



Southeast Kentucky Community & Technical College Respiratory Care Program

Policy and Procedure Manual

A division of Southeast Kentucky Community & Technical College

Southeast Kentucky Community & Technical College Respiratory Care Program
Policy and Procedures

Article I. Introduction..... 4

Article II. Southeast Kentucky Community & Technical College Mission 4

Article III. SKCTC Respiratory Care Program Mission and Goals..... 5

Section 3.01 Vision 5

Section 3.02 Purpose & Goals 5

Article IV. SKCTC Respiratory Care Program Role as Educational Sponsor..... 5

Section 4.01 Provision of CoARC Standards 5

Section 4.02 Curriculum Support and Implementation..... 5

Section 4.03 Appointment of Faculty..... 6

Section 4.04 Professional Growth of Program Faculty..... 6

Section 4.05 Conferral of Degree..... 6

Article V. Accreditation..... 6

Section 5.01 SKCTC’s Institutional Accreditation..... 6

Section 5.02 Program Accreditation**Error! Bookmark not defined.**7

Article VI. Advisory Committee..... 7

Section 6.01 Duties and Responsibilities of the Advisory Committee 7

Section 6.02 Composition of Advisory Committee..... 8

Section 6.03 Appointment and Terms..... 8

Article VII. Admission..... 8

Section 7.01 SKCTC’s Admission Policy 8

Section 7.02 Selective Admission for Respiratory Care Program..... 12

Article VIII. Program Information..... 14

Section 8.01 Respiratory Care Program Description 14

Section 8.02 Equitable Application of Program Policies and Procedures 14

Section 8.03 Degree Offered in Respiratory Care 14

Section 8.04 Length of Program..... 15

Section 8.05 Employment Opportunities..... 15

Section 8.06 Respiratory Care Advanced Placement Policy..... 15

Section 8.07 Respiratory Care Admission for Currently Practicing CRT’s..... 15

Section 8.08 Respiratory Care Program Technical Standards* 16

Section 8.09	Learning Resources	18
Section 8.10	Monitoring of Student Progress while in the Respiratory Care Program*	18
Section 8.11	Clinical Rotations*	19
Section 8.12	Student Employment Policy*	19
Section 8.13	Delineation Between Clinical Time and Clinical Site Employment*	20
Section 8.14	Graduation Requirements.....	20
Section 8.15	Program Graduation Requirements*	20
Section 8.16	Program Competencies	21
Section 8.17	Respiratory Care Program Student Files*	22
Section 8.18	SKCTC's Maintenance of Records.....	22
Article IX.	Understanding of Program Policies and Procedures*	22
Article X.	Student Grievance	22
Section 10.01	Student Harrassment or Discrimination Grievance Procedures	23
Section 10.02	Right to Fair Disciplinary Proceedings	23
Section 10.03	Challenge of Clinical Evaluation.....	24
Article XI.	Curriculum Development.....	24
Section 11.01	Procedure for the approval of a new course/program	24
Section 11.02	Curriculum Approval.....	25
Article XII.	Faculty Grievance	25
Article XIII.	Student and Faculty Safety	27
Section 13.01	Student Support.....	27
Section 13.02	Security at SKCTC.....	27
Section 13.03	Parking at SKCTC	27
Section 13.04	Inclement Weather Policy	28
Section 13.05	Field Trips*	28
Section 13.06	School Related Accident and Injury Reports.....	29
Section 13.07	Communicable Disease Prevention.....	30
Section 13.08	Blood borne Pathogens	32
Section 13.09	Student Injury-Exposure to Blood or Bodily Fluid.....	32
Section 13.10	Hepatitis B Vaccination Information	33

Article I. Introduction

The Southeast Kentucky Community & Technical College Respiratory Care Program is a program within the Allied Health division of Southeast Kentucky Community & Technical College. Southeast Kentucky Community & Technical College is a member of the Kentucky Community and Technical College System. Hence, Southeast Kentucky Community & Technical College functions under the Kentucky Community and Technical College's policy and procedures. Unless otherwise noted, by an astrix, the policies and procedures listed are from the Kentucky and Community and Technical College's policy and procedure manual, senate rules or the code of student conduct. Hence, it is the responsibility of KCTCS to review these policies and procedures to assure accuracy with national and state regulations.

Article II. Southeast Kentucky Community & Technical College Mission

Southeast Kentucky Community & Technical College is a public comprehensive community college in the [Kentucky Community and Technical College System](#). It is committed to establishing and nurturing a learning-centered, outcomes-based, culturally diverse organization. The mission of Southeast Kentucky Community & Technical College is:

- To offer curricula for the first two years of a baccalaureate program which lead to the awarding of the [Associate of Arts or Associate of Science degree](#) and which are transferable to all colleges and universities, public and private, in the Commonwealth;
- To offer curricula for [two-year, career oriented programs](#) which lead to the Associate in Applied Science degree and which prepare students for immediate technical or semi-professional employment;
- To offer curricula for technical diploma and certificate level programs which are not necessarily intended for transfer and which are designed to meet the changing demands of business and industry;
- To offer courses in developmental education, adult basic education and workplace essential skills training, which prepare participants to be successful at the postsecondary level and in the workplace;
- To provide customized training services to Kentucky employers; and
- To provide continuing education, professional development and personal enrichment opportunities to the public, and [arts appreciation and arts education opportunities](#) for the region, all for the purpose of encouraging life-long learning and improving the quality of life, knowledge and skills of Kentucky workers and citizens.

Article III. Southeast Kentucky Community & Technical College Respiratory Care Program Mission and Goals

Mission Statement

The mission of the Respiratory Care program is to provide the instruction and resources necessary to enable individuals to develop the knowledge, skills, and attitudes that will allow the student to become successful and competent professional Respiratory Therapists.

Section 3.01 Vision

It is the desire of the program faculty to continue to develop a Respiratory Care program whose graduates and faculty enjoy a reputation for excellence.

Section 3.02 Purpose & Goals

- Provide instruction necessary to prepare graduates to function as competent Respiratory Therapists at the “Advanced Practitioner” level as defined by the profession with demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care as performed by registered Respiratory Therapists.
- To help satisfy the need in the local and regional communities for competent Respiratory Therapists.

Article IV. Southeast Kentucky Community & Technical College Respiratory Care Program Role as Educational Sponsor

Section 4.01 Provision of CoARC Standards

Southeast Kentucky Community & Technical College serves as the educational sponsor of the SKCTC Respiratory Care Program. In this capacity Southeast Kentucky Community & Technical College shall be responsible for the provision of all standards set forth by the Commission on Accreditation for Respiratory Care (CoARC).

Section 4.02 Curriculum Support and Implementation

Southeast Kentucky Community & Technical College will be responsible for the creation, implementation and continuous review of the curriculum utilized by the respiratory care program. To achieve this process Southeast Kentucky Community & Technical College will utilize the Kentucky Community and Technical College System policies on course creation, implementation and revision. The program director of the respiratory care program will serve as a member of the KCTCS Respiratory Care Curriculum Review Committee. This committee will review the curriculum and make recommendations for revision as necessary. It will be the responsibility of the program director to disseminate this information to other program faculty.

Section 4.03 Appointment of Faculty

Southeast Kentucky Community & Technical College will be responsible for the appointment of qualified faculty for the respiratory care program. Southeast Kentucky Community & Technical College will assure the faculty members meet all professional position standards as indicated by the Commission on Accreditation for Respiratory Care and the Kentucky Community and Technical College System.*

Section 4.04 Professional Growth of Program Faculty

Southeast Kentucky Community & Technical College will assure the technical and educational growth of all fulltime faculty members to assure their effectiveness as an educator and competence in Respiratory Care theory as well as practice.*

Section 4.05 Conferral of Degree

Southeast Kentucky Community & Technical College shall be responsible for assuring graduates of the Respiratory Care Program have fully met all graduation requirements. Once this has been established, Southeast Kentucky Community & Technical College will be responsible for the conferral of the associates in applied science degree through the Kentucky Community and Technical College System.*

(a) Kentucky Community and Technical College Policy for Degree Conferral

To be eligible for the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Applied Technology degrees, a student must satisfactorily complete a minimum of 60 hours, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0. (See Section III 3.0)

To be eligible for a diploma, a student must satisfactorily complete a minimum of 36 hours including the general education requirements as specified by the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0. (See Section III 3.0)

To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate. (See Section III 3.0)

Course substitutions may be made by the college president (or designee) on an individual basis with the advice of the appropriate division chairperson.

Article V. Accreditation

Section 5.01 Southeast Kentucky Community & Technical College's Institutional Accreditation

Southeast Kentucky Community & Technical College is accredited by the Commission on Colleges of the [Southern Association of Colleges and Schools](#) to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097

or call 404-679-4500 for questions about the accreditation of Southeast Kentucky Community and Technical College. Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Section 5.02 Program Accreditation

Southeast Kentucky Community & Technical College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

Article VI. Advisory Committee

Section 6.01 Duties and Responsibilities of the Advisory Committee

An advisory committee is a group of persons who are chosen from the communities of interest to advise educators regarding an educational program. Committee members should provide advice and support to the program through regular attendance at scheduled meetings and participation in program issues throughout the year.

Specific functions of the advisory committee are to assist the program personnel in the following:

- ❑ Bridge the gap between the program and the community.
- ❑ Encourage up-to-date and relevant educational processes.
- ❑ Determine the need for a particular level of program in the community.
- ❑ Review curriculum.
- ❑ Facilitate the acquisition of necessary equipment, textbooks and related library and audio-visual materials.
- ❑ Market the program.
- ❑ Locate qualified faculty.
- ❑ Job placement of graduates.

- ❑ Annual review of the program goal(s) and objectives.
- ❑ Promote community service by Respiratory Care students.
- ❑ Ensure availability of appropriate clinical resources.
- ❑ Accreditation process.

Section 6.02 Composition of Advisory Committee

The Advisory Committee shall be comprised of representatives from area employers, community members, former graduates of the respiratory care program, current students in the respiratory care program, college administrators and faculty members who support the curriculum of the respiratory care program.

Section 6.03 Appointment and Terms

The members of the advisory committee shall be appointed by the Program Director of Southeast Kentucky Community & Technical College Respiratory Care Program. There are no term limits for advisory committee members.

Article VII. Admission

Section 7.01 Southeast Kentucky Community & Technical College’s Admission Policy

RULES RELATING TO ADMISSION TO A KCTCS COLLEGE

1.0 Admission for Degree, Diploma, and Certificate Credentials

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to a college or to any program regardless of race, color, religion, gender, marital status, national origin, age, sexual orientation, or mental or physical disability.

For admission to a college, an applicant must file a completed and signed application for admission and submit a completed entering student survey. Applicants may also be required to submit other supporting documents required under the provisions of Section IV 1.1

Every non-immigrant visa-holding applicant whose native language is other than English must present official evidence of writing and reading competency in the English language by means of a Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 on the paper-based test or 173 or higher on the computerized test; a Michigan English Language Assessment Battery (MELAB) report with a minimum score of 81. Competency by means of an assessment instrument must have been obtained within the previous eighteen (18) months prior to the first day of classes of the semester for which the

applicant is applying. Non-immigrant visa-holding applicants must also submit the results of the ACT or other assessment instrument in accordance with the KCTCS assessment and placement policy.

1.1 Admission Requirements for Degree, Diploma and Certificate Credentials

1.1.1 Admission as a First-Time Freshman

An applicant shall have fulfilled the minimum requirements for admission for an educational credential (degree, diploma, and certificate) at a college if the applicant:

1. has graduated from a public high school or a certified nonpublic high school; or
2. has earned a high school general equivalency certificate (GED);
 - a. The Kentucky Community and Technical College System may exempt a student who is eligible to pursue a GED; or
3. has graduated from a non-certified high school or has completed a home school curriculum; and
4. files an application for admission by the proper deadline; and
5. submits the results of the ACT (or SAT) or other assessment instrument in accordance with the KCTCS Student Assessment and Placement Policies approved by the Council on Postsecondary Education.

High school graduates under age 25 at the time of application for admission shall be required to submit a high school transcript; a high school transcript may be required for graduates over age 25. A passing GED official score report or additional information may be required by a college.

1.1.2 Waiver of Condition of High School Graduation for High School Students

Students currently enrolled in high school may be eligible for a waiver of condition of high school graduation.

All KCTCS applicants shall submit an application for admission by the proper deadline.

A KCTCS college may develop more specific criteria for admission of high school students and require additional information be submitted as part of the admission process.

High school students may enroll in courses offered by KCTCS colleges under collaborative dual credit and articulation agreements that contain alternative assessment and placement procedures. Collaborative agreements may be at the college district level or system wide.

1.1.3 Admission of Students with Previous College-Level Competency

The Council on Postsecondary Education's general education transfer policy and baccalaureate program transfer frameworks policy shall provide the basis for an institution's policy on the acceptance of transfer credits. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" shall serve as a reference for admission of transfer students to a technical institution and for the acceptance of transfer credits. An applicant with previous college work seeking admission to a KCTCS college shall submit an official transcript(s) of all previous college work.

A state-supported institution shall assure that a transferring student receives academic counseling concerning the transfer of credit among institutions.

An institution shall accept a student's college credit earned when a course is taken both for high school credit and college credit. Credit earned through a dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Grades, credits, quality points and academic status from courses taken at other colleges in the KCTCS are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds (2/3) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of an accrediting association.

Academic credit from a non-accredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding developmental or remedial courses, with a grade point of at least 2.0. (See Section V, 5.13.)

The KCTCS President is authorized to establish reciprocal agreements with fully accredited colleges and universities, whereby grades received, as well as credit earned at a previous institution shall be recognized by colleges.

1.1.3.1 Admission of “Second Chance” Students

Applicants for admission from outside the colleges shall be considered “second chance” students when they have less than a C average in all previous college work. The applicants may be admitted on probation, provided they have been out of college for at least one semester and have demonstrated potential for success.

1.1.3.2 Credit for Prior Learning (Portfolio Assessment)

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence through the mechanism described.

1.1.4 Admission as a Non-Degree Seeking Student (Non-Credential Seeking)

At the discretion of the institution, persons who desire instruction without wishing to become degree candidates, or who do not meet college entrance requirements, may be admitted as non-degree seeking students. Non-degree seeking students are exempt from taking the assessment instrument; however, all students shall meet individual pre-requisites such as those for entry-level English and mathematics courses. Before enrolling in a particular course, such a student may be required to obtain permission of the division chair or designee. The degree-seeking status of students declaring themselves as “non-degree” will be subject to review and reclassification by the Dean of Student Affairs (or designee) in accordance with policies established at each individual college.

Non-degree seeking students may become degree-seeking students after meeting regular admission requirements; however, work taken as a non-degree seeking student will not in itself qualify a person for admission as a degree student. Credit in degree courses earned before a student meets admission requirements will be counted toward a degree.

1.1.5 Admission as a Transient Student

A student may be admitted as a transient or visiting student. However, the student’s parent college must certify that the student is enrolled or eligible to enroll at parent institution. Admission as a transient or visiting student is good only for the semester or session for which the student applies. Transient students must meet the pre-requisites for the courses in which they wish to enroll.

2.0 Readmission (KCTCS)

2.1 Application

A student re-entering a KCTCS college after being out for one or more semesters must update the student's admission records with the admission office. If a student has attended another college since attending a KCTCS institution, the student must submit transcripts from the interim period.

2.2 Re-admission after Two or More Years (KCTCS Academic Bankruptcy)

2.2.1 A student who has been readmitted after having remained out of the KCTCS colleges for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in non-developmental and non-remedial courses with a grade point average of 2.0 or better after readmission may elect to declare academic bankruptcy and have none of the course work attempted in the colleges prior to the interruption included in the computation of the student's grade point average. A student who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the credential already completed. (Senate Rule IV, 2.2)

2.2.2 A student who has elected to declare academic bankruptcy will continue to receive credit for those courses with a grade of A, B, C, D, or P prior to readmission without including these grades in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of readmission. (Senate Rule IV, 2.2)

2.2.3 The academic bankruptcy option may be used only once. (Senate Rule IV, 2.2)

Section 7.02 Selective Admission for Respiratory Care Program

3.11 Respiratory Care Program

3.11.1 System Guidelines

Enrollment in the Respiratory Care Program may be limited because of available facilities within the community and the college.

The president of the college or the president's designee will select students for the Respiratory Care Program after considering the recommendations of the Respiratory Care Admissions Committee. Membership may include:

Respiratory Care Program Director

Counselor

General Studies Faculty Members

Admissions Officer

Respiratory Care Faculty

Each student must attend a pre-admission conference, each applicant must submit the following credentials in order to be considered for admission by the committee as well as attend a pre-admission conference:

1. Application for admission according to established KCTCS and college guidelines;
2. Official transcripts of previous postsecondary education; and
3. Documentation indicating completion of BIO 137, and MAT 110 or MAT 150 with a C.

Should it become necessary to limit enrollment in the Respiratory Care Program, the System Guidelines will be followed and preference may be given to students:

1. Who have completed 12 or more credit hours with a GPA of 3.0 or better;
2. Who have completed each biological science requirements with a grade of B or above.

Re-admission

Continuous enrollment (semesters) in the program and a grade of "C" or better are necessary for successful completion of the Respiratory Care program. A student who withdraws from or earns lower than a grade of "C" in a Respiratory Care course will be dropped from the Respiratory program.

1. Application for readmission should be made by the program deadline established at each college.
2. Readmission to the Respiratory Care Program will be dependent upon available resources.
3. In order to be considered for readmission by the Respiratory Care Admissions Committee the applicant must:
 - a. submit a written request to the program director presenting evidence to justify readmission; and
 - b. meet current admissions guidelines.
 - c. take an equivalency exam for the last completed semester and pass with a 75% or greater.

4. If more than two (2) years have elapsed since initial enrollment in the program, the applicant must successfully complete a comprehensive RC exam or repeat course(s).
5. If one (1) year or more has elapsed since her/his last formal clinical practice, a student must successfully demonstrate competency by passing the readmission exam with 75% or better and repeating clinical skills performance checkoffs.
6. A student may be readmitted to the Respiratory Care program no more than two (2) times

Article VIII. Program Information

Section 8.01 Respiratory Care Program Description

Respiratory Care is a profession involved in supporting cardiopulmonary health, rehabilitation, therapeutics, and life support. Therapists are also extensively involved in cardiopulmonary diagnostic testing, patient evaluation and care planning. They work with patients of all ages from premature infants to the elderly. Therapists use knowledge of patient physiology and advanced technology in the planning and delivery of respiratory care.

Classroom instruction in theory and basic laboratory skills is provided on campus. Under the guidance of program faculty, you can gain valuable experience in the care of patients of all ages in a number of different hospitals.

Section 8.02 Equitable Application of Program Policies and Procedures

The Respiratory Care Program at Southeast Kentucky Community & Technical College is a traditional respiratory care program. The Respiratory Care Program can admit up to 20 students per year. All didactic and laboratory coursework will take place on the campus of Southeast Kentucky Community & Technical College. Students will be assigned to clinical rotations at area clinical facilities. Hence, all policies and procedures will apply to all students and faculty regardless of their location.

Section 8.03 Degree Offered in Respiratory Care

(a) Associate in Applied Science (AAS)

- Advanced Respiratory Care Practitioner: 67-70 credit hours

Section 8.04 Length of Program

You can complete an associate in applied science in two years as a full-time student. Courses are offered during four 16-week semesters and a 6 week summer session. Evening rotations in clinical practice may be required.

Students will be accepted into the program in the late spring, and begin their curriculum in the fall of each year. Clinical courses will involve assignments to a variety of clinical affiliates. Travel and evening hours will be required.

Section 8.05 Employment Opportunities

Career and advancement opportunities in respiratory care are excellent, especially for those willing to travel or relocate. Most states require licensure. Most employers require Certification and/or Registry by the National Board for Respiratory Care. Most graduates work in hospitals, but opportunities exist in home health care, nursing homes and physician's offices. Respiratory Therapist Median pay in 2015 was 57,790 /year according to the National Bureau of Labor Statics.

Section 8.06 Respiratory Care Advanced Placement Policy

The Southeast Kentucky Community & Technical College Respiratory Care Program does not give advanced placement to any student. All applicants are considered on an equal basis. Should it become necessary to limit admission to the program the program will follow the KCTCS senate rules for respiratory care admission.*

Section 8.07 Respiratory Care Admission for Currently Practicing CRT's

Respiratory Care: National Board For Respiratory Care (NBRC) Examination

A student who has passed the NBRC entry-level examination to the Respiratory Care Program will be awarded thirty-seven to thirty-nine (37 - 39) semester hours of credit after completion of at least 15 credit hours of the general education courses in the approved curriculum. The student must also provide evidence of successful completion of the American Heart Association Basic Life Support course for health care providers. Credit will be awarded for the following courses in the Respiratory Care Program:

RCP 110	Cardiopulmonary Anatomy and Physiology	3
RCP 120	Theory and Principles of Respiratory Care	4
RCP 125	Cardiopulmonary Evaluation	4
RCP 130	Pharmacology	3
RCP 150	Clinical Practice I	2
RCP 175	Clinical Practice II	3
RCP 180	Ventilatory Support	3
RCP 190	Advanced Ventilatory Support	2
RCP 200	Clinical Practice III	3

RCP 204	Emergency & Special Procedures	3
RCP 210	Cardiopulmonary Pathophysiology	3
RCP 212	Neonatal/ Pediatric Respiratory Care	3
RCP 214	Advanced Diagnostics	3
RCP 225	Clinical Practice IV	3
RCP 228	Preventative & Long Term Respiratory Care	2
RCP 250	Clinical Practice V	3

Section 8.08 Respiratory Care Program Technical Standards*

Southeast Kentucky Community & Technical College Respiratory Care Program Technical Standards

Purpose

To provide students/applicants with an understanding of the physical demands, communication skills and cognitive level required for the program. These standards are based on tasks which are performed by Respiratory Therapists on a regular basis.

Standard	Issues	Examples of Required Activities
Critical Thinking Skills sufficient to make clinical judgment.	Critical Thinking	Assess patient's physical and psychosocial needs in a variety of clinical settings by utilizing interpretation of written, verbal and sensory observations to determine appropriate therapies or patient care.
Problem solving skills appropriate to adjust therapies in response to patient needs.	Problem Solving	Adjust therapeutic interventions to meet the needs of patients in a variety of settings.
Interpersonal skills sufficient to allow appropriate interaction with individuals and groups from a variety of cultural and socioeconomic backgrounds.	Interpersonal Relationships	Interacting with patients, families, co-workers and others to create and maintain professional relationships.
Written and verbal communication that is appropriate to create clear and concise dialogue in a	Communication	Communicate effectively with patients, physicians, families and other staff members to assure

clinical setting.		appropriate patient care.
Physical abilities appropriate to maneuver in small spaces while maneuvering equipment.	Mobility	Move safely in a patient's room. Safely maneuver equipment and apply equipment to patients in a variety of situations often in confined spaces. Perform CPR including chest compressions and intubation.
Gross and fine motor skills appropriate to perform patient care procedures to national standards which include safety and efficiency.	Motor Skills	Safely care for patients by manipulating machine controls and equipment. Occasionally crouching, squatting or bending to obtain/evaluate equipment and patients: assist patients from lying to sitting and or standing positions; hand eye coordination sufficient to perform an arterial blood gas puncture and suctioning.
Appropriate physical strength and endurance to be able to access patient as well as perform therapies on patients for extended periods of time.	Strength and Endurance	Transporting patients and equipment within a facility; standing or being mobile in clinical settings for 6 hours or more; strength to perform intubation and assist in moving of patient in beds on stretchers and wheelchairs. Constant standing, walking and lifting of up to 25 pounds.
Auditory ability sufficient to monitor and assess health care needs of patients.	Hearing	Hear monitor alarms, equipment audible alarms, voices with background noise and through protective equipment, calls for help.
Tactile ability appropriate for assessment of physical health conditions.	Tactile	Be able to palpate patient pulses. Perform didactic and therapeutic percussion and physical assessment of the chest.

Ability to deal effectively with stressful situations and maintain professional and positive interactions with others.	Temperament	Perform procedures on patients who are in pain due to a variety of reasons. Maintain a sense of professional behavior when under stress.
--	-------------	--

Section 8.09 Learning Resources

Southeast Kentucky Community & Technical College

The library at SKCTC provides the following to students:

Computers are available for student use for:

- Internet access
- Kentucky Commonwealth Virtual Library (KCVL)
- On-line data bases
- Respiratory Care clinical simulation practice and tutorials

Books may be checked out for 2 weeks and are renewable

Student Services available on the campus include:

- Job placement
- Counseling for career/personal needs
- Financial aid
- Tutoring

Section 8.10 Monitoring of Student Progress while in the Respiratory Care Program*

It is essential for all students to be aware of their progress toward course and program competencies/goals. Therefore, the following steps will be taken by program students and faculty to assure all students are aware of their progress and have sufficient time to correct deficiencies.

- Any student who makes less than 75% on any exam in a didactic course is required to receive remediation with an instructor or peer tutor and prove competency on course material prior to taking the next written examination.
- The program faculty will work with the student to create a plan of action to assist the student in meeting course/program competencies and or goals.

Section 8.11 Clinical Rotations*

Students are assigned to rotations at all clinical affiliates equally to ensure equitable exposure to learning experiences. Students shall be scheduled opportunities for clinical rotations by the Director of Clinical Education. It is the student's responsibility to seek extra opportunities if they are having difficulty mastering a required clinical competency.

(a) Assurance of Clinical Supervision*

The Director of Clinical Education shall be responsible for assuring all students are adequately supervised in all clinical locations. The Director of Clinical Education shall communicate with all clinical sites on a regular basis to assure an adequate number of appropriately trained clinical preceptors shall be available for all clinical rotation. The student to clinical preceptor ratio will never exceed 6:1. All Clinical affiliates will be provided with an advanced copy of the clinical schedule as well as clinical objectives for the clinical course prior to students beginning rotations in that facility.

If a student or preceptor is concerned about the supervision of students within a facility they should contact the Director of Clinical Education. The concern will be investigated and follow up communication given to the individual within two weeks of reporting the concern.

Section 8.12 Student Employment Policy*

Students who are enrolled in an accredited Respiratory Care program may be employed as a student Respiratory Care practitioner (RCP) in the state of Kentucky following completion of two semesters. The Limited Mandatory Certificate issued by the Kentucky Board for Respiratory Care (KBRC) governs the duties of the student RCP. The Limited Certificate must be applied for before beginning employment.

The following are requirements of the program:

- The student must not be on probation for any reason at any time during the time of employment.
- The student must maintain a "C" average in each course and clinical performance must be evaluated as satisfactory.
- The student must complete specific competencies to be eligible.
- The student must maintain regular attendance.
- Employment time can NOT substitute for clinical experience.
- Clinical performance evaluations may not be completed during the time the student is employed.

Section 8.13 Delineation Between Clinical Time and Clinical Site Employment*

While enrolled in and attending the Respiratory Care program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles; and to that end:

- Students must not be utilized at facilities to substitute for clinical, instruction, or administrative staff.
- Students must not complete clinical coursework while working in an employee status at any clinical site.
- Students may not receive/accept remuneration in exchange for work performed at or during their clinical education, course work, and experiences.

Section 8.14 Graduation Requirements

You must complete a graduation packet at the start of the term in which you will graduate. Graduation packets can be picked up at the admissions office. You must meet with your academic advisor to complete the packet and confirm that you have met all degree requirements. Return the completed graduation packet to the dean of student affairs by the date on the packet (mid-March for Spring term graduation, mid-May for Summer term graduation, and mid-October for Fall term graduation).

All courses specifically state the required objectives, goals, and outcomes of each course, which will lead to all terminal objectives being met and the Program's mission accomplished.

Section 8.15 Program Graduation Requirements*

- Successful completion of all clinical and program competencies.
- Successful completion of all RCP coursework with a minimum of "C" in each course.
- Successful completion of all required general education course work.
- Successful completion of all required clinical performance evaluations.
- Successful completion of mock NBRC Registry Exam.

Section 8.16 Program Competencies

Upon completion of the Respiratory Care Program, the student can:

1. Communicate Effectively
 - A. Read and listen with comprehension
 - B. Speak and write clearly using Standard English.

- C. Interact cooperatively with others using both verbal and non-verbal means.
- D. Demonstrate information processing through basic computer skills.
- 2. Think Critically
 - A. Make connections in learning across the disciplines and draw logical conclusions.
 - B. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
 - C. Use mathematics to organize, analyze, and synthesize data to solve a problem.
- 3. Learn Independently
 - A. Use appropriate search strategies and resources to find, evaluate, and use information.
 - B. Make choices based upon awareness of ethics and differing perspectives/ideas.
 - C. Apply learning in academic, personal and public situations.
 - D. Think creatively to develop new ideas, processes, or products.
- 4. Examine Relationships in Diverse and Complex Environments
 - A. Recognize the relationship of the individual to human heritage and culture.
 - B. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
 - C. Develop an awareness of self as an individual member of a multicultural global community.
- 5. Performance cardiopulmonary diagnostic procedures, patient assessment, and respiratory care plan.
- 6. Administer therapeutic and life support procedures in the management of patients with cardiopulmonary impairment.
- 7. Evaluate appropriateness of prescribed respiratory care and recommend modifications where needed.
- 8. Select, assemble, check correct malfunctions, and assure cleanliness and calibration of respiratory care equipment.
- 9. Maintain an ethical and effective relationship with the health care team.
- 10. Perform essential elements of patient educations.
- 11. Demonstrate an awareness of organizational and management principles as related to respiratory care.
- 12. Perform and act on the results of advanced patient assessment techniques.
- 13. Assist the physician in special procedures of cardiopulmonary care.
- 14. Demonstrate skills and attitudes needed to maintain professional and technical competence.
- 15. Demonstrate the ability to think abstractly, reason logically, and apply problem solving skills in the practice of respiratory care.

Section 8.17 Respiratory Care Program Student Files*

There is a file folder for each student containing all hard copy information pertaining to that student (immunizations, exams, action plans, laboratory competencies, etc.). All folders are the property of Southeast Kentucky Community & Technical College. Students

may request access to the contents of the folder during office hours when necessary. Folders are stored in a secure location for a minimum of 5 years after graduation. All records will be destroyed before disposal to maintain confidentiality.

Section 8.18 Southeast Kentucky Community & Technical College Maintenance of Records

Academic records.

A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record of a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations. (See KCTCS Board of Regents Policies 164.283 for exceptions)

Article IX. Understanding of Program Policies and Procedures*

In order to ensure effective education in the Respiratory Care Program, each individual participating in the program must have a full understanding of the responsibility involved. The Respiratory Care Student Handbook is designed as a supplement to the college Student Handbook. The handbook provides the student with the necessary information regarding policies, procedures, and expectations in the Respiratory Care Program. This handbook is meant to be a guide to assist the student in attaining their goal to become a competent Respiratory Therapist.

Revision of the handbook is an ongoing process and every effort will be made to keep students advised of any changes to the handbook, as well as to minimize the inconvenience such changes might create.

The handbook will be covered in detail during program orientation. Any questions regarding the handbook should be directed to Program Faculty.

Article X. Student Grievance Respiratory Section 10.01

6.6 Student Harassment or Discrimination Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below.

Complaints relating to sexual misconduct should be made to the College Title IX Coordinator or other college administrator. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

The chief student affairs officer or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director. Each college shall provide a letter, statement, or poster containing information regarding the KCTCS Student Discrimination Grievance Procedure with the name, address, and phone number of the local chief student affairs officer.

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the chief student affairs officer or his/her designee.

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

2. The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days.

The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the *KCTCS Student Code of Conduct*.

4. Furthermore, for Behavioral Issues see Student Code of Conduct pg. 13

Section 10.02 Right to Fair Disciplinary Proceedings Proceedings

Disciplinary actions and other proceeding conducted under this Code shall be fair, expedient and civil. Disciplinary actions and other proceedings under the Code are not legal processes and are not regulated by the rules that govern court procedures, including the rules of evidence, rules of procedure, and burdens of proof. Students do not have a right to be represented by counsel in any action or proceeding provided in this document. Where permitted, students may select an advocate to advise them, but such advocates function as advisors to the student have no right or expectancy of addressing the college panel, board, or official Deviations from the processes outlined in this Code shall not invalidate a proceeding or decision unless such deviations substantially prejudice a party.

Student Code of Conduct.

Section 10.03 Challenge of Clinical Evaluation

Should a student believe they have received an unfair clinical evaluation they should contact the Director of Clinical Education or Program Director. The Director of Clinical Education or Program Director will be responsible for investigating the allegation. The Director of Clinical Education or Program Director will serve as a mediator between the student and clinical preceptor. If sufficient evidence of unfair evaluation is found the Director of Clinical Education or Program Director may modify or nullify the clinical evaluation. The Director of Clinical Education or Program Director will perform necessary follow-up education and monitoring of the clinical preceptor as is deemed necessary for the situation.

Article XI. Curriculum Development

Section 11.01 Procedure for the approval of a new course/program

2.0 Procedures for Processing Credit Courses and Programs

Application for initiating new credit courses or academic programs, changes in existing courses or academic programs or dropping existing courses or academic programs must be processed in a prescribed manner. Separate formats are used for new programs, courses, changes in courses, and dropping of courses. Official formats to be used may be obtained from the dean of academic affairs or the KCTCS web site.

New courses or programs and changes in courses or programs may be initiated by a college faculty. For a course to be granted General Education Status for all KCTCS colleges, it must first be approved by the KCTCS Senate Curriculum Review Committee and then the KCTCS Council. The same process will be followed for approving Cultural Studies Status for existing General Education courses. For new career programs, an ad hoc advisory committee must be used in determining the needs for a program, as well as for recommending program content. (See Section III, 3.0)

The college faculty will send its proposal(s) to the KCTCS Curriculum Review Committee, KCTCS Rules Committee, and KCTCS Senate Council to the Secretary of the KCTCS Senate 21 days prior to the meeting of the committee. The proposals will be distributed to the committee members 14 days prior to the meeting. (See Section I, 2.3, 4.1.1 and 4.1.2) Use of the proper format shall ensure that the following information is included in the proposal. Send one electronic copy and one printed copy to the Secretary of the Senate or designee.

2.1 New Course or Course Change

When course changes are submitted, new course numbers are to be selected and submitted with the proposal. These course numbers will be used only in the event that not all KCTCS colleges approve the course changes. The changed course will be assigned the new number and the existing course will maintain the old number.

Proposals shall include the following:

- a. name of course, credit hours, hours of lecture and/or hours of laboratory
- b. catalog description of course
- c. justification for course
- d. prerequisites and/or co-requisites
- e. complete course outline (two level)
- f. learning outcomes

Section 11.02 Curriculum Approval

Within two weeks after the KCTCS Curriculum Review Committee and the KCTCS Council review a course/curriculum proposal, the proposal will go to the local college(s) for final approval or rejection for the local college following that college's procedure.

Article XII. Faculty Grievance

2.16.2.2 KCTCS Complaint Resolution Procedure

Most faculty and staff concerns or grievances can be resolved informally through normal collegial communication. Faculty and staff members are encouraged to take complaints to their immediate supervisor in the spirit of problem-solving. Should these efforts be unsuccessful, the faculty or staff member may elect to proceed to additional steps of the KCTCS Complaint Resolution Procedure to make a complaint concerning a violation, misinterpretation or improper application of a specific personnel statute, regulation, safety procedure or policy as described herein, unless specified in other KCTCS policies and procedures that the complaint be referred to the KCTCS Senate Advisory Committee on Appeals which has broad jurisdiction on matters relating to faculty privilege as well as tenure. All KCTCS employees have access to an appeal process to the KCTCS Board of Regents or to the Board's designee for applicable complaints. The KCTCS Board of Regents authorized the KCTCS President to establish a personnel dispute resolution process that results, in the final stage, in an independent third party appeal for all employees of the Kentucky Community and Technical College System for designated types of complaints as defined in the KCTCS Independent Third Party Appeal Process policy. The persons accountable for the delivery and quality of service, namely department heads and their immediate supervisors have the primary responsibility to resolve work disputes. Therefore, any appeal or complaint process should emphasize resolution within the management system at the earliest possible level - and in the shortest possible time frame. The steps in the Complaint Resolution Procedure are as follows:

Step 1

An employee may direct an oral complaint to the immediate supervisor within 10 working days of the occurrence or when a reasonable employee should have become aware of the issue. The supervisor will attempt to resolve the matter and respond to employee within ten working days. If not resolved, the employee may proceed to Step 2.

Step 2

The employee may then forward a written complaint, with a full description of the complaint including a description of the interaction with the supervisor, to the head of the institution within 10 working days of the time the employee receives an oral response to the complaint in Step 1. The institution head may choose to: (a) refer the matter to an intermediate immediate supervisor for investigation and recommended solution, or (2) assume direct responsibility. In either case, the head of the institution must give a written decision to the complaining employee within 10 working days of the receipt of the written complaint unless there is an agreed extension in writing. The employee will have 10 working days to accept the decision or proceed to Step 3 by appealing the matter to the KCTCS Chancellor in writing with a full description of the complaint and suggested remedy.

Step 3

The KCTCS Chancellor will take the matter under advisement, gather any additional information he/she deems necessary and render a decision within 20 working days, unless there is an agreed upon extension in writing. The employee will have 10 working days to accept the decision or proceed to Step 4 by appealing the matter to the Board of Regents in writing with a full description of the complaint and suggested remedy.

Step 4

Upon receipt of the complaint by the Board, the matter will be directed to the President of KCTCS, as the Board's designee, to investigate the case. The President may request that the Board designate an alternative designee for any particular case. In either case, the designee will air the complaint, gather relevant evidence directly or through other parties, consider options for resolution of the complaint and reach a decision. The decision reached should be based on its fairness to management as well as the employee, but most particularly that it is in the interest of providing quality service to the people of Kentucky. The designee will render a decision within 20 working days of the Board's receipt of the complaint unless there is an agreed extension in writing. The decision of the Board's designee will be forwarded to the parties to the complaint and will be final, subject to the independent third party appeal process if applicable according to the KCTCS Independent Third Party Appeal Process policy. For KCTCS system office employees, the same procedures and timelines apply, beginning with their immediate supervisor and proceeding through the normal chain of command. The employee may have a representative at any step of the complaint resolution process. Failure to forward a response to the complainant at any stage of the process within the set time frames shall be treated as a denial of the complaint at that stage.

Article XIII. Student and Faculty Safety

Section 13.01 Student Support

Students enrolled in the Respiratory Care Program at Southeast Kentucky Community & Technical College have access to a variety of student support services. These include: advisement services, the Learning Center, Support Services, Career Services, the Ready to Work Program, Workforce Connections, Disability Resources, Financial Aid, the Book Store and Library services. Contact information for these services can be found on the website of Southeast Kentucky Community & Technical College under the current students tab.

Section 13.02 Security at SKCTC

Southeast Kentucky Community & Technical College is concerned with the safety and security of students, faculty, staff and visitors to all of our locations.

(a) Emergency

In case of an emergency, call 911 for local first responders. If campus phone is available dial 9-911 and report emergency information to authorities. Then dial 13050, **SNAP** notification system. If campus phone not available, dial 606-589-3050.

When giving emergency information please include:

Southeast Kentucky Community & Technical College

Campus location

Building name or number

Type of emergency

If it is safe to do so, stay on the line with authorities until you have given all needed information.

Section 13.03 Parking at SKCTC

Parking at all campus locations is on a first-come basis for students and visitors. Each location has designated parking for those with handicapped parking designation tags or license plates. These tags or license plates must be up to date, and properly displayed. These reserved places are for the person with the disability and not for any other person operating the vehicle.

Parking in roadways or fire lanes and blocking loading docks is prohibited.

(a) Fines

Fines for illegal parking may be issued.

Section 13.04 Inclement Weather Policy

In the event of inclement weather, please listen to local radio/TV stations, check the SKCTC website, or dial any home campus number and choose selection 8. Website may be accessed at:

www.southeast.kctcs.edu

Home campus numbers are as follows:

Cumberland	606-589-2145
Harlan	606-5731506
Middlesboro	606-242-2145
Pineville	606-337-3106
Whitesburg	606-633-0279

All students are strongly encouraged to sign for the SNAP notification system. This system provides notification of any campus emergencies or schedule changes due to weather. You may sign up through the campus website or www.kctcs.edu/snap.

Academic

- If classes at Southeast Kentucky Community & Technical College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

Clinical

- If classes at Southeast Kentucky Community & Technical College are canceled due to inclement weather conditions, clinical rotations will be rescheduled whenever possible.
- Even if classes are not officially cancelled, do not come to class or clinical if you feel the conditions are hazardous to your safety.
- Students not reporting to clinical due to bad weather are still required to call the clinical site and RC faculty an hour before they are to report.

Section 13.05 Field Trips*

During the course of the students' training field, trips may be scheduled. All students are expected to participate in these trips. The trips will be announced in a timely manner to allow sufficient time to make any arrangements that need to be made.

Section 13.06 School Related Accident and Injury Reports

- Accident school coverage is only provided by SKCTC for the student while attending class or clinical.
- When an incident occurs, notify a clinical instructor as soon as possible and then notify program faculty.
- An incident report is written documentation of the facts concerning injury to patient or student.

- Fill out a form as soon as possible no matter how trivial the incident may appear to be at the time (within 24 hours).
- In addition to the incident form, submit a summary of the incident to be kept in the student's program file.
- Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student.
- It is recommended that the student maintain individual health insurance coverage.

The College's insurance policy can change at any time due to the type of coverage and company insured with.

Procedure

Responsibility	Action
Student	<ul style="list-style-type: none"> • Notifies clinical instructor or supervisor (in the absence of instructor) as soon as possible after incident (within 24 hours). • Notifies program faculty as soon as possible. KCTCS incident form must be filled out within 24 hours of incident. • Clinical instructor or program faculty will direct student to proper place to seek treatment dependent upon severity of injury. • Gives fully completed incident form to appropriate person.(facility form to radiology supervisor and school form to program director) • Gives incident summary to program faculty, as well as a copy of the incident form. • Arranges payment for personal injury or sickness.
Clinical Instructor	<ul style="list-style-type: none"> • Assists student in filling out appropriate forms. • Advises the student to seek medical attention if injured. • Reports documentation to clinical coordinator or program director.
Program Faculty	<ul style="list-style-type: none"> • Assists student in filling out forms. • Files summary in student program file. • Reports documentation to Program Director. • Provides student with school accident form.
Chief RT or Designee	<ul style="list-style-type: none"> • Accepts responsibility for student in absence of instructor. • Assists student in filling out forms.
Program Director	<ul style="list-style-type: none"> • Reviews all documentation.

School Related Accidents and Incident Reports

- A student who becomes ill or is injured at the clinical site must report to the assigned instructor and the Director of Clinical Education as soon as possible. A

determination, if it is necessary for the student to be seen by the employee health nurse or the emergency department will be made.

- The student is required to fill out an incident report at the school and the facility in the event of an injury or incident. An incident report is written documentation of the facts concerning injury to the patient or student.
- Fill out the incident report as soon as possible no matter how trivial the incident may appear at the time. The form must be completed within 24 hours of the accident or incident.
- A copy of the form will be kept in the student's program file.
- Personal injuries and illness requiring medical treatment are the financial responsibility of the student.
- If the student is required to have continuing medical treatment for a limiting disability or condition, the student is responsible for notifying the program faculty as soon as it is made known to the student.
- It is recommended that student maintain individual health insurance coverage.

Liability Insurance

All students are required to carry professional liability insurance. Insurance must be purchased through a group plan offered by Southeast Kentucky Community & Technical College. This must be completed *before* a student begins clinical assignments.

Section 13.07 Communicable Disease Prevention

• Immunizations

Written proof of the following required immunizations must be submitted to the Director of Clinical Education. Required immunizations include:

- TB Skin Test -- Mantoux method tuberculin skin test within one calendar year.
- Must be negative (0mm) reading. If student has had a positive TB skin test, documentation that appropriate medical follow-up has occurred must be provided.
- Measles (Rubeola) immunity. Those students born in 1957 or after must submit one of the following:
- Documentation of 2 MMR or Rubeola vaccines; **OR**
- Written documentation from physician that student has had the disease (10 day-measles, Rubeola).

- Although not mandatory, is highly recommended that persons at occupational risk of Hepatitis B infection/exposure to blood and body fluids should be vaccinated when they are in training. The vaccination series is the responsibility of the student. If you choose NOT to be immunized for Hepatitis B, you must sign a declination form.
- If the student does not have documentation of current TB skin test and/or Rubeola immunity, testing and/or vaccinations are available at local county health departments for a nominal fee, or through the physician of your choice. The testing/vaccination is the responsibility of the student.
- Documentation must be submitted at least 2 weeks prior to beginning clinical affiliation, to prevent delay of rotation.

Disease Prevention

- All Respiratory Care students, in order to protect themselves, fellow health care workers, and patients will comply with each of the following:
- All of the program's clinical affiliate policies regarding infection control will be observed.
- Uniforms/street clothes and lab coats will be fresh each day.
- All equipment will be thoroughly cleaned, disinfected, or sterilized between patients according to appropriate procedures for each piece of equipment regardless of the patient's diagnosis.
- Disposable gloves will be worn in all cases when contact with blood or body fluids is anticipated. Disposable gloves are MANDATORY for all patient transfers.
- Masks will be worn when it is likely that blood or body fluids could splash in the nose or mouth.
- A gown will be worn should a splash of blood or body fluids onto the skin or clothing be anticipated.
- Cuts, scratches, or other non-intact skin will be covered to avoid contact with blood or body fluids.
- Goggles or other eye protection will be worn when a splash of blood or body fluid into the eye is anticipated.
- Blood or body fluid inadvertently coming in contact with the skin should be quickly and thoroughly washed away.
- Students that experience exposure to blood or body fluid will report to their clinical instructor and follow clinical exposure protocol.
- Good hand washing practices will be carried out before and after each patient contact.
- Students with a communicable disease will avoid patient contact until resolved.
- Any student who has or who contracts a communicable disease as so stated by a physician will be dismissed from class and clinical with an excused absence.
- It is the student's responsibility following any absence due to a communicable disease to complete tests and assignments missed during their absence.

- Re-entry following an absence due to a communicable disease is contingent on a signed physician's statement stating the student is no longer communicable.

Section 13.08 Blood borne Pathogens

Prior to beginning clinical experience, the Respiratory Care student will have completed instruction in the policy regarding Blood borne Pathogens. This instruction will be in accordance with the OSHA Blood borne Pathogen Disease training standard. Once the clinical experience begins the respiratory care student will abide by the following rules:

- Participate in any clinical affiliate required Blood borne Pathogen training.
- Follow the clinical affiliate policy and procedure concerning Blood borne Pathogens.
- Report any exposure to blood borne pathogens to the Director of Clinical Education immediately. If he/she is not immediately available contact the clinical instructor and the program director.
- Disposable gloves will be worn in all cases when contact with blood and body fluids is anticipated.
- Masks will be worn when it is likely that blood or body fluids could splash in the nose or mouth.
- Eye protection will be worn when a splash of blood or body fluid into the eye is anticipated.
- Blood or body fluid inadvertently coming into contact with the skin should be quickly and thoroughly washed away.
- Students that experience exposure to blood or body fluid will report to their clinical instructor and the Director of Clinical Education and follow clinical exposure protocol.
- Cuts, scratches or other non-intact skin will be covered to avoid blood and body fluids.

All of the program's clinical affiliate policies regarding infection control will be observed.

Section 13.09 Student Injury-Exposure to Blood or Bodily Fluid

Infectious Diseases

Each clinical facility is expected to practice universal precautions in the care of all patients. The student respiratory therapist is educated in, and is expected to be knowledgeable in the practice of these precautions in the care of all patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner that follows the clinical facilities guidelines will result in disciplinary action and may result in dismissal from the program.

Procedure for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks of bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

If a student sustains a puncture wound:

- Withdraw the needle or other object immediately.
- Immediately wash hands/area of puncture wound using soap and water; follow with application of povidone iodine or alcohol
- Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
- Wipe away any blood.

If a student receives a spray or splash of body fluids:

- To eyes, nose or mouth – irrigates with a large amount of water.
- To a break in the skin, follow procedure for puncture wound(above)

The student will report the incident immediately to the Clinical Instructor and the Director of Clinical Education. The student must complete an exposure form according to the policy of the clinical facility.

The student will follow the clinical facilities procedure for reporting and follow- up of exposure. Any required incident report must be completed before leaving the facility.

The student will seek a risk assessment and determination of recommended screening, treatment and follow-up from the Infection Control Practitioner.

Section 13.10 Hepatitis B Vaccination Information

The Disease

Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illnesses caused by or related to Hepatitis B are serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6 – 10% become chronic carriers and can continue to transmit the virus to others. There may be as many as 0.5 to 1.0 million carriers in the United States.

Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Health care providers therefore at increased risk of acquiring the disease. The risk for health care providers can vary dependent upon the amount and type of patient contact. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

The Vaccine

Various pharmaceutical companies have developed vaccines that provide protection from Hepatitis B. Field trials have shown 80 -95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of the vaccine. The second and third doses at one and 6 months respectively, after the first.

Waiver Format

- Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Respiratory Care has been designated in this group.
- Perhaps one in 50 employees of health care institutions has an acquired immunity to Hepatitis B through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test.
- The Hepatitis B viral vaccine is available through the Health Departments, personal physicians or any hospital.
- As with any immunization, there are disadvantages and risks. If you wish further advice, please contact your personal physician.

Student Injury-Exposure Report

Student Name: _____ **Date:** _____

Clinical Facility: _____ **Clinical Instructor:** _____

Description of injury/exposure: _____

- _____ Completion of required reports and evaluation as required.
- _____ Screening, advice, referral for testing, treatment and counseling.
- _____ Analyze the occurrence regarding implication, if any for future practice.

Student Signature

Date

Instructor Signature

Date

**Director of Clinical
Education Signature**

Date

Upon completion, this form will be placed in the student's clinical file.