

# COLUMBUS STATE

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## RESPIRATORY CARE

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**Columbus State Community College**

**Health and Human Services Division**

**Respiratory Care Student Handbook**

**May 2019-December 2020**

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# COLUMBUS STATE

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## HEALTH & HUMAN SERVICES DIVISION

### **MESSAGE FROM THE DEAN OF HEALTH AND HUMAN SERVICES**

Welcome to the Division of Health & Human Services. We are delighted you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of ten departments offering nearly 70 degree and certificate programs, we have something for everyone.

Our faculty, support staff, advisors, and administrators all work together to help you succeed in your education at Columbus State and beyond. They embody the Columbus State spirit of *student success*. We are genuinely committed to helping you reach your goals.

We offer state of the art equipment and technology, accredited academic programs, a highly qualified faculty, and all of the support tools you will need to complete your education with us. We think you will agree that Columbus State is a truly extraordinary place.

Beyond what you will learn, your education has tremendous value. With each passing year, a greater number of employers are turning to Columbus State graduates. Columbus State provides a relevant education for an ever-changing workplace. You will acquire the skills you need for a job today, but also develop deep learning abilities for a career tomorrow.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well as recreational and athletic opportunities that you can share in as a student. I hope you will take advantage of these opportunities.

On behalf of the Health and Human Services Division, I wish you the very best on your studies at Columbus State and for your future!

Best wishes,

Curt Laird, Ph.D.  
Dean, Health & Human Services

## **RESPIRATORY CARE STUDENT HANDBOOK PURPOSE**

This Student Handbook provides information specific to students in the Respiratory Care Program. This handbook applies to all students in the Respiratory Care Program who are pursuing the Associate of Applied Science Degree in Respiratory Care.

Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

The information contained in these documents will be covered in detail during program orientation. Any questions regarding this information should be directed to the full-time program faculty.

## **STATEMENT ACKNOWLEDGING CHANGES TO THE RESPIRATORY CARE STUDENT HANDBOOK**

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and Respiratory Care Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically. Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at [csc.edu/respiratory](http://csc.edu/respiratory).

## **COLLEGE POLICIES**

### **Student Code of Conduct Summary**

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in Columbus State Policy and Procedure 7-10. Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, Columbus State students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations sexual harassment, sexual misconduct, harassment, and/or violations civil rights by an employee the matter will be referred to the College's Title IX Coordinator.

The complete Columbus State Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please visit the following website: <https://www.csc.edu/services/student-conduct/>.

### **Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs**

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Please see the program specific policy on page 25 to learn more about your academic program's requirements.

### **Individuals with Disabilities**

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Disability Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request accommodations for access. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Disability Services. Students can also visit the disability services website at: <https://www.csc.edu/services/disability/register.shtml>. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Disability Services at Columbus State please visit the Disability Services website at: <https://www.csc.edu/services/disability/>.

### **Student Rights under the Family Educational Rights and Privacy Act (FERPA)**

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog.



To view the Columbus State Catalog online please visit <https://www.csc.edu/academics/catalog/>. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

### **Notice of Non-Discrimination/Anti-Harassment**

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression. The complete Columbus State Non-Discrimination/Anti-Harassment Policy 3-43 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. Any student found to be in violation of Policy 3-43 will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct Policy and Procedure 7-10.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discriminationreport](https://www.csc.edu/discriminationreport) or by visiting the following website <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

### **Sexual Misconduct and Title IX**

The Columbus State Sexual Misconduct Policy 3-44 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. “Education programs and activities” include all of a school's operations, including employment and school-sponsored athletics and activities (on or off campus).

Title IX prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to:

- Sexual assault
- Domestic, intimate partner and dating violence
- Gender-based stalking
- Sexual harassment (quid pro quo and hostile work environment)
- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person differently based on marital status.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discriminationreport](https://www.csc.edu/discriminationreport) or by visiting the following website <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

### **Campus Safety/Clery Act**

A college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at: <https://www.csc.edu/services/police/>. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

### **Veterans and Service Members Support and Assistance**

Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: <https://www.cscce.edu/services/military-veterans/>. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287-2644.

### **Drug and Alcohol Free Campus**

Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at: <https://www.cscce.edu/services/counseling/> and the Alcohol and Other Drug Prevention Brochure at: [https://www.cscce.edu/services/counseling/pdf/alcohol\\_drug\\_prevention.pdf](https://www.cscce.edu/services/counseling/pdf/alcohol_drug_prevention.pdf).

Further, Students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.cscce.edu/about/policies-procedures.shtml>.)

### **Tobacco Free Campus**

Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. For cessation resources, please visit <http://legacy.cscce.edu/about/tobaccofree/>.

To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: <https://www.cscce.edu/about/policies-procedures.shtml>.

### **Grade Grievance Procedure Summary**

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: <https://www.cscce.edu/about/policies-procedures.shtml>. It is the student's

responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

### **Written Student Complaints**

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: <https://www.csc.edu/about/policies-procedures.shtml>

### **Image Release Acknowledgment**

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, see [Ohio Revised Code section 2741.09\(A\)\(5\)](#). This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State property or at Columbus State events, and used as long as the use is to promote the college's educational purposes.

### **Additional Columbus State Websites**

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: <https://www.csc.edu/about/policies-procedures.shtml>
- For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: <https://www.csc.edu/services/student-handbook.shtml>
- To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: <https://www.csc.edu/academics/catalog/>
- Columbus State's Social Media Guidelines can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>
- Institutional Disclosure-Student Right to Know can be accessed at the following website: <https://www.csc.edu/about/institutional-disclosure.shtml>

## **PROGRAM OVERVIEW**

### **Overview**

The Respiratory Care Program at Columbus State Community College was developed in response to community needs for trained respiratory care personnel. To meet this need the program was developed and started the first class in the Autumn quarter of 1973.

The therapist level graduate has the expectation to be capable of independent judgment and of serving as a resource person to other health care personnel regarding the practice of respiratory care. The program starts in the Summer Semester of each year.

The Respiratory Care curriculum was developed according to the guidelines for accreditation by The Commission on Accreditation for Respiratory Care.

Students are advised that this overview is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the program overview on the Columbus State Catalog website: <https://catalog.csc.edu/> or on the academic program website: <https://www.csc.edu/respiratory>.

### **Program Philosophy**

The faculty of the Columbus State Community College Respiratory Care Program supports the mission and goals of the College to provide quality educational programs to enhance the educational and employment opportunities for learners.

The faculty views a quality program as one that is learner centered, focuses on success, provides a strong link between the educational program and employment community, and provides learners with the knowledge and skills necessary for employment using practitioner faculty and experiential curricula.

The faculty views a learner-centered program as one that recognizes that every individual is holistic in nature. They are characterized by the interaction of physiological, psychological, social, and spiritual life components. Every individual brings to this program a unique set of life experiences that impact on how she/he learns. A quality program recognizes that learners must balance family, school, and work obligations. To the extent possible, a program should arrange schedules that allow learners to meet the demands of their work, personal, and academic lives.

The faculty view linkage of the educational program to the employment community as essential for success. The employment community provides "real world" guidance that assures that program instruction is current; helps identify trends in health care, and are the final evaluators of program outcomes.

"Respiratory Care" means rendering or offering any service involving the evaluation of cardiopulmonary function, the treatment of cardiopulmonary impairment, the assessment of treatment effectiveness, and the care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

The faculty view respiratory care practitioners as vital members of the health care

team. Successful team members must be able to give and obtain information, understand their role in the overall health care environment, demonstrate key employment skills, understand legal and ethical aspects of health care, and interact with others in a sensitive and effective manner. Successful respiratory therapists must demonstrate technical skills currently required for employment and be prepared to accept new responsibilities.

The faculty views a quality curriculum as one that focuses on the use of information to solve real world problems. This requires that learners be actively involved through critical thinking skills, assessment methods, and perform skills that are requirements of the profession. A quality curriculum is continuously updated to keep pace with the rapidly changing health care delivery system.

The faculty recognizes that learning is a lifelong process and is essential for success in health care careers. A quality program stresses the importance of lifelong learning and provides learning activities that help develop necessary skills.

### **Definition of Respiratory Care**

The American Association for Respiratory Care offers the following definition of Respiratory Care:

*Respiratory Care is the health care discipline that specializes in the promotion of optimum cardiopulmonary function and health. Respiratory Therapists employ scientific principles to identify, treat, and prevent acute or chronic dysfunction of the cardiopulmonary system. Knowledge and understanding of the scientific principles underlying cardiopulmonary physiology and pathophysiology, as well as biomedical engineering and technology, enable respiratory therapists to provide patient care services effectively.*

*As a health care profession, Respiratory Care is practiced under medical direction across the health care continuum. Critical thinking, patient/environment assessment skills, and evidence-based clinical practice guidelines enable respiratory therapists to develop and implement effective care plans, patient-driven protocols, disease-based clinical pathways, and disease management programs. A variety of venues serve as the practice site for this health care profession including, but not limited to: acute care hospitals, sleep disorder centers and diagnostic laboratories, long term acute care facilities, rehabilitation, research and skilled nursing facilities, patients' homes, patient transport systems, physician offices, convalescent and retirement centers, educational institutions, medical equipment companies and suppliers and wellness centers. (Revised 07/09).*

### **Program Accreditation**

The Columbus State Community College Respiratory Care Program was reaccredited by the Commission on Accreditation for Respiratory Care (CoARC) in November 2012. The Commission on Accreditation for Respiratory Care can be contacted at (817) 283-2835 or at 1248 Harwood Road, Bedford, Texas 76021-4244 or at [www.coarc.com](http://www.coarc.com).

## **Learning Outcomes**

Goal: To prepare students as competent Respiratory Care Practitioners

Standard 1A: Upon completion of the program, the students will have demonstrated satisfactory completion of all clinical skills.

Standard 1B: Upon completion of the program, graduates will demonstrate technical proficiency on national credentialing exams.

Standard 1C: Upon completion of the program, the graduates will demonstrate behaviors consistent with employer expectations and professional expectations.

Standard 1D: Upon completion of the program, students will demonstrate technical proficiency on a comprehensive exams.

## **Graduate Competencies**

Upon completion of the Associate Degree in Respiratory Care Technology, the graduate will be able to:

- Demonstrate the ability to collect and evaluate patient data; and recommend procedures to obtain additional data.
- Demonstrate the ability to correctly assemble, use and maintain respiratory care equipment using principles of infection control and quality assurance
- Initiate, conduct and independently modify prescribed therapeutic procedures and recommend modifications based on patient response.
- Demonstrate personal and professional behaviors required for successful employment

## **Length of Program**

The Respiratory Care Program is five semesters in length. Students are accepted into the program in Spring Semester and begin their curriculum in the Summer Semester of each year. All general education, basic science, and technical courses are offered at Columbus State Community College. Clinical courses involve assignments to a variety of clinical affiliates and travel is required. All courses are conducted between the hours of 5:30 a.m. through 7:00 p.m.

## **National Credentialing Examinations**

The National Board for Respiratory Care (NBRC) conducts the credentialing examinations for practitioners of respiratory therapy. The examinations are the Therapist Multiple Choice Examination (TMC) and the Clinical Simulation Examination (CSE). It is the graduate's responsibility to contact the NBRC to obtain application information and to submit the required fees for testing. Successful completion of the respiratory care program at the College does not guarantee credentials.

**Students must be 18 years of age to be eligible take the national board exams** <https://www.nbrc.org/resources/faqs/#toggle-id-17>

In addition, the NBRC offers voluntary specialty examinations in the areas of

neonatal/pediatric care (NPS), adult critical care (ACCS), sleep disorders (SDS) and pulmonary function technology (CPFT, RPFT).

### **State Licensure**

The Ohio Medical Board is responsible for the regulation of the practice of respiratory care in the state of Ohio. Licensure from the Ohio Medical Board is required for employment in Ohio. Graduates are eligible to become licensed as a Respiratory Care Practitioner by the Ohio Medical Board at <http://www.med.ohio.gov/Home.aspx>. Successful completion of the respiratory care program at the College does not guarantee licensure.

### **Student Organization**

The Respiratory Therapy Student Organization (RTSO) is a Columbus State endorsed student club whose mission is to promote and recognize scholarship, service, and leadership among students and graduates of the field of respiratory care. All students enrolled in the respiratory care program are active members in the organization.



## Course Descriptions

### Course Criteria Changes

Students are advised that required courses in the handbook are subject to change and the handbook may not be immediately revised, therefore, students should check for the most current information regarding required courses on the Columbus State Catalog website: <https://catalog.csc.edu/>

### **RESP 1110 Introduction to Respiratory Care (SU) 2 credits**

This course introduces students to the role and responsibilities of the respiratory therapist. Emphasis will be placed physical examination techniques and general respiratory therapeutics. Fundamental concepts including effective communication skills, legal and ethical principles, and infection control will be presented.

Lecture: 1 hours – Lab: 2 hours

Prerequisite: Program admission

Corequisites: RESP 1220

Lab fee: \$10.00

### **RESP 1220 Cardiopulmonary Anatomy & Physiology (SU) 3 credits**

This course provides an integrated approach to the anatomy and physiology of the cardiopulmonary system. Basic pathological concepts related to the pulmonary system will be introduced. Normal and abnormal function will be compared.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: Admission into the program

Corequisites: BIO 2301

### **RESP 1230 Respiratory Pharmacology (AU) 2 credits**

This course introduces the basic principles of therapeutic drug administration. Classification of drugs included are bronchodilators, anti-inflammatory agents, anti-asthma agents, mucus controlling agents, surfactants, antimicrobial agents, and other drugs used in the treatment of cardiopulmonary patients. Special emphasis will be directed to safety issues and the application to respiratory care practice.

Lecture: 2 hours

Prerequisite: RESP 1220

Corequisites: RESP 2472, RESP 1861

### **RESP 2472 Respiratory Equipment (AU) 2 credits**

This course provides a study of the basic operating principles of equipment used to administer respiratory therapy in the general medical-surgical care settings.

Equipment used in the administration of medical gases, humidity and aerosol therapy, lung expansion therapy, and bronchial hygiene will be emphasized.

Emphasis will be placed on troubleshooting, infection control and quality control.

The student will practice procedures in a simulated patient care environment.

Lecture: 1 hour- Lab: 2 hours

Prerequisite: RESP 1220, RESP 1110

Corequisites: RESP 1230,

RESP 1861 Lab fee: \$60.00

**RESP 1861 Introduction to the Clinical Experience (AU) 1 credit**

This course is focused on introducing the student to the clinical setting. Emphasis is placed on patient safety and patient confidentiality.

Directed Practice: 5 hours

Prerequisite: RESP 1220

Corequisites: RESP 1230,

RESP 2472 Lab fee: \$25.00

**RESP 1360 Therapeutic Procedures I (SP) 4 credits**

This course is focused on the basic therapeutic and diagnostic procedures performed by the respiratory therapist. Topics included are medical gas therapy, lung expansion therapy, and basic airway care. Special emphasis will be placed on the indications, contraindications, techniques, and effectiveness of each. The student will practice procedures in a simulated patient care environment.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: RESP 1220

Corequisites: RESP 2452, RESP 2442, RESP 1862

Lab fee: \$54.00

**RESP 1862 Clinical Practice I (SP) 1.5 credits**

This course is focused of conducting general therapeutic respiratory care procedures in the general medical surgical and intermediate care units in the acute care setting. This course will expose students to adult, pediatric, and neonatal patients.

Directed Practice: 7.5 hours

Prerequisite: RESP 1861

Corequisites: RESP 1360, RESP 2442, RESP 2452, RESP 2482

Lab fee: \$43.00

**RESP 2452 Respiratory Pathophysiology (SP) 3 credits**

This course focuses on the role of the respiratory therapist in the assessment of patients with cardiopulmonary disease. Topics included are pulmonary functions, clinical laboratory studies imaging studies, and assessment.

Lecture: 2 hour – Seminar: 2 hour

Prerequisite: RESP 1220, RESP 1360, RESP

1230

Corequisites: RESP 1360, RESP 1862, RESP 2442, RESP 2482

Lab fee: \$40.00

**RESP 2442 Pulmonary Diagnostics (SP) 2 credits**

This course focuses on the role of the respiratory therapist in the assessment of patients with cardiopulmonary disease. Topics included are pulmonary functions, clinical laboratory studies, imaging studies, electrocardiography, sleep studies, bronchoscopic and hemodynamic assessment.

Lecture: 1 hour – Lab: 2 hour

Prerequisite: RESP 1220, RESP 1360, RESP 1230

Corequisites: RESP 1360, RESP 1862, RESP 2452, RESP 2482

Lab fee: \$18.00

**RESP 2482 Neonatal/Pediatric Respiratory Care (SP) 3 credit**

This course will provide a study of respiratory care to the neonatal and pediatric population. Course content will include the assessment and management of pulmonary disorders in the newborn, infant and pediatric patient with emphasis on application of respiratory therapy. Students will complete the American Heart Association Neonatal Resuscitation Program and learn Pediatric Advanced Life Support Program skills.

Lecture: 2 hour – Lab: 2 hour

Prerequisite: RESP 1220, RESP 1360, RESP 1230

Corequisites: RESP 1360, RESP 1862, RESP 2452, RESP 2442

Lab fee: \$10.00

**RESP 2462 Therapeutic Procedures II (SU) 4 credits**

This course is focused on advanced therapeutic procedures performed by the respiratory therapist. Topics include advanced airway care and continuous mechanical ventilation. Special emphasis will be placed on the indications, contraindications, techniques and effectiveness of each. This course will also provide a study of the theory and principles of operation of mechanical ventilators used in the treatment of adult patients. An introduction to pediatric and neonatal care will be provided. Emphasis will be placed on manipulation, troubleshooting, infection control and quality control. The student will practice procedures in a simulated patient care environment.

Lecture: 3 hours – Lab: 3 hours

Prerequisite: RESP 1360, RESP 2442, RESP 2482, RESP 2542

Corequisites:

RESP 2870 Lab

fee: \$36.00

**RESP 2870 Clinical Practice II (SU) 1.5 credits**

This course is focused on conducting respiratory care procedures in the acute care, long-term or step-down intermediate care acute care, and critical care settings. Experience with the pediatric and neonatal patient will be provided.

Directed Practice: 7.5 hours

Prerequisite: RESP 1862

Corequisites:

RESP 2462 Lab

fee: \$25.00

**RESP 2530 Therapeutic Procedures III (AU) 3 credits**

This course is focused on the respiratory management of the critically ill patient. Emphasis will be placed on the care of critically ill patients to include emergency resuscitation of the adult. The student will practice in a simulated patient care environment. The students will complete the Advanced Cardiac Life Support provider course.

Lecture: 2 hours – Lab: 3 hours

Prerequisite: RESP 2462

Corequisite: RESP

2890 Lab fee:

\$66.00

**RESP 2890 Clinical Practice III (AU) 1.5 credits**

This course is focused on conducting respiratory care procedures in the critical care settings. Experience with the pediatric and neonatal patient will be provided with an emphasis on caring for the critically ill adult.

Directed Practice: 7.5 hours

Prerequisite: RESP 2870

Corequisite: RESP

2530 Lab fee:

\$25.00

**RESP 2950 Clinical Practicum (AU) 1.5 credits**

The clinical component of this course provides the student with the opportunity to apply previously learned skills. Most time will be spent in the critical care setting. The seminar component presents issues relating to the practice of respiratory care for the graduating practitioner, including licensure and credentialing, membership in professional organizations and bachelor's degree completion opportunities. Students will have the option of attending a board review seminar and will be required to take practice credentialing examinations.

Practicum: 12 hours - Seminar:

2 hour Prerequisite: RESP

2890

Corequisite: RESP

2850 Lab fee:

\$90.00

## Program Supplies and Fees

The following list is made available for planning purposes only. The program does not determine tuition or cost of various supplies. All prices listed below are subject to change without prior notice.

### Tuition:

For the most up-to-date tuition price, please visit the following website, <https://www.csc.ccc.edu/academics/tuition-and-fees/>.

### Lab Fees:

\$502 (for program courses)

### Books and Classroom Supplies:

- Respiratory Care Anatomy and Physiology: Foundations for Clinical Practice (text and workbook) – Beachy
- Egan’s Fundamentals of Respiratory Care (text & workbook) -Kacmarek
- Bloodborne and Airborne Pathogens - National Safety Council
- Mosby’s Respiratory Care Equipment (text) - Cairo,
- Pilbeam Rau’s Respiratory Care Pharmacology (text) – Gardenhire
- Clinical Manifestations and Assessment of Respiratory Disease (text) – DesJardins
- Laboratory Exercises (text) - Butler
- Wilkins’ Clinical Assessment in Respiratory Care – Heuer, Scanlon
- Pilbeam’s Mechanical Ventilation: Physiologic and Clinical Applications (text) - Cairo
- ACLS Provider Materials - American Heart Association Clinical Skills: Respiratory Care Collection
- Mosby’s Respiratory Care Online for Egan’s Fundamentals of Respiratory Care, 2<sup>nd</sup> Edition
- Neonatal & Pediatric Respiratory Care – Walsh, recommended
- Classmate Learning Resource
- Textbook of Neonatal Resuscitation- American Academy of Pediatrics
- Evolve Resources for ECGs made Easy – Aehlert
- Elsevier Evolve Clinical Skills: Respiratory Care Collection
- A clinical tracking database - \$135.00 (cost subject to change)

### Supplies:

- Uniforms
- Shoes
- Stethoscope
- CSCC and hospital affiliate ID badges
- Respiratory Care Student Program patch
- Watch capable of measuring pulses
- Notebooks and other supplies



## **Health Risks and Working Conditions**

As a student enrolled in this academic program, you may be required to participate in activities that may present a risk to your health and you may be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, needle stick injuries, exposure to communicable diseases, infections, or exposure to blood and/or bodily fluids. All students learn “Standard Precautions” and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health related-program has the potential for exposure to a number of agents or conditions that could adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program.

More examples of potential risks to students in clinical/laboratory placements include but are not limited to:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases such as Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc. such as Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc.
- Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see page 56, which discusses health insurance.

ALL students are required to have appropriate immunizations after they are admitted to their program of study (please see page 26 for more information)).

## **PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS**

Students are advised that the below admission and continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website: [csc.edu/respiratory](http://csc.edu/respiratory)

### **Pre-Admission Requirements**

The Respiratory Care admission requirements include:

- High school graduate or G.E.D. equivalency
- Required high school (or equivalent) courses with a grade of C or better: Algebra, Biology, Chemistry

- Completed program application on or before the beginning of Spring Semester. It must be submitted online at:  
<http://www.csc.edu/Respiratory/application.htm>
- No reading required on Compass Exam
- Placement into MATH 1350 – Statistics
- Placement into ENGL 1100 – Composition I
- NURC 1001 with a “C” or better
- Health record in process
- 2.50 GPA or better
- Completion of the HESI Admission Assessment (A<sup>2</sup>) Exam
- Achieving a 60 in the science section of the HESI is recommended to successfully complete the program.
- Attendance at a mandatory program information session
- Acceptable drug testing and background screening must be completed. Students receive this information upon acceptance into the program.

### **Student Selection Process**

The program will begin the student selection process at the beginning of Spring Semester. The following criteria will be used to determine acceptance to the program.

1. Program faculty will review all applications for completeness.
2. Program faculty will review the current (through Autumn Semester) transcripts of all applicants. Any applicant who does not have a “C” or better for courses required for admission (or transfer credit recorded on their transcript) will be disqualified.
3. Program faculty will review TOTAL GPA for all applicants. Any applicant whose TOTAL GPA is less than 2.5 will be disqualified.
4. For the remaining applications, the following process will be applied:
5. Points for TOTAL GPA will be distributed as follows:
 

a. 4.0-3.5	4 points
b. 3.499-3.0	3 points
c. 2.99-2.50	2 points
6. Review HESI Admission Assessment (A<sup>2</sup>) Exam Scores for all applicants. The cumulative score will be used for competitive based admissions.
7. The following criteria will be applied to Basic Science courses. The course credit hours will be multiplied by the course grade, which is then multiplied



by 0.75.

8. The following criteria will be applied to General Education courses. The course credit hours will be multiplied by the course grade, which is then multiplied by 0.25.
9. Students with the highest number of points will be accepted into the program. All students will be notified of their status by February 14.

### **Dispute of Admission Denial**

In the event of denial of admission to the program, the student has the right to appeal through the chairperson of allied health. Such appeals will pertain only to the admission requirements listed in this handbook.

### **Denial of Continued Progress**

If an incident warrants a student's removal from the program (i.e. causing direct patient harm versus a near miss situation), the Chair of Allied Health may be included in the meeting. Students dismissed for professional behaviors will not be permitted to re-enter the program. Please refer to page 33.

### **Background and Drug Screening**

Students are required to complete a criminal background check and drug screening as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check and drug screening. Students should be prepared to submit to background checks and drug screenings as required by clinical/partner facilities, licensing agencies, and/or program accreditation. Clinical facilities may ask for additional drug testing at their discretion at any time during clinical rotations or practicum.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a clinical, practicum, internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, or other type of experiential learning experiences. The academic program will make reasonable efforts to place students but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Individuals who were previously admitted to Columbus State and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment. Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs. For more information please visit the following website: <https://www.csc.edu/services/student-conduct/criminal-history.shtml>.

Specific information regarding the background check and drug screening process will be provided to students in the contingent acceptance letter.

### **Health Records, Health Requirements, and Immunizations**

If you are accepted to, or take courses in this academic program, you must submit a health record prior to registering for or attending RESP 1110, Introduction to Respiratory Care. Please refer to [https://www.csc.edu/services/hr\\_pdf/Rn-Resp-Rad-Surg-Spt-Ma.pdf](https://www.csc.edu/services/hr_pdf/Rn-Resp-Rad-Surg-Spt-Ma.pdf) for health records process. The health record forms will be provided by the Health Records Office. It is the student's responsibility to be aware of their program's health record submission deadlines. Students can find the submission deadlines at <https://www.csc.edu/services/health-records.shtml/> and in the contingent program acceptance letter. Failure to submit a health record by the submission deadline may result in withdrawal from clinical courses, unable to register for clinical course, and potential dismissal from the program.

#### Vaccination Information:

##### 1) Tuberculosis Screening-Annually

- Documentation of a negative Two-Step TB Skin test. TB skin test must be at least 7 days apart and both within the last year. After an initial 2-step TB skin test, a 1-Step TB will be required annually.
- If TB Skin Test is positive, it is required to submit physician documentation of the positive test and a negative chest x-ray.

##### 2) MMR

Proof of immunity to Rubella, Rubeola, and Mumps by one of the following:

- Documentation of two MMR vaccines with the first at 12 months or older.
- Documentation of positive rubeola, rubella, and mumps titers.

##### 3) HEPATITIS B

Proof of immunity to Hepatitis B by one of the following:

- Documentation of a positive antibody Hepatitis B titer.
- A series of three injections at recommended intervals. Student must have had 2 of the 3 injections (1 month apart) on or before registration of the student's admittance into the program, with the third injection completed before registration for following semester.

##### 4) VARICELLA (Chicken Pox)

Proof of immunity to Varicella by one of the following:

- Documentation of a positive antibody Varicella titer
- Immunization with varicella vaccine. (Full immunization requires a series of two injections both due at admittance to the program)

5) TDAP

Proof of Tdap (Tetanus /Diphtheria/Pertussis) immunization within the last 8 years, required.

6) FLU VACCINE

Students **must** receive annual flu vaccines.

### **License and Certification Requirements**

Certification Requirements for Clinical: All students are required to complete and maintain American Heart Association certification in Basic Life Support for Healthcare Providers. This certification is earned as a component of MULT 1130. Students must present their CPR card to the clinical coordinator at the end of the first semester in the plan of study. Students are also required to obtain the Neonatal Resuscitation Provider certificate offered in RESP 2482 in Spring Semester. Students who do not meet or maintain CPR certification will not be allowed to attend clinical rotations and may be required to withdraw from the clinical course and program. Students are financially responsible for initiating, renewing, and maintaining an active BLS for healthcare provider and NRP certifications.

Student AARC Membership Requirement: The American Association for Respiratory Care (AARC) is the national and international professional association for respiratory care. The AARC encourages and promotes professional excellence, advances the science and practice of respiratory care, and serves as an advocate for patients and their families, the public, the profession and the respiratory therapist. Students are required to become a student AARC member throughout the program. Student AARC members may be eligible to receive free online courses, scholarship opportunities, and discounts for national board examinations. Students are financially responsible for the cost of the membership. Membership fees must be paid in the first semester of the program. Failure to pay for membership may result in additional costs to access online courses that are required assignments in respiratory courses.

### **ESSENTIAL STANDARDS**

To assure safe and successful advancement through the Respiratory Care Program, students must possess the following Essential Standards necessary to complete the entire curriculum, either with or without reasonable accommodations. These Essential Standards should be considered conditions for continuation in the Respiratory Care Program, as they reflect the characteristics necessary for success as a student and to become a Respiratory Therapist. These Essential Standards are based on The US Department of Labor, the demands of the profession, and the standards established by this academic program faculty and staff. Students must continually meet these Essential Standards throughout their course of study. Failure to maintain these Essential Standards may result in but is not limited to non-admission to the program or removal from the program.

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in

opportunities, programs, and services offered by Columbus State. If you would like to request such accommodations, please contact Disability Services at 101 Eibling Hall or at (614) 287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345. Please visit the Disability Services website to learn more: <https://www.csc.edu/services/disability/>. Columbus State's Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 /Policy 3-41 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

The Essential Standards for the Respiratory Care Program are categorized into the following categories:

- (1) Physical Essential Skills
- (2) Sensory/Observational Essential Skills
- (3) Cognitive Essential Skills
- (4) Communication Essential Skills

### **Physical Essential Skills**

<b>Physical Essential Skills including but not limited to:</b>	<b>Context and Reasoning behind Physical Essential Skills</b>
<b>Standing</b>	<ul style="list-style-type: none"> <li>• Respiratory therapists spend long periods standing and walking between patients' rooms and in work in emergency situations.</li> <li>• Standing for extended periods of time 8-12 hours a day</li> </ul>
<b>Walking</b>	<ul style="list-style-type: none"> <li>• Respiratory therapists must be able to walk fast or run</li> <li>• Safely and timely walk within facility for up to 8-12 hours a day</li> <li>• Safely and timely walk over various surfaces (even, uneven, variety of terrains) inside/outside</li> <li>• Safely and timely walk at a slow and fast pace</li> <li>• Safely negotiate stairs when required</li> </ul>
<b>Body Mechanics</b>	<ul style="list-style-type: none"> <li>• Respiratory therapists must be able to sustain repetitive movements</li> <li>• Utilize proper body mechanics while performing all physical functions</li> <li>• Ability to perform complex motor functions necessary to provide therapeutic intervention and emergency treatment to patient, including CPR</li> </ul>
<b>Lifting</b>	<ul style="list-style-type: none"> <li>• Respiratory therapists must be able to push, pull or support 50 pounds (i.e. mechanical ventilators, patient beds,</li> </ul>

	<p>medical gas cylinders</p> <ul style="list-style-type: none"> <li>• Positioning of people in bed or chairs, to provide patient care</li> <li>• Carry, lift or move equipment and supplies up to 50 pounds</li> <li>• Respiratory therapist must be able to use upper body strength</li> </ul>
<b>Work standards</b>	<ul style="list-style-type: none"> <li>• Respiratory therapists generally work between 35 to 40 hours a week and work days, evenings, weekends and holidays.</li> <li>• Respiratory therapists are trained to work with gases stored under pressure and must adhere to safety precautions to minimize the risk of injury.</li> <li>• As in many other health occupations, respiratory therapists are exposed to infectious diseases, but by carefully following proper procedures, they can minimize these risks.</li> </ul>

### **Sensory/Observational Essential Skills**

<b>Sensory/Observational Essential Skills including but not limited to:</b>	<b>Context and Reasoning behind Sensory/Observational Essential Skills</b>
<b>Visual</b>	<ul style="list-style-type: none"> <li>• The ability to see details at close range (within a few feet of the observer).</li> <li>• Watching gauges, dials, or other indicators to make sure a machine is working properly.</li> </ul>
<b>Auditory</b>	<ul style="list-style-type: none"> <li>• Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times</li> </ul>
<b>Touch</b>	<ul style="list-style-type: none"> <li>• Identifying patient/equipment information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events in patient care or modifying respiratory equipment</li> </ul>

### **Cognitive Essential Skills**

<b>Cognitive Essential Skills including but not limited to:</b>	<b>Context and Reasoning behind Cognitive Essential Skills</b>
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<b>Analyze Data</b>	<ul style="list-style-type: none"> <li>Analyzing information and evaluating results to choose the best solution and solve problems.</li> <li>Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.</li> </ul>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.</li> <li>Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</li> </ul>
<b>Modifying treatment/patient care plans</b>	<ul style="list-style-type: none"> <li>Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</li> <li>The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</li> <li>The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</li> </ul>
<b>Troubleshooting</b>	<ul style="list-style-type: none"> <li>Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects</li> <li>Understanding the implications of new information for both current and future problem-solving and decision-making.</li> <li>Determining causes of operating errors and deciding what to do about it.</li> </ul>
<b>Social</b>	<ul style="list-style-type: none"> <li>Performing for people or dealing directly with the public. This includes customer service and patients and their care providers.</li> </ul>
<b>Comprehension</b>	<ul style="list-style-type: none"> <li>Teaching others how to do something</li> <li>The ability to apply general rules to specific problems to produce answers that make sense.</li> <li>The ability to listen to and understand information and ideas presented through spoken words and sentences.</li> </ul>
<b>Synthesize</b>	<ul style="list-style-type: none"> <li>Understanding written sentences and paragraphs in work related documents.</li> <li>The ability to read and understand</li> </ul>

	<p>information and ideas presented in writing.</p> <ul style="list-style-type: none"> <li>• The ability to communicate information and ideas in writing so others will understand.</li> <li>• Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)</li> <li>• Observing, receiving, and otherwise obtaining information from all relevant sources.</li> </ul>
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### **Communication Essential Skills**

<b>Communication Essential Skills including but not limited to:</b>	<b>Context and Reasoning behind Communication Essential Skills</b>
<b>Written</b>	<ul style="list-style-type: none"> <li>• Managing one's own time to document any unscheduled or new patient care in the patient's electronic medical record or other mandatory documentation per clinical facility</li> </ul>
<b>Verbal</b>	<ul style="list-style-type: none"> <li>• Talking to others to convey information effectively.</li> <li>• The ability to speak clearly so others can understand you.</li> <li>• The ability to communicate information and ideas in speaking so others will understand.</li> </ul>
<b>Nonverbal</b>	<ul style="list-style-type: none"> <li>• Respiratory therapists must convey information in a professional non-emotional manner.</li> </ul>
<b>Empathy</b>	<ul style="list-style-type: none"> <li>• Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.</li> </ul>

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014 Edition*, Respiratory Therapists, on the Internet at <http://www.bls.gov/ooh/healthcare/respiratory-therapists.htm> (visited March 18, 2018)

## **PROFESSIONAL CONDUCT STANDARDS**

Professional conduct is required of students in the Respiratory Care Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on: AARC Statement of Ethical and Professional Conduct and the standards established by this academic program faculty and staff.

### **Students in the Respiratory Care Program are required to follow the AARC Statement Of Ethics and Professional Conduct as outlined below:**

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 their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for 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.
- Refuse to conceal, and will report, the illegal, unethical or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources

AARC, (2015). AARC Statement of Ethics and Professional Conduct. Retrieved from <https://www.aarc.org/wp-content/uploads/2015/05/aarc-statement-of-ethics-and-professional-conduct.pdf>

**Students in the Respiratory Care Program also required to follow the**



### **Behavioral Standards and Expectations as outlined below:**

It is expected that students uphold professional behaviors at all times during the respiratory care program and follow the College Student Code of Conduct. Any student not demonstrating professional behaviors may require a meeting with both the Program Coordinator and the Clinical Coordinator to discuss the situation. Documentation of the incident may be kept in the students' academic program file and/or submitted to the Office of Student Conduct. The respiratory care program has the right to recommend disciplinary action that may range from, but is not limited to, a warning, dismissal from the program, and/or expulsion from the College. If an incident warrants a student's removal from the program (i.e. causing direct patient harm versus a near miss situation), the Chair of Allied Health may be included in the meeting. Students dismissed for professional behaviors will not be permitted to re-enter the program. Professional behaviors are defined as, but are not limited to the following:

- Demonstrates self- initiative for cognitive development, examples include the following:
  - Student is responsible for setting realistic goals, asking for feedback, applying didactic material to the clinical course, demonstrating weekly progress and improvement based on instructor feedback
  - Uses "I" statements and takes initiative, and responsibility for behavior
  - Abide by CSCC and Respiratory Care policies and procedures
  - Tract your progress toward graduation each term via DARS
- Respects professional boundaries with patient, faculty, peers, and healthcare staff, examples include the following:
  - Students makes a timely appointment during faculty office hours to discuss academic or skills concerns
  - Refers to physicians, staff, managers, and faculty by sur names
  - Does not have personal relationships with physicians, staff, managers, and faculty while enrolled in the program
  - Speak positively and treat other students, CSCC faculty and staff, and clinical sites with respect
  - Although the sharing of personal experience may be appropriate, students should avoid excessive self-disclosure. Students respects other time by limiting side bar conversations
- Adheres to dress code outlined in this handbook and clinical affiliates dress code policy.
- Upholds the AARC Statement of Ethics and Professional Conduct
  - <https://www.aarc.org/app/uploads/2015/05/aarc-statement-of-ethics-and-professional-conduct.pdf>
- Upholds CSCC Student Code of Conduct, Policy and Procedure 7-10, examples include the following:
  - <https://www.csc.edu/about/policies-procedures.shtml>
  - Work independently in lab without collaboration unless given a group assignment
  - Does not plagiarize , does not self-plagiarize, or collaborate with other on an individual assignment
- Respects the dignity and welfare for self, patients, classmates, clinical affiliates, and all staff and faculty, examples include the following:
  - Understands the worth and value of self and individuals

- Restrains from substance and illicit drug use
  - Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college and the profession
- Maintains integrity with confidential documentation, examples include the following:
  - Upholds HIPPA and FERPA standards
  - <https://www.hhs.gov/hipaa/for-professionals/privacy/>
  - <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Honors collaboration and understand the value of being part of a healthcare team, examples include the following:
  - Effectively communicates in a respectful manner as a member of a team
  - Appreciates another's perspective
  - Cooperate with peers, CSCC faculty and staff
  - Acknowledges the value in protecting other's emotional and physical safety
  - Remains in class, lab, or clinical for the entire duration
  - Appreciates and respectfully follows chain of command
    - Clinic Instructor/Instructor → Clinical Coordinator → Program Coordinator → Chairperson of Allied Health → Dean of Health and Human Services
  - Acknowledges feedback appropriately
  - Respects learning areas, laboratory, and clinical spaces by leaving them cleaner than you found them
  - Student demonstrates respectful and professional nonverbal behaviors to others, which will prepare the students for professional behavior in the workforce (the following are considered unprofessional nonverbal behavior but not limited to: sighing, frowning, eye rolling, cross arms, leaning back, closed posture, glaring, offensive hand gesture, checking time or cell phone)
- Adapts to a fast paced healthcare environment
  - Manages changes in patient work flow without complaint
  - Manages program requirements and personal obligations without complaint
  - Puts personal and outside interests aside and concentrates on patient care and learning in the classroom or laboratory
  - Student demonstrates punctual attendance and active participation
  - Submits all assignments on time
  - Proper planning (i.e. travel, communication)
  - Practice safety precautions at all times

CSCC Respiratory Advisory Committee & Respiratory Faculty, (2017). Behavioral Standards and Expectations. Retrieved from [csc.edu/respiratory](http://csc.edu/respiratory)

## **CONFIDENTIALITY**

### **Confidentiality Statement**

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential

and may not be released except by the patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified patient; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient's demographic information and abstracting medical data for education or research activities in which the patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all patient medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentially Acknowledgment form that is located in this handbook.

## **PROGRAM POLICIES AND PROCEDURES**

### **Dress Code**

The purpose of this dress code is to promote professionalism, infection control, and safety. This dress code has been formulated based on health and safety standards, professional standards, clinical/partner facility policies, and the standards established by this academic program faculty and staff. To continue in this academic program students must adhere to this dress code policy.

Further, some clinical/partner facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the program coordinator. For questions regarding disability services refer back to page 8.

#### **A. Personal Hygiene**

All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and patient care.

- a. Students must maintain personal hygiene in such a manner that it does not interfere with patient care.
- b. Good oral hygiene is required.
- c. Body hygiene (frequent bathing and shampooing) to help guard against offensive body odors while in Clinical that may interfere with patient care.

## B. Makeup, Fragrances, and Other Scented Products

- a. Make-up may be worn in moderation.
- b. Perfume, cologne, aftershave, scented oils and strongly scented soaps and lotions are not permitted.

## C. Hair

- a. Hair must be worn at a length and style that does not interfere with patient care. Hair longer than shoulder length must be pulled into a pony tail.
- b. Hair must be a traditional hair color. Highlights and lowlights must also be of traditional hair color.
- c. Bangs will not extend below the eyebrows as this interferes with your ability to see.
- d. Males must shave daily or maintain a well-trimmed beard and/or moustache.

## D. Hands and Fingernails

- a. No artificial/gel nails of any type are allowed. Artificial fingernails are not permitted during clinical. The CDC has noted that fungal and bacterial infections have resulted from the wearing of artificial fingernails. It is our professional responsibility to contribute, by following appropriate protocol, to an infection free environment.
- b. Natural nails must be clean and trimmed to a maximum length so as not to extend beyond the end of the fingers.
- c. **Clear** nail polish is allowed.

## E. Jewelry

- a. The rationale behind the below jewelry requirements is to diminish potential areas of bacterial cross contamination and promote an infection free environment.
- b. Students are permitted to wear one stud earring per ear.
- c. Students are permitted to wear a wedding set or one ring per hand.
- d. No other body jewelry, expanders, hardware, or piercings of any kind are permitted.

## F. Tattoos

- a. No visible tattoos are permitted. Exposure of tattoos on arms, legs, etc. is considered unacceptable in the clinic or at community sites in accordance with clinical site expectations.

## G. Uniform

The following uniform guidelines are based on clinical sites dress code/professional standards and the field of respiratory care. The uniform is a symbol of the profession and should be worn proudly and with respect. Scrubs can be purchased at the CSCC bookstore. Prices for basic scrub tops and pants start as low as \$14.99 each. The program is not responsible for price increases at the bookstore. Students are not obligated to purchase scrubs at the bookstore if they purchase a pewter/black color.

- a. Students are required to wear scrubs during all class meetings (lectures, labs, and clinics).
- b. Students must wear freshly washed, wrinkle-free pewter scrub bottoms and black scrub top. Pants must not drag on floor or may not be rolled at the ankle. Variations in scrub color may exist for specific areas and during specific times as designated by the clinical affiliate. Scrubs must not be torn or faded.
- c. Scrub Top
  - i. Respiratory care student patch must be sewn on the left shoulder sleeve. Patches can be purchased at the campus bookstore.
  - ii. White tops or turtlenecks may be worn under scrub tops. The shirttail and sleeves must not be visible below the scrub top.
  - iii. No sweaters, sweatshirts, or hoodies may be worn over scrubs.
  - iv. Scrubs tops must provide adequate coverage of the midriff and chest. Scrubs must permit bending, leaning, reaching and squatting while preserving modesty.
- d. Scrub Pants
  - i. Pants must not drag on floor or may not be rolled at the ankle.
  - ii. Scrub skirts may be worn with prior clinical approval from the clinic site, however the respiratory care program cannot guarantee clinical approval.
- e. Scrub Jackets
  - i. Scrub jackets can be purchased by students, who require an additional layer of clothing.
- f. Headscarves worn for religious beliefs must be solid gray or black. Scarves cannot contain glitter or sequins.
- g. Identification
  - i. Students are required to display a Columbus State Community College Student ID badge at chest level at all times. Students who do not have their badge will not be allowed to participate in clinic.
  - ii. If clinic facility requires a student ID badge, then students are also required to have ID badge displayed at chest level at all times

#### H. Uniform Accessories

- a. Students must wear a watch appropriate for measuring pulse and respiratory rate. No smart watches.
- b. Students must have a stethoscope for all clinical rotations to assess patient breath sounds.

#### I. Footwear

- a. White or black socks or hose must be worn at all times. Socks must cover the ankle.
- b. Students must wear clean, white or black leather athletic shoes that are free or have minimal additional color logos or emblems.
- c. White or Black leather shoes are permitted.
- d. Mesh tennis shoes and clogs are not permitted.

## J. Other Dress Code Rules

- a. Cell phones are not allowed while on campus in the classroom or laboratory and during all clinical rotations. Most cell phones have the capability of taking photographs that will cause a direct violation of HIPAA laws. Cell phones are a distraction in the classroom; it is disrespectful to the instructors and fellow classmates that are involved in the learning process. Incidents will be written up and placed in the student file. Repetitive incidents will result in a meeting with the Chairperson of Allied Health, program director, and clinical coordinator.
- b. No gum chewing is allowed in the clinical setting. Multiple violations will result in a meeting with the Chairperson of Allied Health, program director, and clinical coordinator.
- c. Any request for exception or accommodation to the dress code policy must be submitted to the program coordinator.

## K. Enforcement

- a. Since the dress code is intended to nurture professionalism, encourage health and safety standards for the student, and promote client safety, the dress code will be enforced. Discipline action may be taken when a student deviates from the dress code up to and including dismissal.

CSCC Respiratory Advisory Board Committee (2018). Clinical Attire Expectations

Nationwide Children's Hospital (2011). Presenting a positive professional image. Retrieved from <https://www.nationwidechildrens.org/medical-professional-publications/presenting-a-positive-professional-image?contentid=89623>

## **Attendance**

### *Didactic*

The Respiratory Care Program focuses on learning, which occurs during class time. Accepting a seat in the Respiratory Care Program requires a firm commitment to be present for all course activities. Personal, medical, dental and eye appointments or work commitments must not be scheduled during lecture, laboratory, seminar, or clinical rotation times. Students are required to abide by the program attendance policy.

Students are expected to attend classes and lab sessions as scheduled and arrive and be prepared to start **on time**. Students must notify the course instructor in case of an absence. It is the student's responsibility to contact the instructor to review material missed. Failure to attend lecture or laboratory classes will adversely affect your course grade resulting in a 2% reduction in the final course grade for each absence, tardy or early out after the first incident (There are no excused or unexcused absences). A student is considered tardy when arriving to class more than 5 minutes after the official start of the class period. An early-out is leaving class before being dismissed from the course instructor. It is the student's responsibility to determine if it is in her or his best interest to come late or leave class early in the event of personal reasons. A student will be dismissed from the program if absences and/or tardiness exceed 20% of all didactic time.

### *Clinical*

Interaction with health patients, their families, and other members of the health care team is the foundation of clinical education. Clinical courses are designed not only to teach technical skills, but also to nurture behaviors that are required for a successful career in health care. Clinical learning is experiential and requires attendance and participation. In compliance with the College policy, students are expected to prepare for and attend all clinical classes. Absences more than 20 hours of all clinical time will result in dismissal from the program. Students are considered absent if they are more than **10 minutes** late to a clinical rotation and will be sent home. Students are expected to remain in clinic for the duration of the rotation to ensure continuity of patient care. All missed clinical time must be made up and will be arranged by the clinical coordinator. Students will be sent home if they arrive late for a specialty rotation or mandatory hospital trainings. An incident report will be written and kept in the students' academic file if they are absent or arrive late to clinic or leave early.

Students will be **allowed** one tardy of 10 minutes during the semester if the following are met: students must contact their clinic instructor directly prior to being tardy and the student must be able to arrive to the patient unit within the first hour of the clinic start time. This exception does not include specialty rotations or mandatory hospital training. Students who are permitted to attend clinic following a tardy are required to make up **5 additional service points** prior to graduation. If a student has utilized one tardy during the semester, they will be sent home following any additional tardy occurrence(s) and will be required to make up time arranged by the clinical coordinator. If a student has an additional tardy occurrence, the student must notify the clinic instructor that this tardy is not the first incident, failure to do so may result in discipline up to and including dismissal.

All clinical time must be made-up. Any missed hours including late arrivals and early outs must be made up per arrangement of the clinical coordinator. The clinical coordinator will arrange the location, days and times for the missed clinicals. Personal requests for makeup hours regarding how, when, or where will not be allowed.

### **Didactic Program Incident Reporting**

Didactic Program Action Reports will be written by program faculty as follow up to situations occurring in the classroom or lab. Situations may include incidents such as dress code violations, absences, tardiness or inappropriate professional behaviors as well as potentially unsafe practices. A letter will be written to the student describing the incident and the student will be provided with an action plan on how to resolve the situation. Depending on the severity of the situation the student may be required to meet with either the program director or clinical coordinator to discuss the situation. The chairperson of Allied Health may be included in meetings if the incident could result in the removal from the program. Incident reports may be submitted to the Office of Student Conduct and/or placed in the students' academic file. See Appendix B.

## **Inclement Weather**

In the event of inclement weather, clinical will not be cancelled **unless** the College cancels classes campus-wide. If the college declares an official weather-related delay, the student must contact the clinical instructor for reporting time and instructions via email.

It is up to the student's discretion as to if he/she can ***safely*** make it to the clinical site. If the student does not attend, all clinical assignments must be made up as outlined in the Student Clinical Agreement. If the student is under a level three snow emergency, the student should not attend clinic or class. The student will still be responsible for making up clinical time and notifying the clinical/course instructor, clinical coordinator, and clinical facility.

To learn about Columbus State's severe weather policy, please visit the following website: <https://www.csc.edu/about/severe-weather.shtml>.

## **Change of Address Responsibility**

Students must notify the College of any change in address or phone number.

## **Grading**

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. Additionally, the Respiratory Care program requires the following grading standards:

For graded technical courses offered in the Respiratory Care Program, the following letter grades are given:

A = 100 - 93

B = 92 - 84

C = 83 - 76

D = 75 - 68

E = Below 68

The minimum passing score for all technical courses is a "C". All students **must have a 76% in each course to proceed** to the next semester. The minimum passing score for clinical courses are a "S" to be able to proceed to the next semester.

The grades achieved in each course reflect your performance on quizzes, midterms, assignments, and the final exam. Journal papers or other activities may be included in the determination of your grade for a particular course. The percentage weight of each test, quiz, or paper will be listed in the course syllabus for each course which is available on Blackboard to you at the beginning of the semester.

Final course grades are available to you via CougarWeb as soon as the instructor submits the grades. Please note, final grades for a course or test scores on final exams **will not** be given to students over the telephone or by email at any time during the semester break. Students who have successfully passed the course or are ineligible to return to the program are able to review the final exams by making an



appointment with the course instructor during the first week of the next semester. Students who were unsuccessful in passing the course and are eligible to repeat the course will not have access to any course materials or exams after the final exam has been given. In the event of a grade grievance, students are to review the grade grievance policy (please see page 11 for more information).

### **Professional Behavior Evaluations**

Each course instructor will conduct a Professional Behavior Evaluation, not included in the final grade calculation, at the midpoint of the semester for each course, excluding courses in spring semester. A rubric will be used to evaluate the student's classroom behavior including the following criteria: attendance, punctuality, preparation, accountability, participation, and respect for others. A mid program professional behavior evaluation will be given at the midpoint of spring semester. The mid program evaluation will be evaluated by both the clinical coordinator and program coordinator. Evaluations will be kept in the student's course file. A copy will be given upon the student's written request and a signed confidentiality statement agreeing that the evaluation will not be shared with any classmate. Any student receiving a score of less than a 3 in any category must meet with the course instructor and Allied Health Chairperson to discuss strategies for improvement. An additional professional behavior evaluation will be conducted at the end of the semester to evaluate improvement. A student with a good professional behavior evaluation possesses a 3 or greater in all categories.

### **Evaluation of Learning**

Learning is evaluated in many ways. Written exams are often multiple-choice and may be administered via computer. Written assignments, research projects, oral presentations, course portfolios, clinical evaluations, and classroom conduct may also be used to evaluate student performance. Some activities may be video recorded for evaluation and grading purposes.

### **Written Assignments**

Written assignments will be submitted to the course instructor as indicated in the course syllabus. The course syllabus will outline the policy for late work. All written assignments must be typed unless the assignment is a worksheet.

The ability to write according to the rules of grammar is an integral component of academic education. Students are expected to continue to improve their ability to write throughout their education. Students having difficulty in the use of grammar, syntax and spelling should use the resources in the Columbus State Writing Center. Formal papers must follow standard guidelines to document references. See course syllabus for MLA or APA required format.

### **Examinations**

All examination materials are the property of the Respiratory Care program. While students are encouraged to meet with the course instructor to review their examination, examination questions may not be copied by students. Students who have successfully passed the course or are ineligible to return to the program are able to review the final exams by making an appointment with the course instructor during the first week of the next semester. Students are ineligible for

reviewing course material or exams after the first week of the following semester. In the event of a grade grievance, students are to review the grade grievance policy (please see page 11 for more information)

In case of absence or late arrival to an examination, the student must notify the course instructor **before** the examination time. The course syllabus will outline the policy for make-up examinations.

### **Standardized Examinations**

Students are required to take and successfully complete standardized, secure, comprehensive practice respiratory care self-assessment exams constructed by the National Board for Respiratory Care (NBRC). These exams will be administered during the last semester of the program. These examinations help the student identify areas of strength and areas needing improvement. Unsuccessfully achieving the minimum passing scores will result in additional costs for further attempts.

Mandatory practice exams may be subjected to additional costs not covered by lab fees.

### **Academic Integrity**

Academic integrity is a concept central to academic success, just as personal integrity is central to the development of a socially responsible student. CSCC does not tolerate academic misconduct as defined in College Policy and Procedure 7-10 in any form (including plagiarism and cheating), and the Student Code of Conduct process is used to educate students who violate this policy. Academic misconduct comes in two major forms: intentional and unintentional. Unintentional academic misconduct may occur due to a lack of familiarity with citation rules, misunderstanding course requirements or assignment instructions, or lack of preparation. It is important to note that any form of academic misconduct, whether intentional or unintentional, is a violation of the Student Code of Conduct. Students will be referred to the Office of Student Conduct for alleged violations of academic misconduct. Definitions and sanctions for Academic Misconduct can be found in College Policy and Procedure 7-10 (<https://www.csc.edu/about/policies-procedures.shtml>). For more information regarding Academic Misconduct, please visit <https://www.csc.edu/services/student-conduct/academic-misconduct.shtml>.

Examples of **plagiarism** include, but are not limited to:

- (a) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.
- (b) Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
- (c) Knowingly permitting one's own work to be submitted by another student as if it were the student's own.
- (d) cheating, copying information directly without providing quotation marks, failing to cite sources, or citing sources incorrectly. **It does not matter whether you intended to plagiarize** or whether the plagiarism occurred unintentionally; it still constitutes academic dishonesty.

(e) Ignorance of the rules of correct citation is not an acceptable excuse for plagiarism

(f) Plagiarism includes self-plagiarism. A student is not permitted to resubmit any assignment or portion of an assignment within any course during the entire program. A student who is repeating the course is not allowed to reuse any assignment. A student is not allowed to submit an assignment or course notebook from any former student.

All assignments, unless otherwise instructed, are to be completed independently without collaboration with other students.

Any plagiarism or collaboration found by the course instructor(s) will be reported to the Office of Student Conduct and may result in a zero “0” for the assignment and additional disciplinary action may occur.

### **Laboratory Exercise Requirements**

There will be instances of physical contact through the normal instruction and practices of this degree program. The nature of providing Respiratory Care to patients sometimes requires the touching of patients to perform certain procedures. It is imperative that, before students are permitted to perform procedures in the clinical settings, they must practice in the laboratory setting. This practice may require that the instructor place his or her hands on students to demonstrate proper technique. The students will also be required to place their hands on each other to practice and perfect the technique. Examples include, but are not limited to, palpation, percussion, and auscultation of the chest, performing an electrocardiogram and practicing bronchopulmonary drainage. Any such contact is handled in a professional manner consistent with the requirements of the Respiratory Care profession. If you would like to request a religious accommodation, please see the course instructor. The student will still be responsible for mastering the skill.

Active laboratory participation is mandatory. Not all laboratory assignments are graded but students are required to participate in laboratory activities. If a student is not actively participating in laboratory activities, he/she will be asked to leave for the day. Leaving early may have consequences and the student should refer to the attendance policy on page 38.

If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the Program Coordinator. Inappropriate physical contact is prohibited by College Policy and will be subject to disciplinary action. College Policy 3-44 and 7-10 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.

### **Open Lab**

Open lab attendance is not mandatory but strongly encouraged for successful completion in the program. The respiratory care lab will be available to students during normal business hours, unless a scheduled respiratory course is in progress or the lab is closed for a scheduled competency day(s). An instructor will not be present during open labs; however, students are encouraged to ask faculty to

review skills if needed.

### **Skill Competency Requirements**

Students will be required to complete competencies in laboratory and clinical settings to verify proper technique and understanding of procedures and skills throughout the program. Competencies that may cause patient harm will be directly observed by an instructor(s) in the laboratory setting. Competencies will be listed in each corresponding course syllabus. All competencies will be video recorded and kept for a minimum of 6 weeks after the end of the semester. Students must speak clearly and audibly during the competency evaluations, for the instructor to determine if all steps were completed. Students will be provided the competency forms well in advance of the graded evaluation, which will designate the appropriate time to complete the competency. On a case-by-case basis, accommodations will be determined regarding time for competencies.

All students who receive an unsatisfactory grade for a clinical skill in lab/clinic will be required to sign to acknowledge the unsuccessful competency form and/or a remediation action plan for the unsatisfactory grade/performance. If a student refuses to sign the forms, the student will be required to meet with the chairperson of Allied Health to discuss the reason for the refusal. An acknowledgement between the chair and the student must be signed and given to the course instructor. Course instructor(s) may have additional requirements for remediation outlined in the syllabus.

#### *Unsuccessful Laboratory Competencies*

A student is unsuccessful at a competency when they are unable to achieve the points to successfully complete the competency or misses a critical step as indicated on the competency form. The student will receive a 2% deduction for every unsuccessful attempt in the final course grade. All students have three attempts to successfully complete a laboratory skill competency. Failure to complete a laboratory competency within the three attempts will result in a grade of “E” for all currently enrolled respiratory courses due to each course being a co-requisite courses in the plan of study. The student will be provided a detailed remediation action plan for each unsuccessful competency in lab or clinic. The student can agree to comply or decline the remediation action plan. It is the student’s responsibility to read and follow through with the detailed remediation action plan. The student will be required to complete a second attempt within 3 weeks of the unsuccessful competency or the week before final examinations (whichever comes first). It is the student’s responsibility to allow timing for completing required clinical competencies in clinic. If the student is unsuccessful a second time, the student will be required to complete a third and final attempt within 2 weeks of the second failed attempt or by the week before finals (whichever comes first). Both the clinical coordinator and the program director will evaluate the third attempt for a failed laboratory competency. Failure to adhere to the remediation action plan timelines nor adhering to the remediation deadlines (regardless of the student accepting or declining the remediation action plan) may result in disciplinary action up to and including dismissal. If disciplinary action warrants dismissal, a grade of “E” will be given for each respiratory course enrolled in the current semester.

### *Unsuccessful Clinical Competencies*

A student is unsuccessful at a competency when they are unable to achieve the points to successfully complete the competency or misses a critical step as indicated on the competency form in the clinical setting. The clinical coordinator will review the clinical instructor's incident report to determine if significant or serious potential harm was brought to the patient. If NO significant harm was brought to the patient, the student will be notified by the clinical coordinator via email to discuss a remediation action plan. The student will be required to repeat the unsuccessful competency in the laboratory setting within 2 weeks of the unsuccessful competency or the week before final examinations (whichever comes first) before being allowed to attempt the skill in clinic. Performing the skill in clinic prior to laboratory remediation will result in dismissal from the program, (see grounds for disciplinary action #7, Performing therapy, or skills for which the student has not properly been trained and approved.)

If a student attempts a competency during the last two weeks of the semester, the student will not be given additional time to remediate and repeat the competency. The student will receive a U for the clinical grade. It is the student's responsibility to allow timing for completing required clinical competencies in clinic.

Two unsuccessful competencies of the same skill in clinic will result in disciplinary action up to and including dismissal. If a student is dismissed from the program, the student will receive a grade of "E" for each respiratory course enrolled in the current semester, as the technical courses are co-requisites of the clinical course.

Students must complete clinical competencies within the specified clinical course per the syllabus. A clinical log will be provided during clinical orientation of fall semester which defines the timeframe to achieve each clinical competency. Failure to complete the required competency listed in the clinical log and/or syllabus will automatically result in a grade of "U" in the clinical course, unless the competency was unavailable at the assigned hospital site. It is the students' responsibility to notify the clinical instructor at the beginning of each clinic day which skills they still need to complete. If a skill is unavailable at the assigned clinic site during the student's rotation, it is the student's responsibility to notify the clinical coordinator and clinic instructor via email two weeks prior to the last clinic day. The clinic instructors will be responsible for verifying whether or not the check-off was available for the student. Students will not be permitted additional time in clinic during finals week to complete required check-offs, unless they are required to make up previously missed hours.

### **Didactic Remediation**

If a student is unsuccessful on the midterm or unit examination, earning less than a 76%, the student has the responsibility of contacting the instructor(s) from 1 week of the posted grade. The student and instructor(s) will discuss strategies for increased academic performance and a signed form acknowledging opportunities to improve. If a student does not notify the instructor(s) after receiving an unsuccessful grade, the student will receive a written warning that will be put in his or her academic file. Repeated violations of not contacting the course instructor will result in a meeting with the program coordinator and clinical coordinator. It is the student's responsibility to monitor academic progress and

accept constructive feedback from instructor(s).

### **Electronic Devices and Audio/Video Device Use**

Audio- and video-recording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited. Students must adhere to the audio recording agreement signed with Disability Services.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of learning experience. No electrical devices such as cell phones, iPods, ear buds, laptops, etc., will be allowed at the clinic site. There are no guarantees students will have access to lock these devices. CSCC nor the clinic site will be responsible for lost or stolen items.

Electronic devices capable of recording or photographing includes, but not limited to: cell phones, smart watches, laptops, iPods, and tablets will NOT be permitted in the classroom, laboratory, and/or clinical sites. Electronic accessories such as, but not limited to ear buds can be a distraction within the learning environment. Students are encouraged to take notes during class with paper and pen and retype their notes on their own time. Repetition has been a proven method to retain content information. Basic, nonscientific calculators may be permitted when applicable per course instructor.

Students with permission to photograph or video record lab activities and practice sessions must use those photos/videos for personal use only and must not post them on any type of social media or used otherwise. Any photographs taken in lab must remain professional and comply with behavioral standards and expectations. Violating this program policy may result in a meeting with program faculty and/or Chair of Allied Health to determine disciplinary action. The incident may also be submitted to the Office of Student Conduct.

During the learning environment, students are prohibited from recording or photographing any student or faculty without their written permission. Violating this program policy may result in a meeting with program faculty and/or Chair of Allied Health to determine disciplinary action. The incident may also be submitted to the Office of Student Conduct. The use of an audio-recording device is prohibited from recording exam reviews, patient care scenarios, clinical debriefings, meetings with instructors, and general class discussions when class begins and concludes. To remain compliant with HIPAA and CoARC standards,

students are not able to record in these circumstances. Recordings are not allowed to be distributed to classmates who do not have accommodations or shared or transcribed electronically in any medium. Those who have accommodations to record must comply with the Audio Recording Agreement with Disability Services.

Failure to follow the above standards may result in discipline up to and including dismissal.

### **Progression in Respiratory Care**

A student must achieve a satisfactory grade (S), (C) or better in each respiratory care course to proceed in sequence. If a student fails any Respiratory Care course after beginning the clinical portion of the curriculum, they must restart the clinical sequence by retaking RESP 1861. The Ohio Board of Regents requires a theory/equipment class with each clinical course. Students returning to the clinical sequence must schedule both the theory and clinical courses. Auditing other Respiratory Care courses will be recommended. If a student is unable to return to program within one year, the student must re-enter the program as a new applicant and meet current admission criteria. The student must repeat all courses, regardless of previously earned grades. An E-mail indicating the student's enrollment status and options of how and when a student is eligible to return to the program will be sent after final grades are recorded for the semester in which the student is unsuccessful. Students who do not reply by deadlines stated in the email will not be allowed to re-enter the program.

If a student is unable to progress in the program for any reason, it is the student's responsibility to withdraw from the following semester technical course prior to the college withdraw date. Students will be financially responsible for failure to withdraw by the withdraw date determined by CSCC. Withdraw dates can be found on the CSCC academic calendar.

Re-entry is granted based on a space available policy as allowed. A student is ineligible for admission to the respiratory care program after failing a technical course or withdrawing from the program **two** times or being dismissed for unprofessional behaviors or does not follow re-entry policies.

### **Leaving Program and Re-Entry**

When you are accepted into the Respiratory Care Program, you are accepted into a graduating class or cohort. When leaving the course sequence (i.e. personal problems, failure of course) of the Respiratory Care Program, you are required to meet with the program coordinator at the time of leaving the program or during the first 3 weeks of the following semester. Students who plan to withdraw from the program must submit their prior graded assignments before withdrawing. Failure to do so may make the student ineligible to return to the program.

During this meeting, you are to arrange a plan of study and determine a re-entry date if eligible. Failure to meet with the program coordinator or not meeting re-entry dates will result in ineligibility to re-enter the Respiratory Care Program.

Students are automatically registered for all technical courses according to the plan of study for subsequent semesters. It will be the students' responsibility to withdraw from the courses enrolled, prior to the withdraw date established by the college if they choose to leave the program for personal or academic reasons.

Students re-entering the program will need to begin the clinical sequence again by enrolling in RESP 1861. Students re-entering the program will be required to abide by the new program handbook and policies. Students will be required to repeat and attend all competency evaluations to the point of re-entry. Students are also required to repeat a background check and drug screen when returning is greater than one year from leaving the program.

Re-entry is granted based on space availability as determined by the CoARC approved class size. If there are more students who want to re-enter the program than seat availability, the determination will be made based on the student's total GPA.

If leaving the program before clinical rotations have started (first summer semester), students will need to reapply for admission. Students will have to adhere to the new admission standards at the time of the application. Student re-entering the program will be required to abide by the new program handbook and policies.

Re-entry is granted based on a space available policy. A student is ineligible for admission to the respiratory care program after failing a technical course or withdrawing from the program **two** times or if the student is removed for unprofessional behaviors or does not follow re-entry policies.

### **Withdrawal from the Program**

If you are going to withdraw from any courses or from the program for any reason, you should follow the withdrawal procedure outlined in the college catalog and notify the program coordinator in writing of your intentions. A student is ineligible for admission to the respiratory care program after failing a technical course or withdrawing from the program **two** times or if the student is removed for unprofessional behaviors or does not follow re-entry policies. Students who plan to withdraw from the program must submit their prior graded assignments before withdrawing. Failure to do so may make the student ineligible to return to the program.

### **Academic Dismissal**

A student dismissed because of low academic standing from the program must follow the procedure outlined in the catalog for program readmission and program policies.

### **Advanced Standing**

Advanced standings may be obtained two different ways: proficiency testing, and non-traditional credit. In order to receive advanced standing a student must receive acceptance into the Respiratory Care Program by meeting all admission requirements (See: Program Admission Requirements on page 23 and submit a written request for advanced standing to the program coordinator).



Once the written request is received, the program coordinator will notify the applicant if a position is available. Once accepted and a position is available, a student may obtain advanced standing by the following:

### *Transfer Credit*

To receive transfer credit for a non-technical course taken at another educational institution, a student must be accepted to Columbus State and submit an official transcript of the course work taken. All official transcripts are evaluated by the Credit Coordinator of the Office of Student Records and Registration for transcript credit. If credit is granted, a "K" will appear on the transcript as the grade for the course. Transcript credit is not used in determining the grade point average.

### *Proficiency Testing*

Proficiency testing is offered to students who have completed the above, meet current admission criteria, and meet the prerequisites for the technical courses. The applicant must complete a request form for proficiency testing in Student Services and pay a \$50 fee. A student is permitted to take a proficiency test once per each technical course, and if he/she receives a score of 80% or higher, successfully completes all skill competencies, he/she has satisfactorily completed the course. The student will be required to take the final exams in sequential order following the current plan of study. If a student receives less than 80% on the test, then he/she is required to take the course. Evaluation of successfully completed exams (80% or better) will determine an entry point and plan for the student. The course grade will read "X" on the transcript and will not be used in determining the grade point average.

### **Early Alert Notification**

The Respiratory Care Program utilizes a program called FOCUS--a student success tool (powered by Starfish®) at Columbus State. Throughout each term, you may receive emails from FOCUS@csc.edu regarding your grade or performance in the class. The emails and recommended actions are designed to help you be successful.

In addition, your instructor may request a meeting with you, or request that you visit other Columbus State services, including tutoring, the learning center, student services, or the retention specialist. You may also be contacted directly by one of these services, or an advisor, as a result of the notifications.

While you do not need to log in to the FOCUS system to receive the notifications, you may do so to change how you receive the messages, or to view contact information in your student profile. To log in to FOCUS, you should log in to Blackboard and click on the FOCUS link. If you have any questions, please contact your instructor.

### **Community Service Requirements**

All Respiratory Care students are required to achieve 100 points of community service. **100 points** must be achieved by the completion of RESP 2530 (autumn

semester) and are cumulative from all semesters of participation.

Each student must attend **each** of the four experiences:

- Health Promotion or Health Fair **NEED A MINIMUM OF 20 POINTS** ; each fair is worth 10 points
- Peer mentoring first year students (RESP 1110, RESP 1220, RESP 1230, RESP 2472) 2 hours/ a week 5 points = **NO MORE THAN 10 POINTS (max 2 weeks/semester)**
- RESP Student organization leadership meetings 5 points per meeting

The rest of the points are awarded as follows:

- RESP Professional activities are worth 10 points each. Maximum of 20 points.
  - Includes AHA walks, CF walk, ACA walk etc.
  - AARC activities
  - Attend conference(s)
- Professional Education to schools 10 points each event
- Community Education for the profession 10 points each event
- Participating in a RTSO Club fundraising 10 points for each event
- Organizing a RTSO Club fundraising event 20 points
- Organizing senior pinning reception 15 points
- Participation in senior pinning reception 10 points
- Attending a CSCC Club Event 20 points

Every event will need a Service Learning Activity Approval form approved before the date of the event (See appendix). A reflection paper is due two weeks after the event to the program coordinator. Students must complete required documentation within the time frame to receive points for the event/activity/service.

Students may work in groups.

It is all students' responsibility to contact, arrange, and document participation times.

If the student fails to meet the 100 service points by the completion of RESP 2530 the student will receive an incomplete ("I") in all technical courses currently enrolled and be given six weeks in the subsequent semester to complete remaining points which will delay graduation. If the student fails to complete their service points in the 6 weeks, the "I" will be changed to an "E" in all technical courses and the student will be required to follow re-entry policies (if applicable). If a student falls out of sequence in the plan of study for any reason, the student will be required to obtain an additional 100 points from the point of re-entry. Past service points will not be counted.

### **Social Media**

Students are strongly discouraged not to "friend" or "follow" any faculty (fulltime

and part time) in the respiratory care program until the student has graduated from the program. Students are prohibited from disclosing personal or other classmates' program grades, course assignments, or assignment answers on social media. Harassment, bullying, and discrimination is prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Students who violate these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Student social media account(s) are personal and private. If a student feels threatened or finds another student's social media to be unprofessional (such as posting assignments, grades, negative comments about peers, faculty, clinical affiliates, or posts that compromise ethical guidelines established in the Respiratory Care Handbook or the AARC Ethical Standards), the student should report the concern to campus police, the Office of Equity and Compliance, or the Office of Student Conduct.

A class social media page is strongly discouraged.

Failure to follow the above standards may result in discipline up to and including dismissal.

### **Transportation**

You are responsible for providing your own transportation to and from the clinical facility and any special clinical assignment, such as lectures at various hospitals, rounds, seminars, etc. Student parking is available at most clinical site at no cost. Students may be assigned to clinical sites that do not provide parking; therefore, students will be required to pay for parking. At **no** time is a student permitted to use valet parking at any facility. This includes attending special meetings or classes at the clinical site.

### **Communication in the Respiratory Care Program**

In order to be accessible to their students, all full-time respiratory care faculty members maintain office hours both scheduled and flexible to serve the needs of the student. Office hours are posted on both the course syllabi and outside the faculty office. All respiratory care faculty members will provide opportunities for students to contact them and discuss difficulties or concerns arising from the course. Details for such arrangements are provided by each faculty member.

You will be given a college E-mail address. The official method of communication with faculty/instructors is CSCC e-mail. You **must** use your college email address for all program communication. Emails must be sent in a professional format. An unprofessional email or emails sent from a personal account will not be returned. Emails will be returned from instructors within 48 business hours (8am-4:30pm) from the time the e-mail was sent. If an email was sent at 9pm on a Tuesday night, the instructor has Wednesday at 8am until Friday 8am to return the email. If the email was received during a weekend or holiday, the instructor has **48 hours to return the email** when campus has resumed for normal business hours. Instructors will NOT return emails during semester breaks, or over holidays. If you need immediate assistance, the office associate or chairperson will be able to assist you during that

time. If you need assistance using your college email, contact the Student Help Desk at 614-287-5050.

### **RaveGuardian**

Columbus State partners with Rave Wireless to provide an emergency text notification system that consists of three services; CSCC Alert, RaveGuardian and Eyewitness. CSCC Alert is a mass notification service that allows Columbus State to send a large number of messages through text, home email and voice calls to alert our students, faculty and staff of significant emergencies, provided your cell phone contact information is entered into Rave.

RaveGuardian offers two features to enhance your safety only while you are on campus or a site. The first being the timer feature which serves as a virtual security escort. With the timer feature students, staff and faculty on campus can call in to RaveGuardian, set a timer based on how long they estimate it will take them to get where they are going and leave a message indicating where they are walking from, their direction of travel and destination. This message will better enable police to locate the person if they do not deactivate the timer or need assistance. RaveGuardian also has limited ability to locate individuals through compatible GPS and cellular systems. Currently this technology cannot provide your precise location.

Once you reach your destination you must deactivate the timer, if you do not you will receive an automated call before the timer is about to expire letting you know, giving you the option to deactivate the timer. If you do not deactivate the timer before it expires you will receive a call from Columbus State Public Safety to see if assistance is needed while on campus or a site.

The other feature of RaveGuardian is the emergency number, 614-384-5927; **this does not replace 911** in an emergency. This is intended to be used if you are in a situation you are not comfortable with or in an emergency **after** 911 has been called. The number should be stored in your phone as a speed dial number, something such as the number 9 that is easy to remember and easy to press if you need it.

Both features use your profile information to assist Columbus State Public Safety in locating and assisting those needing help. The more comprehensive and up-to-date a person's profile, the more useful it is to Columbus State Public Safety.

### **Letter of Recommendation/Verbal Reference**

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Respiratory Care clinical instructors (adjuncts) are not permitted to be a CSCC reference. Therefore, students should not ask clinical instructors (adjuncts) to write them a letter of recommendation/or provide a verbal reference. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, please see the appendix, and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA

Release” form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student’s education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor’s personal observations and knowledge about the student (i.e. remarks about the student’s work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

### **Health and Human Services Academic Advising**

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with: course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or [hhsadvising@cscc.edu](mailto:hhsadvising@cscc.edu) or by visiting them online at: <https://www.cscc.edu/services/advising/hhs-advising.shtml>.

### **Academic Advising**

During the first semester, you will be notified of the name of your academic advisor. Your advisor will assist you in the following areas:

1. Registration, scheduling, application for transfer credit, and other record keeping procedures
2. Semester schedules
3. Degree requirements
4. Graduation eligibility and petitions
5. Information about career opportunities upon completion of education programs.
6. Counseling center/counselors, financial aid, developmental education, Disability Services, and other specialized resources available on the campus

The Respiratory Care advisor is:

Andrea Pifher  
Union Hall #312

Phone: (614) 287-2633  
E-mail [apifher@csc.edu](mailto:apifher@csc.edu)

### **Degree Audit Report**

Regular use of the Degree Audit Report (DARS) is an important advising tool that will help you determine your progress toward completion of degree requirements. DARS provides a written report of courses in progress, courses completed and courses remaining for completion of program or degree requirements. It also provides technical and non-technical grade point averages. You may obtain your Degree Audit Report on CougarWeb.

### **Requirements for Graduation**

The requirements for graduation are listed in the college catalog in detail. You must achieve a technical grade point average of 2.00 or better, a non-technical grade point average of 2.00 or better and a grade of C or better in all basic related and technical courses in order to be considered as a candidate for graduation.

***You must also complete an online graduation application at the start of the semester in which you intend to graduate. Please visit the Office of the Registrar online for application dates, step-by-step instructions, and the online graduation application. If you have submitted a graduation application and need more information or have questions, you may contact the Graduation Office via email at [graduation@csc.edu](mailto:graduation@csc.edu).***

### **Student Recognition**

At the graduation pinning ceremony, the Program Director and Clinical Coordinator may award the: The Inspiration Award, The Spirit Award, and The Distinguished Scholar Award. In addition, the top 10% of the class is nominated for membership into the Lambda Beta Society, the national honorary for the profession of respiratory care. To be considered for recognition students must consistently demonstrate professionalism and teamwork.

### **Tutoring and Assistance Contact Information**

Columbus State offers students a variety of tutoring services. To learn more about these tutoring services, please visit the following website: <https://www.csc.edu/services/tutoring.shtml>. Tutoring services does not include technical courses. Students are encouraged to attend open lab. An instructor will not be present during open labs; however, students are encouraged to ask faculty to review skills if needed.

### **Student Code of Conduct Action and Academic Performance**

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary

action. Students subject to certain adverse actions will be afforded due process rights.

The policies and procedures related to student violations of the Columbus State Student Code of Conduct is outlined in Columbus State's Policy and Procedure 7-10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct are also found within 7-10. (Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>).

A student's academic performance, professionalism, safety, and/or conduct in the classroom and learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. And the student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

### **Grounds for Disciplinary Action-Examples**

Students are expected to follow the College Student Code of Conduct and meet program academic performance, professionalism, safety, and/or conduct in the classroom and learning environment expectations. The following include but are not limited to examples of behavior that may be grounds for disciplinary action. Disciplinary action may range from, but is not limited to, a warning, dismissal from the program, and/or expulsion from the College. Documentation of incidents may be kept in the students' academic program file and/or sent to the Office of Student Conduct.

1. Plagiarism.
2. Breaching patient confidentiality.
3. Falsification of any required documentation.
4. Collaborating with others on any assignments unless specifically allowed by the course instructor.
5. Absences that exceed 20% of the scheduled course meetings (combination of lecture and lab) for each technical course.
6. Absences that exceed 20 hours of the scheduled clinical rotations.
7. Performing therapy or skills for which the student has not properly been trained and approved.
8. Failure to identify self as a student and/or display proper student identification.
9. Failure to demonstrate professional behaviors (see page 32).
10. Failure to observe safety precautions, such as but not limited to, standard precautions, proper aseptic technique, isolation techniques, patient

- identification, verification of medications.
11. Failure to perform therapies according to the procedure identified in the clinical competency evaluations or hospital policy.
  12. Failure to follow the directions of the clinical instructor or preceptor.
  13. Making derogatory verbal remarks at any time or any location about any patient, employee, faculty member, or physician.
  14. Any student asked to leave a clinical setting for the day due to insufficient clinical skills or unprofessional behavior will receive an unsatisfactory grade in the course.
  15. Inappropriate use of audio recordings.
  16. Students who plan to withdraw from the program must submit their prior graded assignments before withdrawing. Failure to do so may make the student ineligible to return to the program.
  17. Three unsuccessful attempts on a lab competency.
  18. Failure to follow the follow the Dress Code (see page 35).

### **Clinical and Practicum Rotation Policies and Procedures**

#### **Clinical/Partner Facility Admission and Policies**

Clinical/Partner facility sites for clinical, practicums, or other type of learning experiences, often have their own admission and participation requirements that students must meet before students can be placed at the clinical/partner facility. The clinical/partner facility will have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students should expect to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. If a student cannot be admitted into any of their academic program's clinical/partner facilities, the following may occur but is not limited to the student being dismissed from the academic program. For more information, please consult the Clinical Coordinator.

Further, students are expected to comply with all clinical/partner facility policies and Columbus State policies when completing a clinical, practicum, internship, or other type of learning experience. It is also an expectation that students comply with policy expectations off premises if any conduct pertains to the clinical/partner facility. Examples of such conduct could include, but is not limited to, work responsibilities that occur off premises, uniform and appearance expectations, smoking on site, social media usage, patient/client interaction, and any other activities related to the learning experience. Failure to follow the clinical/partner facility's policies and Columbus State policies may result in discipline up to and including dismissal.

All students must rotate through each hospital system to achieve learning goals and receive consistent clinical skills. If a student is denied participation or has been previously banned from a clinical affiliate, that student will **not** be able to successfully complete the clinical component of the program which will result in



dismissal from the program. The inability for a student to rotate through a hospital system would prevent a student from successfully achieving course learning objectives and would fail the clinical course. Students who are dismissed for this reason will not be allowed to re-enter the program until the clinical host permits the student on their site. The student must follow the procedures for re-entry.

### **Background Check and Drug Screening Clinical and Practicum Rotation Placements**

Please see page 25 regarding the background check and drug screening process.

### **Dress Code for Clinical and Practicum Rotation Placements**

Please see page 35 regarding the program dress code.

### **Removal Due to Health Risk and/or Safety Risk**

Clinical/Partner facilities have an expectation that students completing a clinical, practicum, internship, or other type of learning experience at their site will not be a health risk and/or safety risk to their patients. Students are therefore expected to conform to all standard health and safety practices required by the clinical/partner facility. Being unsafe and/or a health risk includes but is not limited to a student that consistently fails to demonstrate competence in clinical patient care, a student who does not adhere to policies, and/or a student who behaves in any manner that compromises or threatens the well-being of the patient's health and welfare. Further, a health risk is defined as participating in clinical rotation with a known communicable disease. Students will be evaluated during their clinical, practicum, internship, or other type of learning experience and the evaluations may show student deficiencies that would deem them a health risk and/or unsafe. A student that is deemed a health risk and/or unsafe may result in discipline up to and including dismissal. In addition, the clinical/partner facility is under no obligation to allow or approve a student's experience if a health or safety issue is identified.

### **Health Insurance Requirements**

Although health insurance is not a requirement for this academic program, as a student in a health-related program you may be exposed to health risks in the classroom, clinical, or practicum setting. If incidents, exposures, or injuries occur students are responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.

### **Requirements for Enrollment in Clinical Courses**

1. Successful completion of all prerequisite courses.
2. Enrollment in all concurrent courses for clinical course.
3. **Liability Insurance** - This is purchased by the school with lab fees.
4. **Current Certification in CPR** - You are responsible to ensure that your certification is current and will not expire during the semester for which you are enrolling. Please see the clinical coordinator regarding your CPR status.
5. **Physical Health Statement** - A completed health record must be on file in the College Health Records Office in order for you to register for clinical courses. You will not be permitted to register for clinical courses

until all health forms have been completed and returned to the College Health Records Office. Additional requirements may be necessary with little advance notice based on either specific community public health concerns or at the request of a clinical affiliate. It will be the student's responsibility to adhere to any additional requirements.

6. **Physician Certification for Return to School** – A student is required to submit the Physician Certification for Return to School form to begin and/or to continue attending clinical following surgery, physical impairment or other health issues, which limits the ability to do course or clinical work. Certain limitations may require withdrawal from the clinical course.
7. A clinical management tracking system is required for all clinical documentation.

### **Clinical Assignments**

You will be given your clinical assignment during the first week of each semester in which you are enrolled in a clinical course. We cannot accept special requests for clinical placement. Clinical sections are designed to accept a certain number of students. There may be situations when clinical assignments must be changed to accommodate changes in student enrollment. Students will be automatically registered for clinical sections. Automatic registration will include course lab sections that align with clinical rotations. Students are not permitted to trade clinical assignments with another classmate for any reason. Clinical assignments are determined by matching clinical affiliates to course learning objectives.

### **Clinical Sites**

Doctors Hospital  
5100 W. Broad  
Street Columbus  
OH 43228  
614-544-2381

Mount Carmel  
5300 North  
Meadows Drive  
Grove City, OH  
43123  
614-663-5300

Riverside Methodist  
Hospital 3535 Olentangy  
River Road  
Columbus, OH 43214  
614-566-5477

Grant Medical  
Center 111 S. Grant  
Avenue Columbus,  
OH 43215  
614-566-9693

Nationwide  
Children's Hospital  
700 Children's Drive  
Columbus, OH 43205  
614-722-4880

Mount Carmel East  
6001 East Broad St  
Columbus, OH  
43213  
614-234-6363

OSU East  
1492 East Broad  
Street Columbus,  
OH 43205  
614-257-3424

Mount Carmel St.  
Ann's 500 South  
Cleveland Ave  
Westerville, OH 43081  
614-898-8000

OSU Wexner Medical  
Center 410 West Tenth  
Avenue Columbus, OH  
43210  
614-293-8666

### **Transportation to the Clinical Site**

You are responsible for providing your own transportation to and from the clinical facility and any special clinical assignment, such as lectures at various hospitals, rounds, seminars, etc. Student parking is available at most clinical site at no cost. Students may be assigned to clinical sites that do not provide parking; therefore, students will be required to pay for parking. At **no** time is a student permitted to use valet parking at any facility. This includes attending special meetings or classes at the clinical site.

### **Attendance in Clinical**

Interaction with health patients, their families, and other members of the health care team is the foundation of clinical education. Clinical courses are designed not only to teach technical skills, but also to nurture behaviors that are required for a successful career in health care. Clinical learning is experiential and requires attendance and participation. In compliance with the College policy, students are expected to prepare for and attend all clinical classes. Absences more than 20 hours of all clinical time will result in dismissal from the program. Students are considered absent if they are more than **10 minutes** late to a clinical rotation and will be sent home. Students are expected to remain in clinic for the duration of the rotation to ensure continuity of patient care. All missed clinical time must be made up and will be arranged by the clinical coordinator. Students will be sent home if they arrive late for a specialty rotation or mandatory hospital trainings. An incident report will be written and kept in the students' academic file if they are absent or arrive late to clinic or leave early.

Students will be **allowed** one tardy of 10 minutes during the semester if the following are met: students must contact their clinic instructor directly prior to being tardy and the student must be able to arrive to the patient unit within the first hour of the clinic start time. This exception does not include specialty rotations or mandatory hospital training. Students who are permitted to attend clinic following a tardy are required to make up **5 additional service points** prior to graduation. If a student has utilized one tardy during the semester, they will be sent home following any additional tardy occurrence(s) and will be required to make up time arranged by the clinical coordinator. If a student has an additional tardy occurrence, the student must notify the clinic instructor that this tardy is not the first incident; failure to do so may result in discipline up to and including dismissal.

All clinical time must be made-up. Any missed hours including late arrivals and early outs must be made up per arrangement of the clinical coordinator. The

clinical coordinator will arrange the location, days and times for the missed clinicals. Personal requests for makeup hours regarding how, when, or where will not be allowed.

### **Clinical Agreements**

Clinical courses in the Respiratory Care Program at Columbus State are held at health care agencies with which Columbus State has formed clinical agreements. These agreements provide you with the required clinical instruction and practice to prepare you for employment in Respiratory Care. At the same time, these agreements provide for the protection of the health care agency and their clients. We therefore, require that you agree to follow guidelines which conform to these agreements. Before beginning clinical rotations, you must sign the Student Clinical Agreement document. As a condition of our clinical agreements, all students must consent to a drug screen and a police background check based on fingerprints submitted to the Bureau of Criminal Identification and Investigation. The clinical site has the right to request the release of a student's background check or drug screening. In addition, the site may request an additional check or screening. Failure to comply with this request will result in the student being dismissed from the program.

### **Clinical Expectations**

All patient information is absolutely confidential (refer to HIPAA guidelines). Students must NOT share patient information with anyone except in the following situations: department reports, case presentations, clinical instructor/student patient assessment conferences or other faculty- controlled situations. If a student is questioned by a patient and/or family member about his/her condition and/or therapy, the patient should be referred to his/her physician. Failure of the student to comply with these guidelines may violate HIPAA and may result in discipline up to and including dismissal.

In clinic, students are expected to abide by the CSCC Student Code of Conduct and meet program academic performance, professionalism, safety, and/or conduct in the classroom and learning environment expectations, including the specific facility responsibilities. Students are further expected to abide by the following list. Failure to abide by or neglecting to demonstrate the clinical expectations will result in a clinical incident report. The clinical incident report will include if a patient was harmed and be used to determine discipline up to and including dismissal from the program. Students are expected to:

1. Perform only procedures students have satisfactorily completed in clinic
2. Be attentive to patient response to therapies/procedures to avoid patient harm
3. Abide by HIPAA
4. Accurately document observations, therapies, and/or procedures in the patient's electronic medical record
5. Respect the hospital's supplies, property, and equipment
6. Restrain from profanity, abusive language, threats, and/or physical violence
7. Not engage in solicitation of any kind on the clinical site
8. Be able to demonstrate consistent knowledge of all competencies

successfully completed in the program

### **Clinical Documentation**

Students are required to purchase, a clinical tracking database, in which they submit a daily log. The log indicates the type and number of procedures observed and/or performed and documentation of all physician interaction. The students must also record their most significant experience of the day and include why it was significant. Clinical management systems may not be available through the bookstore. Students will be provided with information on how to purchase the clinical tracking management system prior to the start of their clinical rotation. Students are required to pay for this service prior the first clinic course.

### **Release of Personal Information**

Under FERPA, the College may share a student's personal information ( such as social security numbers, date of birth, driver's license number, cell phone number, health records, or background checks) with other school officials with legitimate educational interest, such as a clinical affiliate. If a clinical rotation requires any personal information, the student will be asked to sign a release allowing us to provide the information to the clinical site. The program coordinator will submit Social security numbers to permit graduates to take the National Board exams. Supplying an incorrect social security number will delay graduates from taking the NBRC exams for up to one month.

### **Clinical Costs**

Students are responsible for any costs associated with the clinical course. These costs include all scrub uniforms, clinical tracking management system, ID badges, parking, and any other supplies as designated in the course syllabi.

### **Liability Insurance**

Student liability insurance will be automatically purchased by the college from the laboratory fees assigned to each clinical course.

### **Electronic Devices**

Please see page 46 for policy on electronic audio and visual devices in clinic.

### **Smoking in Clinic Policy**

All of our clinical affiliates are non-smoking facilities, which includes parking areas and green spaces. As a result, **smoking is not permitted at any time during the clinical rotations.** Smoking in clinic will result in dismissal for the day. Being dismissed from clinic, may be grounds for dismissal in the program. In addition, we encourage any student who smokes to become a nonsmoker. If you would like additional information about smoking cessation, please contact a faculty member.

### **Visitation and Treatment of Friends and Relatives**

Permission to visit friends and relatives during a clinical rotation must be obtained from the clinical instructor. Visiting is discouraged by the College and

the visitation regulations of the affiliate must be obeyed. Communication by the student about patient records is prohibited and the highest level of professionalism must be maintained at all times.

No student should agree to provide care for any member of his or her family or to anyone who they know personally. If a student is assigned to treat a patient who they know personally, they should contact the clinical instructor and ask to be relieved of responsibility for that patient.

### **Student Employment Policy**

Students who are employees of a clinical affiliate are ***not permitted*** to be on the clock during their scheduled clinical rotation. While serving as an employee, the student must not use their clinical or CSCC identification for any purpose. Students are encouraged to consider all other commitments when making a decision about the number of hours worked outside the program. Work hours must be scheduled around clinical hours and all other course activities.

### **Clinical Problem Reporting Mechanism**

In the event that a student encounters a problem at the clinical facility, the student must first report it to the appropriate clinical instructor. It is also important for the Respiratory Care program to be aware of any clinical problems; therefore, the student is also responsible for reporting any problems to the **Clinical Coordinator**. Depending on the nature of the problem, the student may be required to document specifics about it for program records. If the problem should be with the student's site instructor, the student may bypass that instructor and notify the Clinical Coordinator as quickly as possible. When deemed appropriate, the Clinical Coordinator may take action to correct the problem and the student will be notified of that action.

### **Clinical Incident Reporting**

The Program Incident Report (found in appendix B) will be completed by program faculty and clinical preceptors for situations that occur in clinic that are not covered by the facility incident report. Situations may include incidents such as dress code violations, absences, tardiness or inappropriate professional behaviors as well as potentially unsafe practices. Upon completion of this report, the student will be notified by the clinical coordinator that there was a report filed. Depending on the severity of the situation the student may be required to meet with either the program or clinical coordinator to discuss the situation and develop an appropriate action plan. The chairperson of Allied Health may be included in meetings if the incident could result in the removal from the program. Incident reports may be submitted to the Office of Student Conduct. Action reports may be submitted to the Office of Student Conduct, and/or placed in the students' academic file.

### **Clinical Dismissal**

Clinical performance which jeopardizes patient safety may result in student dismissal from the clinical site by the instructor at any time during the semester and a grade of "U" may be assigned for the course. If a student is dismissed for the patient harm, the student will receive a grade of "E" in all other technical courses,

as all other courses are co-requisites in the plan of study. The instructor documents all pertinent facts, discusses the situation with the student, and submits the documentation to the clinical coordinator.

### **Student Clinical Agreement**

Clinical courses in Respiratory Care program at Columbus State are held at health care agencies with which Columbus State has formed clinical agreements. These agreements provide you with the required clinical instruction and practice to prepare you for employment in Respiratory Care. At the same time, these agreements provide for the protection of the health care agency and their clients. The Respiratory Care program therefore requires that students agree to follow guidelines that conform to these agreements by signing the Student Clinical Agreement before beginning clinical rotations. Your signature legally binds you to the responsibilities of the program clinical policies.

### **Needlestick/Percutaneous Injury Or Exposure To Blood Or Other Body Fluids**

If a needlestick injury or exposure to blood or other potentially infected body fluids occurs during clinical procedures, the student is required to notify the clinical supervisor and take immediate steps to follow the current CDC guidelines. Any costs associated with your care will be at the student's expense. Therefore, the student is strongly encouraged to carry health insurance.

### **Bloodborne Pathogen Exposure Incident Protocol (8/2014)**

#### Exposure Incidents Involving CSCC Employees (Faculty and Staff)

If any actual or potential exposure to blood or bodily fluids has occurred, the employee must follow the "Post Exposure Evaluation and Follow-Up" as defined in the CSCC Employee Safety Manual: Exposure Control Plan for Bloodborne Pathogens.

#### Student Exposure Incidents Occurring at CSCC in Student Labs:

1. Standard precautions require that all blood and body fluid exposures be treated as though they are contagious:
  - a. **Needle stick/Sharps Exposures:** Immediately cleanse the needlestick/Sharps wound with soap and water and cover the wound with a bandage or gauze.
  - b. **Mucous Membrane Exposure to Bloodborne Pathogens:** Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.
2. An exposed student will directly notify his/her instructor of the exposure after cleansing the exposed area.
3. The exposed student will obtain the "CSCC Assessment of Blood borne Pathogen Exposure" form (Appendix A) from their Instructor. The completed report must be signed by both the exposed student and their Instructor, and then forwarded to the Health and Records Department in Union Hall.
4. Per CSCC policy<sup>1</sup>, the Instructor must contact the CSCC Police for assessment of the exposure incident.

5. **Any exposure to bloodborne pathogens requires the student to report immediately to a hospital emergency room or an urgent care facility for post exposure evaluation. Post-exposure prophylaxis for HIV, HBV, and HCV, when medically indicated, must be offered to the exposed worker (student).** Post-exposure follow-up must include counseling the worker (student) about the possible implications of the exposure and his or her infection status, including the results and interpretation of all tests and how to protect personal contacts. The follow-up must also include evaluation of reported illnesses that may be related to the exposure.<sup>2</sup>
6. Faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor or student is exposed to another's blood via accidental needle stick, that student (or source of the needlestick) has a moral obligation to be tested for HIV or hepatitis.
7. Any expenses associated with an exposure incident are the responsibility of the student. Therefore, it is highly recommended that all students in health technologies have personal health insurance.
8. The CSCC "Exposure Control Plan for Bloodborne Pathogens" can be obtained from the CSCC website link:  
[http://www.cscce.edu/about/human-resources/files/esm/PRO02-BBP\\_Employee.pdf](http://www.cscce.edu/about/human-resources/files/esm/PRO02-BBP_Employee.pdf)

Student Exposure Incidents Occurring at a Clinical Facility:

1. The student is to notify his or her clinical instructor and immediately take appropriate preventive measures including:
  - a. **Needlestick/Sharps Exposures:** Immediately cleanse the needlestick/Sharps wound with soap and water and cover the wound with a bandage or gauze.
  - b. **Mucous Membrane Exposure to Bloodborne Pathogens:** Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.
2. The student is required to follow the facility's protocol for reporting, evaluation and treatment of a bloodborne pathogen exposure.
3. The exposed student will notify the CSCC Health Records Office about the exposure incident within 24 hours, and complete/return the "CSCC Assessment of Blood and Body Fluid Exposure" form to the CSCC Health Records office. Failure to report the exposure incident may result in disciplinary action.
4. Any expenses associated with an exposure incident are the responsibility of the student. Therefore, it is highly recommended that all students in health technologies have personal health insurance.

<sup>1</sup>CSCC policy: "**Exposure Control Plan for Bloodborne Pathogens**"

<sup>2</sup>**Bloodborne Pathogens-Bloodborne Pathogen Exposure Incidents**, Occupational Safety and Health Administration (OSHA) Fact Sheet (January 2011)



**The following forms included in this section are:**

- (1) Handbook Acknowledgement Form**
- (2) Graduation-Employment Relationship Acknowledgement Form**
- (3) Confidentiality Acknowledgement Form**
- (4) Student Clinical Agreement Form**
- (5) Student Clinical Agreement Form Student Copy**
- (6) Student Acknowledgement Form**

Please read each of these forms carefully before signing. If you have any questions regarding these forms, please contact the program coordinator. **All forms must be signed and returned to the program coordinator on the first day of classes, summer semester.**

## **APPENDIX**

A – Assessment of Blood borne Pathogen Exposure

B- Clinical Incident report

C- Service Learning Form

D- Letter of Recommendation/Verbal Reference and FERPA Release

## Division of Health and Human Services

### Handbook Acknowledgement Form

I, \_\_\_\_\_, hereby acknowledge that I have received and read a copy of the student handbook for the Respiratory Care Program.

By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

**Division of Health and Human Services**

**Graduation-Employment Relationship Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Respiratory Care Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

## Division of Health and Human Services

### Confidentiality Acknowledgement Form

I, \_\_\_\_\_, hereby acknowledge that I am bound by federal and state laws regarding patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies.

I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to patient's protected health information. I understand that all medical information is considered confidential and maybe protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all patient medical records and protected health information with which I have access to.

My signature confirms that I understand and will abide by patient confidentiality and that I understand the consequences of any inappropriate actions regarding patient confidentiality.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

# COLUMBUS STATE

## RESPIRATORY CARE STUDENT CLINICAL AGREEMENT

I, \_\_\_\_\_, recognize that due to the involvement of health care agencies and their clients in my training, I must observe rules developed to maintain standards of service provided by those agencies.

### ATTENDANCE AND PUNCTUALITY

I understand that I am expected to attend clinical sites as scheduled and arrive and be prepared to start **on time**. All missed time must be made up and will be scheduled by the clinical coordinator. I further understand that missed time (including tardies and early-outs) that exceed 20 hours will result in dismissal from the program.

### NOTIFICATION OF ABSENCES/TARDIES

If I am to be absent from or tardy to a clinical rotation I will:

- A. Notify the Respiratory Care (or appropriate) department at the hospital and the clinic instructor at least one-half hour before meeting time and ask that the message be given to the appropriate clinical instructor.
- B. On the day of the absence, call the Respiratory Care Program at Columbus State at 287-2513 and leave a message or send an e-mail to the Clinical Coordinator.

### DRESS CODE

I agree to abide by the dress code of the clinical affiliate and the Columbus State Respiratory Care Program.

### PERFORMANCE OF CLINICAL SKILLS

I agree to perform clinical skills in accordance with written policies and procedures of the clinical affiliate. I agree not to perform clinical skills for which I have not been trained and evaluated on at Columbus State Community College.

### CLINICAL EVALUATION

I agree that each Daily and Affective evaluation must be reviewed by me and submitted on a weekly basis before a final course grade will be posted.

### BEHAVIOR IN CLINICS/LAB

I will not behave in clinic or lab in any way which might disrupt patient care or the orderly conduct of business within the clinical affiliate. I understand that in all clinical rotations I am a student of Columbus State Community College and I will act in accordance with Columbus State policies and procedures and the Respiratory Care Student Handbook. I will also act in accordance with the clinical affiliate's policies and procedures. In addition, I will demonstrate professional behaviors as defined in the Respiratory Care Student Handbook at all times.

### EMPLOYMENT IN THE CLINICAL SITE

I understand that if I am an employee of a clinical affiliate that I am not permitted to be on the clock during my scheduled clinical rotation(s).

I, \_\_\_\_\_, have read, discussed, and had the opportunity to ask questions on statements contained in this agreement.

I will honor all statements in this agreement while in all Columbus State Respiratory Care Program clinical rotations and labs. I understand that the clinical affiliate and/or Columbus State has the right to terminate my clinical experience at any time for failing to uphold the above standards and for not abiding by Columbus State Policies and Procedures, the Columbus State Respiratory Care Student Handbook, and the clinical affiliate's policies and procedures, which may result in my dismissal from the program.

**Student Signature** \_\_\_\_\_

Date: \_\_\_\_\_

# COLUMBUS STATE

## RESPIRATORY CARE

### STUDENT CLINICAL AGREEMENT

I, \_\_\_\_\_, recognize that due to the involvement of health care agencies and their clients in my training, I must observe rules developed to maintain standards of service provided by those agencies.

#### ATTENDANCE AND PUNCTUALITY

I understand that I am expected to attend clinical sites as scheduled and arrive and be prepared to start **on time**. All missed time must be made up and will be scheduled by the clinical coordinator. I further understand that missed time (including tardies and early-outs) that exceed 20 hours will result in dismissal from the program.

#### NOTIFICATION OF ABSENCES/TARDIES

If I am to be absent from or tardy to a clinical rotation I will:

- A. Notify the Respiratory Care (or appropriate) department at the hospital and the clinic instructor at least one-half hour before meeting time and ask that the message be given to the appropriate clinical instructor.
- B. On the day of the absence, call the Respiratory Care Program at Columbus State at 287-2513 and leave a message or send an e-mail to the Clinical Coordinator.

#### DRESS CODE

I agree to abide by the dress code of the clinical affiliate and the Columbus State Respiratory Care Program.

#### PERFORMANCE OF CLINICAL SKILLS

I agree to perform clinical skills in accordance with written policies and procedures of the clinical affiliate. I agree not to perform clinical skills for which I have not been trained and evaluated on at Columbus State Community College.

#### CLINICAL EVALUATION

I agree that each Daily and Affective evaluation must be reviewed by me and submitted on a weekly basis before a final course grade will be posted.

#### BEHAVIOR IN CLINICS/LAB

I will not behave in clinic or lab in any way which might disrupt patient care or the orderly conduct of business within the clinical affiliate. I understand that in all clinical rotations I am a student of Columbus State Community College and I will act in accordance with Columbus State policies and procedures and the Respiratory Care Student Handbook. I will also act in accordance with the clinical affiliate's policies and procedures. In addition, I will demonstrate professional behaviors as defined in the Respiratory Care Student Handbook at all times.

#### EMPLOYMENT IN THE CLINICAL SITE

I understand that if I am an employee of a clinical affiliate that I am not permitted to be on the clock during my scheduled clinical rotation(s).

I, \_\_\_\_\_, have read, discussed, and had the opportunity to ask questions on statements contained in this agreement.

I will honor all statements in this agreement while in all Columbus State Respiratory Care Program clinical rotations and labs. I understand that the clinical affiliate and/or Columbus State has the right to terminate my clinical experience at any time for failing to uphold the above standards and for not abiding by Columbus State Policies and Procedures, the Columbus State Respiratory Care Student Handbook, and the clinical affiliate's policies and procedures, which may result in my dismissal from the program.

**Student Signature** \_\_\_\_\_

Date: \_\_\_\_\_



## ***Student Acknowledgment***

Name \_\_\_\_\_ Cougar ID# \_\_\_\_\_

**Please initial *EACH* statement to indicate that you have read the statement and will comply with the requirements:**

I am aware of specific physical requirements necessary to perform respiratory care functions. And it is my responsibility to request accommodations if needed.

I understand that enrollment in the Respiratory Care Program involves expenses beyond tuition and books such as uniforms, Typhon, and other costs pertaining to the program will be the responsibility of the student. I further understand that having health insurance is not required of the program, but it is strongly recommended.

I am aware that I must comply with physical examinations, immunizations, and CPR requirements prior to enrolling in program courses and any associated costs are my responsibility.

I understand the attendance policy and absence reporting procedure outlined in the student handbook.

I understand that there may be instances of physical contact between students and/or instructor through the normal instruction and practice of this program, in order to learn the techniques used in providing care to patients. I agree to practice techniques as required in the appropriate courses and to handle such contact in a professional manner consistent with the Respiratory Care profession.

I understand that the clinical rotations that I am assigned to will accept patients from the general population, some of who may have or may be at risk for blood borne infectious disease(s) and I may be assigned to treat them.

I am aware of and accept the health and safety risks involved in this profession.

I understand that according to various sections of the Ohio Law and Regulations for certification and licensing boards, persons convicted of a felony or of a misdemeanor related to drugs/alcohol may not be able to take the licensing or certification examinations, or may have restrictions placed on their ability to practice in their profession. Further, I may be refused acceptance for a clinical placement. If I need more information, I may contact the Ohio Respiratory Care Board.

I have read, understand, and will adhere to the responsibilities of the Respiratory Care Code of Ethics, and **all** policies outlined in the Respiratory Care Student Handbook.

I understand that Columbus State Community College does not guarantee job placement for graduates.

I understand that I am in a rigorous program with high academic standards. My failure to maintain a minimum of a 76% or "S" in all courses will result in my removal from the program.

I understand that I will be required to submit to drug testing and background tests per program and clinical affiliate policies.

I understand demonstrating unprofessional behavior may be subject to dismissal from the program.

I understand that I must comply with all clinical rotation regulations. I understand that the clinical coordinator will choose the site for all clinical rotations. I understand that I will be automatically enrolled for clinical courses.

I understand that if I am dismissed from a clinical site, I will fail the course.

I am aware of clinical placement policies and procedures.

I understand that neither CSCC nor the clinical affiliate will assume cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences.

I have read and can verify that I meet each of Respiratory Care Program Essential Functions, with or without reasonable accommodations.

I understand that failure to abide by the above standards and for not abiding by Columbus State Policies and Procedures, the Columbus State Respiratory Care Student Handbook, and the clinical affiliate's policies and procedures, may result in disciplinary action and possible dismissal from the Respiratory Care program.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX A:**

**Columbus State Community College  
Assessment of Blood borne Pathogen Exposure**

Print Name:	Cougar ID:
Program or Department:	Date & Time of Incident:
Instructor or Supervisor:	
Location: (Building/room or clinical site/unit):	
Description of occurrence (include body location, type of exposure):	
Type & Brand of device involved in injury:	
<b>Check one:</b> <input type="checkbox"/> Do not need to be evaluated <input type="checkbox"/> Evaluation by Health Care Provider (include name, date & time)	
Signature of exposed individual:	Date:
Signature of instructor or supervisor:	Date:
<b>1<sup>st</sup> Faculty or person responsible should immediately assess exposed student for:</b>	
<input type="checkbox"/> An injury that punctured the skin (needle stick, cut, etc.) <input type="checkbox"/> A splash to the eyes, nose, mouth, or broken skin <input type="checkbox"/> A bite resulting in a break in the skin	If <b>none</b> of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should: 1. Wash intact skin with soap & water
<b>2<sup>nd</sup> If one or more of the above areas are checked, further assess for the following fluids or tissue involved in exposure:</b>	
<input type="checkbox"/> Blood <input type="checkbox"/> Any fluid containing visible blood <input type="checkbox"/> Potentially infectious fluid or tissue (vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen) <input type="checkbox"/> Direct contact with concentrated HIV, HBV, HCV virus <input type="checkbox"/> Unknown whether needle or fluid contaminated <small>(Feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus are not considered potentially infectious unless they are visibly bloody: the risk for transmission of HIV infection from these fluids and material is low)</small>	If <b>none</b> of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should: 1. Wash exposed skin site with soap and water or flush eyes, nose, or mouth area 2. Follow up with health care provider as needed 3. Submit <u>Assessment of Bloodborne Pathogen Exposure form</u> to the College Health Office.
<b>3<sup>rd</sup> If any of the above has been checked student should:</b>	
1. Immediately wash exposed skin site with soap and water or flush eyes, nose, & mouth for 15 minutes 2. Immediately be seen by a health care provider, urgent care, or local emergency room for further evaluation. 3. Submit <u>Assessment of Bloodborne Pathogen Exposure form</u> to the College Health Office.	If exposure occurs in an area outside of the College, student should follow the policy of the facility. The supervising faculty should be notified immediately and <u>Assessment of Bloodborne Pathogen Exposure form completed and submitted to College Health Office.</u> Any expense occurred from either testing or treatments are the responsibility of the student.

References: Centers for disease control and prevention. Updated U.S. Public Health Services guidelines for the management of occupational exposures to HIV and recommendations for post exposure prophylaxis. MMWR 2005: 54(No. RR-9)., Centers for disease control and prevention. Updated U.S. Public Health Services guidelines for the management of occupational exposures to HIV and recommendations for post exposure prophylaxis. MMWR 2001: 50(No. RR-11).

**APPENDIX B:**

Columbus State Community College Respiratory Care Program  
Clinical Incident Report

Date of Report:

Incident Date:

Time:

Place:

Nature of Concern:

Student Comments:

Action Plan:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX C****Columbus State Community College  
Respiratory Care Program  
Service Learning Activity  
Approval Form**

Student Name

---

Event:

---

Agency:

---

Contact Person/Coordinator of Event

---

Contact Person Telephone Number

---

Contact Person email

---

How is this event related to cardio-pulmonary health and wellness?

What do you hope to gain from participating in this event?

Student Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

Faculty Approval \_\_\_\_\_ Date Approved \_\_\_\_\_

## Appendix D

### **Letter of Recommendation/Verbal Reference and FERPA Release**

#### Introduction

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference **without a signed release** from the student:

- Directory information<sup>1</sup>
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices

A faculty/instructor **cannot share** a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference **without obtaining a signed release from the student** which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form, is *optional* and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. **Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.**

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. **Students are not required to waive this right to review a letter of recommendation.**

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**To Columbus State Faculty/Instructor:** You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

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<sup>1</sup>If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

## Letter of Recommendation/Verbal Reference and FERPA Release

**Student:** This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.

### Part I: (Required) Letter of Recommendation/Verbal Reference Information

**Student/Graduate Name:** \_\_\_\_\_

**I authorize the following Columbus State faculty/instructor (check one or both boxes):**

- To write a letter of recommendation on my behalf  
and/or
- To serve as a verbal reference on my behalf

(Submit one form for each Columbus State faculty/instructor)

**I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):**

- All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship

OR

- To the following specific recipient(s)\*:

Recipient's name: \_\_\_\_\_

Recipient's address/email: \_\_\_\_\_

\_\_\_\_\_  
\*please list more specific references on the reverse side.

### Part II: (Optional) FERPA Release of Education Records

I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

**With this understanding and by checking below, I make the following decision:**

- I do NOT authorize the above named faculty/instructor to release my education records to the above named recipients.
- I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

### Part III: (Only applicable for Letter of Recommendation) Right to Review a Copy

**I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:**

- I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- I waive my right to review a copy of this letter of recommendation at any time in the future.

**Authorization:**

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_