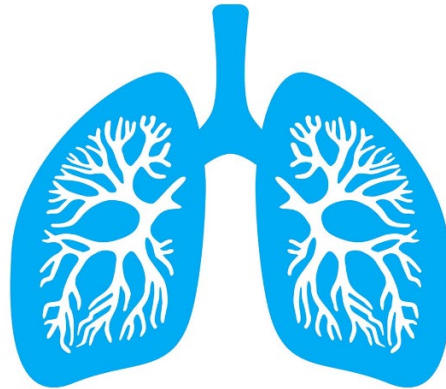


Respiratory Care Technology Student Handbook Fall 2023-2025



**Division of Allied Health and Nursing
100 College Drive
Logan, WV 25601**



This Handbook is reviewed annually and revised as needed. Revisions or additions are noted by dates.

Revised 2/2024

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The Program Student Handbook Acknowledgement 2023-2025:

Respiratory Care Technology Students are responsible for reading and complying with the information which appears in the current College Catalog and this Student Handbook. It is the intent of this handbook to ensure patient safety and professional, ethical, and legal conduct of all Respiratory Students. Failure to comply with College & Program Policies will lead to a review of student behavior & possible disciplinary action, including dismissal from the Program. Program Faculty and Southern reserve the right to change, delete, supplement or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, and shall apply to both present and prospective students. Changes in the Program Student Handbook will be given to students through a written addendum or email notification if the change is immediate. (8/2022 – SD)

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Division of Allied Health/Respiratory Care Technology

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Affirmative Action

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

<p><u>Title IX Coordinator</u> Darrell Taylor Chief Student Services Officer 100 College Drive Logan, WV 25601 Phone: 304-896-7432 TTY: 304-792-7054 Email: darrell.taylor@southernwv.edu</p>	<p><u>Affirmative Action Officer</u> Debbie Dingess Director of Human Resources 100 College Drive Logan, WV 25601 Phone: 304-896-7408 TTY: 304-792-7054 Email: debbie.dingess@southernwv.edu</p>
<p><u>Section 504 ADA Coordinator</u> Ms. Dianna Toler Director of Student Success 100 College Drive Logan, WV 25601 Phone: 304-896-7315 TTY: 304-792-7054 Email: dianna.toler@southernwv.edu</p>	

Welcome!

**You are entering the exciting field of
Respiratory Care Technology!**

**There will be challenges and milestones for you
personally, and professionally. Change will always be
a part of your future.**

**New technologies and advancements make this career
rewarding.**

You will never grow tired of it. Best Wishes!

**Southern West Virginia Community and Technical College
100 College Drive
Logan, WV 25601**

Respiratory Care Technology Mission Statement

The mission of the Respiratory Care Technology program at Southern WV Community and Technical College is to provide competent qualified Respiratory Therapists for the surrounding health care agencies. The program emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success. This program provides a high quality, affordable and accessible education. The program is flexible in responding to state and community demands for highly skilled providers of healthcare.

Mission Statement of the College

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

Southern's Core Values

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

Respiratory Care Technology Program

Philosophy

The Respiratory Therapist will work under the direction of the Physician to evaluate, treat, and care for patient's breathing or other cardiopulmonary disorders. Respiratory Therapists will consult with physicians and other health care staff to help develop and modify individual patient care plans. Respiratory Therapists will provide complex therapy requiring considerable independent judgment, such as, caring for mechanically ventilated patients in many aspects of the health care setting.

Respiratory Therapists will work within age appropriate guidelines to care for a patient population that ranges from pre-mature infants to the elderly. Respiratory Therapist will provide temporary relief to patients with chronic lung ailments, as well as, emergency care to patients who are victims of a heart attack, stroke, drowning, or shock. The Respiratory Therapist is also trained to work with hazardous gases stored under pressure. Properly trained professionals must work carefully to maintain safety precautions at all times. Southern's Respiratory Care Technology Program faculty complies with the program goals of the institutional mission (see College Catalog). We recognize that the needs of health care agencies in our communities may include skills beyond those taught in the Associate Degree program. We will work together with these agencies to prepare the Southern graduate to assume duties which require skills not included in our curriculum for these facilities.

To prepare the Associate Degree graduate for beginning laboratory practice, faculty develop and implement a curriculum which includes activities in the classroom, college laboratory, and clinical setting. These planned educational activities are designed to help students achieve stated curriculum and behavioral objectives. When students are at the clinical site, they are either supervised by their clinical instructor, adjunct faculty member, or assigned mentoring therapist designated by the lead therapist of the facility. In addition to Respiratory Care Technology Courses, the curriculum includes a background study in the humanities, clinical, biological, computer, and behavioral sciences.

Respiratory Care Technology faculty maintains their level of cognitive and practical skills through continuing education, laboratory practice, clinical facility involvement, and/or advanced studies. The faculty actively participates in various roles, such as, advising allied health students, supervisors, and evaluators.

Conceptual Framework

The conceptual framework of Southern's Respiratory Care Technology Program represents the faculty's plan for organizing cognitive, psychomotor, and affective learning experiences to fulfill educational objectives and produce competent and conscientious Respiratory Therapists.

Learning is defined as an observable degree of permanent change in response or behavior due to experience. We regard the process of learning as hierarchical, beginning with simple relationships, progressing to more complex ones. Teaching is the facilitating or arranging of experiences within the learner's world in a way that helps them find meaning and purpose. It involves the act of communicating in a variety of ways with the individual or group at the actual point of the learner's experience so that they can reach their unique potential according to their individual talents, will and fortitude. Learning/teaching is a process in which the learner is an actual participant guided by the teacher. The teacher presents facts and relationships which allow the learner to employ inductive and deductive reasoning to analyze concepts and synthesize content. A variety of educational techniques are employed within small and large groups of students to foster recall and problem solving.

Fundamental to the learning/teaching process is the teacher's recognition that students, who represent the widely divergent age and social-cultural heritage characteristics of our community, approach learning with a unique background of

formal and experiential education. Therefore, our Respiratory Care Technology faculty adheres to the philosophy and mission of Southern WV Community & Technical College in providing for the student the opportunity to meet their educational and career goal.

The curriculum focuses on the techniques and principles used to evaluate and treat patients who suffer from all types of impairments affecting the cardiopulmonary state. The sequence of courses in the curriculum will provide the student with the knowledge to achieve the overall goals of the program. Learning experiences begin at a simple cognitive level and progress to a more complex, higher cognitive level as the student progresses through the program.

Introduction into the field of Respiratory Therapy begins promptly in the first semester. Assessment skills will be introduced in this semester to enable the student to work in the clinical setting to identify the needs of the patient. The student will also begin the necessary skills training used by the entry level therapist in everyday routine therapy. A foundation of sciences used by Respiratory Therapist is laid out to the student in a condensed version of introductory math, physics, and sciences related to Respiratory Care. The student will also be expected to become familiar with the medications used by Respiratory Therapists and how to apply the medication in the clinical setting. The student will wrap up the first semester with practicing all of the learned knowledge in the clinical field

of study. The student will be expected to have completed the entry Anatomy and Physiology support course upon completion of this semester.

During the second semester, the student begins to learn the different disease states that Respiratory Therapists evaluate and treat in their line of practice. The student will also build upon the knowledge learned in the first semester to practice a higher level of skill in Respiratory Therapy. The student will also have the opportunity to take the didactic and laboratory skills to the clinical setting and practice under supervision of a licensed Respiratory Therapist. Medical director interaction will begin in this semester, as the medical director will offer training on classroom lectures and individual opportunities for learning. The student will also be required to continue the Anatomy and Physiology course sequence in this semester, as well as, introductory English for their support course requirement in this semester. The third semester will introduce the student to ancillary duties of the Respiratory Therapist. The student will rotate through home care settings, pulmonary rehab units, and sleep laboratories. The student will also have the opportunity to build on the knowledge learned in the previous semesters and practice theory and application in the clinical setting.

The fourth semester will begin the more advanced level training required to become Registered Respiratory Therapist. The student will learn the basic understanding of radiography, stress testing, and hemodynamic monitoring.

Ventilation skills will be taught in this semester. The student will have ample opportunity to practice ventilation skills and return to the clinical setting to master the needed skills to succeed as a Respiratory professional. The student will also continue support courses of Life Span Psychology in this semester.

The last semester will allow the student to practice advanced knowledge of diagnostic therapy, mechanical ventilation, and emergency intervention. Neonatal and Pediatric therapy is learned in this semester allowing the student to master the art of Respiratory therapy while administering age appropriate therapy to the individual. The student will have the final opportunity to practice all of the skills learned taking them to the clinical setting one last time. This will allow the student the ability to wrap up anything that may be unclear before taking the entry examination and working in the professional industry upon passage. At this stage, the student will continue supports courses with Healthcare Ethics and Law regarding the healthcare profession.

Program Outcomes/Objectives (Characteristics of the Graduate)

Graduates of the Respiratory Care Technology Program at Southern WV Community and Technical College should be able to demonstrate entry level competencies for the following upon initial employment:

1. Acquire and evaluate clinical data.
2. Assess the cardiopulmonary status of patients.
3. Perform and assist in the performance of prescribed diagnostic studies such as, obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography.
4. Evaluate data to assess the appropriateness of prescribed respiratory care.
5. Establish therapeutic goals for patients with cardiopulmonary disease.
6. Participate in the development and modification of Respiratory care plans.
7. Case management of patients with cardiopulmonary and related disease.
8. Initiate prescribed respiratory care treatment, while evaluating and monitoring patient's response to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives.
9. Initiate and conduct prescribed pulmonary rehabilitation.
10. Provide patient, family, and community education.
11. Promote cardiopulmonary wellness, disease prevention, and disease management.
12. Participate in life support activities as required, and promote evidence-based medicine, research, and clinical practice guidelines.

Reference: The above was taken in part from the CoARCS' "Standards and Guidelines" for Respiratory Therapy education programs.

Respiratory Care Technology Program Outcomes

At the completion of this program, students will:

1. Demonstrate competence in performing all diagnostic and therapeutic procedures required of an entry-level respiratory therapist.
2. Communicate effectively within inter-professional teams and with diverse populations both verbally and through writing.
3. Demonstrate critical thinking skills and competence in the application of problem-solving strategies in the healthcare setting.

Southern WV Community & Technical College Respiratory Care Technology Program Goals

The Southern WV Community & Technical College Respiratory Care Technology program has developed the following goals:

The program must have the following goal defining minimum expectations: “To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).”

Respiratory Care Technology Program Curriculum

First Semester

- [BS 124 - ^Human Anatomy and Physiology I](#) 4 Credit Hours
- [RC 101 - Assessment of the Cardiopulmonary Patient](#) 3 Credit Hours
- [RC 102 - Respiratory Skills I](#) 4 Credit Hours
- [RC 110 - Cardiopulmonary Pharmacology](#) 3 Credit Hours
- [RC 120 - Clinical Rotation I](#) 2 Credit Hours

Credit Hours: 16

Second Semester

- [BS 125 - ^Human Anatomy and Physiology II](#) 4 Credit Hours
- [EN 101 - ~English Composition I](#) 3 Credit Hours
- [RC 103 - Respiratory Sciences](#) 3 Credit Hours
- [RC 104 - Respiratory Skills II](#) 4 Credit Hours
- [RC 106 - Cardiopulmonary Pathology](#) 2 Credit Hours
- [RC 121 - Clinical Rotation II](#) 2 Credit Hours

Credit Hours: 18

Third Semester

- [RC 122 - Clinical Rotation III](#) 1 Credit Hours

Credit Hours: 1

Fourth Semester

- [PY 218 - ~Life-Span Developmental Psychology](#) 3 Credit Hours
- [RC 210 - Mechanical Ventilation I](#) 4 Credit Hours
- [RC 220 - Clinical Rotation IV](#) 2 Credit Hours
- [RC 230 - Neonatal and Pediatric Therapy](#) 3 Credit Hours

Credit Hours: 12

Fifth Semester

- [AH 200 - Health Care Ethics and Law](#) 1 Credit Hours (E)
- [RC 201 - Cardiopulmonary Diagnostics I](#) 3 Credit Hours
- [RC 211 - Mechanical Ventilation II](#) 4 Credit Hours
- [RC 221 - Clinical Rotation V](#) 2 Credit Hours
- [RC 232 - Respiratory Care Profession](#) 3 Credit Hours

Credit Hours: 13

Total Credit Hours: 60

Policies of Academic Standing

Refer to the College Catalog for general policies.

- Respiratory Care Technology students must achieve a minimum grade of “C” in each Respiratory Care Technology course.
- Should a Student earn less than a “C” or withdraws from a Respiratory Care Technology course, that student will be dismissed from the Respiratory Care Technology program. (Dismissal from the Respiratory Care Technology Program does not allow students to register for subsequent Respiratory Care Technology courses).
- Should a student earn less than a “C” in a required support course, or withdraws from a required course, that course may be repeated only one time and must be taken during the next scheduled offering when possible. If a student earns less than a “C” or withdraws from a required course on their second attempt, he/she will be dismissed from the Respiratory Care Technology program. A student who earns less than a “C” or withdraws from two or more required courses may be dismissed from the Respiratory Care Technology program at the discretion of the Respiratory Care Technology program coordinator, which will be handled on a case by case situation.
- In relation to Respiratory Care Technology courses that have a lecture and student lab section, students must maintain a “C” or better in BOTH the lecture and the lab sections of the course in order to obtain a minimum “C” grade for the course. Should a student fail to obtain a “C” or better in each individual section, this would result in the student receiving a “D” or “F” for the course and constitutes dismissal from the Respiratory Care Technology Program.
- At the conclusion of the last semester, immediately preceding graduation, Respiratory Care Technology students must have a grade point average of 2.0 in order to be eligible to graduate from the Respiratory Care Technology program. This will include courses transferred from other colleges. Students concerned about whether they can achieve an overall GPA of 2.0 by graduation must inform the Respiratory Care Technology Coordinator as soon as possible.

Policies Governing the Repetition of a Respiratory Care Technology Course or Readmittance to the Program

- Any Student who withdraws from or makes less than a “C” in any of the Respiratory Care Technology courses required in the first semester of the

Respiratory Care Technology program and wishes to re-enter the Respiratory Care Technology program the following year will be required to apply along with all other applicants according to the general application process. These students will be judged along with that year’s pool of applicants and are not guaranteed readmittance to the program.

- Any student who successfully progresses to the second semester or any subsequent semester and withdraws from a Respiratory Care Technology course in good standing (passing) and desires readmission to the Respiratory Care Technology Program must have a minimum overall grade point average of 2.0 and request in writing their desire for readmission between January 2 and January 31 for the fall semester or between August 1 and August 31 for the spring semester. Each situation will be reviewed by the Respiratory Care Technology program coordinator and a decision made on a case by case basis. NOTE: There must be a vacancy in the program in order for a student’s readmission to occur. From the second semester through the last semester, 20 students will be considered a full class and therefore no vacancy for re-admission will be available.

- Any student who successfully progresses to the second semester or any subsequent semester but does not make a minimum grade of a “C” in a Respiratory Care Technology course or withdraws from a Respiratory Care course while having less than a “C” and desires readmission to the Respiratory Care Technology program must follow the following guidelines. Students must have a minimum overall GPA of 2.0 and request in writing their desire for readmission between January 2 and January 31 for the fall semester or August 1 and August 31 for the spring semester. Additionally, the student must provide a 3-5 page, double-spaced, type written narrative explaining specifically why they feel they would be successful if given a second opportunity to complete the Respiratory Care Technology Program. Each situation will be reviewed by the Respiratory Care Technology Coordinator and a decision made on a case by case basis.

The student's past conduct, attitude, abilities, attendance record, and study habits as well as other factors including course grades since dismissal or withdrawal from the Respiratory Care Technology program will be considered. Students seriously considering readmission are urged to complete and do well in additional RCT support courses to provide additional evidence of their desire to continue and succeed. NOTE: There

must be a vacancy in the program in order for a student's readmission to occur. From the second semester through the last semester, 20 students will be considered a full class and therefore no vacancy for re-admission would be available. A student who withdraws while in good standing will be given preference over student who make less than a "C" or withdrawing while having less than a "C".

- Students must complete the program within four (4) years after original admission to the Respiratory Care Technology program and within one (1) calendar year after completion of all Respiratory Care Technology courses required by the program. Failure to comply with this policy requires the student to apply for readmission to the RCT program and subsequently repeat all Respiratory Care Technology courses.

Schedule Change Policy

- Any changes in academic schedules (add, drop, etc.) must be cleared with the Respiratory Care Technology program coordinator. Advice from anyone else could cause problems relating to eligibility from the next Respiratory Care Technology course or for graduation.

General Policies

- Withdrawal – No withdrawals are permitted after the published deadline. Refer to the college catalog.
- Marriage/Name Change – A change in name is to be reported promptly to the Respiratory Care Technology office and to Student Records.

- Personal Information Changes – Telephone number and address changes must be reported ASAP to the Respiratory Care Technology coordinator and to the office of Student Records.

Health Exam – The health exam form must be submitted by the announced deadline. The Respiratory Care Technology Coordinator is to be made aware of any changes in health status. Physician's consent is necessary to continue in the laboratory/clinical experience.

- Pregnancy – A pregnancy must be reported to the Respiratory Care Technology office immediately. A physician's consent is necessary to continue through the program.
- Liability Insurance – Students are currently provided liability insurance under the State of West Virginia's professional Liability insurance program.

This insurance will not cover students engaged in activities beyond the role of the Respiratory Care Technology student training or activities not authorized by Respiratory Care Technology faculty or clinical instructors. Students accepting jobs in health care facilities prior to graduation are encouraged to purchase their own liability insurance or make certain their place of employment has done so.

- Health/Accident Insurance – All students are encouraged to acquire health and accident insurance if not presently covered under a parent's policy or personal policy.
- CPR – The student must be CPR certified within the first five (5) weeks of the first semester and must remain current throughout the entire program.
- Students will not be considered for any other academic programs while admitted to the Respiratory Care Technology Program.

Technical Standards

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist.

Therefore, in order to be successful in this program, a candidate should possess:

1. sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment.
2. sufficient auditory perception to receive verbal communication from patients and members of the healthcare team to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, and fire alarms, etc.
3. sufficient gross and fine motor coordination to respond promptly and to implement respiratory therapy skills including the manipulation of equipment to meet health needs.
4. sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively
5. sufficient intellectual and emotional functions to plan and implement respiratory care.
6. physical requirements: Must possess physical abilities to endure prolonged standing, walking, sitting, bending, lifting, carrying, pushing and pulling; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Physical Demand requirements are in excess of those for Sedentary Work.

Behavior Conduct

- While in the Respiratory Care Technology program, students are expected to conduct themselves in such a manner to reflect favorably on him/herself and the Respiratory Care Technology program. Students exhibiting inappropriate conduct will be reprimanded either verbally or written for the first offense depending on the situation. If a student should continue

inappropriate conduct after written reprimand, that student may be dismissed from the Respiratory Care Technology program.

Examples of inappropriate conduct consist of but are not limited to the following:

1. Disrespectful toward a Respiratory Care Technology instructor.
2. Being uncooperative.
3. Being unprepared for lecture, student lab or clinicals.
4. Being disruptive in lecture, student lab or clinicals.
5. Not paying attention to the Respiratory Care Technology instructors.
6. Not notifying instructors/clinical instructors of absences.
7. Making inappropriate comments of a sexual nature in lecture, student lab, or clinicals.
8. Not being able to accept professional/instructional criticism well.
9. All forms of dishonesty, including knowingly furnishing false information, forgery, alteration of documents, misidentification with the intent to defraud and cheating.
10. Cell phones are strictly prohibited in the classroom, lab and clinical. A student may be asked to leave the classroom if his/her phone rings/vibrates with messages or calls during class. If a student is found to have a cell phone in any patient care area, he/she may be dismissed from the program as this is in strict violation of HIPAA.
11. Family members, friends, etc. should be informed that personal calls should not be made to the school, except in the case of a real emergency.
12. Any student who feels he/she needs tutoring should see an instructor as soon as possible. Students should not wait until **AFTER** quizzes, exams, etc. are given, to approach program faculty for tutoring or assistance with content mastery.

Academic Dishonesty

- If a student is observed exhibiting any cheating behavior, the faculty member observing that act is to document at that time what is observed. If the student is taking an exam/quiz, that student will be allowed to finish the exam/quiz. This documentation will be submitted to the Dean of Instruction (refer to student handbook section of the college catalog) as well placed in the student's permanent file.

- The faculty member who documents the behavior will meet with the student within two (2) working days to discuss what has been observed. For a first offense, the student may be dismissed from the Respiratory Care Technology Program or advised not to repeat the behavior and given a zero on the exam/quiz/assignment. This will be rendered at the discretion of the Respiratory Care Technology Program Coordinator. If the student may be not satisfied with the outcome of the meeting, he/she may precede with the Student Grievance Policy in the College Catalog.
- A second offense would constitute immediate dismissal from the Respiratory Care Technology program.
- Also refer to the college catalog Academic Integrity (Policy SCP-4710)

Examples of cheating behavior include but are not limited to the following.

1. Eyes directed toward another student's paper.
2. Unauthorized use of resources.
3. Supplying information regarding an exam/quiz to other students.
4. Unauthorized obtainment of an exam/quiz is graded.
5. Changing answers after an exam/quiz is graded.
6. Plagiarism – claiming someone else's work as your own.
7. Crib notes or signaling.
8. Texting or cell phone use during any time of education.

Grounds for Dismissal

Grounds for dismissal from the program include, but are not limited to:

1. D or F in same program course twice
2. Cheating
3. Unethical behavior
4. Clinical setting dismisses student
5. Insubordination
6. Three documentations of the same event/action/behavior.

7. Positive drug screen or failure to complete drug screen in timely manner
8. Abuse college policy

Grading Method

- Evaluation is based on written examinations, quizzes, homework assignments, classroom participation, and laboratory/clinical exercises. Students must maintain a “C” or better in both lecture and laboratory/clinical sections of the Respiratory Care Technology courses in order to obtain a minimum “C” grade for the course. Failure to do so would result in the student receiving a “D” or “F” for the course which constitutes dismissal from the Respiratory Care Technology program.

Grading Scale

100 - 92 = A
91- 84 = B
83 -76 = C
70 -75 = D
69 - 0 = F

Policy of Grade Information

- The Respiratory Care Technology department does not post grades. Also, no grades will be given out to the student on the telephone. Test/quiz results and final grades are given to the student in person and in the classroom in a confidential manner. After grading information has been provided to the student, it is their responsibility to see that this information remains confidential if they so desire. Upon request, students can get a computer print-out of their course grades.

Student File

- The Respiratory Care Technology department maintains a student file on each Respiratory Care Technology student. Upon request, a student can review their file at any reasonable time. The file cannot be removed from the Respiratory Care Technology department.

Attendance Policy

- One hundred percent attendance is expected. Excessive absences may result in a student's automatic withdrawal, administratively. Three consecutive days (3 lecture, 3 labs, 3 clinicals, or any combination of the three) are considered excessive. After three non-consecutive absences, students may receive a written warning which will be placed in the student's file and if the behavior continues, this may result in the student's automatic dismissal from the Respiratory Care Technology program. These situations will be handled at the Respiratory Care Technology Coordinator's discretion. Respiratory Care Technology students are expected to arrange doctor, dentist, and other appointments so that they do not interfere with Respiratory Care Technology lectures, labs and clinicals. Allowances are made for emergencies and special situations.
Unexcused clinical absence will result in a clinical occurrence. Excused clinical absences will not be granted on the day of the clinical rotation. Only approved absences in advance will be granted.

Lab Attendance

- Respiratory students are expected to attend every class and lab. Each instructor may enforce an attendance policy for the course, as stated in the syllabus.
- If the student must be absent from class or lab, they must notify the instructor before class or lab start time or as soon as possible. Students are responsible for obtaining missed assignments.
- Recommended notification can be made by phone or email to the instructor or administrative assistant.
- Unless otherwise stated in the course syllabus, missed work, tests, quizzes, etc. must be made up before the next scheduled class/lab, or with prior arrangement from the instructor.
- Excessive absences may be grounds for course grade reduction, and/or dismissal from the program
- If the student needs additional assistance and time in the lab to review equipment or procedures, arrangements must be made with the instructor.

Notification Policy

- Students are expected to call in person and notify Respiratory Care department personnel at least 2 hours in advance of any absences. Student must also email the Program Coordinator and copy in the email the DCE. Absence must be logged in Trajecsys within 24 hours and the reason for absence and the therapist that you spoke with must be documented.
- Concerning lecture and student labs, students must notify the instructor before class begins when possible. Students can notify the Respiratory Care Technology Department by calling (304)236-7620 or (304)236-7632. If there is no answer in the Respiratory Care Technology office, a message can be left on voice mail and a follow up email must be sent.
 - stephanie.daniel@southernwv.edu
 - gina.lester@southernwv.edu

Missed Test/ Quizzes/ Labs

- Student labs and quizzes may be made up at the instructor's discretion. It is the student's responsibility to request and show an interest in making up these missed assignments. Set up for student labs can be very time consuming and times may require use of specimens that may be difficult to reproduce. Therefore, students are not to take missing student lab lightly this could negatively impact their grade.
- Tests are expected to be taken on dates scheduled. Make up tests must be taken within one week of the original test date. Penalties may be implemented on the tests taken late. Alternate forms of the test will be given.
- Students are expected to notify the instructor prior to the test in the event that he/she is unable to take the test as scheduled.
- Penalties may be implemented on quizzes, labs or other assignments taken or turned in late. Alternate forms of these may be implemented. These situations will be handled at the discretion of the instructor.

Inclement Weather Policy

The regular occurrence policy will stand during clinical rotations. More than two absences will have to be made up within the semester and must be scheduled by the Program Coordinator or the DCE. Weather related excused absences will be granted if:

- The clinical site falls within a county where the county board of education has canceled school for that day.
- If the counties school system in which you live or must travel through has been canceled.

You may use your sound judgment regarding travel to clinical sites. If you feel you can make it to the clinical rotation without harm, then please continue to do so. You are responsible for the minimum set clinical hours per semester regardless of the situation.

Students must continue to follow the notification policy in the event of any absence from their assigned clinical rotation.

Hazardous Exposure

- If a student is exposed to a hazardous chemical or substance, they are to use common sense about immediate self-treatment (example: flushing eyes with water) and then report the incident to the class instructor ASAP so that proper care can be rendered.

Emergency Situations:

- In the event of a fire, bomb threat or other emergency situation, students are to follow directions and, if asked, exit the building immediately in a calm and orderly manner.

Student Lab Dress Code and Safety Policy

- The student is required to bring the following equipment with them to each lab meeting.
 - ✓ Safety Glasses
 - ✓ Watch
 - ✓ Stethoscope
 - ✓ Black Ink Pen

- Students are expected to follow the safety precautions specified in the student safety contract, as well as the latest standard precautions.
- No food or drink will be allowed in the RCT student lab or any classroom
- Any laboratory accident/incident must be reported to the instructor immediately.
- Students are not to take equipment out of the RCT laboratory and work area.
- Students are not to perform any unauthorized laboratory procedures.
- Should a student fail to adhere to these guidelines, they may be dismissed from the program.

Clinical Dress Code

“You never get a second change to make a first impression” Unknown

Dress Code and ID Badge

7-11 Rule
1st 7 Seconds - 11 Impressions

- Cleanliness
- Attractiveness
- Credibility
- Knowledgeable
- Responsive
- Friendly
- Helpful
- Understanding
- Courteous
- Confident
- Professional

Your Partner in Professional Development

People form opinions and impressions within the first few minutes of being introduced, therefore it is **HIGHLY** important to present oneself as a professional in the clinical setting. In alignment with the guidelines noted in the Clinical Handbook and clinical syllabi, appropriate clinical appearance and attire shall be as follows:

1. Students are required to present a neat and clean appearance at all times during their clinical rotation.
2. Assigned scrub tops and pants are to be worn with an optional lab coat. **No** other scrub tops or pants will be permitted while working in the clinical setting.
3. Shoes must be closed-toed, soft-soled. (Black shoes are preferred, no colors)
4. Sock must be clean and free of holes.
5. Student nametag must be worn at all times.

6. Jewelry is not allowed in the clinical setting. A small type wedding ring is acceptable, but nothing excessive. No bracelets, long necklaces, long earrings, or gauges are allowed in the clinical site. Certain areas of the hospital will not allow you to wear any type of jewelry including wedding rings. Frequent visits to NICU's and OR suites will not allow you time to disrobe your jewelry with each visit. Therefore, you should leave anything home that you do not want to lose.
7. Statement on Body Jewelry: No dangling or loop earrings, necklaces, or bracelets. If asked to remove a piece of jewelry while at your clinicals, do so that you can continue your clinical training. Men are advised not to wear earrings to clinicals.
8. Earrings in other visible parts of the body (body piercing) are not allowed in any form while in the clinical setting.
9. Tattoos are to be covered if at all possible when in the clinical setting. New tattoos are discouraged while in the RCT program.
10. Hair must be confined neatly out of your face. If longer than shoulder length, it must be pinned or tied up (including men). Beards and mustaches are permitted if kept clean, neatly trimmed, and well-groomed at all times.
11. Use good body and oral hygiene at all times. PERFUME and COLOGNE is strictly prohibited while on clinical rotations.
12. Maintain fingernails at a reasonable length. No artificial fingernails or tips of any kind, as well as, no fingernail polish of color.
13. No smoking or smokeless tobacco use in the hospitals.

Student Grievance Procedure

- The purpose of the Student Grievance Procedure shall be to provide an equitable and orderly process to resolve any differences or disputes between a student and faculty member about college policies/procedures or learning activities affecting the student. This may include grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes he/she is being treated unfairly or arbitrarily.
- Procedures concerning academic and non-academic grievances, and appeals can be found in the Student handbook section of the college catalog.

Academic Policies

- Additional academic policies covering topics like admission procedures, grading, withdrawal, academic dishonesty, tuition, fees, refunds, as well as policies governing student rights, responsibilities, standards of conduct, etc. can be located in the college catalog. Additionally, tuition, fees, and refunds are published in Southern's schedule of classes and web page (www.southern.wvnet.edu), or by calling the cashier's office during normal operating hours.

Post-Graduate Surveys

Graduates are highly encouraged to participate in all post-graduation surveys administered by the college and the program. These follow-up evaluation instruments are imperative to the ongoing accreditation status of the program as well as the continual improvement of program curriculum, policies, and procedures.

Clinical Affiliates

- The Respiratory Care Technology Program has agreements with several local health organizations. As the program continues, more clinical sites may be added to meet the needs of the program. The following clinical sites will be accepting our students at this point.

Dwight Buckley Pikeville Medical Center 911 S Bypass Rd Pikeville, KY 41501	Greg Sheppard, RRT Charleston Area Medical Center 3200 MacCorkle Avenue, SE Charleston, WV 25304	
Ryan Pigman Tug Valley ARH 260 Hospital Drive South Williamson, KY 41503	Lawana Ellison, RT Beckley ARH 306 Stanaford Road Beckley, WV 25801	
Richard Taylor Lisa Horton, RT Supervisor Logan Regional Medical Center 20 Hospital Drive Logan, WV 25601	Cindy Duncan Raleigh General Hospital 1710 Harper Rd Beckley, WV 25801	
Holly Jack, RRT Thomas Memorial Hospital 4605 MacCorkle Avenue, SW South Charleston, WV 25309	Shane Porter Boone Memorial Hospital 701 Madison Ave. Madison, WV 25130	

Clinical Travel

- Clinical rotations will rotate primarily through assigned days of the week. From time to time the students will be assigned to rotate night, day, and evening shifts. There are also situations that may require the student to attend rotations on weekends. Students are responsible for all associated travel to and from clinical sites.

Advising Guidelines

1. The RCT Coordinator advises the RCT preparatory students.
2. Upon admission to the RCT program, the advisor assigned to a student for the duration of the program will be the RCT Coordinator.
3. The advisor will provide academic advising concerned with registration, withdrawing, academic standing, and evaluate those assigned students for graduation. Students may be directed to the Student Services or Financial Aid Department when needed.
4. The advisor may also provide personal counseling as indicated.
5. The student may also seek personal counseling from any other instructor.
6. During the student's first semester enrolled in the RCT program, the advisor will be responsible for answering any questions concerning advisement and/or the RCT program.
7. The advisor will be responsible for maintaining the student's file.
8. At the beginning of the student's entry into the RCT program, the student will receive a curriculum guide to plan the rest of their schedule throughout the RCT program course.
9. The advisor will:
 - Be available, having posted office hours.
 - Use resource persons as indicated; and
 - Record pertinent advisement meetings in the student's file.
10. Any student making the decision to withdraw or who receives less than a "C" in a given course should make an appointment with the RCT coordinator in order to discuss requirements for readmittance to the RCT program if desired. Written requests for readmission must be made one semester in advance. (See policies governing the repetition of an RCT course or readmittance into the program).
11. Counselors are available to any RCT student on each campus.

Library Services/Resources

- Library hours are posted on the Logan and Williamson Libraries.
- Library hours are subject to change. Please call and verify times before traveling long distances.
- Numerous books and periodicals with materials in all areas of the curriculum are in the Libraries.
- Periodically throughout the two-year program, literature may be placed on closed reserve. Check for the reserved materials at the circulation desks.
- Automation: Public access catalog (PAC) is available college-wide, online.

Southern uses Ameritech's HORIZON system, a client server-based system. Patrons college-wide can view the holdings of Logan and Williamson libraries and request needed materials via courier service. We have contracted with United Parcel Service to carry books and other library materials between all four campuses daily.

- Electronic Resources: The library has various electronic media, databases and resources available for all students' use.

Advisory Board

- The committee comprised of health care professionals and college faculty composes the RCT Advisory Board Committee. The communities of interest served by the program include, but are not limited to, students, graduates, faculty, college administration, employers, physicians, the public, and an Advisory Chair, who elected by its members. An Advisory Committee (AC), with representation from each of the above communities of interest (and others as determined by the program), will meet with key personnel at least annually to assist program and sponsor personnel in their evaluation of the curriculum, program outcomes, technical standards and program response to change.

RCT Certification

- Providing all eligibility requirements are met, the RCT graduate will be eligible to sit for the CRT and RRT examinations offered by the National Board of Respiratory Care. The issuing of the Associate Degree is not contingent upon the students passing any type of external certification or licensure examination.

Participation in RCT Activities

- During the student's first semester of the program, RCT students are encouraged to elect class officers as representatives of their class. This is done to encourage participation in activities such as fund raising, health fairs, and RCT advisory meetings, as well as association with other classes of RCT students at the local, state, and national level.

Financial Aid

- Financial aid in various forms is available. Students may qualify for federal and state grants, scholarships, loans, and work study programs. Information may be obtained from the Financial Aid Coordinator on each campus or from the WIA counselor. Aid for students in need (Financial or Special Meritous Projects) may be available through Southern's College Foundation.

Felony/Misdemeanor Convictions

- It is the student's responsibility to inform the RCT coordinator immediately of any felony or misdemeanor conviction. Students convicted of a felony or misdemeanor may be excluded from entrance into the RCT program or clinical experiences by healthcare agencies and/or from taking certification examinations. Early disclosure may prevent problems in these situations.

Drug/Chemical Dependency

- If a student has received or is currently receiving treatment for drug/chemical dependency, please have a copy of the discharged summary, printed on the facilities letterhead, sent directly to the Administrative Vice President/Dean of Allied Health at Southern. The student must also submit a letter detailing their progress in recovery. Additional information regarding drug/chemical dependency and treatment may be requested at any time.
 - If a student displays questionable behavior, a random drug/chemical screen may be requested by the RCT department. Failure to comply with the drug/chemical screen may result in dismissal from the RCT program.
 - *See expanded drug policy later in the handbook. **DRUG TESTING/SCREEN** **Drug Screening Upon Admission**
- Southern West Virginia Community and Technical College, Division of Healthcare and Business, Programs of Allied Health and Nursing are committed to safeguarding the health and safety of students, faculty, staff, administration, community members, and patients/clients while maintaining a drug-free educational/workplace environment. In order to uphold the highest standard of care, the Programs of Allied Health and Nursing will conduct a drug screen test for all students tentatively admitted to any allied health or nursing program.
 - The alcohol and drug test must occur at the date and time specified by the Program Coordinator or division head and at a location determined by Quality Drug Testing. The type of specimen is at the discretion of the program. Students contingently admitted are **REQUIRED** to consult with their attending physician/healthcare provider, in order to determine whether any/all prescribed medication(s) may affect program performance. The student who is contingently admitted to a program **MUST** disclose a list of medications prior to testing. Validation of prescriptions must be supplied promptly upon request to the appropriate individuals.
 - The cost of any and all expenses associated with the drug testing and/or evaluation is the responsibility of the student. It is the student's responsibility to determine from the physician whether prescribed medications may affect program performance and to disclose a list of medications prior to drug screening. Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or

clinical setting. Impairment in the classroom or clinical setting is not permissible regardless of the source. Any attempt to alter the drug test, attempt to prevent collection (example but not limited to: shaving hair), any positive or diluted test results or failure to follow the proper procedure, failure to have the test performed on the date by the approved company, or refusal of a drug screen will result in withdrawing the selection of the student to the Allied Health or Nursing programs by the respective department. Any future reapplication to an Allied Health or Nursing program may not be considered, due to the facility requirements. A student that is unable to enter a facility for clinicals, will not be able to complete the program. Appropriate accreditation/program approval agencies may be notified of the results.

- Policy distributed at May orientation with student signature acknowledging receipt of it.

Clinical Code of Conduct

- I. Follow all aspects of the Dress code outlined in the Respiratory Care Handbook.*
- II. Students should not leave clinical site early unless instructed to do so by Department Director, Department Supervisor, or Southern Faculty.*
- III. Follow attendance policy as stated in the Course Syllabus*
- IV. Observe utmost respect for clinical staff at all times, for you are a guest in their facility.*
- V. At no time should a student be using any computer within the clinical sites unless instructed to do so by clinical staff while in their presence.*
- VI. Remain attentive; don't let opportunity pass you by.*
- VII. Follow responsible privacy and protection policies of yourself and for others at all times while in the clinical setting.*
- VIII. At all times, follow HIPAA mandated policies of the medical industry.*
- IX. Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.*
- X. Students must not complete clinical coursework while in an employee status at a clinical affiliate.*

**Any violation of these rules will result in a clinical occurrence.*

Course Descriptions

RC 101 - Assessment of the Cardiopulmonary Patient

3 Credit Hours, Lecture Hrs. 3

This course is designed to introduce the student to the basic terminology, principles, and techniques used by respiratory therapists. The student will learn basic knowledge of assessment and treatment of the cardiopulmonary impaired patient. The course will also include the basic concepts of cardiopulmonary anatomy and physiology.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 102 - Respiratory Skills I

4 Credit Hours, Lecture Hrs. 4

Skills required to be a Respiratory Care Professional are detailed in this course. Modalities and therapeutic procedures are covered in detail to prepare the student for entry in to the clinical setting. The lab portion of this class will require the student to demonstrate adequate knowledge of the procedures covered before entering the healthcare setting.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 103 - Respiratory Sciences

3 Credit Hours, Lecture Hrs. 3

This course will introduce the student to the basic concepts of math, physics, chemistry and microbiology used by Respiratory Care Professionals in their daily practice.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 104 - Respiratory Skills II

4 Credit Hours, Lecture Hrs. 4

This course will detail the advanced skills required to practice as in advanced Respiratory Care Professional. Modalities and therapeutic procedures are covered in this course to prepare the student to build on the knowledge obtained in RC 102. The lab portion of this course will require the student to demonstrate adequate knowledge of advance therapeutic procedures before returning to the clinical setting.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 106 - Cardiopulmonary Pathology

2 Credit Hours, Lecture Hrs. 2

This course details the different disease types involved in the practice of Respiratory Therapy. The course will detail the etiology, diagnoses, and treatment of such disease states. The student will prepare to make informed decisions on patient care based on the current status of the disease state.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 110 - Cardiopulmonary Pharmacology

3 Credit Hours, Lecture Hrs. 3

The course will cover the pharmacological agents used Respiratory Therapy including the pharmacokinetic, and pharmacodynamic phases of therapy. The student will learn the detailed application and use of medication in-the Respiratory Care setting. Current and detailed calculations of medications used are stressed in detail in this course to ensure adequate and proper dosage of all medications to all types of acute and chronically ill patients.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 120 - Clinical Rotation I

2 Credit Hours, Lecture Hrs. 2

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to observe daily routines of the Respiratory Care Professional and work to become proficient with current assigned therapeutic procedures covered in the laboratory setting. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 121 - Clinical Rotation II

2 Credit Hours, Lecture Hrs. 2

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110 and RC-121.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 122 - Clinical Rotation III

1 Credit Hours, Lecture Hrs. 1

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110 and RC 121. This section will introduce the student to the alternate types of Respiratory Therapy including Homecare, Sleep Clinics, and Outpatient testing labs.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 201 - Cardiopulmonary Diagnostics I

3 Credit Hours, Lecture Hrs. 3

This course will provide advanced theory of diagnostic studies relating to respiratory care.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 210 - Mechanical Ventilation I

4 Credit Hours, Lecture Hrs. 4

This course is designed to introduce the student to the theory and practice of mechanical ventilation to the acute or chronic pulmonary impaired patient. The theory of operation, classifying the need for mechanical ventilation and managing the care of the pulmonary impaired patient are introduced in this course. The laboratory portion of this class will allow the student to practice and demonstrate proficiency before performing these procedures in the healthcare setting.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 211 - Mechanical Ventilation II

4 Credit Hours, Prerequisite: RC 210, Lecture Hrs. 4

This course will allow the student to build on the theory of mechanical ventilation taught in RC 210. The student will learn advanced theory of practice and care of the mechanically ventilated patient. Ventilation protocols will be covered in this course to allow the student to practice critical thinking skills involved in the practice of a Respiratory Therapist. The lab portion of this class will enable to student to become proficient with all types of ventilation skills while treating all ages and types of impaired patients before performing these procedures in the healthcare setting.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 220 - Clinical Rotation IV

2 Credit Hours, Lecture Hrs. 2

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110, RC 121, and RC 122. During this rotation the student will be encouraged to work and participate in a critical care environment and become proficient with the skills learned in the laboratory setting of mechanical ventilation.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 221 - Clinical Rotation V

2 Credit Hours, Lecture Hrs. 2

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedure covered in RC 110, RC 121, RC 122, and RC 220. The student will finalize all clinical responsibilities involved with the Respiratory Care Technology program, and prepare for entry into the professional healthcare environment.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 221 - Clinical Rotation V

2 Credit Hours, Lecture Hrs. 2

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedure covered in RC 110, RC 121, RC 122, and RC 220. The student will finalize all clinical responsibilities involved with the Respiratory Care Technology program, and prepare for entry into the professional healthcare environment.

Offered As Scheduled, Grading Basis Normal Grading Mode

RC 232 - Respiratory Care Profession

3 Credit Hours, Lecture Hrs. 3

This capstone course will detail the different types of settings involved with respiratory care and professional organizations encountered by the respiratory professional. This course will also prepare the student for eligibility to certification and / or licensure in respiratory therapy.

Offered As Scheduled, Grading Basis Normal Grading Mode.

Position Statement/AARC Code of Conduct

The American Association for Respiratory Care (AARC) is committed to providing a professional, friendly,

safe, and welcoming environment for all participants at its meetings, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other protected class.

This Code of Conduct may be revised at any time by the AARC, and the terms are non-negotiable. Your registration for, or attendance at, any AARC event indicates your agreement to abide by this policy and its terms. Unacceptable behavior will not be tolerated during any portion of a meeting or event.

Unacceptable behavior includes but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions.
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other personal characteristics, including those protected by law.
- Inappropriate use of nudity and/or sexual images.
- Real or implied threat of professional or financial damage or harm.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by AARC throughout the meeting. All participants must comply with the instructions of the moderator and any AARC event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. AARC reserves the right to remove such messages and potentially ban sources of those solicitations.

Reporting Unacceptable Behavior to the AARC:

- If you see, overhear, or experience a violation of the Code of Conduct during an event, you are encouraged to visit the AARC onsite Convention Office in person and report your concerns directly to an AARC staff member. The location of the AARC Onsite Convention Office is listed in your meeting program.
- Alternately, you may relate your concerns and/or ask for help from any AARC staff member at the meeting.
- A final option would be to send an email to the AARC staff at info@aacrc.org outlining the unacceptable behavior you witnessed.

9425 N. MacArthur Blvd., Ste. 100, Irving, Texas 75063

T: 972.243.2272 W: www.aarc.org


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Consequences of Unacceptable Behavior:

- When a report of unacceptable behavior is received in person during an AARC event, the AARC President/CEO and the AARC Executive Director will be informed immediately, and the complaint will be reviewed. If the complaint is found to have merit, the offending party will be asked to leave the meeting without recourse to a refund of registration fee. The information will also be forwarded to the Judicial Committee for further follow-up.
- When a report of unacceptable behavior is received outside of a live event, the complaint will be referred to the Judicial Committee for further investigation and follow-up.

Effective: 11-2023

Revised: 11-2023

	<p>Southern WV Community & Technical College</p> <p>Respiratory Care</p> <p>100 College Drive – Logan Campus Logan, WV 25601</p>
<p>Background Checks and Drug Screening Policy</p>	
<p>Program: Respiratory Care</p>	<p>Section: Students</p>
<p>Approved by: Respiratory Faculty</p>	<p>Date last reviewed/revised: 4/24/23</p>

Students must satisfactorily complete a background check and drug screen prior to entry into the Respiratory Care program and any other time as requested.

Policy Statement:

Students convicted of a FELONY or MISDEMEANOR or pending charges MAY be excluded from entrance into the Respiratory Care program or attending clinical experiences by health care agencies and/or from taking the National Board for Respiratory Care exam. The West Virginia Board of Respiratory Care retains the right to all final decisions related to licensure. Any falsification or omission on the Allied Health program application, or other forms may result in disciplinary action; including dismissal from the program.

Felony and misdemeanor charges or convictions that occur during the Respiratory Care program must be reported immediately to the WVBORC with documentation. Exclusion from clinical agencies and experiences and/or dismissal from the Respiratory Care program may occur after review of charges or convictions.

During the Respiratory Care program, the Division of Allied Health and Nursing may request a random drug/chemical screen(s) at any time. Failure to comply immediately with the drug/chemical screen will result in dismissal from the Respiratory Care Program.

Drug/Chemical Dependency

If a student has completed treatment for drug/chemical dependency, the student should have a copy of the discharge summary, printed on the facility’s letterhead, sent directly to the Director of Respiratory. If the student is **currently receiving treatment** with Suboxone, Methadone or a similar drug, the student will not be eligible for admission to the program due to inability to meet clinical requirements as per WVBORC requirements. The Director of Respiratory will guide further evaluation of the student’s recovery program.

Admission Drug screening and Program Drug Screening Policy

Southern West Virginia Community and Technical College and the Division of Allied Health and Nursing - Departments of Allied Health and Nursing are committed to safeguarding the health and safety of community members and maintaining a drug-free environment. To uphold the highest standard of care, the Division of Allied Health and Nursing will conduct a drug screen test for all students admitted to Allied Health and Nursing Programs.

The alcohol and drug screen must occur at a date, time, and by a laboratory approved by the Director of Respiratory Care. The type of specimen is at the discretion of the Division of Allied Health and Nursing and the testing agency. The student is responsible for determining from their physician whether prescribed medications may affect program performance and for disclosing a list of medications before testing. The student must have a current prescription for that medication in the Respiratory program file. A current prescription means one issued by a licensed provider to the student, within the last twelve (12) months prior to testing.

The cost of all expenses associated with the drug screening and/or evaluation is the student's responsibility. Any new prescription, change in medication or health status, or ability to function in the classroom or clinical setting must be reported promptly by the student to the appropriate advisor.

Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or clinical setting. It is the student's responsibility to discuss the effects of prescription drugs with the physician. Impairment in the classroom or clinical setting is not permissible regardless of the source.

Random Drug screen after Program Enrollment

Enrollment is defined as a student attending the first day of class in the Respiratory Care Program. A random alcohol or drug screen of any student, any group of students or an entire class or program may occur at any time and on more than one occasion. Alcohol and drug screening may be by urine sample and/or breathalyzer and/or a hair and/or blood sample at the discretion of the nursing program director. The date, time, and company to conduct the drug screen are selected by the Division of Allied Health and Nursing. The cost of alcohol or drug screening is the responsibility of the student.

Further, a student who demonstrates questionable behavior (classroom, laboratory, or clinical setting) or gives any indication that alcohol or drugs have been consumed will be requested to submit to a drug screen.

Signs and symptoms of alcohol and/or drug use may include but are not limited to any one or more of the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, change in appearance or grooming, hyper-reflexia, lethargy, flushed face, tardiness, absenteeism, dilated/pinpoint pupils, odor of alcohol, mood swings, missed deadlines, careless mistakes, and dozing/sleeping.


Any attempt to do any of the following will result in removal from the nursing program:

- altering the drug screen
- preventing collection of the specimen for screening
- falsifying of the results
- refusing to have the test performed at the date and time requested, or by the approved laboratory

Any positive or diluted screening results not covered by a previously documented prescription in the student's program file will result in dismissal from the Respiratory Care program. Any future reapplication to a program in the Division of Allied Health and Nursing will not be considered.

Appropriate accreditation agencies or licensing boards will be notified of the results of the test and disciplinary actions may be taken.

Disclaimer: The Student has the right to refuse drug screening, however, refusal to have the drug screen, or failure to follow the procedure/directions prescribed by the Division of Allied Health and Nursing will result in withdrawing the student's selection to the program or will result in dismissal from the program after enrollment.

	<p>Southern WV Community & Technical College</p> <p>Respiratory Care</p> <p>100 College Drive – Logan Campus Logan, WV 25601</p>
<p>Impaired Student Policy</p>	
<p>Program: Respiratory Care</p>	<p>Section: Students</p>
<p>Approved by: Respiratory Faculty</p>	<p>Date adopted: March 2014</p> <p>Reviewed: 4/24/23</p>

Purpose

This policy outlines the goals and objectives of the Respiratory Care Program at Southern West Virginia Community and Technical College’s drug and alcohol screening process. This policy provides guidance concerning the responsibilities of the Division of Allied Health and Nursing and the student.

Scope

This policy applies to all students enrolled in the Respiratory Care program, and all applicants selected for admission into the nursing program.

Definitions

Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.

Illegal drug means any drug which is not legally obtained; any drug which is legally obtainable but has not been obtained legally; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer.

Also, drugs being used to replace an addictive substance that is not monitored and tapered by an approved program will be considered a prescribed drug not being used for the intended purpose and therefore, will be considered an illegal substance. Examples include cannabis substances (marijuana), heroin, methamphetamine; phencyclidine (PCP), Suboxone and so- called designer drugs and look-a-like drugs.

Legal drug means any prescribed drug or over the counter drug that has been legally obtained and is being used for the purpose for which it is prescribed or manufactured. This includes drugs to replace an addictive substance that are being monitored and tapered by an approved program.

Under the influence means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, not to obvious impairment of physical or mental ability.

Rationale

The Respiratory Care Program at Southern West Virginia and Community and Technical College: Has the right and obligation to maintain a safe, healthy, and efficient learning environment for all students and to protect the clients for whom care is rendered as well as the organization's reputation. Being under the influence of drugs or alcohol poses serious safety and health risks to the user and to all those who encounter the user. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol poses an unacceptable risk for unsafe client care.

Southern recognizes its obligations to its Clinical Agencies for the provision of care that are free of the influence of illegal drugs, prescription drugs, and over the counter drugs, and/or alcohol, and will endeavor through this policy to provide drug and alcohol-free services.

Prohibited Activities

The West Virginia Board of Nursing defines impairment as a person exhibiting problems with cognitive functioning and memory, altered motor skills, diminished alertness, difficulty making decisions, impaired judgment, and/or the ability to cope with stressful situations.

Substance abuse and dependence, and some mental disorders can impair the nurse's ability to practice with reasonable skill and safety.

A student that is currently using medication assisted treatment (MAT) such as Suboxone or Vivitrol, will not be admitted to the Respiratory Care program. The Respiratory Care program has contracts with clinical sites that do not allow healthcare professionals and students to be on this type of therapy while caring for patients.


Discipline, Rehabilitation, and Student Assistance

Any student disclosing a drug abuse history, with or without treatment will be referred to enter a treatment relationship with WV Restore and will also be subject to Respiratory Care program dismissal as stated in the Admission Drug screening and Program Drug Screening Policy stated in this handbook.

Any student found to be impaired as evidenced by a positive alcohol or drug screen report without proper documentation or has not disclosed a medication, will be administratively withdrawn from all Respiratory Care courses and reported to the West Virginia Board of Respiratory Care. The student may, if he/she chooses, enter a treatment regimen with WV Restore and comply with all the requirements of restoration. The student can reapply to the next available cohort, after meeting all criteria of both the West Virginia Restore and Southern West Virginia Community and Technical College Respiratory Care Program.

Drug and Alcohol Testing

The Division of Allied Health and Nursing can and will administer scheduled and/or random alcohol or drug screens to its students within the Respiratory Care program. See Background Checks and Drug Screening Policy in the student handbook.

	Southern WV Community & Technical College Nursing 100 College Drive – Logan Campus Logan, WV 25601
Social Media Policy	
Program: Respiratory Care	Section: Students
Approved by: Respiratory Faculty	Date last reviewed/revised: 5/1/2023

Scope/Coverage:

This policy applies to all currently enrolled nursing students and full-time and adjunct faculty members of Southern West Virginia Community and Technical College (Southern).

Social Media platforms are powerful communication tools that have a significant impact on organizational and professional reputations. This policy is inclusive of all types of social media; the absence, or lack of explicit reference to a specific social media site, does not limit the extent of the application of this policy. Where no policy or guideline exists, all currently enrolled nursing students and full-time and adjunct nursing faculty members of Southern should use their professional judgment and take the most prudent action possible.

Definitions:

Social media platforms are defined as media designed to be disseminated through social interaction, creating highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, blogs, Twitter, Facebook, YouTube, and Instagram.

Procedure:

“Due to the unique climate of social media, even simple actions like ‘friending’ can be misinterpreted as violations of professional or personal boundaries. Despite the dangers, social media offers tremendous benefits for recruiting, communication, and education. Implementation of social networking presence must be deliberate, transparent, and optimize potential benefits while minimizing risk.”

Ncbi.nlm.nih.gov

- Faculty and students should utilize social media for educational purposes only.
- Faculty and students should not be associated on social media on a personal account, unless the faculty person and student have formed a relationship prior to admission into the program.
- Employees, staff, and students are liable for anything they post to social media sites and may be subject to litigation.
- Do not post ANY confidential, disrespectful, or unprofessional information about

- Southern, clinical affiliates, clients/patients, faculty, staff, or students.
- You must follow the applicable federal policies on privacy and confidentiality. Any confidentiality violation may result in disciplinary action or dismissal from the nursing program.
 - Violations may be subject to discipline from the West Virginia RN Board. Postings may result in litigation.
 - Do not post any content that might put Southern, the faculty, staff, students, the program, or clinical agencies in a bad light or incite litigation.
 - Respect copyright and fair use.
 - Do not use Southern logos for endorsement.
 - Do not utilize or access social media platforms during clinical hours.

Best Practices

- ☒ Think twice before posting.
- ☒ Once you post, you relinquish control of its proliferation forever.
- ☒ Be respectful.
- ☒ Remember who the audience is.
- Think about what may be implied or inferred from the post. If you question whether you should post it, then don't.



**Division of Allied Health and Nursing 100
College Drive – Logan Campus
Logan, WV 25601**

CONSENT TO PHOTOGRAPH OR RECORD ELECTRONICALLY

I _____ permit Southern WV Community and Technical College to record a photographic image and/or audio, and videos of me including the Zoom classroom, for educational, academic, publicity or advertising purposes throughout the time I attend the Respiratory Care program.

I understand that the pictures and recordings belong to the college, and I will not receive payment or any other compensation in connection with the pictures and recordings.

I release Southern WV Community and Technical College from any and all liability that may or could arise from the taking or use of the pictures.

Signed: _____

Name: Please print clearly): _____

Date: _____

I refuse to give permission
for the above. Signed:

Name (Please print clearly): _____

Date: _____



**Division of Allied Health and Nursing
100 College Drive – Logan Campus
Logan, WV 25601**

HIPAA GENERAL AWARENESS

Name: (Please print clearly – LAST, FIRST, MI)	
Date of birth:	Student Number:

As an associate and/or student of healthcare, I understand that I may have access to confidential information including patient, financial, or business information obtained through my association with the company. I understand that one purpose of this agreement is to help me understand my personal obligation regarding confidential information.

Confidential information regardless of media is valuable and sensitive and is protected by law and by strict company policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), WV State law and other Federal Regulatory laws require protection of confidential information contained within a healthcare information system. Inappropriate disclosure of patient data may result in the imposition of fines up to \$250,000- and ten-years imprisonment per incident.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

1. I will not access confidential information for which I have no legitimate need to know to perform my job/function and for which I am not an authorized user.
2. I will not in any way divulge, copy, release, sell, loan, review, gossip or speak in idle talk, alter or destroy any confidential information unless expressly permitted by existing policy except as properly approved in writing by an authorized officer of the company within the scope of my association with the company.
3. I will not utilize another user's password in order to access any system. I will not reveal my computer access code to anyone else unless a confirmed request for access to my password has been made by Information Services and I am able to confirm the legitimacy of the request and the requestors.
4. If I observe or have knowledge of unauthorized access or divulgence of confidential information, I will report it immediately either to my supervisor, the Privacy Officer or the Compliance Hotline.
5. I will not seek personal benefit or permit others to benefit personally by any confidential information that I may access.
6. I will not discuss any information regarding patients in common areas such as elevators and cafeterias snack bars or smoking areas.
7. I will respect the ownership of proprietary software and not operate any non-licensed software on any company computer.
8. I understand that all electronic communication may be subject to internal or external audits.
9. I agree to abide by all company rules and regulations applicable to confidential patient information.
10. I understand that my failure to comply with this agreement may result in disciplinary action, which might include but is not limited to, termination of employment with the company, and/or loss of my privileges to provide services in the company facilities.

By signing this agreement, I acknowledge that I have read or have had read to me and understand that the company has an active on-going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure of information can result in penalties up to and including termination of employment and/or legal action.

Student Name – PLEASE PRINT _____ Student signature _____ Date _____



**Division of Allied Health and Nursing
100 College Drive – Logan Campus
Logan, WV 25601**

**Statement of Understanding – (Handbook Policies and Procedures,
Withdrawal/Failure Readmission Statement, Background Check and Drug
Screen Procedures**

Please initial each statement and sign and date at the bottom:

_____ I understand that a conviction of a felony or misdemeanor requires documentation with a letter of explanation to the Respiratory Care Department of Southern West Virginia Community and Technical College prior to entering the Respiratory Care Program.

_____ I understand such disclosure does not guarantee that I will be allowed to enter and complete the Respiratory Care Program and any admittance will be provisional.

_____ If I am allowed to enter the Respiratory Care Program, I understand I must also send a copy of the documentation of the felony or misdemeanor (other than parking ticket) with the letter of explanation to the West Virginia Board for Respiratory Care 106 Dee Dr Ste 1, Charleston, WV 25311

_____ I also understand that a copy of the documentation of the felony or misdemeanor (other than parking ticket) with the letter of explanation to the West Virginia BORC must be provided to the Respiratory Department of Southern WV Community and Technical College no later than the first day of class in the Respiratory Care Program.

_____ I understand that even if I complete the Respiratory Care Program, the West Virginia BORC or any other state may not allow licensure.

_____ I have received a current copy of the Nursing Student Handbook and realize that I am responsible for its content. I have read the handbook and have been given an opportunity to discuss its content. I understand that policies and procedures are subject to changes upon notification. I understand if I reapply to the program or repeat a nursing course I will utilize the most current handbook indicated for the course.

_____ I understand that if I withdraw or fail any Respiratory Care class (with the exception of the first semester) and plan to return, a letter must be submitted to the Director of the Respiratory Care program prior to returning stating my intent to return. If I wish to return, the letter or email needs to be submitted at least 3 months prior to the start of the next available offering of the course.

_____ I acknowledge I have received a copy of the Background Check and Drug Screening procedures required by the Division of Allied Health and Nursing. Failure to comply with one or all of the items outlined in the document may result in immediate dismissal from an allied health/nursing program.

Student Name – PLEASE PRINT

Student Signature

Date

Faculty Witness

Date



**Division of Allied Health and Nursing
100 College Drive – Logan Campus
Logan, WV 25601**

Authorization to Release Information – Logan Regional Medical Center

I, _____, give Southern West Virginia
Community & (Please print name here)
Technical College’s Respiratory Care Program permission to release my name to Logan
Regional Medical
Center in order that I may receive immunizations and/or a titer at their specified cost.

Student Signature

Date



**Division of Allied Health and Nursing
100 College Drive – Logan Campus
Logan, WV 25601**

Authorization to Release Information – Clinical Affiliates

I, _____, hereby authorize SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE to release my comprehensive health examination, any felony/misdemeanor conviction, (or background check), drug screen results (if any) to any of their clinical affiliates upon request. I understand that this information will be utilized to determine if I meet the requirements set forth by these institutions in relation to being eligible to participate in clinical training activities in these clinical affiliates. **I understand I may consult an attorney at my own expense prior to signing this document.** A photocopy of this authorization shall have the same force and effect as the original.

Date

Student Signature (Must sign in presence of faculty witness)

Name: (Please print clearly – LAST, FIRST, MI)		
Date of birth:	SSN:	County of Residence:
Current address:		
City:	State:	ZIP Code:

Date

Faculty Witness:



Division of Allied Health and Nursing
100 College Drive – Logan Campus
Logan, WV 25601

Student Information

Please take a moment to fill out this form. Allied Health and Nursing welcomes you to the program and we want you to know that your information will be kept confidential. Thank you.

Name of Student		
Name: (Please print clearly – LAST, FIRST, MI)		
Date of birth:	Student Number:	County of Residence:
Current address:		
City:	State:	ZIP Code:
Ethnicity: Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Other <input type="checkbox"/>		
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Home Phone:	Cell Phone:
Age Group: 17-20 <input type="checkbox"/> 21-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 61 and older		
Work Phone:	Pager Number:	Other:
Part-time student (Less than 12 hours) <input type="checkbox"/> Full-time student (12 or more hours) <input type="checkbox"/>		
Emergency Contact		
Notify in case of emergency:		
Phone(s):		
Relationship to student:		



Southern WV Community & Technical College
Nursing
100 College Drive – Logan Campus
Logan, WV 25601

Blood and Body Fluid Exposure Policy

Program: Respiratory Care

Section: Students

Approved by: Respiratory Faculty

Date last reviewed: 4/24/2023

Purpose

The purpose of this policy is to safeguard the student, staff and faculty from exposure to contaminated blood or body fluid exposure.

Scope


Pertains to all students, staff and faculty.

Responsibility

Students, staff and faculty will follow OSHA Universal Precautions guidelines related to blood and body fluid exposure.

If exposure to blood or body fluids occurs, the student, staff, or faculty must:

- a. Report the blood and body fluid exposure to the instructor or laboratory manager immediately.
- b. Seek appropriate medical attention per OSHA guidelines.
- c. Document the incident and submit documentation to faculty, staff and/or clinical agency.
- d. Inform nursing program director as soon as possible.
- e. The Director will discuss the incident with the student and other appropriate persons and document the incident and findings.
- f. The cost of any treatment is the responsibility of the student.

	<p>Southern WV Community & Technical College Nursing 100 College Drive– Logan Campus Logan, WV 25601</p>
<p>Needle Stick Policy</p>	
<p>Program: Respiratory Care</p>	<p>Section: Students</p>
<p>Approved by: Respiratory Faculty</p>	<p>Date last reviewed: 4/24/2023</p>

Needle Stick Policy

All persons participating in teaching and learning in the laboratory settings could acquire a needle stick and must comply with stated guidelines.

Purpose

To prevent trauma and infection with a break in the skin barrier, follow the appropriate protocol for needle sticks.

Scope

All students, staff and faculty

Responsibility

Needles used in the laboratory settings are sterile and pre-packaged. Students are instructed that any practice done using needles is to be done using teaching aides/models as provided.

Disposal of needles/sharps:

- ☐ Do not reuse needles/sharps.
- ☐ Dispose only in sharps container.
- ☐ Never leave unsheathed (unprotected) needles lying about.
- ☐ Never recap a needle unless using the scooping method.


If a needlestick occurs, the student will:

- ☐ Immediately wash the wound/exposed area (except mucous membranes and eyes) with soap and water.
- ☐ Apply bandage.
- ☐ Mucous membrane or eye exposure, area should be flushed **immediately** with a large amount of water or normal saline.
- ☐ Report the needle stick or sharp injury to the instructor, clinical instructor or laboratory manager immediately.
- ☐ Notify the director of nursing as soon as possible to discuss and document the incident.

- Seek health care from their physician/clinical or emergency room.
- Cost of any treatment is the responsibility of the student

Required Forms

- Student Information Sheet
- Confidentiality Statement, Professional Code, WV Code & Standards Acknowledgement
- Clinical Affiliate Release
- BON Release
- LRMC Release
- Training Video Verification Sheet (Universal Precautions & HIPAA)
- HIPAA General Awareness Acknowledgement
- Statement of Understanding
- Consent to Photograph or Record Electronically
- Background Check and Drug Screen Acknowledgement
- Professional Conduct of Nursing Students
- Standards for Professional Nursing Practice

	<p>Southern WV Community & Technical College - Nursing program</p> <p>100 College Drive – Logan Campus Logan, WV 25601</p>
<p><i>Latex Sensitive/Allergy Policy</i></p>	
<p>Program: Respiratory Care</p>	<p>Section: Students</p>
<p>Approved by: Respiratory Faculty</p>	<p>Date last reviewed: 4/24/2023</p>

Purpose

To provide safety and prevent injury for those individuals with latex sensitivity.

Scope

Pertains to all students and faculty.

Responsibility

Students are responsible for:

Providing accurate allergy history to staff and faculty.


preventing and/or limiting their exposure to latex in laboratory/clinical situations

Understanding that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction.

Discussing prevention and treatment for life threatening allergic reactions. Deciding with their health care provider if an allied health career is possible.

Staff and faculty are responsible for:

Providing non-latex gloves or supplies upon request in the laboratory setting. Responding to life threatening events by notifying first responders in a timely manner. Maintaining the safety for other students, staff or faculty.

	Southern WV Community & Technical College Nursing 100 College Drive – Logan Campus Logan, WV 25601
Immunization Policy	
Program: Respiratory Care	Section: Students
Approved by: Respiratory Faculty	Date last reviewed: 4/24/2023

Purpose:

The purpose of the Respiratory Immunization Policy is to ensure students are physically free of and relatively safe from common communicable diseases.

Scope:

Students enrolled in Respiratory courses

Responsibility:

Review of student files for completeness will be the responsibility of the Director of Respiratory and Director of Clinical Education, and faculty. Inadequate or incomplete data will be forwarded to the student. Failure to correct deficiencies will result in the student’s inability to attend clinical rotations and will result in an unsatisfactory for each clinical day missed.

Measles (Rubeola),

Mumps, Rubella. ONE of the following is required:

All students born after December 31, 1956 are required to have medically signed proof of TWO properly administered immunizations.

OR

Immune titers for measles (rubeola), mumps, rubella.

For women of childbearing age, rubella immunity should be determined. If there is no evidence of immunity, vaccinations are recommended. Pregnant women, who do not have evidence against immunity, should receive MMR vaccine upon completion or termination of pregnancy.

Varicella/Chicken Pox Immunity

ONE of the following is required:

Varicella titer that indicates immunity, if the student has a history of varicella (chicken pox) infection.

OR

Two doses of varicella immunizations are indicated if there is no history of the disease or if the varicella titer is negative. Recommended interval is per CDC guidelines (usually 4-8 weeks between doses).

For women of childbearing age, varicella immunity should be determined. If there is no evidence of immunity or current pregnancy, vaccination is required by the nursing program. Pregnant women, who do not have evidence against immunity, should receive varicella vaccine upon completion or termination of pregnancy per CDC guidelines and health care provider recommendation.

Hepatitis B Immunization

ALL students are required to provide documentation from their health care provider of HBV vaccination (3 doses per CDC guidelines).

The first two doses of the three-dose series are required prior to start of classes.

Completion of the series with a 3rd dose and documentation of immunity by titer must be provided to continue in clinical agencies.

A positive Hepatitis B titer without proof of vaccine dates is accepted.

AND

The Hepatitis B titer should test for anti-HBs or HBSAB (HBV surface antibodies). Recommend 1-2 months after completion of the vaccination series.

A copy of the titer report must be submitted to the nursing department.

Those who do not seroconvert should be revaccinated per CDC guidelines for Healthcare Workers with the titer repeated 1-2 months after the last immunization. If after a second series/immunizations, titer remains less than immune, documentation from a health care provider that states the student did not seroconvert (is a non-responder) is required to continue with clinical courses.

Tdap

Students must submit a valid Tdap that has been received as an adolescent (age 11-12) or adult.

Influenza Vaccination

Annual vaccination against influenza is required in health care facilities. If a student does not receive proper flu vaccination, some facilities may not allow the student to attend clinical or may require the student to adhere to agency policies regarding non-immunization while inside the facility. Inability to complete assigned clinicals will result in failure of the course.

OTHER

TB Skin Tests


Students are to have an annual TB skin test (PPD).

Students with a known history of a positive TB skin test or who are unable to take a TB skin test must provide documentation of the results of a recent chest x-ray. The chest x-ray must be done within a 2-year period and updated as necessary.

A QuantiFERON blood test will be accepted.

COVID-19

The COVID-19 and Influenza vaccinations have specific requirements from individual health care facilities. If a student is unable to meet the vaccination requirements of the health care facility, it is the student's responsibility to contact each facility to submit a request for medical or religious exemption if required by the facility. Students will be required to follow each health care facility policy for vaccination exemptions if approved. Once an exemption has been approved, the student will forward a copy to the administrative assistant for their program to be placed in their clinical readiness packet prior to attending their first clinical in the health care facility.

	Southern WV Community & Technical College Nursing 100 College Drive– Logan Campus Logan, WV 25601
<i>Clinical Readiness Policy</i>	
Program: Respiratory Care	Section: Students
Approved by: Respiratory Faculty	Date last reviewed: 4/24/2023

Purpose

The purpose of the clinical readiness policy is to describe the conditions under which the student is equipped to safely enter a client care environment. The student must be able to perform physically demanding activities and maintain a safe client care environment.

Definition

Clinical readiness is the term to describe the student who has met all the established requirements to enter clinical facilities without posing a threat to themselves or others. These requirements are outlined on the Application for Admission to the Respiratory Care program and in this policy.

Rationale

Clinical facilities partnering with Southern WV Community and Technical College must maintain and ensure the health of their employees and the protection of the public. All students entering the Respiratory Care program must meet identified health and safety requirements to be in compliance with clinical facilities, Southern’s Respiratory Care program, and with the West Virginia BORG.

Admission and Progression Requirement

Initial background checks and drug screens, must be completed by date assigned by the Director of Respiratory Care. Failure to comply will result in denial of admission to the Respiratory Care program. On admission to the nursing program the student must provide the following to the Director of Respiratory Care by assigned date.

- A physical examination by a licensed health care provider. The physical exam must deem the student fit for clinical experience.

- Documentation of immunizations, titer results, and negative TB (tuberculin) testing (PPD) or QuantiFERON blood test. (See Immunization Policy)
- A current signed CPR (MUST BE American Heart Association – Basic Life Support (BLS)) card. NO EXCEPTIONS.

If a student fails to submit these documents by assigned date, he or she will not be allowed to start the Respiratory Care program in the fall semester.

Falsification/omissions of any information from the health exam will result in dismissal from the program.

Before entering a clinical facility, the student will complete the necessary HIPPA and Universal Precautions training. The student must also be fit tested for N95 masks.


Students will follow the annual influenza vaccination policy set forth by the clinical facilities. In the event the student is unable to take an annual influenza vaccination, they must be in compliance with the facility policy for rendering care to clients without a vaccination. The inability to attend clinical assignments will result in failure of the course.

If at any time there is a change in a student's health status, i.e., a new diagnosis, pregnancy, injury, a new medication, etc., the student must inform his/her advisor and instructor(s) as soon as possible. A written release from their health care provider stating complete ability to participate in clinical rotations will be required in order for the student to continue in the course.

Any medication changes must be disclosed to the student's advisor as soon as possible. The student will not be allowed to attend clinical rotations until the documentation is provided. Please refer to this Respiratory Care handbook for clinical attendance policy.

Immunization status and CPR certification must be current and valid for the duration of the Respiratory Care program. It is the Respiratory Care student's responsibility to see that these are up-to-date. Failure to comply by the designated date will result in the student's inability to attend clinical rotations and will result in an unsatisfactory for each clinical day missed. The information shall be housed in the Respiratory Care Department in student files.


Monthly review of student files for completeness will be the responsibility of the Director of Respiratory Care and Director of Clinical Education. Any expired CPR cards, PPDs, or incomplete data will be forwarded to the student's advisor and then to the student. Failure to correct deficiencies will result in the student's inability to attend clinical rotations and will result in an unsatisfactory for each clinical day missed.

	Southern WV Community & Technical College Nursing 100 College Drive – Logan Campus Logan, WV 25601
<i>Remote Learning Policy</i>	
Program: Respiratory Care	Section: Students
Approved by: Respiratory Faculty	Date last reviewed/ revised: 04/24/2023

In the event class is moved to an online format, such as Zoom or Skype, the nursing faculty at Southern will still hold our students to the same level of professional conduct as in the classroom. **A Zoom meeting for class is equivalent to lecture time in the classroom; therefore, the same policies apply because your classroom should be free of disruptions.** If the class goes online (virtual), the class will be held at the designated class time via the designated format. **The rules for classroom behavior, assignment deadlines, and notifying faculty via email for questions still apply.**

- ☐ Student must have a working computer with web cam, microphone, as well as reliable internet access. Students cannot use Chrome notebook.
- ☐ If the student does not have reliable internet access, they may come to campus and use campus internet. If a student comes to campus and wishes to enter a building, arrangements must be made prior to class.
- All student must be logged into the classroom at the start of class. Attendance will be taken. The student must log into the class using a webcam to be considered “present.” If the student is late logging in, the student may be asked to wait until first break. Please see Nursing Handbook Attendance Policy.
- Use video option. We want to see the student’s face, not a name or picture. At the completion of class, the faculty will once again take attendance. If the student is not present at the end of class meeting, the student will be considered absent and will have to make up an assignment at faculty’s discretion. If the student must leave the classroom early, the student must notify the faculty via email.
- ☐ Stage the video area. Watch what others see. Make sure the room is clean.
- Dress appropriately for the role the student is undertaking. Don’t wear your pajamas. Adhere to the Nursing Program’s dress code regarding attire, especially low-cut shirts.
- ☐ Do not post on social media if your top half is following policy, but bottom half is not.
- ☐ Be seated in a chair-upright position. No lying down. If a student is unable to sit up for class, then the student will be counted absent for the class period.

- In the event the student has to miss class, Zoom lectures will be recorded and uploaded into Blackboard after the lecture is complete. The student may watch the lecture and notify the instructor of any questions.
- More light the better. No darkness.
- Try to look into camera.
- Students should mute their audio upon entrance into the class. Background noise is very distracting.
We realize that you are home and have outside noises, children, and phones. Stay focused on class as much as possible. You may raise your hand or enter text in the chat. Please make arrangements for your children during class time.
- Students should place their cell phones on silent. Students should not be texting or web surfing during class.
- No eating during meetings- this can be distracting for the instructor.
- Do not do private things while in a meeting such as personal hygiene care.
- Stay focused and on task. Class will go much smoother.
- Maintain confidentiality and keep meeting private. Do not give the meeting link out for others to visit or use.
- Assignments must be turned in on the designated date. No exceptions. Failure to do so, will result in point deduction.

	Southern WV Community & Technical College Nursing 100 College Drive – Logan Campus Logan, WV 25601
<i>Academic Integrity Policy</i>	
Program: Respiratory Care	Section: Students
Approved by: Respiratory Faculty	Date last reviewed / revised: 04/24/2023

Academic integrity (also called academic honesty) means that you, as a Southern Respiratory Care student, uphold the college's and Respiratory Care program's academic integrity policy- it means that you will be honest and ethical in your own academic work and report any violations by other students.

Any breach of academic integrity will not be tolerated in this program. Students who demonstrate any example of breaching the academic integrity policy will be dismissed from the nursing course and will receive an "F" for the course. The student will also be subject to discipline by the Southern Respiratory Care Program. Any behavioral misconduct that can be proven by a preponderance of evidence will be subject to disciplinary action which may include dismissal from the Nursing Program and/or college. Furthermore, the actions may be reportable to the West Virginia Board of Respiratory Care.

Academic integrity is breached when the student takes or gives any information or material which will be used to determine academic credit. It gives that student an unfair advantage over his/her peers. Or when the student behaves in any manner that disrupts the learning process for other students.

Examples of breaching academic integrity include, but are not all

inclusive: ACADEMIC MISCONDUCT

Academic misconduct is the violation of the Respiratory program's or college's policies by tampering with grades or by obtaining and/or distributing any part of a test or assignment. For example:

- ❑ Obtaining a copy of a test before the test is administered.
- ❑ Distributing, either for money or for free, a test before it is administered.
- ❑ Encouraging others to obtain a copy of a test before the test is administered.
- ❑ Changing grades in a gradebook, on a computer, or on an assignment.
- ❑ Continuing to work on a test after time is called.
- ❑ Plagiarism: Copying any information or data that was not created by the student such as: Copying from another student's test or homework; copying the works of other authors and not citing the source; copying a case study, or any work completed by another student.

- ❑ Allowing another student to copy from your test or homework.
- ❑ Using materials such as textbooks, notes, or electronic devices during a test without the professor's permission.
- ❑ Collaborating on an in-class or take-home test or assignment without the professor's permission.
- ❑ Having someone else write or plan a paper for you.
- ❑ Purchasing test banks online, in text or from other students.
- ❑ Incidents occurring in the clinical setting that compromise the well-being and/or Respiratory care of a client will not be tolerated. Each incident will be reviewed on an individual basis by the director and Respiratory faculty.

MISREPRESENTATION

- Misrepresentation is any act or omission that is intended to deceive an instructor for academic advantage. Misrepresentation includes lying to an instructor in an attempt to increase your grade, or lying to an instructor when confronted with allegations of academic dishonesty; **gazing, looking or glancing at another student's exam and denying the act.**

CONSPIRACY

- ❑ Conspiracy means working together with one or more persons to commit or attempt to commit academic dishonesty.

FABRICATION

- ❑ Fabrication is the use of invented or misrepresentative information. Fabrication includes making up false information on a paper, presentation or about a patient on his/her care; Listing a source in your works cited that you did not actually use in your research is also fabrication or misrepresenting why an absence or tardy has occurred.

COLLUSION

- ❑ Collusion is the act of two or more students working together on an individual assignment without the instructor's permission.

DUPLICATE SUBMISSION

- ❓ A duplicate submission means a student submits the same paper for two different classes. If a student submits the same paper for two different classes within the same semester, the student must have the permission of both instructors. If a student submits the same paper for two different classes in different semesters, the student must have the permission of their current instructor.

IMPROPER ELECTRONICS USE

- ❓ Improper electronics computer/calculator/cell phone use includes:
 - Unauthorized use of computer or calculator programs.
 - Selling or giving away information stored on a computer or calculator which will be submitted for a grade.
 - Sharing test or assignment answers on a calculator or computer.
 - Taking screen shots of a computer screen or hard-copy for any reason related to exams or evaluations.
 - Using smart watches or cell phones or any other device during exams.

IMPROPER ONLINE USE

- ❓ Improper online use of information use includes: Accepting or providing outside help on online assignments or tests. Obtaining test materials or questions before the test is administered from any online source such as Quizlet or purchasing online test-banks.


*DISRUPTIVE BEHAVIOR

- ❓ Disruptive behavior is any behavior that interferes with the teaching/learning process. Disruptive behavior includes:
 - Disrespecting a professor, clinical staff, or another student, in class or online.
 - Talking, texting, or viewing material unrelated to the course during a lecture.
 - Failing to silence your cell phone during class.
 - Posting inappropriate material or material unrelated to the course on discussion boards or online.

*Students demonstrating disruptive behavior in the classroom will be referred to the Director of Respiratory Care. The instructor shall submit to the Director of Respiratory, a written report, along with any physical evidence, stating the facts of the case and the action taken by the instructor. Further, the Director of Nursing may dismiss the student from the program after review of the facts.

References:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4843210>
<https://spcollege.libguides.com/c.php?g=254383&p=1695452#cheating>
<https://www.chronicle.com/article/Academic-IntegrityStudent/32323> <http://schoolcraft.edu/pdfs/cce/15.1.45-61.pdf>

	Southern WV Community & Technical College Nursing 100 College Drive – Logan Campus Logan, WV 25601
<i>Professional Conduct Policy</i>	
Program: Respiratory Care	Section: Students
Approved by: Respiratory Faculty	Date adopted: 04/24/2023

Purpose: This policy's purpose is to give students appropriate ways to communicate verbally and nonverbally when in a situation requiring professional conduct.

Policy Statement: There are many times nurses encounter situations that require professional conduct. These situations can occur with other nurses, physicians and patients or their families. Professional conduct consists of accountability, confidentiality, integrity, positive attitude and behaviors, adaptability, and communication skills.

Component	Positive Action(s)	Negative Action(s)
Accountability	The student is accountable for their own actions, words and choices. This means the student understands there are consequences, positive or negative, for their actions or lack of actions, words and choices.	<ul style="list-style-type: none"> • The student blames others or makes excuses for their actions, words and choices. • The student does not feel they are responsible and therefore should not have to face any consequences for their actions, words and choices.
Confidentiality	The student maintains confidentiality in all situations where not sharing information is indicated.	The student shares information that should not be shared. Examples can include but not limited to: <ul style="list-style-type: none"> • patient information, • conversations overheard, • information shared in confidence.

Integrity	The student is honest, sincere and respectful in attitude and actions in all learning environments and with all educational technology.	The student is dishonest by lying or omitting the truth, is insincere or disrespectful. Examples of being disrespectful include but are not limited to: <ul style="list-style-type: none"> • Talking while someone else is talking • Making fun of someone • Asking questions in a rude or challenging manner • Being argumentative • Rolling of the eyes • Facial expressions
Positive Attitude and Behaviors	The student displays a positive attitude in all learning environments. When the student is struggling or has a problem, the student will address the situation with the person involved first. If this does not resolve the issue, the student may then move up the chain of command until a resolution has been achieved.	<ul style="list-style-type: none"> • The student has a negative disposition meaning they talk negatively about learning environments, faculty or other students. • When the student has a problem, they do not seek resolution, they just continue to complain about the situation.
Adaptability	<ul style="list-style-type: none"> • The student is flexible in their ability to work individually or within a team and between learning environments. • Additionally, students will learn from mistakes and use constructive criticism as a way to improve performance. 	<ul style="list-style-type: none"> • The student is inflexible in their ability to work alone or with others. • Students complain about changes and consistently say “I can’t”, or “I won’t” to solutions and rarely offer a viable solution. • The student becomes angry due to changes.

Communication	<p>The student communicates in a professional manner, which consists of:</p> <ul style="list-style-type: none"> • Speaking in a normal tone of voice, • Speaking without cursing, • Speaking calmly, • Being aware of nonverbal body language. Nonverbal body language includes, but is not limited to: <ul style="list-style-type: none"> ○ facial expressions ○ waving of arms, ○ jerking of head, ○ placing hands on the hips, ○ being aware of a person’s personal space. 	<p>The student communicates in an unprofessional manner, which consists of:</p> <ul style="list-style-type: none"> • Yelling or screaming • Cursing and being vulgar • Being aggressive towards the person being communicated with. • Displaying unprofessional nonverbal body language: <ul style="list-style-type: none"> ○ Eye rolling or smirk ○ Waving of the arms or pointing in someone’s face ○ Jerking of the head ○ Placing hand on the hips ○ Invading a person’s personal space.
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If Unprofessional Behavior Occurs

In the event, the student displays unprofessional behavior, discipline will be progressive. The first offense will result in a conference with two faculty members and the student. The student may have a peer with them during the conference. During the conference the unprofessional behavior will be discussed, an advisory form will be completed by faculty and signed by all parties.

A second occurrence will result in a second discussion with faculty, a second advisory form with signatures, and have a meeting with the program director. The meeting with the program director will also be documented on the advisory form.

A third event results in further disciplinary action to be determined by the program director.

Reference:

The Conference Board of Canada – Employability Skills 2000+,
www.conferenceboard.ca/nbcc Learning Centered Teaching by Maryellen Weimer,
2002.