therapist, also known as Respiratory Care Practitioner, is a specialized health care field where practitioners are trained in pulmonary medicine in order to work therapeutically with people suffering from pulmonary disease. Respiratory therapists provide assessment, physical exams, treatment, monitoring, and management of patients with breathing disorders and cardiovascular problems. Respiratory therapists administer oxygen, medications, perform cardiopulmonary resuscitation, manage mechanical ventilators, monitor cardiopulmonary systems, and measure lung function. Respiratory therapists treat all types and ages of patients from premature infants whose lungs are not fully developed to elderly patients with lung disease, 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, intensive care units, newborn and pediatric units, intensive care, emergency departments, operating rooms, air and ambulance transport and ground transport, sleep laboratories, 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 classrooms, 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.

- Do not divulge 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

Essential skills are non-academic criteria used in the admission, promotion, and graduation of students. They include industry specific standards and published discipline specific skills critical for the safe and reasonable practice of Respiratory Therapy. They also protect qualified persons with disabling conditions against discrimination.

Essential skills are concrete statements of the minimum physical, sensory/motor, communication, behavioral/social, mental/emotional, and environmental requirements for normal and safe professional function. They are intended to inform the prospective student/professional of the attributes, characteristics, and abilities essential to dental hygiene practice.

All individuals who apply for admission to the respiratory therapy program, must be able to perform specific essential functions with reasonable accommodations. 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 Therapy 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 to discuss any individual situation if he or she may not be able to meet these essential performance requirements.

Professional competency is the summation of many cognitive, affective, and psychomotor skills. The College has a moral and ethical responsibility to select, educate, and certify competent and non-maleficent students and practitioners. Patient health and safety is the sole benchmark against which we measure all performance requirements, including the essential skills addressed in this document.

ESSENTIAL FUNCTIONS:

- Stand and walk for up to six hours at a time, and a minimum of eight hours in a day.
- Be able to work up to 4 hours without a break.
    - The Respiratory Therapy program utilizes simulation in our course. These simulations are often group based. Once a simulation begins, students must stay for the full duration of the simulation. A student leaving the simulation environment will require the simulation to need to be restarted and will negatively impact the student, their group, and cause delays for all other simulation groups. Due to this, students must be prepared as they start a simulation to complete it in full without breaks.
- Safely lift and carry up to 50 pounds unassisted, and up to 250lbs assisted.
- Bend, reach, squat, kneel, lift both arms above the head and grasp, move and lift patients.
- Visual acuity (assisted or unassisted) to clearly see patient conditions such as pathological changes in skin color and texture, use accessory muscles of breathing, mist from a nebulizer.
- Clearly see readings on bedside monitors necessary for interpretation including, but not limited to, waveforms, blood pressure, oxygen saturation, etc.
- Visually detect and tolerate flashing lights without impairment.
- Hear verbal directions, pagers (voice messaging), gas flow through equipment, as well as breath sounds and heart sounds through a stethoscope.
- Speak spontaneously and convey medical and surgical concepts clearly and coherently in English.
- Understand 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.

- Appropriately synthesize, and affectively convey verbally, all scopes of medical information consecutively and simultaneously. Including understanding the ramifications of each format and demonstrating the knowledge and skills to move effectively between these formats during a single interaction. Such as while performing a medical procedure/discourse considering patient safety factors, such as acute care needs and the potential for disrupting the healthcare teamwork.
- Obtain details and essential information from medication labels written in English to ensure the safety of patients.
- Accurately follow the directions of the medical team in the use and scope of these medications.
- Have depth perception adequate to manipulate all sizes of equipment and instrumentation with either natural or corrected vision while adhering to sterile technique.
- Must be able to manipulate small surgical instruments with steady, reliable, accurate movements to meet the standards of respiratory practice.
- Generalize, evaluate, and make decisions without immediate supervision as a registered respiratory therapist.
- Perform mathematical skills necessary for handling of medications and ventilator settings. This includes addition, subtraction, multiplication, division of whole numbers and fractions, and calculation of military time.
- 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.
- Understand main ideas, important details, implications, relationships between ideas, organize information and understand the speaker's purpose and speaker's attitude which demonstrates knowledge of medical terms, procedures, and protocols.

2.3 PROFESSIONAL ORGANZIATIONS

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

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 https://dopl.utah.gov/

For those who plan to work as a Respiratory Therapist in another state, students are strongly advised to research licensing requirements for that state. One suggested website for researching state licensure requirements is 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 a selective admission, four-semester 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. These are also commonly required in order to license throughout the United States and Canada.

The Respiratory Therapy program is selective admission, meaning that through a competitive application process, one cohort of up to 24 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 Program. Once admitted, the program comprises 4 full-time semesters that must be completed sequentially.

Classes are taught at the Jordan Health Sciences (JHS) Building of the SLCC Jordan Campus. Specific class schedules will vary each semester. Students should plan to attend classes on campus during the day, two to three days per week, for approximately 4-8 hours of class time per day. Students will also be required to complete a total of 400-500 hours of clinical experience during the 2nd, 3rd and 4th semesters of the program. These experiences will be scheduled with clinical preceptors and will mirror the preceptors' schedule.

- Clinicals shifts may vary from 6-12 hours per shift, with the majority being 12-hour shifts.
- Clinical shifts may be held days, nights, and/or weekends.
- Clinical shifts will not be scheduled on school holidays/breaks.
- Clinical courses are taught at various clinical sites throughout the state.
- Course syllabi will outline all clinical expectations for that particular course.

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, as well as adjunct faculty. 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

Sharesa Bedingfield, BS, RRT
Clinical Coordinator

DIVISION OF ALLIED HEALTH

Associate Dean: Dr. Angela Belnap DHPE, AHI
Administrative Assistant: Amber (Caine) Welch
Division Numbers: 801-957-6216 or 801-957-6009

SCHOOL OF HEALTH SCIENCES

Dean of Health Sciences: Robert W. Pettitt, PhD, FACSM, ATC, CSCS
Administrative Assistant: LuAnne Holt

3.2 MISSION STATEMENT

The Respiratory Therapy 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

Our goal in SLCC's Respiratory Therapy program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care practice as performed by registered respiratory therapists (RRT's).

At the successful conclusion of this program, students will be able to:

1. Demonstrate basic cardiopulmonary knowledge in respiratory care.
2. Demonstrate advanced knowledge and clinical skills in the practice of respiratory care.
3. Demonstrate critical thinking skills in respiratory care.
4. Qualify to take the National Board for Respiratory Care (NBRC) Therapist Multiple-Choice (TMC) exam.
5. 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.

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

Minimum Standards: 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)

3.4 PROGRAM CURRICULUM

COURSE SCHEDULE FOR AAS RESPIRATORY THERAPY

PRE-REQUISITE YEAR (RECOMMENDED COURSE SCHEDULE)

Semester: Fall	
Course	Cr/Hr
MATH 1010 College Algebra	4
CHEM 1110 Intermediate Chemistry	4
BIOL 1610 & 1615 College Biology w/lab	4
TOTAL	**12**

Semester: Spring	
Course	Cr/Hr
BIOL 2320/2325 Human Anatomy w/lab	4
BIOL 2420/2425 Human Physiology s/lab	
RESP 1010 Introduction to Respiratory Therapy	2
ENGL 1010 Intro to Writing	3
TOTAL	**13**

PROGRAM COURSES (REQUIRED COURSE SCHEDULES)

Semester: Fall	
Course	Cr/Hr
RESP 1300 Cardiopulmonary Structure and Function	3
RESP 1310 Physical Assessment	2
RESP 1320 Pharmacology	2
RESP 1330 Respiratory Therapy Modalities I	2
COMM 1020, 2110 OR 1010	3
TOTAL	**12**

Semester: Spring	
Course	Cr/Hr
RESP 1400 Cardiopulmonary Pathophysiology	3
RESP 1420 Introduction to Mechanical Ventilation	2
RESP 1430 Respiratory Therapy Modalities II	2
RESP 1440 Respiratory Therapy Clinical I	5
TOTAL	**12**

Semester: Summer	
Course	Cr/Hr
RESP 2100 Perinatal and Pediatric Respiratory Care	2
RESP 2130 Respiratory Therapy Modalities III	3
RESP 2140 Respiratory Therapy Clinical II	6
PSY 1010 General Psychology	3
TOTAL	**14**

Semester: Fall	
Course	Cr/Hr
RESP 2210 Advanced Cardiopulmonary Pathophysiology	2
RESP 2220 Application of Respiratory Therapy	2
RESP 2240 Respiratory Therapy Clinical III	5
HS 2050 Cultural, Legal, and Ethical Issues in Health Care	3
TOTAL	**12**

3.5 ACCREDITATION

The Salt Lake Community College Respiratory Therapy program is accredited though 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

3.6 PROGRAM ADMISSIONS

A. GENERAL ADMISSIONS REQUIREMENTS

- High School Graduate or equivalent.
- Be admitted to SLCC as a matriculated student. Declare your major as Pre- Medical & Health Sciences (see https://slccbruins.force.com/ERx_Forms__Portal_Register).
- For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite course work has been completed. 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 your application will be considered.
    - 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 (through your 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.

- 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: https://www.slcc.edu/testing/.

B. SELECTIVE ADMISSIONS APPLICATION REQUIREMENTS

The SLCC Respiratory Therapy Program is a selective admissions program. Applications will only be considered from students who have met all pre-requisite and admissions requirements. These requirements out outlined in detail at:

https://www.slcc.edu/respiratory-therapy/admissions.aspx

C. 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, and keep current, 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, if expiration date is set during program student will need to renew certification before it expires to ensure there is not lapse in certification.
- Purchase and complete background check through SLCC's authorized vendor (American DataBank). Failure to pass background check may result in program dismissal.
- Purchase and complete drug screening through SLCC's authorized vendor. Failure to pass drug screen may result in program dismissal.
- 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)

It is 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.

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.

A student taking prescription medication that may show up in the drug screen 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, or whose test results are positive for controlled substances, will not be admitted into 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 prior to testing. This may occur unintentionally or intentionally. If a student has a dilute drug screen, they will be required to repeat, and responsible for any cost this may incur. A second drug screen must occur within one week of the first in which a dilute result was obtained. If a student receives a second dilute or failed screen, the student will be dropped from the Program. To avoid a negative dilute test, it is recommended that you eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. Excessive fluid intake could result in a diluted drug screen test result.

SUSPICION-BASED TESTING

During the course of the program the student may be required to submit to a drug test if program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance abuse related.

If required, this drug test will be at the student's expense. It must be completed within 24 hours. A student who refuses to complete a mandated drug screen within 24 hours or has positive

results 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.

II. CRIMINAL BACKGROUND CHECK

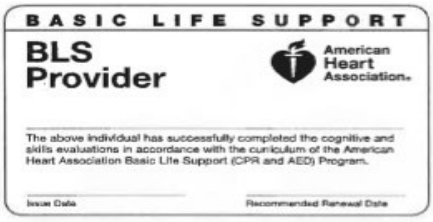
All students entering the Respiratory Therapy Program will be subject to a background check prior to their first semester of study. This documentation will be kept in the Allied Health Division Office in a secure and confidential file. The background check will be paid at the student's expense and must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

Students with a history of 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.

A positive criminal background may affect program standing, eligibility for clinical placements, and program completion. Students who have a positive criminal background, which are admitted to the program, must meet with the Associate Dean for Allied Health to be approved for program participation. Please note that SLCC cannot guarantee clinical placement, clinical placement is at the discretion of the placement site. 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. Information regarding how to expunge criminal records may be found at the Utah State Courts.

III. CPR CERTIFICATION



15-1805 3-card

A Basic Life Support (BLS) 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 clinical placement. It is the student's responsivity to track completion date of AHA BLS certification and renew prior to expiration. Expired CPR certification will constitute removal from clinical placements and may jeopardize standing within the program.

IV. IMMUNIZATIONS AND TITERS

Health care professionals are commonly required to demonstrate immunity to specific disease processes before practicing in the health care field. As such, the Respiratory Therapy Program also carries the same requirements. Immunizations, titers, and other testing requirements have been aligned with our clinical placement 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 clinical placement site. Inability to be placed on a clinical placement will cause the student to be ineligible for graduation.

Additionally, upon acceptance into the program the following immunizations are required of each student (. 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.

Curriculums in Health Sciences include practical clinical placement experiences for students. Most clinical placement 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.

- **Annual Influenza Vaccination**
    - A current influenza vaccination is required for clinical placement placements and as such the student must be sure they are current for placement. Annual Influenza vaccination is generally offered between September and February. It is possible that influenza vaccines are not available when the student is due to start their clinical placement. 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 annually. If you are unable to receive this testing, or you have had a 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.
        - The QuantiFERON or T-Spot are blood tests and require one visit with lab results uploaded to the Complio website.
- **Tetanus, Diphtheria and Pertussis (Tdap) Booster**:
    - Tdap booster is good for 10 years, at which point it must be renewed. TD may be given subsequent to Tdap or a repeat Tdap may be used. If TD is given subsequent to Tdap proof of both initial Tdap and TD booster are required.
- **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.
- Due to this immunization being an attenuated live virus vaccine, special considerations may be necessary for adult females who are or plan to become pregnant. If this applies to you, please seek advisement of your medical provider. If your medical provider advises you to postpone receiving the vaccine you will need written verification of this from your provider and to complete a medical waiver request in Complio.

- **Varicella (Chicken Pox):**
  - Proof of two doses OR a positive titer (blood draw). Stating you had the disease is not acceptable. If you had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.
  - Due to this immunization being an attenuated live virus vaccine, special considerations may be necessary for adult females who are or plan to become pregnant. If this applies to you, please seek advisement of your medical provider. If your medical provider advises you to postpone receiving the vaccine you will need written verification of this from your provider and to complete a medical waiver request in Complio.
- **Hepatitis B:**
  - 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 reinitiate the vaccination series and provide proof of that the series has been completed, and a repeat titer. If this occurs, we will work with you to allow you time to complete these within the program. 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.
- **COVID:**
  - You must provide proof of completed FDA approved series.
- **Hepatitis A:**
  - OPTIONAL: 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 clinical placement, 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 will be requested.

Immunization requirements may change after the students have entered the program due to current health issues and or clinical placement requirements. The student must maintain current vaccine requirements at the student's own expense. Failure to do so will result in immediate removal from the clinical site and possible dismissal from the Program.

3.7 REQUIRED SUPPLIES AND FEES

A. REQURED 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) – Grey with the SLCC logo patch on the left-hand sleeve.
- Watch with a second hand
- Stethoscope
- Safety Goggles
- Name tag (SLCC and clinical site). Your onecard will be used as your SLCC ID. Clinical Site badges will be discussed in your Clinical Classes.
- Criminal Background Check (prior to entering the program)

MISCELLANEOUS FEES:

- My Clinical Exchange $20.00
- PALS $100.00
- ACLS $100.00
- BLS (if needed) $55.00
- Additional fees as needed for clinical placement: Approx. $100
- Lindsey jones Study packet for board exams $320.00
- Drug Screen (if needed) $35Fees listed are approximate and may vary based on vendor pricing. 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 industry professionals, 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 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 Respiratory Therapy 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

4.1 POLICIES AND PROCEDURES

All SLCC faculty and students are held to equal professional and ethical expectations, both on and offsite.

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, Respiratory Therapy students have the added responsibility to safeguard the health and welfare of their patients. Respiratory Therapy 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, respiratory therapy 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.

B. STUDENT HEALTH

I. STUDENT INSURANCE

In alignment with the Affordable Healthcare Act, students are responsible for their own medical insurance coverage. Additional information about available plans can be found online at https://www.healthcare.gov.

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

II. SLCC - WORKERS' COMPENSATION AND INJURY REPORTING

Workers' Compensation is a no-fault insurance system that pays medical expenses for students participating in a clinical rotation who receives injury or illness directly related to their clinical assignments. Lost wage benefits are not available to students.

Submit Workers' Compensation Claims online using your SLCC login credentials. Report injuries immediately to the Clinical Instructor; also report to SLCC Risk Management by the next business day.

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 2 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.

IV. 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 clinical placement 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 that jeopardizes the safety of patients, students, facility staff or faculty.

Any action constituting unsafe practices may result in disciplinary action.

V. DISEASE PRECAUTIONS AND PREVENTION

Some diseases such as HIV, Hepatitis B/C, or other blood borne pathogens can be transmitted through exposure to body fluids, secretions, and excretions. These diseases are not always identified though medical history and examination. 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, known as universal precautions, in order to minimize the risk of exposure.

CDC Blood Borne Information can be viewed online at:
https://www.cdc.gov/nora/councils/hcsa/stopsticks/bloodborne.html

These precautions 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.

VI. INVASIVE PROCEDURES

An invasive procedure is defined as a medical procedure that invades (enters) the body, usually by cutting or puncturing the skin or by inserting instruments into the body.

Personal protective equipment must be worn for all invasive procedures.

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 and the Health Science Student Exposure Policy.

- 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 irrigates
- Report the incident to your supervisor
- Immediately seek medical treatment

D. SLCC SCHOOL OF HEALTH SCIENCES STUDENT EXPOSURE POLICY

Salt Lake Community College and the School of Health Sciences are committed to providing a safe and healthful environment to all students. In pursuit of this goal, the following Student Exposure Control Policy (SECP) is provided to eliminate or minimize occupational exposure to illnesses and/or blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Blood Borne Pathogens.” This policy is an addendum to the SLCC Bloodborne Pathogen Exposure Control Plan housed in the Office of Environmental Health and Safety.

This applies to all faculty, staff and students who utilize the onsite lab spaces and/or participate in off-site clinical experiences in which there is the potential for exposure to pathogens. Each program within the School of Health Sciences is responsible for implementation of the SECP.

PROGRAM ADMINISTRATION:

The School of Health Sciences Dean is responsible to update and maintain this procedure. The school recognizes that changes to protocol may change over time based on new standards of infectious control.

Those students who utilize the onsite lab spaces and/or participate in off-site clinical experiences in which there is the potential for exposure to Blood Borne Pathogens must comply with the procedures and work practices outlined here.

For onsite labs, each program will ensure program personnel and students have access to all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and hazardous waste disposal bags as required by the standard. The division or departments using these materials will ensure adequate supplies of the aforementioned equipment are available in the appropriate sizes.

In clinicals and fieldwork experiences, students will be supplied with PPE and will adhere to protocol as directed by the site.

STUDENTS WITH KNOWN COMMUNICABLE ILLNESS:

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

- Any individual with a known communicable disease which is transferred by air or contact are required to inform the clinical/lab course instructor as per the Attendance Policy. A written note from a physician may be required per program policy. Please see individual program handbooks for additional information on missing clinical/lab courses.

METHODS OF IMPLEMENTATION AND CONTROL:

Airborne Precautions: Airborne precautions are required to be used when working with individuals whose symptoms, travel or exposure history, or other circumstances suggest the possibility of airborne contagious disease. Both the potentially infectious individual and those within the same room as this individual are required to don appropriate PPE as indicated by the clinical site.

Universal Precautions: All students will utilize universal precautions. The concept of universal precautions states that all potentially infectious materials (PIM) must always be treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.

- PIM include:
    - Blood
    - Saliva in dental procedures
    - Vomit

- Urine and Fecal Material
- Cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid.
- Semen/vaginal secretions
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Engineering Controls and Work Practices: Engineering controls and work practice controls are the responsibility of the clinical placement sites.

- Faculty/staff/students who are working with PIM must wear appropriate PPE at all times for the specific task or procedure being performed.

VACCINATIONS

Students are required to provide proof of immunity, completion of required vaccination, verification of working towards immunity, or exemption before participating in course work that will require risk of exposure to any pathogen or PIM. Please see the School of Health Sciences vaccination requirements listed on the program websites.

EXPOSURE PROTOCOL

Should an exposure incident occur, the student must immediately follow the emergency procedures as noted by the CDC https://www.cdc.gov/niosh/topics/bbp/emergnedl.html, and notify the clinical/lab course instructor who will in turn report the incident to the Associate Dean. The clinical course instructor may assist the student to submit the appropriate reports to the Office of Risk Management.

EMERGENCY PROCEDURES FOLLOWING EXPOSURE

If exposure occurs on SLCC property: the student is required to complete an SLCC INCIDENT REPORT FORM which will be maintained by the program, the division, and the office of risk management. It is advised that the INCIDENT REPORT FORM is completed and submitted to risk management within 24 hours of the incident. It must be submitted no later than 180 days after the incident.

The clinical/lab course instructor will:

- Assure the student has submitted the incident report form to the Office of Risk Management.
- Notify Risk Management of the event and obtain information and instruction on testing sites.
  - For an exposure event on SLCC campus both the source individual and the exposed individual will need to be tested for evaluation purposes. For exposure events that do not involve risk for blood borne pathogens testing

can be completed at WorkMed. For exposure events that involve risk for blood borne pathogens testing will need to be completed at University Hospital Infectious Disease Clinic.

- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. If the source individual is already known to be HIV, HCV and/or HBV positive new testing need not be performed.
- Assure that results of the source individual testing be made available to the exposed student. The student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual (i.e., Laws protecting confidentiality).
- Recommend that the student follow up with their primary care provider for baseline and follow-up testing and advisement on further medical action needed.

If exposure occurs on an off-site student placement: The student will follow the clinical placement facility policy for the clinical affiliate. The clinical affiliate will treat the student with post exposure procedures and follow-up.

The student is required to complete an SLCC incident report form which will be maintained by the program and the Office of Risk Management. The incident report form must be fully completed and submitted to Risk Management no later than 180 days after the incident.

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 (HIPAA) regulations. These were established to protect the patients' and employees' safety and privacy.

OSHA involves requiring healthcare providers to wear personal protective equipment (PPE) when handling contaminated items. 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.

F. ALCOHOL AND DRUG SCREENING

The SLCC Respiratory Therapy Program is dedicated to providing a safe working and learning environment for patients, students, faculty, and staff. Students are prohibited from attending class or clinical placement sites while under the influence of alcohol or drugs including 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 any substances during clinical experience/clinical internship, the clinical site will contact the Clinical Coordinator who will arrange for transportation of the student off the site. The student will be considered absent for the clinical experience.

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, clinical placement 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://www.slcc.edu/policies/policies/student_affairs/8.1.030.aspx

I. TOBACCO USAGE AND NICOTINE REPLACEMENT

Some of the SLCC partnering hospitals prohibit the use of all forms of tobacco/nicotine products as described below. Also prohibited is the advertising, sale, or free sampling of tobacco/nicotine products on such property. Littering the hospital campuses with the remains of these products is strictly prohibited.

"Tobacco/nicotine products" shall mean cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any other nicotine delivery products other than FDA-approved nicotine replacement therapy products.

"Nicotine replacement therapy products" shall mean FDA-approved products designed to aid in tobacco cessation including, but not limited to nicotine gum, nicotine inhaler, nicotine lozenges and nicotine patches.

Students should assume that all tobacco and nicotine replacement products are not allowed on the hospital premises unless informed otherwise by clinical preceptor.

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.

H. HOLIDAYS AND VACATION

The program will observe all holidays printed in the SLCC Catalog, including 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.

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 with technological requirements such as online and 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 polices are in effect in all Respiratory Therapy Program courses.

- Any device (excluding ADA authorized devices approved for use from ADS) that contain a camera, speakers, microphone/recording device (including but not limited to cell phones, iPods, pagers, Swatch, Spy Pens) 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. Please note that extended time away from class can constitute a “tardy” or “absence.”
- 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 prohibited 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.
- Students may not record or publish information from the class without written authorized use from the instructor. Unauthorized recording or sharing of course material is a breach of student professional conduct as outlined in the Student Code of Rights and Responsibilities (pg13-15) and is subject to disciplinary action (pg28-29). 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 at the request of professor or instructor. 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 are not to be used as calculators during class, lab or exams and texting is not allowed during class lecture, lab 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.

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/
- SLCC Respiratory Therapy | Facebook

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 clinical placement.

Social media constitutes the following but is not limited to:

- Facebook (Meta)
- Youtube
- WhatsApp
- Instagram
- WeChat/Wexin
- TikTok
- Snapchat
- Telegram
- Pinterest
- Twitter
- Reddit
- Quora

K. STUDENT RECORDS

A cumulative record is kept on each student in the program. This record contains admission application, personal references, 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).

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.

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. Students guilty of unprofessional or unsafe conduct will be subject to disciplinary processes up to and including:

- Reduction in total grade in associated course.
- Failure of associated course material.
- Program probation.
- Dismissal from the program.

UNPROFESSIONAL CONDUCT

Student behavior will be at minimum, in compliance with the following rules(References to "patient" in the below list includes patients on the clinical site as well as simulated patients in the classroom setting. This includes faculty, students and volunteers that work with students on, and off campus related to their schoolwork):

- Students will provide the highest standard of care and treat their patients, classmates, instructors and clinical staff with respect and dignity regardless of race, ethnicity, national origin, age disability, gender, or source of payment.
- Students will be honest in completion of assignments, examinations, documentation, treatment rendered and patient care duties.
- Students will conduct themselves in a mature, courteous, and professional manner both on SLCC property and at all clinical rotation sites.
- Students are expected to be respectful and prompt. Students who are disruptive, disrespectful, insubordinate, repeatedly arriving late for class/shifts, leaving early from class/shifts, or routinely arriving back late from break will be subject to disciplinary action. Respect is to be extended to patients, patient family members, other students, faculty, and clinical staff. Speaking or acting in ways that degrade any individual is not acceptable.
- Students will maintain a positive outlook toward others and assigned tasks, including seeking and accepting feedback to improve performance.
- Students will avoid any conduct that is lewd, indecent, obscene, or inappropriate.
- Use of any speech or expressions that ore offensive, discriminatory, derogatory, or otherwise disrespectful to others will not be tolerated. This includes but is not limited to profanity, slurs, insults, and offensive jokes.
- Students will utilize appropriate judgment or exercise technical competence in administering safe clinical practice.

- Students will follow all school/program/course policies or procedures designed to ensure student/faculty/patient safety.
- Students are responsible to maintain current immunization and required certifications, including AHA BLS.
- Students will adhere to dress code standards of the program and clinical placement site.
- Students will follow OSHA standards and use PPE properly at all appropriate times.
- Students will safeguard the patient's dignity and right to privacy. Including avoiding violating the confidentiality of information or knowledge concerning the patients.
- Verbally or physically abusing patients, patient family members, classmates, faculty, or clinical staff will not be tolerated. This includes 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. All new techniques or procedures will only be performed with proper education, supervision, and preparation.
- Students will strictly observe instructions and expectations set forth by instructor/preceptor/physician.
- Students must ensure that their physical and/or psychological state will not interfere with their ability to perform in class or on clinical site.
- Students will adhere to legal requirements as well as SLCC policy on use of drugs and alcohol. This includes no alcoholic beverages on SLCC campus or any of our clinical sites.
- Students will ensure that all documentation is accurate. Students must not falsify patient records or intentionally charge incorrectly, including
- Student will not manipulate medical supplies, drug supplies including narcotics or personal items of the patient/agency/school. All medication administration must be strictly supervised by clinical educator/preceptor. Appropriating any of these items for personal use is strictly prohibited.
- Students will avoid committing any act that adversely affects the physical or psychosocial welfare of the patient, other students, faculty, or clinical staff.
- Students will avoid 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.
- Students will not leave a class, task, or assigned site (i.e., clinical placement site) without properly notifying appropriate personnel.
- Students represent themselves as students while on clinical placement site. Avoid miss-

identifying your clinical position (such as neglecting to identify as a student or referring to yourself as a nurse or a physician assistant).

- If any incompetent, unethical or illegal practice is noticed by the student, you will report, though proper channels, the facts related to the situation.
- Students will avoid any acts that would constitute a breach in standard of care for the respiratory therapist or constitutes res ipsa loquitur in relation to unprofessional practice.
- Students will maintain professional composure and exhibit good personal and clinical judgement in stressful situations. This includes recognizing the importance of maintaining professional behavior in the clinical setting regardless of potential inappropriate action on the part of others.
- Students are expected to demonstrate tolerance. This includes having the ability to accept people and situations. Students will acknowledge their individual biases and will not allow them to affect patient care or contribute to inappropriate interactions with others.

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. This includes patients, patients' family members, classmates, faculty, and clinical staff.

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

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 proficiency in the English language adequate to be able to successfully complete the program. This includes language proficiency to read, write and hold meaningful conversations within the English language.

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.

O. STUDENT DRESS CODE

As representative students of the Respiratory Therapy Program at Salt Lake Community College, you represent Salt Lake Community College, and as such are expected to maintain a respectful and professional appearance. 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.

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.
- If cosmetics are used, they must be applied in moderation to maintain a professional appearance in the workplace.
- Hair must be well-groomed and neat. Hairstyles and color must contribute to a professional and respectful workplace environment. Extreme hairstyles and colors should be avoided.
- Hair must not contact patients or guests. Long hair must be pulled back in a way that will avoid coming in contact with patients when leaning over them to provide care.
- Beards and mustaches are to be neatly trimmed. Facial hair styles must allow for appropriate and safe use of PPE including masks.

- Fingernails must be clean, well-manicured, have intact cuticles and be trimmed short (such that the nail is not visible over the fingertip when viewed from the palm side of the hand.
- Students may not wear artificial nails, nail wraps and nail jewelry. Nail polish is not allowed, including gel and shellac.
- Department managers may ask students to cover tattoos while on clinical if the tattoos are deemed to be unprofessional or distracting or conflict with the clinical site rules and regulations.

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 piercings are not permitted except for ear piercings. A maximum of two conservative earrings per ear are permitted. If ear gauges are present, they must not exceed 6mm (aprox 0.25 inches) in diameter and neutral in color.
- Visible nose piercings are not permitted, except when worn for documented religious or cultural reasons. In such cases, the jewelry must be small, discreet, and not interfere with the use of personal protective equipment (PPE) or patient care. Extreme piercing or body modifications are not permitted (e.g., tongue piercing, split tongues, extreme earlobe spacers, skin disfiguring implants, etc.).

  **Each clinical site has different requirements for visible tattoos and piercings. Presence of visible tattoos, piercings, ear stretchers, plugs, tapers, or gauges policy is determined by the clinical sites and may limit student placement. Limitations on the ability to place a student may affect the student's status in the program.

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 school or work setting, collared shirts are preferred.
- In lab classes and on clinical sites students are obligated to wear standard school uniforms (e.g., well-fitting grey scrubs with the SLCC logo patch on the left sleeve) during lab days and at all clinical rotations. Scrubs must fit well and be in good repair.
- Unacceptable clothing and footwear include but are not limited to: Jeans, cargo pants, mini-skirts, baseball hats, non-dress T-shirts (no silk screens, no logos), sweatpants/shirts/hoodies, athletic or track clothing, tight or revealing clothing.

- Shoes must be closed toed with good supportive rubber soles to maintain the ability to stand and move for long periods of time. No beach-type footwear (made from foam, rubber, or similar material suitable for recreational, e.g., flip-flops, Velcro sandals, etc.), no open toes shoes of any kind. Outdoor footwear such as hiking boots or water shoes will be permitted.

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 more information on student injury see section D.
- Students are responsible to behave in ways that promote safety at all times. This includes strict adherence to protocols and faculty/preceptor instruction.

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

Q. BULLYING

The SLCC Respiratory Therapy Program prohibits bullying of any variety. Bullying is defined as repeated, intentional behavior (whether verbal, physical, written, or electronic) that creates a hostile, unsafe or unwelcoming environment or is meant to intimidate, humiliate or harm another individual or their reputation. This type of behavior is strictly prohibited by SLCC and the Respiratory Therapy program and is subject to disciplinary action up to and including dismissal from the program. Bullying may include, but is not limited to:

- Name calling,
- Threats,
- Exclusion,
- Spreading rumors,
- Making demeaning or sarcastic comments intended to embarrass or belittle, regardless of whether that person is present.
- Undermining someone's work or contributions in a public or private setting.
- Deliberately sabotaging another student's learning experience or clinical performance.

CYBER BULLYING

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 bulling 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 or undermine 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.

- Using technology to spread untrue derogatory messaging about others, regardless on if they are in the initial messaging.

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 SLCC Academic Standards Policy

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+
80-83%	**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.

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, at the 80% benchmark, the course minimum requirements have not been met. Specific information for grading within each course can be found on the course syllabus.

B. COMPLETION OF ASSIGNMENTS

Responsibility for participating in class activities/assignments, out of class assigned work and clinical placement rests upon the student. The student is required to attend and participate fully in class, student clinical/lab activities, and student clinical placement. 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.

Faculty are not responsible to ensure the student completes their assignments. Students are asked to use 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.

CLINICAL GRADING

Attendance/participations points are earned throughout the semester based on the number of clinical rotations completed. The items below will reflect the possible deductions from the total points offered during a semester. Be mindful that these points total quickly. Please make every effort to clock correctly and attend all clinical shifts:

- Late clock in/out = 5 points
- Missed clock in/out = 10 points
- Leaving early from clinicals = 5 points for every hour remaining in the shift
- Sick call the last two weeks of clinicals = 30 points, 15 points if excused
- No show to clinicals = 40 points
    - 1st no show will result in point deduction and the student being placed on academic probation.
    - 2nd no show will result in dismissal from the program.
- Below a needs improvement rating on evaluation = 10 points
- Instructor needs to re-schedule an unplanned move = 10 points (if they trade with another student, no deduction taken).
- Complio Point Deductions
    - Complio in yellow status = 10 points (if results in a missed clinical shift = 10 additional points).
    - Complio in Red status = 20 points (if results in a missed clinical shift = 10 additional points).

C. TESTING AND COMPETENCY POLICY

If you will be absent on the day of a test or quiz you will need to notify the instructor in advance to arrange to take the test/quiz early or arrange to take it when you return at the professors' convenience. If you are absent on the day of a test or quizzes, without notice, you will not be allowed to take the test or quiz. You may take the test in advance without penalties, this must be scheduled in advance with your instructor. Unscheduled/pop quizzes will not be allowed re-takes with any tardy or absence.

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

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. Students will be given no more than two attempts at each competency. Once students start a competency, they must complete it. Stopping a competency mid-way though will constitute a failed competency.

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.

I. INCOMPLETE GRADES

Incomplete grades are only granted under the following circumstances:

- Emergency circumstances as identified by Program Coordinator in consultation with Clinical Coordinator.
- Seventy-five percent of course must be completed with a current passing grade (minimum of a "B- or 80%)
- 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.

II. ADMINISTRATIVE DROPS FOR NON-ATTENDANCE

Students are required to attend the first scheduled class of the semester. Students who are unable to attend the initial class meeting as required must inform the instructor and program coordinator, in writing, prior to the class date that they will not be present and that they do not want to be dropped. The student must also commit to attend all remaining classes. All students who fail to attend the initial class meeting as required without contacting the instructor and program coordinator as required ***may*** be dropped from the course by the instructor. In this case their place in the program will be forfeit.

III. FAILURE TO DROP/WITHDRAW

Students must not assume classes are automatically dropped for non-attendance or nonpayment. 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 of or 20% of the semester.

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. Every semester is a prerequisite for the future semesters and each class must be passed with a grade of "B-" or better. 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 at the 80% benchmark, the course minimum requirements have not been met.

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's academic calendar will result in an "E" on the student's transcript.

G. SCHOLASTIC INTEGRITY

Academic dishonesty is unacceptable behavior for any student and is a clear violation of the Student Affairs Code of Student Rights and Responsibilities and the higher level of conduct expected of a health care professional and may warrant immediate dismissal from the program. Academic dishonesty is defined as: "Any unauthorized act that may give a student an unfair advantage over other students," which includes but is not limited to:

- Cheating, or assisting another student to cheat on assignments, presentations, or written/ clinical examinations of any kind. Talking to other student(s) during a quiz or examination will be presumed to be cheating.

- Plagiarism of any kind, including presenting the scholarly work of another as one's own as well as presenting AI generated work as one's own or Representing another's assignment, project, or clinical work as one's own
- Falsifying or forging patient/student/other clinical records, including attendance records.
- Misuse of SLCC equipment and/or supplies, including the use of equipment and/or supplies for unauthorized purposes .
- Misconduct in patient care such as:
    - Initiating patient treatment without authorization
    - Providing treatment without proper supervision,
    - Providing unauthorized/unnecessary treatment,
    - Treating patients while under the influence of alcohol and/or drugs,
    - Behaving in a way that could be construed by the patient as verbal/sexual harassment or as being verbally/physically abusive,
    - Abandoning a patient prior to completion of treatment without notification.

****. Additional academic and non-academic disciplinary offenses are actionable by SLCC as stated in the Student Affairs Code of Student Rights and Responsibilities*

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, including if it was not known that the material obtained under the shared password would be used dishonestly.
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. Including miss-representation of AI generated data.

4. **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person or AI 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. This includes behavior that constitutes bullying, or creates and unsafe or hostile environment, or otherwise negatively impacts the working environment.

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 a 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).

I. RE-ADMISSION POLICY

If a student is dismissed due to academic failure, unprofessional/unsafe behavior, or Student Code of Conduct infractions may choose to re-apply to the Respiratory Therapy Program according to the selective admissions process. If this occurs the student will not be given special consideration for re-acceptance. A student who re-applies to the program will need to meet all current admission requirements including any changes/prerequisites to the program before they

are admitted to the program as a new student. In this case any classes previously taken would need to be repeated as part of the program sequence.

J. DEFERMENT POLICY

1. Students who wish to temporarily withdraw may be approved to do so for 1 year with sound reasoning, this is known as a program deferment. Deferment must be approved by the Associate Dean. 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 for a deferment will have their slot held until the start of the next cohort in the term that the student stepped out. This is generally approximately one year. Students in deferment can return into the same semester in the program in which they stepped out, and they will need to complete any incomplete classes from the start of that semester.
3. Deferment will not be approved 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.
4. 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.

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 from the program 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.

- Do not expect faculty to 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.

L. PROGRAM DISMISSAL

A student may be dismissed from the program 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, including but not limited to:
    - Sleeping on a scheduled clinical rotation.
    - Exhibiting disrespectful behavior to patients, patient families, classmates, faculty, or hospital staff.
    - Missing scheduled clinical/classroom time.
    - Coming in for clinical hours not previously scheduled.
    - Taking unscheduled or prolonged breaks.
    - Arriving late or leaving early without approval.
- 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 faculty, preceptors, school or clinical site 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. This includes being under the influence of alcohol and possession of alcohol on SLCC property or at any clinical site even if you are not currently under the influence.
- Misusing or intentionally damaging property belonging to the school or medical centers, its employees, or its patients.

- Continued interference with the work of other students, staff, or faculty.
- 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.
- 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.

M. ACADEMIC APPEALS POLICY

The School of Health Sciences Appeal Procedure (the Procedure) functions in accordance with the Salt Lake Community College Student Code of Conduct (the Student Code) Section III.B.4.c. For the purposes of this procedure, business days are based upon the college's academic calendar and excludes weekends, holidays, and official college break periods and closures. The following levels may be completed by students who have the right, as per the Student Code, to grieve a grade, warning (verbal or written), suspension, or dismissal received within any program of study.

INFORMAL COMPLAINT:

Issues between students and a faculty/instructor, staff member, or administrator should be first discussed between those involved in the issue, if at all possible. For most issues it is anticipated that a resolution between the student and the faculty/instructor, staff member or administrator can be reached with an informal discussion of the issue. In the case that the student is unable to address the issue directly with those involved, or the issue is addressed but not resolved, the student may opt to escalate the concern through the following process.

LEVEL ONE:

- If a successful resolution is not forthcoming with the individuals directly involved, the student may choose to make an appointment with the program coordinator to address their concerns.
- The student is held to the standard within the program handbook regarding the process for appeal to the program coordinator.
- If the issue is with the program coordinator, and resolution was attempted and failed in the informal stage the student may move directly to level two.

LEVEL TWO:

- If the outcome of the program appeals process is not to the student's satisfaction, the student has (5) business days from their receipt of the outcome to submit a written appeal that includes a statement of the issue and any evidence in its support, the resolution sought, and the student's signature to the Associate Dean.
- The Associate Dean will request documentation and evidence from any faculty that may be involved in their investigation of student appeal request.
- The Associate Dean will notify the student through a formal letter within five (5) business days of their decision whether a conference with the student is warranted and if so, will schedule a conference date.
    - If a conference is not warranted this letter will notify the student of the Associate Deans decision on the matter.
    - If a conference is warranted a conference will be scheduled and the Associate Dean will notify the student through a formal letter within five (5) business days of completion of the conference of their decision to approve or reject the student's appeal.

LEVEL THREE:

- Within five (5) business days after the receipt of the formal letter from the Associate Dean, the student may submit a written appeal to the Dean of the School of Health Sciences.
- The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) business days of receiving the formal letter from the student.
- The Dean will notify the student, in writing, of his/her decision to uphold, modify or dismiss the decision and possible sanction(s) imposed by the faculty member.
- The decision of the Dean is final and cannot be appealed.

NOTE: The SLCC School of Health Science Appeal process, and the SLCC grievance procedures are separate and distinct from any formal legal proceedings. These procedures are designed to provide students with due process, procedural fairness, and developmental growth opportunities and ensure equal protection for all students. Due to this expectation, legal council is not assumed to be present during any scheduled meetings in the appeals process. If either party determines that legal council is necessary, this must be relayed during the scheduling of the meeting to provide adequate notice and allow for time to secure equivalent council if desired by both sides.

4.3 ATTENDANCE STANDARDS

A. CLASS ATTENDANCE

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

Attendance is extremely important 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.

Infrequent legitimate reasons for absence may include:

- unexpected personal/immediate family illness verified by a physician's note;
- an accident verified by a police report/insurance claim;
- verified death in one's immediate family.

**Health care and other personal appointments are NOT considered legitimate reasons for absence and MUST be scheduled during non-class hours.

Legitimacy of absences will be determined by SLCC Respiratory Therapy faculty/administration and will then be recorded as either "excused" or "unexcused." A **SINGLE** excused absence (not clinicals) will be allowed per course during each semester. **UNEXCUSED** absences are considered evidence of negligence or a lack of commitment on the student's part; hence, two (2) unexcused absences (not clinicals) will result dropping one full letter grade and the student being placed on academic probation. Three (3) unexcused absences (not clinicals) recorded during a semester will result in the dismissal from the program.

Attendance requirements for clinicals are addressed under Clinical Education Standards.

B. TARDINESS

- THREE TARDIES equal ONE ABSENCE. Tardiness is assessed for coming in late, leaving early, or returning from breaks late.
- A tardy indicates less than 20 minutes of total class time missed. If more than 20 minutes of course time is missed it is counted as an absence. This is cumulative over the course of the class. If over 20 minutes is missed as a result of coming in late, leaving early and/or returning late from break it is considered an unexcused absence.
- If you cannot be in class, please notify your instructor in advance. There is no make up for attendance points, but notification of intent to miss class will allow for any quizzes or missed work to be accepted.

C. SICK LEAVE

All sick leave requires a doctor's permission note for excused absence. Failure to notify the Clinical Coordinator of missed clinic time will result in an unexcused absence. If the Program Coordinator and/or clinical preceptor/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. The Clinical Coordinator 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.

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 and offered a deferment. (You need to be in good standing). The student will be provided admission preference into the next year's cohort beginning with the semester not completed.
- 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.

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

Clinical Sites are continually being updated to maintain clinical affiliations with Hospitals and Physician offices. For a list of current sites please see the Clinical Coordinator.

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, 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.

5.2 CLINICAL EXPECTATIONS

Students must complete 400-450 hours over 3 semesters unpaid clinical placement. Students will meet with the Clinical Coordinator to discuss all aspects of the clinical placement; at which time, the Clinical Coordinator will collect all completed forms and arrange for a clinical placement site suited to the student and facility's need.

The Clinical Coordinator will not place the student until:

- All prior courses within the program sequence have been completed with a B- or 80% or better.
- The student has successfully completed all competencies.
- All required documents have been received by the school.
- The student is listed as compliant in Complio.

After the above are met, clinical placement will begin. Clinical rotations will include days, nights and weekends. Clinicals will not be scheduled on school holidays/breaks.

The student will be evaluated at various times throughout their 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/or unsatisfactory evaluations will constitute a failed placement.

5.3 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 clinical placements. 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 a 400-450-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 clinical placement will not successfully complete the associated class and will not be qualified to graduate, nor will they qualify to sit for the NBRC TMC credentialing exam. Students are not allowed to repeat the clinical courses.

FAILED CLINICAL PLACEMENT

The following constitute a failed clinical placement:

- The student chooses to decline a clinical placement site once it has been established.
- The preceptor at the clinical placement askes that the student be removed. A participating clinical placement 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 clinical placement site due to significant issues that cannot be resolved within the placement.
- The student chooses to leave the clinical placement site at any time.
- The student completes the clinical placement hours but has unsatisfactory evaluations.
- Student is a "No-Show" to a clinical shift more than 2 times during the duration of the program. A no-show is defined as no communication within the first 2 hours of a missed clinical shift. No shows are not allowed to be made up

If a student fails their clinical placement, the Clinical Coordinator will **not** arrange for additional placement and the student will be withdrawn from the program. If a student fails to have a current AHA BLS provider card or their immunizations/required testing expire they will automatically be pulled from their clinical shift This will result in a missed clinical shift that cannot be made up and will fall under the "no show" guidelines. Missed clinical points could result in a failing grade and withdrawal from the Respiratory Therapy Program.

B. CLINICAL COORDINATOR RESPONSIBILITY

- Mentor the student to maintain compliance with immunizations/certifications.
- Notify the student who is out of compliance in Complio, or at risk of becoming out of compliance, and the time frame in which they must correct this.
- Contact sites requesting acceptance of a student for the clinical placement if the student is required to be cleared by Division office.
- Notify the student if any additional paperwork or review is required and refer them as necessary to resources needed.
- Assure no student is placed at a clinical placement site until full compliance is met or student is cleared through the Division office.

COMMON REASONS FOR NONCOMPLIANCE

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

5.4 CLINICAL PLACEMENT 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 and well-fitting scrub attire is to be available daily for class, lab & clinic. Dark grey scrubs with the SLCC logo and arm patch.
- 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 and warn in a style that allows for proper PPE use.
- 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.

5.5 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 Exxat, a clinical tracking software. Course syllabi will outline all clinical expectations and documentation for that particular course.

B. TIME SHEETS/WEEKLY PROCEDURE LOGS

Students are required to keep up to date time sheets and weekly procedure logs using the Exxat 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 the 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. Course syllabi will outline all clinical expectations and documentation for that particular course.

5.6 CLINICAL SUPERVISION

Students will always be supervised during clinicals. It is the student's responsibility to ensure procedures are not performed unsupervised. Procedures performed without supervision are considered unprofessional /unsafe conduct. Please see section on unprofessional conduct.

Students should not be present at clinical sites in the role of a Respiratory Therapy student outside of scheduled clinical times.

5.7 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 preceptor/supervisor

and 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.

See section 4.1D for more information on how to report an incident.

5.8 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.

Students are also expected to keep in confidence all information regarding fellow classmates and faculty, including, but not limited to: Personal information, academic information such as grades or classroom performance, details of health status, or any items of personal nature.

Concerns about classmates or faculty should be addressed following the chain of command listed in the appeals policy.

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 and/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. 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 regarding the repeated behaviors. The Associate 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..... A

FORM B: PROGRAM DEFERMENT FORM.....B

FORM C: PROGRAM DISMISSAL FORM C

FORM D: PROGRAM LEAVE OF ABSENCE FORM .....E

FORM E: PROGRAM PROBATION FORM .....F

FORM F: PROGRAM WITHDRAWAL FORM .....G

Respiratory Therapy Program

Student Progress Report

Student: _____ Date: _____

Semester: _____

Progress Report Time: ☐ Midterm ☐ Other: _____

CLASSES:

RESP- _____

RESP- _____

RESP- _____

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

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

GRADING SCALE:

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.

Student Name Student Signature Date

Program Director Program Director Signature Date

School of Health Sciences

Program Deferment Form

Student name: _____ Student ID: _____

Program: _____ Deferment start date: _____

Deferment return date & semester/year: _____

Semester course(s) discontinued: _____

Reason for Deferment Request:

Conditions for a Deferment:

- Deferment is voluntary and must be initiated and requested by the student.
- Student is actively enrolled and participating in courses in the program.
- Student is "in good standing" with the program.
- Deferment will require a student complete the current semester enrolled with a grade assigned.
- Re-entry will occur in the next semester of the curricular sequence.
- Student must notify program three months prior to the re-entry start date for intent to return, in writing, email preferred.
- No extensions are granted for deferment.
- If the student does not notify the program with intent to re-enter or is unable to return within set period determined on this form, the student will be withdrawn from the program. A program withdrawal will require re-application for re-admission with re-entry starting at the first semester of the program.

By signing below, the student is requesting a deferment fully acknowledging and understanding the consequences with re-entry. College employees acknowledge receiving and reviewing the deferment request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review deferment request within 10 business days of receipt.

☐ Approved ☐ Denied **Program Coordinator | Date:** _____

☐ Approved ☐ Denied **Associate Dean | Date:** _____

Comments:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

School of Health Sciences

Program Dismissal Form

Student name: _____ Student ID: _____

Program: _____ Semester/Year: _____

Reason for dismissal:

Steps leading to dismissal:

Program student handbook reference:

Conditions of Program Dismissal:

- Dropping or withdrawal of a course after being selectively admitted to a program without an approved program withdrawal, deferment, or leave of absence will constitute student dismissal from a program.
- The Program, Division, and School has determined student dismissal from the program is required.
- Student may appeal the dismissal. Refer to SLCC and student handbook process.
- No grade will be given for courses registered for during the dismissal semester.
- Depending on the date of the dismissal, student may be responsible for tuition and fees for the current semester based on SLCC process. Dismissal does not release student from any financial obligations to the SLCC.
- Dismissal is immediate, upon close of the dismissal meeting. Student is directed to immediately leave the building. An escort may be provided.

By signing below, student acknowledges conditions of dismissal and attendance at a dismissal meeting. Student signature does not constitute agreement with the dismissal decision. SLCC employees acknowledge attendance at dismissal meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

School of Health Sciences

Program Leave of Absence Form

Student name: _____ Student ID: _____
Program: _____ Leave of absence start date: _____
Leave of absence return date & semester/year: _____
Semester course(s) discontinued: _____

Reason for Request: (Check all that apply)

☐ Military/Deployment ☐ Pregnancy/Complication/Childbirth/Newborn
☐ Illness/Injury ☐ Faith-Based Mission ☐ Other: _____

Comments:

Conditions for a Leave of Absence

- Student has been selectively admitted and may be participating in courses.
- Circumstances prevent the student from successful completion of coursework which require the student to discontinue studies for a period.
- Student is “in good standing” with the program.
- No grade is earned for courses in a leave of absence semester.
- One leave of absence, per selective admission period and cohort, per student, may be considered.
- Depending on the date of the leave of absence, student may be responsible for tuition and fees for the current semester based on SLCC process. An approved leave of absence does not release student from any financial obligations to the SLCC. The student must decide whether to withdraw or drop from courses.
- A time frame agreed upon for return to the program.
- Student must notify program of intent to return three months prior to the re-entry start date; in writing, email preferred.
- If the student does not notify the program about intent to re-enter or is unable to return within set period determined on this form, the student must request an extension; in writing, email preferred, which will be attached to this form.
- The Program Coordinator and Associate Dean hold the prerogative to honor the request for an extension or not. A decision will be sent to the student within ten (10) business days of the request.

- If the student does not notify the program about re-entry within the time stated on this form, the student will be automatically withdrawn from the program. A withdrawal will require reapplication for readmissions starting again at the first semester of the program.

By signing below the student is requesting a leave of absence, fully acknowledging, and understanding the consequences on grades, tuition/fees owed, and re-entry. College employees acknowledge receiving and reviewing the leave of absence request.

Student | Date: _____

Received by | Date: _____

Program Coordinator and Associate Dean will review leave of absence request within 10 business days of receipt.

☐ Approved ☐ Denied **Program Coordinator | Date:** _____

☐ Approved ☐ Denied **Associate Dean | Date:** _____

Rational for decision:

An appeal request of this decision may be made by the student to the Dean of Health Sciences.

EXTENSION REQUEST

Program Coordinator and Associate Dean will review the extension request (see attached) within 10 business days of receipt.

☐ Approved ☐ Denied **Program Coordinator | Date:** _____

☐ Approved ☐ Denied **Associate Dean | Date:** _____

Rational for decision:

If denial is the outcome for the leave of absence request or extension request, an appeal request of the decision may be made by the student to the Dean of Health Sciences.

School of Health Sciences

Program Probation Form

Student name: _____ Student ID: _____

Program: _____ Semester/Year: _____

Date of Probation _____

Reason for probation:

Steps leading to probation:

Program student handbook reference:

Conditions of Probation:

By signing below student acknowledges conditions of probation and attendance at a probation meeting. Student signature does not constitute agreement with the probation decision. SLCC employees acknowledge attendance at probation meeting.

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____

School of Health Sciences

Program Withdrawal Form

Student name: _____ Student ID: _____

Program: _____ Date of Withdrawal: _____

Semester _____ Course(s) to be withdrawn: _____

Reason for Request: (Check all that apply)

- ☐ Reason not provided
- ☐ Working too many hours
- ☐ Financial problems
- ☐ Academic load too heavy
- ☐ No longer interested in the profession
- ☐ No longer interested in the program
- ☐ Pregnancy
- ☐ Personal reasons
- ☐ Illness of self or family member
- ☐ Other: _____

Conditions of program withdrawal:

- Student withdraws from the program on own volition.
- Withdrawal requires program/division approval; without approval, student will be granted a program dismissal.
- Program withdrawal may require course withdrawal or course drop if requested within a semester.
- If a program withdrawal is requested within a semester, course withdrawal can only be honored if a student is passing at the time of the withdrawal request.
- No grade will be given for courses registered for during the withdrawal semester.
- Depending on the date of the withdrawal, student may be responsible for tuition and fees for the current semester based on SLCC process. Withdrawal does not release student from any financial obligations to the SLCC. The student must follow College protocol for a withdrawal or drop.
- Once this program withdrawal form is signed, student may not return to the program other than by reapplying through the Health Sciences admissions process.

By signing below, I acknowledge I understand the consequences of withdrawal on my grades, eligibility to reapply, my date of graduation, and my eligibility for a tuition refund (if any).

Student | Date: _____

Program Coordinator | Date: _____

Associate Dean | Date: _____