Introduction

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

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

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

SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES
- Acquire substantive knowledge.
- Communicate effectively.
- Develop quantitative literacies.
- Think critically and creatively.
- Become a community engaged learner.
- Work in a professional and constructive manner.
- Develop computer and information literacy.
Develop lifelong wellness.

SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY AFFIRMATIVE ACTION
It is the policy of Salt Lake Community College not to discriminate and to provide equal employment opportunities to all qualified persons regardless of race, color, national origin, age, sex, religion, disability, or veteran status. This policy is applied to all employment actions including, but not limited to, recruitment, hiring, upgrading, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

Faculty/Administration & Full Time Faculty and Staff

FACULTY:
Crissi Stokes, MPH, RRT
Program Director/Assistant Professor
Crissi.stokes@slcc.edu
801.967.6319

Brandon Andersen, BS, RRT
Director of Clinical Education/Assistant Professor
Brandon.andersen@slcc.edu

ADMINISTRATION/DIVISION OF ALLIED HEALTH
Associate Dean: Dr. Rebecca Montz, Ed.D, R.T.(N)(CT), CNMT, PET, NMTB
Administrative Assistant:
Division Numbers: 801-957-6238 or 801-957-6229

ADMINISTRATION/SCHOOL OF HEALTH SCIENCE
Dean: Erica Wight, M.S.
Administrative Assistant: LuAnn Holt

Program Overview

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

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

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

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

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

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

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)

**PROGRAM OBJECTIVES**

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).

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. 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.
5. Qualify to take the National Board for Respiratory Care (NBRC) Therapist Multiple-Choice (TMC) exam.

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

**PROGRAM MISSION STATEMENT**

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

**AARC STATEMENT OF ETHICS AND CODE OF CONDUCT**

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

Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

**PROGRAM ESSENTIAL FUNCTIONS FOR CAREER SUCCESS**

Essential Functions:

- Must be able to stand and walk for up to six hours at a time, and a minimum of eight hours in a day.
• Must be able to safely lift and carry up to 30 pounds.
• Must be able to speak spontaneously and convey medical and surgical concepts clearly and coherently in English, understanding linguistic, social and cultural influences that impact health care interactions (e.g., specialized vocabulary, discourse styles, language register, dynamics of power and prestige between interlocutors, and triadic communication) appropriate for the medical environment.
• Must be able to appropriately synthesize and affectively convey verbally all scopes of medical information consecutively and simultaneously, understanding the ramifications of each format and demonstrating the knowledge and skills to move effectively between these formats during a single interaction during a medical procedure/discourse considering patient safety factors, such as acute care needs and the potential for disrupting the healthcare teamwork.
• Must be able to obtain details and essential information from medication labels written in English to ensure the safety of patients and must be able and willing to accurately follow the directions of the medical team in the use and scope of these medications.
• Must be able to see and manipulate all sizes of equipment. Have good depth perception to manipulate instrumentation and equipment with either natural or corrected vision while adhering to sterile technique.
• Must be able to bend, reach, squat, kneel, lift both arms above head and grasp, move and lift patients.
• Must be able to manipulate small surgical instruments with steady, reliable, accurate movements to meet the standards of respiratory practice.
• Must be able to make generalizations, evaluations or decisions without immediate supervision as a registered respiratory therapist.
• Must be able to perform simple to complex mathematical skills including addition, subtraction, multiplication, division of whole numbers and fractions required for handling of medications and calculation of military time.
• Must be able to obtain details, inferences, essential information and vocabulary from medical records, manuals, journals, instruction in use and maintenance of equipment, safety rules and procedures written in English.
• Must be able to understand main ideas, important details, implications, relationships between ideas, organize information and understand speaker’s purpose and speaker’s attitude which demonstrates knowledge of medical terms, procedures, and protocols.

PROFESSIONAL ORGANIZATION

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

STUDENT SERVICES
SLCC Jordan Campus offers a variety of services for students including both academic and administrative services.

For academic services please see Student Services located at HTC101, Phone: 801-957-2685. For academic services outside of a particular program please see the Student Writing & Reading Center located at HTC102, Phone:(801)957-2852

The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC General Catalog describes these student services in detail (http://www.slcc.edu/catalog/).

**Student Advising Policy**

**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 Jordan Campus Allied Health Programs is also available for issues related to both the program and college as a whole.

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 offer assistance with study habits, tutoring, study materials, etc.

**Learning Support & Tutoring Services**

Salt Lake Community College provides a number of free tutoring resources to assist you in meeting your learning goals. These resources include tutoring and workshops, and are located at all major campuses or centers, including online. The following link will help direct you to the resources that you need: http://www.slcc.edu/tutoring/index.aspx

**Student Records**

A cumulative record is kept on each student in the program. This record contains 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 electronic copies for five years and then archived.

**Library**

The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more.
Library staff provides assistance with: e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the Internet. Patrons may access the library's online catalog and full text database services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS
The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, see the links below.

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

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

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

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

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

BLOG
Interested in library news and tutorials? Check out the college blog:
http://saltlakecommunitycollege.blogspot.com/

Financial Aid
We’re here to help you obtain financial aid to accomplish your goals and fulfill your dreams. If you qualify, a variety of grants and loans are available. The process is not difficult but requires you to apply for aid, and respond to our information requests, in a timely manner.

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

- MYSLCC
- Student tab
Financial Aid
We also advise that you regularly check your BruinMail email.

Center for Health and Counseling
Salt Lake Community College has a staff of health educators, social workers, massage therapists, and medical providers who can offer educational experiences, training, support, and care to keep students well and to help students overcome illnesses should they become sick. Some services are free to students. Contact Center for Health and Counseling for more information about specific services or visit www.slcc.edu/cht.

Disability Resource Center
SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Parking
SLCC’s Parking Services regulates the sale of parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. You will need a parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. For a map of parking available at Jordan campus please see: http://www.slcc.edu/parking/docs/maps/jordan-parking-map.pdf

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 should help to ensure the safety of all involved. To this end, these are the safety guidelines for the Respiratory Therapy program at SLCC for students and faculty. Every attempt will be made to ensure the safety of everyone involved in a laboratory setting.

- Students should 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 be supervised at all times 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 or are 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 wear OSHA required PPE at all times 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 can be taken.
Protocol mandated by the College will then be followed and appropriate steps will take depending
on the type of incident which has occurred.
  - For example, a student or faculty member exposed to a biological threat via a needle stick
will be evaluated at the University of Utah Infectious Disease Department under the
direction of the attending physician at the expense of the students or faculty member’s
private insurance.

Campus Police and Emergency Numbers:

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

Students found in breach of safety policies will be subject to disciplinary action (see Disciplinary Process)

Title IX

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

Kenneth Stonebrook, J.D.
Title IX Coordinator
Taylorsville Redwood Campus
Student Center, Room 276A
4600 So. Redwood Road, SLC UT 84123
801-957-5027; ken.stonebrook@slcc.edu

Online Reporting Form: http://www.slcc.edu/title-ix/complaint.aspx
Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify
the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak
with staff members of the Center for Health and Counseling, 801-957-4268. For more information about Title IX, go to: http://www.slcc.edu/title-ix/index.aspx

Student Dress Code

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

Student must meet the Professional Dress Codes of their clinical sites.

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 should not be used.
- Cosmetics should be moderate.
- Hair must be well-groomed and neat. Hairstyles and color should not be extreme. Extreme styles which may distract from providing exceptional care should be avoided. Hair should not make contact with patients or guests.
- Beards and mustaches are to be neatly trimmed.
- Fingernails should be short to moderate length and clean. Students in patient care areas, including those who handle food, medications, or laboratory specimens cannot wear artificial nails, nail wraps and nail jewelry. Gel and shellac nail polish is not allowed. Regular nail polish is permitted but must be chip free. Students assigned to surgical areas are prohibited from wearing any type of fingernail polish. Students should ask their assigned supervisor for facility or department specific requirements.
- Department managers may ask students to cover tattoos while on duty if the tattoos are deemed to be unprofessional or distracting.

Jewelry

- Jewelry must not create a safety hazard or interfere with work assignments.
- Visible body piercing is not permitted except for ear piercing. A maximum of two conservative earrings per ear are permitted. Ear gauges must be small and neutral in color.
- Extreme piercing or body modifications are not permitted (e.g., tongue piercing, split tongues, extreme earlobe spacers, skin disfiguring implants, etc.).

Clothing Appearance

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

Technology Requirements and Social Media

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

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

SLCC Respiratory Therapy Program has an official Facebook and Instagram page that students are encouraged to follow, post in, and otherwise use to collaborate with current students, previous students, and faculty outside of class. [https://www.facebook.com/groups/SLCCRespiratoryTherapy/](https://www.facebook.com/groups/SLCCRespiratoryTherapy/)

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 shall confidential or personal information about the classmates, faculty, or information of a private nature discussed in class be posted on social media (either on the official site or on personal accounts). These actions could constitute a breach in either/both HIPAA (Health Insurance Portability and Accountability Act) and/or FERPA (Family Educational Rights and Privacy Act). Any student violating this policy will be dismissed from the program. Students will also be responsible for any legal consequences of their actions.

Confidential or personal information shall include but is not limited to:

- Personal information of a classmate, faculty and/or clinical preceptor.
- Academic information of classmates.
- Derogatory comments of a classmate, faculty and/or clinical preceptor.
- Classroom discussion/pictures or videos of content or procedures performed during clinical education.
- Information of the clinical site, patient information and any other information that may be obtained through the student practicum.

Social media shall constitute the following, but is not be limited to:

- Facebook
- Twitter
- Instagram
- Snapchat
- YouTube
- Pinterest
- LinkedIn
- Reddit
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 should 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.

Any other social media pages should not be set up as official SLCC sites if they have not been set up using college protocols, this includes using the name SLCC, Salt Lake Community College or any of its logos. Student organizations should work with the Health Sciences Social Media Manager to set up social media pages and or groups that have the SLCC name or branding as a part of it. Administrative rights—at a minimum—should be given to the student organization advisor and Social Media Manager. Others may request it. No student that has graduated should have administrative rights to the site.

**CYBER BULLYING**

The SLCC Respiratory Therapy Program prohibits bullying of any variety. Due to the relatively high incidence of online or Cyber Bullying that has been reported nation-wide, special attention must be paid to avoidance of this behavior. Cyber 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)).


Using online resources (such as social media, texting, e-mail, etc.) to harass any individual will not be tolerated. This behavior is considered Unprofessional Behavior 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.

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<th>Grading Scale</th>
<th>95-100%</th>
<th>90-94%</th>
<th>87-89%</th>
<th>84-86%</th>
<th>80-83%</th>
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Minimum grades are set in each course as a B- (80%) as required for graduation from the program and approval to take the Respiratory Therapy Credentialing Exam.

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

### Attendance and Tardiness Policies

Attendance is vital to be successful in the Salt Lake Community College Allied Health Respiratory Therapy Program. Absences will interfere with one's ability to meet required clinic/lab course objectives.

Attendance is extremely important and in order to meet class requirements and to function safely in the clinical arena. You cannot 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 cannot be duplicated. Missing these activities will result in loss of points and potentially prevent the student from successfully completing the course and progressing in the program.

- **three** absences in one course will result in a drop of one full grade.
- One absence is equivalent to one, 50-minute time frame. A course that is scheduled for back to back time frames may constitute multiple 50-minute time frames and hence constitutes multiple absences for one course.
  - Example: if a class is scheduled from 4:00pm to 7:50pm it constitutes three 50-minute time frames and missing the class would constitute 3 absences.
- **THREE TARDIES** equal **ONE ABSENCE.** Tardiness is assessed for coming in late and also for leaving early.
- If you cannot be in class, please notify your instructor in advance and provide documentation upon your return justifying your absence.

### Exam/Testing Policy

**TESTS AND COMPETENCY**

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

The Salt Lake Community College Respiratory Therapy Program is provisionally accredited by the Commission on Accreditation of Respiratory Care.
The CoARC has established required competences in cognitive, psychomotor, and affective learning areas. Student must be able to pass all of the psychomotor (hands-on) competences with a “B-” (80%) or better to proceed in the program and placement into a clinical site.

The Respiratory Therapy Department subscribes to the SLCC procedure for school and work attendance by students and employees with Acquired Immune Deficiency Syndrome (AIDS), AIDS related conditions (ARC), or AIDS virus HTLV-III. This procedure is available from the VP for Student Affairs, the Division Chair of Health Sciences, or the Respiratory Therapy Director.

**Assignment Policy**

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

Faculty will provide instructions and due dates, as well as answer any questions that the students have about assigned work and completion times. The workload for each class is balanced based on the credit hour/contact hours for a given course. If students cannot keep up with the work requirements, they should speak with the program director to discuss alternate course sequence to ensure that they are able to be successful with the time demands of their course load.

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

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

**Graduation Requirements**

The Respiratory Therapy professional program at Salt Lake Community College is an admission-limited, two-year course of study leading to an Associate of Applied Science degree in Respiratory Therapy. Graduates of this program are eligible to become credentialed as National Board for Respiratory Care (NBRC) Certified or Registered Respiratory Therapists (CRT or RRT). These credentials allow therapists to become licensed to practice respiratory care in Utah, as well as throughout the United States and Canada.
The Respiratory Therapy program is admission-limited, meaning that through a competitive application process, one cohort of up to 25 students is admitted to the program per year. The start date for the program is the first day of classes of the SLCC fall semester.

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

Attendance is mandatory for both theory, lab, and clinical sections. All Respiratory Therapy clinical classes must be successfully completed at 80% or better and Respiratory Therapy lecture classes must be successfully completed at 80% or better (see grading policy, page 19). Students are allowed one attempt for successful completion of all Respiratory Therapy Program courses.

It is the students’ responsibility to arrange their work and childcare schedules to allow them to attend on campus classes and the Respiratory Therapy clinical requirements. Students are also responsible for transportation to and from clinical sites.

Students are required to complete a total of 800 hours of clinical experience during the 2nd, 3rd, and 4th semesters. Clinicals are 12-hour shifts and may be held days, nights, and/or weekends.

The practicum course may not be taken until the student has successfully completed all courses containing cognitive, psychomotor and affective requirements set forth by the CoARC.

BLS Healthcare Provider Certification is required before admission.

The Director of Clinical Education (DCE) will make arrangements for placements at a clinical site for students. Students are required to attend the clinical scheduled.

Upon completion of the program courses and the clinical practicum the student can apply for graduation to receive the Associate of Applied Science – Respiratory Therapy, and qualify to take the National Board for Respiratory Care (NBRC) Therapist Multiple Choice Exam (TMC).

**Supplies and Fees**

**SUPPLIES AND FEES IN ADDITION TO TUITION AND TEXT BOOKS**

1. Upon enrollment the student will need:
   - Scrubs (2 sets minimum)
   - Watch with a second hand
   - Stethoscope
   - Name tag (SLCC and clinical site)
   - Criminal Background Check (prior to entering program)

2. Upon or before enrollment in the last semester of respiratory therapy classes prior to
graduation:
  • Graduation Application fee
  • Completion of BLS-Healthcare Provider level through the American Heart Association
  • Drug Screen (prior to beginning practicum)
Specific information about where to obtain these supplies and/or fee information and the estimated costs will be provided at the appropriate time.

**Proposed Course Schedule AAS Respiratory Therapy**

### Pre-Req Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr/Hr</th>
<th>Course</th>
<th>Cr/Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1010 College Algebra</td>
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<td>BIOL 2320/2325 Human Anatomy w/lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1010 Introduction to Writing</td>
<td>3</td>
<td>CHEM 1110 Intermediate Chemistry</td>
<td>4</td>
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<tr>
<td>BIOL 1610 &amp; 1615 College Biology w/lab</td>
<td>4</td>
<td>RESP 1010 Introduction to Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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### First Year

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<tr>
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<th>Cr/Hr</th>
<th>Course</th>
<th>Cr/Hr</th>
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<tbody>
<tr>
<td>RESP 1300 Cardiopulmonary Structure and Function</td>
<td>3</td>
<td>RESP 1400 Cardiopulmonary Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 1310 Physical Assessment</td>
<td>1</td>
<td>RESP 1420 Introduction to Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1320 Pharmacology</td>
<td>3</td>
<td>RESP 1430 Respiratory Therapy Modalities II</td>
<td>3</td>
</tr>
<tr>
<td>RESP 1330 Respiratory Therapy Modalities I</td>
<td>3</td>
<td>RESP 1440 Respiratory Therapy Clinical I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2420/2425 Human Physiology w/lab</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td><strong>TOTAL</strong></td>
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Second Year

<table>
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<td>RESP 2100 Advanced Cardiopulmonary Pathophysiology</td>
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<tr>
<td>RESP 2130 Respiratory Therapy Modalities III</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2140 Respiratory Therapy Clinical II</td>
<td>4</td>
</tr>
<tr>
<td>COMM 1020 Principles of Public Speaking or 2110 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr/Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP 2110 Perinatal and Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2220 Application of Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2240 Respiratory Therapy Clinical III</td>
<td>4</td>
</tr>
<tr>
<td>HS 2050 Cultural, Legal, and Ethical Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
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</table>

**Commission for the Accreditation of Respiratory Therapy Programmatic Outcomes Data**

CoARC-accredited programs are required to submit an annual report that contains the outcomes that are outlined in the CoARC Standards and Guidelines. The outcomes provide valuable information about the program and its success, and, as accreditation is a public status, the outcomes are a part of the story that the program shares with the public. If you would like to review this report please see: [https://www.coarc.com/Students/Programmatic-Outcome-Data.aspx](https://www.coarc.com/Students/Programmatic-Outcome-Data.aspx)

**Student Code of 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.

Students may obtain a complimentary printed copy of the Student Code of Conduct from the Office of Student Services (HTC 160), Jordan Campus. Students also may request printed copies from Student Services offices at all other SLCC locations. The Student Code is also available online in My Page under the Student tab or [http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf](http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf)
**Student Conduct**

**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 manner in which healthcare professionals will conduct themselves.

**UNPROFESSIONAL CONDUCT**
(References to “patient” in the below list includes simulated patients in the classroom setting. This includes faculty, students and volunteers that work with students on and off campus related to their school work).

- Conduct that is considered to be lewd, indecent, obscene or inappropriate
- Failing to utilize appropriate judgment or exercise technical competence in administering safe clinical practice.
- Failing to follow school/program/course policies or procedures designed to ensure student/faculty/patient safety.
- Failing to adhere to dress code standards of the program and practicum site.
- Failing to follow OSHA standards and use PPE properly at all appropriate times.
- Failing to safeguard the patient’s dignity and right to privacy.
- Violating the confidentiality of information or knowledge concerning the patients.
- Verbally or physically abusing patients.
- Performing new techniques or procedures without proper education, supervision and preparation.
- Failing to observe instructions and expectations set forth by instructor/preceptor/physician.
- Being unfit to perform because of physical or psychological impairment.
- Violating state or federal laws relative to drugs.
- Using alcohol or other drugs in violation of professional ethics or SLCC Student Rights and Responsibilities.
- Manipulating drug supplies, narcotics, or patient's records. (Specifically applying to student practicum)
- Falsifying patient's records or intentionally charting incorrectly.
- Appropriating medications, supplies or personal items of the patient/agency/school.
- Intentionally committing any act that adversely affects the physical or psychosocial welfare of the patient.
- Delegating patient care, functions, tasks and/or responsibilities to others which would constitute a breach in standard of care, job descriptions and/or to the detriment of patient safety.
- Leaving a class, task, or assigned site (ie practicum site) without properly notifying appropriate personnel.
- Misrepresenting yourself professional, such as identifying as a student while on practicum,
or miss-identifying your clinical position (such as referring to yourself as a nurse or a physician assistant).

- Failing to report, through the proper channels, facts known to the individual regarding the incompetent, unethical or illegal practice of any health care provider.
- The use against any person of any mental, physical, written, or verbal abuse that threatens, is perceived as threatening or endangers the health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited.
- Any other acts that would constitute a breach in standard of care for the respiratory therapist, or constitutes res ipsa loquitur in relation to unprofessional practice.

Unsafe Practices

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

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

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

Any action constituting Unprofessional Conduct will constitute disciplinary action (see Disciplinary Procedures).

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.

Ultimate responsibility and authority to enforce the Student Code of Conduct rests with the College President. The President may, and has, delegated responsibility for administration of the discipline system to the Vice President of Student Services. The Vice President delegates responsibility to various judicial bodies and administrators. All procedures followed and decisions made by authorized hearing officers and bodies are subject to Vice Presidential and Presidential review. SLCC reserves the right to take any necessary and appropriate action to protect the safety and well-being of the campus community.
**Academic Honesty/Standards Policy:**

**ACADEMIC HONESTY:**
Honesty is an expectation at SLCC. This means that each member of the College community will adhere to principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process listed in the Student Code of Rights and Responsibilities: [http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf](http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf)

Students are also held to the College policy on Acceptable Use of College Computing Resources which prohibits the distribution of passwords or confidential information; sending, receiving or storing fraudulent, harassing or obscene messages; the encroachment of computer resources or any attempt to break, or override the security of the College computers.

Student who breach academic honesty will be subject to disciplinary action.

**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 (see Grading Scale). For more detailed information on SLCC academic policies please see the Academic Standards Policy [https://www.slcc.edu/academic-achievement-center/docs/academic-standards-policy.pdf](https://www.slcc.edu/academic-achievement-center/docs/academic-standards-policy.pdf).

**School of Health Science Academic Grievance Policy**

**ACADEMIC GRIEVANCE POLICY: SCHOOL OF HEALTH SCIENCES**
In accordance with the Salt Lake Community College Student Code of Conduct, [http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf](http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf), the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

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

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

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

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

**Withdrawal/Incomplete Procedures**

**WITHDRAWALS**
Students may withdraw from classes after the third week through the ninth week of a semester or within the first 60% of a 7 1/2 week term. For sessions shorter than 7 ½ weeks, see deadlines published in the Academic Calendar. Withdrawal from class after the third week of the semester or 20% of the term will be shown as a ‘W’ on the transcript and will not be calculated in the grade point average. No tuition refund/adjustment will be made for withdrawals.

Exceptions to the withdraw policy may be made under extenuating circumstances. Please see Appeals for more information.

Due to advancements in healthcare and medical assisting practice extended absences from the program will lead to withdrawal from the program. Any absence of one full calendar year or more will necessitate the student to re-apply and repeat the program (see Readmission Policy).
ADMINISTRATIVE DROPS FOR NON-ATTENDANCE
To maximize registration opportunities for all students, students are required to attend the first class meeting of any regularly scheduled class that meets once per week or at least one of the first two class meetings of any regularly scheduled class that meets more than once per week. Students who are unable to attend the initial class meeting(s) as required must inform the instructor or department office, preferably in writing, that they intend to attend subsequent meetings and do not want to be dropped. Students who fail to attend initial class meeting(s) as required and who fail to contact the instructor in advance of the absence may be dropped from the course by the instructor.

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

Students enrolled in classes of high demand and/or limited availability are particularly vulnerable to a drop for nonattendance. Students who receive an Administrative Drop for Nonattendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor’s discretion during the first 20% of the term. (See Academic Calendar for specific calendar dates.) Students are NOT automatically dropped for non-attendance.

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

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

INCOMPLETE
Incompletes are only available in the following circumstances:
• Emergency circumstances, or other qualifying circumstances as identified by the College.
• One-third (75%) of the course must be completed with a current passing grade (minimum of a “B-” or 80%).
• Student must meet with Program Director and submit Incomplete Form including a plan for and complete course(s) within one (1) year.
• Incomplete grades will be given only in extenuating circumstances, beyond the student's control, with appropriate documentation. Students who have an incomplete in a course
may not be able to proceed through the program as many courses are sequential in nature. The student will need to meet with the Program Director to determine if they qualify for an alternate course schedule.

- 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.

**Civil Service Duties**

**MILITARY LEAVE/DEPLOYMENT STUDENT RESPONSIBILITY**
A student called up for active duty or active service while in the program will need to follow the SLCC Military Leave policy. The Medical Assistant program will adhere to these policies in relation to missed courses and readmission. For details on these processes please see: [http://www.slcc.edu/policies/docs/C2S4-11_MilitaryLeave2012-08-07.pdf](http://www.slcc.edu/policies/docs/C2S4-11_MilitaryLeave2012-08-07.pdf)

**JURY DUTY PROGRAM STANDING**
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.

**Pregnancy Policy**

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

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

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

- Take a leave of absence from the program with the understanding that the student may reenter the program at the corresponding point during the next cohort, dependent upon space availability. Students taking a leave of absence lasting more than 2 semesters will be required to reapply to the program.

**Readmission Policy**

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

- Student voluntary withdrawal from the program.
- Failure to complete program courses to minimum grade requirements (see Grading Scale).
- Failure to complete the clinical practicum (see Practicum/Clinical Requirements).
- Removal from the program through the disciplinary process (See Disciplinary Procedures).
- Removal from the program due to an extended absence (one calendar year or more).

**Background Check, Drug Screen/Alcohol Policies & Responsibilities**

**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 Chairs office in a secure and confidential file. The background check will be paid at the student’s expense and must be completed through the school approved vendor.

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

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

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

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

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

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

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

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

**Substance Abuse Policy and Procedure**

Students are prohibited from attending class or practicum sites while under the influence of alcohol, marijuana, illegal drugs, or prescription drugs. Any substance prescribed by a physician which may hinder student performance must be documented by the physician and provided to the program.

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 can be arranged to transport the student to the designated drug screen site.

If student is intoxicated or under the influence of illegal substances during clinical experience the student will be dismissed from the program.
While serving in a capacity representing the College as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence of drugs or alcohol on College campuses, Practicum sites, and other sites where the student is representing the college (including but not limited to conference attendance, meetings and study groups). Students who violate this, will be subject to discipline, including program dismissal. Violation of the alcohol, tobacco and other drug policies will be handled through the Dean of Students. The sanctions taken may include, but are not limited to: referral for assessment by Health and Wellness Services, appearance before the Student Standards Committee, probation or expulsion.  

http://catalog.slcc.edu/content.php?catoid=1&navoid=14#College_Policies

Student Health

As a student, you should strive to maintain optimal personal health. Your grade may be affected if you are absent and miss the learning experiences. Respiratory Therapy tasks must be adequately performed. Students must be able to identify and interpret stethoscope readings, recognize and respond to both mechanical and/or computerized alarms or alert signals and monitors as well as analyze, interpret, and report findings on microscopic slides, and properly setup and operate equipment, cell counters and other clinical equipment, determine and prepare proper dosages for administration of medications, and also requires that the student have good hearing, good eyesight and good physical and mental stamina. If situations arise in which your health or a patient's health may be in danger, your instructor will be responsible for determining whether or not you may stay in the clinical area. Students are responsible for their own medical insurance coverage.

BLOODBORNE PATHOGENS
Every precaution must be taken when working around blood or other body fluids to avoid exposure to bloodborne pathogens. Each student should have appropriate protective supplies (PPE) such gloves, lab coats, eye protection, etc. for use in the laboratory setting. Specific PPE required for each course will be listed in the course syllabus. Safety practices must be followed in each clinical class and on the practicum site to reduce the risk of an exposure event. Breaches in safety practices will constitute disciplinary action (see Disciplinary Procedures).

Please see the following policy regarding bloodborne pathogens:
https://www.slcc.edu/hs/docs/blood-borne.pdf
CPR Requirements

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

Immunization/Certification Compliance

Health care professionals are commonly required to demonstrate immunity/exposure before practicing in the health care field. As such the Respiratory Therapy Program also carries the same requirements. Immunizations, titers and other testing requirements has been aligned with our practicum site requirements. Although a student may complete a personal exemption for any of the immunizations/titers/tests, doing so may affect their ability to be placed on a practicum site. Inability to be placed on a practicum will cause the student to be ineligible for graduation.

Required immunizations, titers and tests can be obtained the SLCC Student Health Center as well as local health departments, immunization clinics or through private physicians. Student medical insurance may or may not help cover the costs of immunizations, titers and test. The student should check with their insurance to determine coverage.

The Respiratory Therapy Program requires the following immunizations, titers and tests.

- Tdap booster within past ten years
- Evidence of 2 MMR immunization or current positive titer
- Evidence of 2 Varicella Vaccines or current positive titer
- Evidence of 3 Hepatitis B Vaccinations or current positive titer.
  - Some practicum sites will not accept evidence of vaccination, rather they require a positive titer.
  - In recent years there has been an increase in the number of individuals who require more than 3 vaccines to build immunity and have a positive titer.
  - Because of this the Respiratory Therapy Program recommends a Hep-B titer be checked before entry into the program, or early into the program so if additional doses of the vaccine are needed for immunity there is adequate time to complete them. It may take up to a full year to complete a Hep-B series and titer.
- Proof of a negative 2-step PPD, QuantiFERON TB Gold test or T-SPOT.TB; or if positive or you have had a past positive test, you must submit a negative chest x-ray. The Respiratory Therapy Program recommends the QuantiFERON TB Gold test as this is the recommendation from many of our practicum sites.
- Annual Influenza vaccination is generally offered between September and February. A current influenza vaccination is required for most practicum placements and as such the student should be sure that they are current for placement. It is possible that influenza vaccines are not available when the
student is due to start their practicum. This could result in a delay for placement until the student is able to get the vaccination.

- Hepatitis A vaccination is NOT REQUIRED but is highly recommended. This is a 2 shot series.

A student may decide to refuse any of the immunizations by signing a waiver and release form. A refusal to meet the minimum requirements for immunizations may affect the student’s ability to be placed for a practicum, and thus, the student may not be able to complete the program. Please refer to the School of Health Sciences website: http://www.slcc.edu/respiratory-therapy/admissions.aspx.

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

**COMPLIO**

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

**Student Responsibility**

- Purchase and maintain a Complio account.
- Upload all immunization and certification paperwork to the correct file or location in Complio.
- Complete required immunizations and certifications by due dates set by the Program.
- Ensure listed compliance within Complio before practicum placement.
- Notify DCE if there is a compliance issue that will need to be cleared by the Division office. Be aware that these situations can impact the ability to place the student on a Practicum site and can impact the ability of the student to complete the program.

Examples of these types of issues are:

- Student requesting an exemption for required immunizations.
- Student failure to receive annual influenza immunization and influenza immunizations are not currently available.
- A titer was drawn that is negative (student did not convert to prior immunization). Negative titers generally require re-vaccination.
- Student is a non-converter. Negative titers regardless of re-vaccination.
- Issues on background check.
Director of Clinical Education Responsibility

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

Common Reasons for Noncompliance

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

What to Do if Showing Noncompliant in Complio

- Review your account and take action to be compliant.
- Contact your academic clinical coordinator immediately.
- Non-compliance will prevent the student from being placed on their clinical practicum. This could potentially result in loss of practicum site which would constitute a failed first placement (see Practicum/Clinical Requirements pg 39).

Practicum/Clinical Requirements

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

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

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

Not completing required hours and unsatisfactory evaluations will constitute a failed placement.
PRACTICUM PLACEMENT
Each student will be placed at a clinical site upon completion of the first semester course work. The DCE will arrange a placement. Students will be placed in facilities in which SLCC Respiratory Therapy Program has contracted with for student placement. Although every attempt will be made to consider student requests and preferences, the final placement is at the discretion of the DCE. Each student will be required to complete a 800-hour unpaid clinical placement. Transportation to the clinical site is the students responsibility.

If for any reason the student does not successfully complete the required hours the student will be withdrawn from the program. Students who fail to complete their practicum placement will not receive the Associate of Applied Science of Respiratory Therapy from Salt Lake Community College, nor will they qualify to sit for the NBRC TMC credentialing exam. Students are not allowed to repeat the clinical courses (See Readmission Policy pg 34).

FAILED PRACTICUM PLACEMENT
The following constitute a failed practicum placement:

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

If a student fails their clinical placement, the Director of Clinical Education will NOT arrange for additional placement and the student will be withdrawn from the program.
Pregnancy/Radiation Safety Protection Verification Form

I verify by my signature below that:

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

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

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

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

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

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

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

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

__________________________________________  ____________________________
Student Printed Name                        Date

__________________________________________  ____________________________
Student Signature                          Date
Salt Lake Community College Respiratory Therapy Program
Release of Information in connection with a practicum, internship or externship

As a Health Sciences student you will be required to complete one or more Clinical Placements (which may be identified as a practicum, internship, externship or other title) during your course of study. A Clinical Placement takes place outside of the College, in a hospital, clinic, school or other provider location (Provider). A Provider will likely ask for certain information about you and without providing that information you cannot participate.

_______ (initial) This Release allows the College and its faculty, staff, volunteers and agents to provide information to Providers in connection with a Clinical Placement. You agree that the College may provide your name, address, telephone number, email address, date of birth, or other Directory Information (as defined by FERPA) to the Provider for the purpose of coordinating and monitoring said clinical placement. Even if you have opted out of having Directory Information provided by the College generally you agree that Directory Information, as well as the other information identified herein, may be provided in connection with a Clinical Placement. You also agree that other relevant information may be supplied such as your status in the program, level of achievement, grades, conduct, discipline, or standing in the program. You agree that the College may determine relevancy in its reasonable discretion.

Due to contracts and regulation with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be placed at another facility.

Depending on your program you may be required to directly give a Provider results of a drug screen, a background check and/or immunization status. However, you agree that the College may provide such information as it may have and discuss any of these with a Provider in connection with a Clinical Placement. You also authorize and instruct the College to obtain the information necessary to comply with Provider requirements including a background check.

If you have questions about any of this you should contact the Associate Dean before signing.

I agree to the release of information as described above:

Printed Name: _________________________________
Signature: ______________________________________ Date: ____________________
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.

Student Name ________________________________________

Student Signature________________________________________ Date ______

Faculty Signature________________________________________ Date_______