



Respiratory Care Program

Whitesburg Campus

Student Handbook

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Southeast KY Community & Technical College Respiratory Therapist Program

Welcome

The Respiratory Care Program faculty welcomes you to Southeast KY Community & Technical College, and our Respiratory Care Program. The next two years are sure to be extremely busy and challenging. You have embarked on new course work but more importantly a new and exciting career. The Respiratory Care faculty is committed to seeing you succeed in your newly chosen career path. We are here to help you achieve your career goals. Respiratory Care is a wonderful profession and the faculty is glad you have chosen to become a Respiratory Therapist. We look forward to working with you.

Introduction

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. This 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. The policies and procedures contained in this handbook shall apply to all students regardless of the location in which learning occurs.

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.

Please read the handbook carefully. Any questions regarding the handbook should be directed to Program Faculty.

Remember that you are responsible for understanding and following the guidelines as presented in this handbook. Keep your handbook available for easy reference, as it will assist you in your educational process.

Southeast KY Community & Technical College

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Mission Statement

The mission of the respiratory therapy program is to provide the instruction and resources necessary to enable students to develop the knowledge, skills, and attitudes which are necessary to become a competent Registered Respiratory Therapists.

Vision

The Respiratory Care Program at Southeast KY Community and Technical College will continue to develop a Respiratory Care program whose graduates and faculty have an excellent reputation in the local and regional community.

Purpose & Goals

- Provide instruction necessary to prepare graduates to function as competent Respiratory Therapists who have 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.

Philosophy

The Faculty of the Respiratory Care Program believes that:

- the purpose of the program is to serve students who wish to become Registered Respiratory Therapists; and that by so doing, the program serves the future patients of these students;
- knowledge, skills, behavior and attitude are of equal importance in the development of Respiratory Care practitioners;
- the graduates of the program should possess competence at the level of the advanced practitioner, with adequate knowledge in the scientific foundation; critical thinking skills; and strong ethical principles;
- the program faculty and students hold sacred the dignity and worth of all people regardless of race, creed, sex, disadvantage, handicap, or social status;
- becoming a professional Respiratory Therapist is a noble objective worthy of intense effort.

Program Description

This program prepares the graduate to take an active role in the maintenance and/or restoration of cardiopulmonary homeostasis. The curriculum includes intensive course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area hospitals. Students enrolled in the Respiratory Care Program are required to achieve a minimum grade of "C" in each Respiratory Care course.

Although hospitals employ the majority of Respiratory Therapists, other employers include home care providers, medical clinics, nursing homes and other health related industry.

Graduates are qualified to take the national board examination in Respiratory Care in order to receive the Registered Respiratory Therapist (R.R.T.) credential.

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 & 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.

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

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. Perform 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.
 16. Recognize the impact of decisive ideas and events in human heritage.
 17. Develop and perform basic search strategies and access information in a variety of formats, print and non-print
 18. Analyze, summarize, and interpret a variety of reading materials.
 19. Think critically and make connections in learning across the disciplines.
 20. Elaborate upon knowledge to create new thoughts, processes and/or products.
 21. Demonstrate an awareness of ethical considerations in making value choices.

**Southeast KY Community and 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 for 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 clinical setting	Communication	Communicate effectively with patients, physicians, families and other staff members to assure appropriate patient care.
Physical abilities appropriate to maneuver in small spaces while maneuvering equipment	Mobility	Move safely in a patients' 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 patients in beds on stretchers and wheelchairs. Constant standing walking and lifting of up to 20 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 a 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

AARC Statement of Ethics and Professional Conduct

In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles.

Respiratory Therapists shall:

Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence, and represent it accurately.

Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.

Respect and protect the legal and personal rights of patients they care for, including the right to informed consent and refusal of treatment.

Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty or required by law.

Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.

Promote disease prevention and wellness.

Refuse to participate in illegal or unethical acts, and refuse to conceal illegal, unethical or incompetent acts of others.

Follow sound scientific procedures and ethical principles in research.

Comply with state and federal laws which govern and relate to practice

Avoid any form of conduct that creates a conflict of interest, and shall follow the principles of ethical business behavior.

Promote health care delivery through improvement of the access, efficacy, and cost of patient care.

Refrain from indiscriminate and unnecessary use of resources.

Description of the Respiratory Care Profession

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 pre-mature infants to the elderly. They work in a variety of healthcare settings such as hospitals, clinics, nursing homes and home care. Therapists use knowledge of patient physiology, and advanced technology in planning and delivery of respiratory care. Most states require licensure certification and/or registry by the National Board of Respiratory Care.

Respiratory Care Scope of Practice

The practice of Respiratory Care encompasses activities in: diagnostic evaluation, therapy, and education of the patient, family and public. These activities are supported by education, research, and administration. Diagnostic activities include but are not limited to: (1) obtaining and analyzing physiological specimens; (2) interpreting physiological data; (3) performing tests and studies of the cardiopulmonary system; (4) performing neurophysiological studies; and (5) performing sleep disorder studies.

Therapy includes but is not limited to application and monitoring of: (1) medical gases (excluding anesthetic gases) and environmental control systems; (2) mechanical ventilator support; (3) artificial airway care; (4) bronchopulmonary hygiene; (5) pharmacological agents related to respiratory care procedures; (6) cardiopulmonary rehabilitation; and (7) hemodynamic cardiovascular support.

The focus of patient and family education activities is to promote knowledge of disease processes, medical therapy and self-help. Public education activities focus on the promotion of cardiopulmonary wellness.

Pre-Requisites

Bio 137 Human Anatomy & Physiology I

MAT 150 College Algebra or

MAT 110

Admissions into the Respiratory Care Program

Be at least 17 years old with verification of age

Take the ACT exam and have an acceptable score

Attend a pre-admission conference and meet with RC faculty for advising

Complete application for admission into the RC program prior to March 1st.

Graduation Requirements

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.

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 a NBRC RRT SAE.

Respiratory Care Advanced Placement Policy

Southeast KY Community and 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.

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	Basic 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 210	Cardiopulmonary Pathophysiology	3
RCP 212	Neonatal / Pediatric Respiratory Care	3
RCP 225	Clinical Practice IV	3
RCP 228	Preventive and Long Term Respiratory Care	2
RCP 204	Emergency and Special Procedures I	3
RCP 169	Special Topics in Respiratory Care I	2
RCP 169	Special Topics in Respiratory Care II	2

Note: Students seeking the Associate in Applied Sciences from an advanced level practitioner respiratory care program must complete an individualized orientation program to assist in the transition from entry to advanced level program.

Program of Study
KCTCS AAS Curriculum -- Advanced Respiratory Care Practitioner

COURSE #	COURSE	CREDIT HOURS
RCP 110	Cardiopulmonary Anatomy and Physiology	3
RCP 120	Theories 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	2
RCP 210	Cardiopulmonary Pathophysiology	3
RCP 212	Neonatal/Pediatric Respiratory Care	3
RCP 214	Advanced Diagnostic Procedures	2
RCP 225	Clinical Practice IV	3
RCP 228	Preventive & Long Term Respiratory Care	2
RCP 250	Clinical Practice V	3
BIO 137	Human Anatomy & Physiology I	4
BIO 139	Human Anatomy & Physiology II	4
MT 150	College Algebra or	3
MT 110	Applied Mathematics	3
*BIO 225	Principles of Microbiology or	3
*BIO 227	Medical Microbiology	4
PY 110	General Psychology or	3
SOC 101	Intro to Sociology or	3
PSY 100	Intro to Psychology	4
COM 252	Intro to Interpersonal Communications or	3
COM 181	Public Speaking	3
ENG 101	Writing I	3
CIS 100	Introduction to Computers or proof of computer literacy	3
	Heritage and Humanities	3
RCP 168	Special Topics In Respiratory Care I	2
RCP 169	Special Topics In Respiratory Care II	2

* Microbiology is a **recommended** course for the Respiratory Care program but is not a requirement to graduate.

Curriculum is subject to change.

Course Description

RCP 110 (3) Course ID:003786

Cardiopulmonary Anatomy and Physiology

Provides an in-depth analysis of the respiratory and circulatory systems with emphasis on the interaction of systems in gas exchange and acid-base balance as well as the structure and function of the chest cage, mechanics of breathing and control of respiration. Lecture: 3 credits (45 contact hours). Prerequisite: BIO 137 with a grade of C or better. Corequisite: BIO 137.

Components: Lecture

RCP 120 (4) Course ID:003787

Theory and Principles of Respiratory Care

Presents the principles and techniques of therapeutic procedures used in respiratory care, including safe handling and administration of medical gases, uses of humidity, aerosol therapy, lung inflation techniques, bronchial hygiene therapy and airway care. Presents indications, contraindications, and physiologic effects of each therapy with emphasis on safety and appropriateness of care. Prerequisite: (BIO 137 and (MT 110 or MT 145 or MT 150 or equivalent) with a grade of C or better) Prerequisite or Corequisite: (BIO 137 and (MT 110 or MT 145 or MT 150 or equivalent). Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (60 contract hours).

Components: Laboratory, Lecture

RCP 125 (4) Course ID:003788

Cardiopulmonary Evaluation

Examines cardiopulmonary assessment with in-depth coverage of invasive and non-invasive arterial blood gas interpretation, electrocardiography and assessment of chest and neck imaging. Prerequisite: (RCP 110 and BIO 137 and (MT 110 or MT 145 or MT 150 or equivalent) with a grade of C or better). Prerequisite or Corequisite: RCP 110. Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (60 contact hours).

Components: Laboratory, Lecture

RCP 130 (3) Course ID:003789

Pharmacology

Provides an in-depth study of pharmacological agents, their use in the practice of respiratory care for patients with cardiovascular or pulmonary impairment as well as accuracy in drug calculations and delivery. Lecture: 3 credits (45 contact hours). Prerequisite: (RCP 110 and (MT 110 or MT 145 or MT 150) with a grade of C or better). Corequisite: RCP 110 and (MT 110 or MT 145 or MT 150).

Components: Lecture

RCP 150 (2) Course ID:003790

Clinical Practice I

Observation and/or participation in techniques for chest physical assessment, medical gas administration, humidity and aerosol therapy and bronchial hygiene in the assigned clinical setting. Clinical: 2 credits (120 contact hours). Prerequisite: RCP 120 with a grade of C or better; Valid Health Care Provider CPR card. Corequisite: RCP 120.

Components: Clinical

RCP 175 (3) Course ID:003791

Clinical Practice II

Students will participate in the health care team while practicing techniques of respiratory care including airway management and bronchial hygiene in the assigned setting. Clinical: 3 credits (180 contact hours). Co/Prerequisite: RCP 150 with a grade of C or better.

Components: Clinical

RCP 180 (3) Course ID:003792

Ventilatory Support

The technological and physiological aspects of mechanical ventilation including the theory of operation, classification and management of the patient ventilatory system are covered. Lecture: 2 hrs; Laboratory: 4 hrs. Co/Prerequisite: RCP 120 and RCP 150 with a grade of C or better.

Components: Laboratory, Lecture

RCP 190 (2) Course ID:003793

Advanced Ventilatory Support

Advanced concepts in ventilatory support including monitoring and management of the patient ventilator systems are addressed. Lecture: 1.5 hrs; Laboratory: 2 hrs. Co/Prerequisite: RCP 180 with a grade of C or better.

Components: Laboratory, Lecture

RCP 200 (3) Course ID:003794

Clinical Practice III

Provides practice in adult mechanical ventilation procedures and airway management in the critical care setting while continuing to perform other respiratory care skills. Prerequisite: RCP 175 with a grade of C or better. Clinical: 3 credits (180 contact hours).

Components: Clinical

RCP 204 (3) Course ID:003795

Emergency & Special Procedures

Prepares students to participate in advanced emergency life support and special procedures. Prerequisite or Corequisite: [(RCP 130 and BIO 139) with a grade of C or better]. Lecture: 2.5 credits (37.5 contact hours). Laboratory: 0.5 credit (30 contact hours).

Components: Laboratory, Lecture

RCP 210 (3) Course ID:003796

Cardiopulmonary Pathophysiology

Addresses the etiology, diagnosis, clinical manifestations and management of cardiopulmonary disorders as related to respiratory care. Prerequisite: [RCP 110 or (RCP 201 and RCP 185) with a grade of C or better] or consent of instructor. Lecture: 3 credits (45 contact hours).

Components: Lecture

RCP 212 (3) Course ID:003797

Neonatal/Pediatric Respiratory Care

Addresses the normal structure and function of the respiratory and cardiovascular systems including acid-base physiology. Prerequisite: [RCP 110 or (RCP 185 and RCP 201) with a grade of C or better] or consent of instructor. Prerequisite or Corequisite: RCP 190 with a grade of C or better or Consent of Instructor. Lecture: 2.5 credits (37.5 contact hours). Laboratory: 0.5 credits (30 contact hours).

Components: Laboratory, Lecture

RCP 214 (3) Course ID:003798

Advanced Diagnostic Procedures

Prepares students to assist physician in advanced diagnostic and therapeutic procedures. Prerequisite: BIO 139 with a grade of C or better. Lecture: 2.5 credits (37.50 contact hours). Laboratory: 0.5 credits (30 contact hours).

Components: Laboratory, Lecture

RCP 225 (3) Course ID:003799

Clinical Practice IV

Provides observation and practice of advanced cardiopulmonary evaluation techniques while improving efficiency in the ventilatory management of patients. Prerequisite: RCP 200 with a grade of C or better. Clinical: 3 credits (180 contact hours).

Components: Clinical

RCP 228 (2) Course ID:003800

Preventive and Long-Term Respiratory Care

Covers prevention of cardiopulmonary disorders and care of individuals with long term cardiopulmonary disability. Addresses psychosocial and physical needs of clients with emphasis on improving the quality of life and cardiopulmonary reserve. Prerequisite: [RCP 110 or (RCP 195 and RCP 210 and RCP 212 and RCP 226) with a grade of C or better] or consent of instructor. Lecture: 2 credits (30 contact hours).

Components: Lecture

RCP 250 (3) Course ID:003801

Clinical Practice V

Prepares students to participate in effective and efficient planning, managing and delivering respiratory care to diverse client populations in various settings. Prerequisite: RCP 225 with a grade of C or better. Clinical: 3 credits (180 contact hours).

Components: Clinical

Grading Policies

Students enrolled in the Respiratory Care Program are required to maintain a minimum grade of “C” in each Respiratory Care course.

GRADING SCALE:

93 - 100	A
84 -92	B
75 -83	C
Below 75	Unsatisfactory See Instructor Syllabus for Grade Assignment

A grade of “I” means part of the work of the course remains undone. It is given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor will give an “I” grade when the reason for incompleteness is unsatisfactory to the instructor.

- Distribution for the various components for each course will be determined by the instructor and be included in the syllabus for the course.
- Students will be informed of their progress at midterm and at the end of each semester.
- When a student experiences difficulty mastering competencies in any course, he/she is expected to seek extra help from the instructor of the course.
- When a student’s average falls to an unacceptable level, he/she will be notified and a schedule for remediation will be planned
- Students are expected to submit their own work. Evidence of plagiarism, copying, or any other form of cheating or fraudulence will result in forfeiture of the grade for the work and formal disciplinary action will be taken.
- “To communicate effectively using standard English” requires that writing skills be evaluated utilizing various assignments. With further attention to the evaluation of the student’s writing, “faculty are expected to call attention to and penalize for errors in English usage and require the rewriting of papers which do not meet acceptable standards.” (C.C.S. Rules, Section V, 232)
- Late submission of any assigned work will result in a grade reduction to be determined by the instructor of the course.

Student Progress

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.

- All students are required to periodically check with course instructors for grade averages.
- Any student who makes less than a 75% on any exam in a didactic course is required to receive remediation with a peer tutor and prove improvement/competency on course material prior to taking the next written examination.
- Students whose overall class average is less than 80% or as stated in the instructor syllabus will also be required to receive mandatory remediation for overall course competency.
- Any student who fails two or more consecutive examinations in a didactic course, or whose course average is less than 75% will be contacted by program faculty to discuss the students' deficiencies. 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.
- All students who are in clinical rotations are required to periodically meet with instructors for clinical averages and grades.

General Rules of Conduct

Students enrolled in the program are entitled to an educational environment free from discrimination, harassment in any form, and intimidation. Students are expected to maintain accepted standards of conduct which includes; courtesy, honesty, respect for the rights of others and orderly behavior and compliance with established college policy. In an effort to ensure an environment conducive to learning, the college has an established code that is expected to be followed by all students (refer to the Community College Code of Student Conduct). Students who fail to do so will be subject to disciplinary action and dismissal from the program. Please note if you are convicted of a felony, of any kind, while in the Respiratory Care program you may be dismissed from the program. Most state agencies will not allow licensure to those individuals who have a felony record.

Student Counseling

It is important to maintain professional conduct while you are a student in the Respiratory Care Program. Behavioral Issues: if your behavior disrupts classroom instruction or is considered threatening in the classroom or clinical setting you will be counseled by the Respiratory Care faculty. Student code of conduct rules are strictly followed and standards of conduct must be adhered to or you will be reported to the Chief Student Affairs Officer. If faculty have to counsel you for behavioral issues more than twice in one semester a meeting will be called with the faculty and the Chief Student Affairs Officer to determine if you will be allowed to remain in the Respiratory Care program!

Attendance Policies

Attendance and punctuality are necessary for success in any didactic or clinical course. The faculty understands that unavoidable circumstances may cause you to be absent or tardy; however, repeated absences and tardiness indicate a deeper problem. Absenteeism/tardiness may result in a grade reduction (as determined by the instructor and written into the syllabi of each course) or the assignment of a letter grade of "E" if absences are deemed excessive.

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

Southeast KY Community & Technical College RESPIRATORY CARE PROGRAM STUDENT ACTION PLAN

Student Name: _____ **Date:** _____

Courses: _____

Current GPA: _____ **Follow Up Meeting Date** _____

WEAKNESS/STRENGTHS

PLAN OF ACTION

RECOMMENDED RESOURCES

Consequences, as detailed in the student handbook, have been discussed and the student is aware of possible outcomes if the issues leading to this Action Plan are not corrected.

Instructor: _____ **Date:** _____

Student: _____ **Date:** _____

Classroom and Laboratory Etiquette

- All students are expected to be responsible for maintaining a pleasant and safe classroom and laboratory environment.
- Eating and drinking in the classroom is at the discretion of the instructor. Students are responsible for cleaning up after themselves. Any problems will result in the privilege being revoked. Food and drinks are **not** allowed in the laboratory.
- The use of tobacco products is not allowed in any classroom or laboratory.
- All cell phones and pagers must be turned off or silent during classes. Phones in the clinical setting are not permitted. In case of a potential emergency situation, upon requested permission from the instructor, phones may be allowed only after being excused from class or patient area.
- Students are responsible for all information discussed in the classroom, laboratory and clinical post conference.
- If a student is absent they are responsible for contacting the course instructor prior to the next class meeting to obtain necessary information. Students who are absent and do not contact the course instructor prior to the next class meeting will not receive extra time to complete assignments. The late work policy for the course will be followed.
- Students should not attempt to operate any equipment until they have received appropriate instruction for its use.
- When using equipment, please treat it kindly.
- All equipment should be disconnected from any power source and returned to the appropriate storage area at the end of laboratory sessions.
- All unsafe or malfunctioning equipment should be reported to the instructor immediately so it may be repaired or taken out of service.
- Manual and text guidelines for safety should be followed when handling equipment, medical gases and supplies.
- Lab benches should be cleared of all books and papers at the end of laboratory

Professional Organizations

The **American Association for Respiratory Care (AARC)** is your professional organization. It is beneficial to hold student membership and be an active member in your professional organization. Student membership is available at a reasonable rate.

The Association is primarily responsible for developing educational opportunities for its members and ensuring that the standards of care and practice in the profession are developed and maintained. One ongoing project of the Association is to develop and upgrade written clinical practice guidelines, or standards, for the Respiratory Care profession as well as for use by government agencies and other health groups. In addition, the AARC develops materials that members can use in their community health promotion and disease prevention activities. The faculty strongly recommends students become members of their professional organization.

The AARC monitors both federal and state legislative and regulatory activity that might affect the health and health care of our nation, such as issues related to Medicare, smoking or hiring practices of health care workers

Benefits include:

- Automatic membership in the Kentucky Society for Respiratory Care (KSRC)
- Discounts in registration fees at AARC/KSRC sponsored educational programs
- Respiratory Care — a monthly scientific journal
- AARC Times — a monthly online publication for Respiratory Care Practitioners
- Association with other Respiratory Care students and professionals
- A forum for voicing your concerns for the profession
- Future employers look favorably at graduates who have been and are members of the AARC!

Health Occupations Students of America (HOSA) is your student organization. HOSA promotes strong leadership skills and professionalism between disciplines.

- ***All students who are enrolled in the Respiratory Care program are encouraged to join and actively participate in the local HOSA Chapter if available on their campus.***

Learning Resources

Whitesburg Campus

The library and campus 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

- Fines for overdue books are \$0.10/day/item
- A copy machine for student use at a nominal fee

Student Services

- Counseling for career/personal needs
- Financial aid
- Tutoring
- Faculty will confer with students for various reasons throughout the semester when they deem necessary. Minimum of one conference per semester.
- Starfish will also be utilized for student grade updates

Due Process/Program Grievance

The Respiratory Care Program of Southeast Kentucky Community & Technical College is committed to respecting all members of our program and providing a quality educational experience for our students. The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints are resolved promptly. Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Students should address complaints first with the faculty & program director. If informal resolution is unsuccessful, the student may file a written complaint with the Division Chair. If the chairperson is the subject of the complaint it should be filed with the Chief Academic Officer. Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. When describing the conduct complained of the grievance shall be as specific as possible.

The Division Chair shall meet with the complaining student and faculty member, either separately or together, to discuss and try to resolve. The Division Chair may seek the assistance of the Campus Director or other appropriate person to facilitate formal resolution.

If either the student or the faculty member is not satisfied with the report of the Division Chair the student or faculty member may file a written appeal to the Chief Academic Officer within 14 calendar days of receiving the report, which time period may be extended for good cause shown.

The committee shall issue a written decision within 14 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

Any further action should follow KCTCS policy.

Refer to the KCTCS Code of Student Conduct link below for the detailed steps to follow for any further action regarding discrimination, academic complaints, or nonacademic complaints.

https://southeast.kctcs.edu/en/Current_Students/Student_Code_of_Conduct.aspx

The program respects the student's right to grievance or appeal decision, which they perceive to be unfair.

The program follows the College's Academic Appeals Policy found in the KCTCS Code of Student Conduct at the above link.

Student Grievance Process

Students who feel they have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, disability, age, religion, beliefs, political affiliation, or veteran status have the right to pursue an informal and/or formal grievance.

GRIEVANCE COORDINATOR

Billie Franks, EEO Coordinator

Southeast Kentucky Community and Technical College

Cumberland, KY 40823

606-589-3029

Link to grievance process can be accessed at

http://www.southeast.kctcs.edu/Current_Students/Student_Grievance_Procedure.aspx

RESPIRATORY CARE Projected Program Cost

ITEM	COST
Books	\$1100.00
Lab Coats (1)	\$30.00
Scrubs (2 sets)	\$130.00
Shoes (1) Pair	\$70.00
Watch with second hand	\$30.00
Stethoscope	\$50.00
Misc. items ex. Notebooks, pens, and pencils	\$100.00
NBRC Application Fee (TMC Exam \$190/SIM Exam \$200)	\$390.00
Background check	\$60.00
Cap, Gown, Diploma Cover for Graduation	\$60.00
Examination Home Study Preparation Seminar	\$360.00
Tuition (74 Hrs. @ \$164)	\$12,136.00
Secure NBRC TMC	\$60.00
Secure NBRC Simulation exam	\$65.00
Portable Storage Device "jump drive"	\$30.00
Patches for uniforms \$4.00 each X 4	\$16.00
Dug Screen	\$40.00
Estimated Total Cost	<u>\$14,727.00</u>

Program Assessment and Governance

The students' input in the program's governance is extremely valuable. There will be several areas of program operation evaluated during the students' educational experience. Suggestions for improving the program through assessment surveys, in class or personal discussions are welcomed and encouraged.

Class Representative

Students have the opportunity to elect one of their peers to represent the concerns of the group while serving as a student member of the Respiratory Care Advisory Committee.

Student Employment Policy

Students who are enrolled in an accredited Respiratory Care program may be employed as a student Respiratory Care practitioner (RCP). 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.
- If the student is too ill to attend scheduled clinics or didactic sessions, then the student is considered too ill to work as a student RCP. The student must attend clinical or class for the full day. Should the student call in for clinics or class, and work as a student RCP the same day, it is considered as a violation of program policy. The employer will be contacted and informed.
- Employment time is not substituted for clinical experience.
- Clinical performance evaluations may not be completed during the time the student is employed.
- Request for student employment must also be submitted and approved by the program coordinator prior to employment

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.

201 KAR 29:010. Activities Under Limited Mandatory Certification.

Relates to KRS 314A.110

Statutory Authority: KRS 314A.205(3)

NECESSITY, FUNCTION AND CONFORMITY: KRS 314A.205 requires the board to evaluate the qualification of candidates for mandatory certification and to establish guidelines to make evaluations. This administrative regulation lists the qualifications for limited mandatory certification and clarifies requirements as well as the types of activities which are permissible by persons holding limited mandatory certification.

Section 1. To be eligible for limited mandatory certification as a respiratory care practitioner, the applicant shall:

- (1) Be actively enrolled in an accredited program as defined by KRS 314A.010(5).
- (2) Have documented competency in a minimum of six (6) of the following areas as it related to KRS 314A.010(8):
 - (a) Oxygen therapy;
 - (b) Assessment of patients cardiopulmonary status;
 - (c) Cardiopulmonary resuscitation
 - (d) Ethics of respiratory care and medical care;
 - (e) Humidity therapy;
 - (f) Aerosol therapy;
 - (g) Airway clearance techniques;
 - (h) Chest physiotherapy;
 - (i) Gas therapy; and
 - (j) Respiratory assist device (RAD); and
- (3) Submit documentation of authorization of employment on the Application for Limited Mandatory Certification by the director of the applicant educational program and also by the appropriate supervisory personnel in the health care facilities in which the applicant intends to practice respiratory care.

Section 2. Upon completion of the accredited program, the holder of a limited certificate shall apply for temporary mandatory certificate or a mandatory certificate by completing the Application for Mandatory Certification as a Respiratory Care Practitioner.

Section 3. "Continuous mechanical or physiological ventilatory support" as used in KRS 314A.110 (3) shall be considered to be the establishment, management, or termination of mechanical ventilation. A person holding a limited mandatory certificate shall prohibited from performing these functions, as well as arterial puncture and blood gas analysis. Persons holding a limited mandatory certificate may perform any other respiratory care procedure or function for which they have received training, if they are done under the supervision of an individual holding mandatory certification by this board.

Section 4. A person shall not practice under a limited mandatory certificate is he or she has been previously been approved by the board for a temporary certificate.

Section 5. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) Application for Limited Mandatory Certificate, 8/94; and
- (b) Application for Mandatory Certification as a Respiratory Care Practitioner, 3/97.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Respiratory Care, 301 East main Street, Suite 900, Lexington, Kentucky 40507, Monday through Friday, 8 a.m. to 4:30 p.m. (17 Ky.R. 2918; eff. 4-11-91; Am. 27 Ky.R. 3130; 28KyR. 68; eff. 6-16-2001).

Health and Safety

School Related Accidents and Incident Reports

Rules

- Accident school coverage is only provided by SKCTC for the student while attending class or clinicals.
- 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.

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.

- 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. He/She will determine 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 the 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 SKCTC and proof of coverage must be presented to the Director of Clinical Education **before** a student begins clinical assignments. Insurance is included in the student tuition/health fee.

**Southeast KY Community & Technical College
Advanced Respiratory Care Practitioner**

FIRST YEAR

SUMMER SEMESTER:		
BIO 137	Human Anatomy & Physiology I*	4
MT 110	Applied Mathematics *	3
	OR	
MT 150	College Algebra* (or higher)	(3)
		7
Total		7
FALL SEMESTER:		
RCP 110	Cardiopulmonary Anatomy and Physiology	3
RCP 120	Theory and Principles of Respiratory Care	4
RCP 130	Pharmacology	3
RCP 150	Clinical I	2
BIO 139	Human Anatomy & Physiology II*	4
		16
Total		16
SPRING SEMESTER:		
RCP 125	Cardiopulmonary Evaluation	4
RCP 180	Ventilatory Support	3
RCP 175	Clinical Practice II	3
RCP 204	Emergency and Special Procedures	3
COM 252	Introduction to Interpersonal Communications*	3
	OR	
COM 181	Basic Public Speaking*	(3)
		16
Total		16
SUMMER SEMESTER:		
RCP 200	Clinical Practice III	3
ENG 101	Writing I*	3
		6

**Southeast KY Community & Technical College
Advanced Respiratory Care Practitioner**

SECOND YEAR

FALL SEMESTER:

RCP 190	Advanced Ventilatory Support	2
RCP 210	Cardiopulmonary Pathophysiology	3
RCP 212	Neonatal Pediatric Respiratory Care	3
RCP 225	Clinical Practice IV	3
RCP 169	Special Topics: NBRC Review	2
CIS 100	Introduction to Computers	3

16

SPRING SEMESTER:

RCP 214	Advanced Diagnostic Procedures	3
RCP 228	Preventive and Long-Term Respiratory Care	2
RCP 250	Clinical Practice V	3
RCP 169	Special Topics: NBRC Review II	2
PY 110	General Psychology*	3
	OR	
SOC 101	Introduction to Sociology*	(3)
	OR	
PSY 223	Developmental Psychology*	(3)
	Heritage/Humanities*	

Total **16**

Social Media Policy

The term “**Social Media**” is used in this context to identify personal interaction venues such as Twitter, Facebook, My Space, Friendster, LinkedIn, Vine, and Snapchat, etcetera.

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of the Respiratory Program and SKCTC, students are encouraged to use the “**Social Media**” for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty. If the student is found to have defamed or used profane comments against fellow students, staff or faculty, disciplinary action will be taken and may include dismissal from the program. Students should refrain from “posting” any Patient Information or Clinical Site Information and Policy and Procedure. Students found to be posting such comments are subject to disciplinary action and may include dismissal from the program.

Confidentiality of Patient Records and information

In the process of performing one's assigned duty in the health care facility, it is possible to overhear information regarding patients, physicians, and/or hospital staff, which must be considered confidential. Therefore, you are directed not to discuss outside the health care facility or even with other health care facility students or employees these bits of information. In Accordance With **HIPPA** regulations and the **Privacy Act of 1974**. With this in mind, it is a direct violation of **HIPPA** regulations and the **Privacy Act of 1974** “post” information via “**Social Media**”. The following are the rationale of **HIPPA** regulations and the **Privacy Act of 1974** and examples of violations.

- Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Idle conversation and broad “**Social Media**” distribution regarding patient care is not exhibiting appropriate demeanor for healthcare professionals.
- The patient owns the information contained in their medical record, and the health care facility owns the medical record document. Therefore, students cannot remove or transmit original, microfilmed, or photocopied medical records or images via “**Social Media**” from the facility's premise. Any health data that identifies a patient, physician, or health care provider by name is considered to be confidential information.
- Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient's age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. It is ***impossible*** to adhere to **HIPPA** regulations and the **Privacy Act of 1974** in a “**Social Media**” environment. **Students who release health information without proper authorization will be dismissed from the program.**

Principles Governing Use of Computing Resources:

- a. KCTCS expects individuals to obey laws related to “Social Media” technology.
- b. KCTCS expects individuals to ensure the integrity of the information distributed via “Social Media”.
- c. KCTCS expects individuals to use “**Social Media**” in a manner consistent with maintaining optimal professional and respectful work and study environments.

Examples of Violations:

Violations of these principles or any attempt to violate these principles constitute misuse. Violations include, but are not limited to:

- a. Usage of any “**Social Media**” venue while participating at a Clinical Site.
- b. Distributing confidential or restricted Patient or Clinical Site information via any “**Social Media**” venue.
- c. Intentionally accessing, using, viewing, distributing, modifying, obscuring, or deleting of Patient or Clinical Site data and information via any “**Social Media**” venue.
- d. Unprofessional comments against fellow students, staff or faculty.
- e. **Students who release health information without proper authorization will be dismissed from the program.**

Tobacco Free Policy

Employees, Students, and Visitors

Southeast Kentucky Community & Technical College is committed to providing students, employees and visitors with a safe and healthy environment. In light of this commitment, the college has become a tobacco-free institution. No consumption of any tobacco, e-tobacco product, or any vaporizing technology is allowed on any college property or in any college facility. The institution prominently displays notices of the tobacco-free policy at all college locations.

Southeast Kentucky Community & Technical College will implement this policy on July 1, 2015. We aim to improve the lives of all students, faculty, staff, and visitors that enter our campus, and we strive to be a model for the larger community.

Reasons for adoption:

- Compliance with Kentucky Governor Steven Beshear's Executive Order 2014-747
- Provide a safe and healthy environment for all to work and learn
- Eliminate harmful exposure to second-hand smoke on campus
- Decrease the amount of tobacco litter on campus
- Offer a positive and healthy environment for underage students and visitors

Policy: Southeast Kentucky Community & Technical College recognizes its leadership role in promoting and maintaining a tobacco-free environment. A majority of faculty, staff, and students do not smoke nor use tobacco products; tobacco use is objectionable to many non-tobacco users. A report issued by the United States Surgeon General concluded that there is no acceptable level of exposure to secondhand tobacco smoke. Therefore, in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, SKCTC is a tobacco-free institution.

Enforcing a tobacco-free policy is possible because SKCTC places value on individual responsibility and leadership. As such, every member of the SKCTC community shares equally in the responsibility for adhering to and respectfully enforcing the tobacco-free policy.

Specifically:

- A. Tobacco use is prohibited on all SKCTC-owned property and within any leased SKCTC office and classroom space. The use of all tobacco products is prohibited on SKCTC-owned facilities and facilities leased and controlled by SKCTC.
- B. Tobacco use is prohibited in all indoor and outdoor facilities, including entrance steps and ramps, restrooms, pedestrian walkways, parking lots, entryways, and terraces.
- C. Tobacco use is prohibited in SKCTC-owned or leased vehicles.
- D. Enforcement of this policy will not extend to the use of tobacco products in private vehicles located on SKCTC property provided users will make a reasonable effort to contain tobacco products and smoke inside the vehicle (e.g., keeping windows, doors, and roofs closed).
- E. Tobacco products will not be sold in SKCTC facilities.

The President/CEO is authorized to develop and implement procedures to implement this policy.

Accreditation Status

Commission on Accreditation for Respiratory Care (CoARC) is the accrediting agency for the Respiratory Care program here at Southeast KY Community & Technical College.
(Discussion + Questions and Answers)

I have been informed that Southeast KY Community and Technical College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). I am aware of the programs' accreditation status of continuing accreditation. I have been informed of what this accreditation status means to me, as a student enrolled in this program. I have been supplied with contact information for the CoARC.

Signature

Date

**Southeast KY Community and Technical College
Respiratory Care Program
State of Understanding**

I have read and understand the information in the Respiratory Care Program Handbook and agree to adhere to these stated policies. I further acknowledge that I have received access to a written copy, as well as information about online access, of the KCTCS Code of Student Conduct and grievance procedures.

https://southeast.kctcs.edu/en/Current_Students/Student_Code_of_Conduct.aspx

http://www.southeast.kctcs.edu/Current_Students/Student_Grievance_Procedure.aspx

Student's Signature

Date

**Southeast KY Community & Technical College
Authorization to Release Reference information**

I hereby authorize the Program Director and/or Instructors in the Respiratory Care Program at Southeast Community College to release information concerning my performance while enrolled in the program.

This information should only be released to prospective employers that I have given the Program Director and/or Instructors as references.

Student's Signature

Date

**Southeast KY Community & Technical College
Travel Form**

This is to confirm that I understand that the Respiratory Care Program requires some travel as part of the program and that these trips may involve same day travel out of town as well as overnight travel for several days. I will not hold Southeast KY Community & Technical College or any faculty thereof responsible for any accidents or bodily injury that may occur to me as a result of this travel.

Student's Signature

Date

Southeast KY Community & Technical College Professional Standards

A student entering the profession of Respiratory Care must understand that they are entering a field of medicine that requires certain professional standards. Professional dress, appearance, clinical regulations and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a Respiratory Therapist present themselves to all ages, cultures, and various ethnic origins; therefore trendy modes of dress and appearance are not allowed.

The program has an established dress code, a code of conduct, as well as, clinical rules and regulations laid out in the clinical handbook that you must follow throughout the Respiratory Care program.

Your signing of the Professional Standards form indicates that you understand the requirements of the program and that you agree to abide by these standards. Note that disciplinary actions will be taken in reductions of points of clinical evaluation in the event that Professional Standards are not kept.

Student's Signature

Date

**Southeast KY Community & Technical College
Respiratory Care Program
Grounds for Dismissal**

The grounds for dismissal are listed below. Students should be aware that a student can be suspended from the program at any time for violation of any one of the grounds listed for either academic or disciplinary reasons. Due process would be followed in applicable situations.

- Failing grades in Respiratory and/or College courses (as outlined in the KCTCS Senate Rules).
- Insubordination
- The conviction and distribution of, or possession of illegal drugs or controlled substances.
- If you are convicted of a felony, of any kind, you will be dismissed from the program
- Failure to accomplish clinical assignments and course requirements.
- Unprofessional or unethical conduct.
- Cheating in related or professional courses.
- If a clinical education facility refuses to allow a student into their facility for violations such as theft, misconduct, refusal to obtain a required drug screen or background check, failure of before mentioned drug screen, refusal to maintain all immunizations as may be required by a facility; the student will not be allowed to continue in the program.

Please sign this form. This means that you are aware of these policies before entering the program.

Student Signature

Date

**Southeast KY Community & Technical College
Respiratory Care Program
Social Media Confidentiality Signature Page**

My responsibility related to maintaining confidentiality as a respiratory care student of Southeast Kentucky Community and Technical College in the respiratory care program has been explained to me. I understand that it is my responsibility to maintain confidentiality and professionalism at all times.

I understand that disciplinary action such as dismissal from the program will be taken if a breach of confidentiality or unprofessional behavior occurs.

Signature

Date