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# TABLE OF CONTENTS

## SECTION 1: PROGRAM OVERVIEW

- Program Philosophy ................................................................. 1
- Overview of the Respiratory Care Program ........................................ 2
- Definition of Respiratory Care ..................................................... 2
- Program Accreditation ............................................................... 2
- Program Goals and Standards ..................................................... 2
- Graduate Competencies ............................................................ 3
- Requirements for Graduation ...................................................... 3
- Program Faculty and Staff .......................................................... 4
- Community Advisory Board ...................................................... 4
- National Credentialing Examinations ............................................ 5
- State Licensure ............................................................................ 5
- Professional Organizations ......................................................... 5
- Student Organization ................................................................. 5
- Student Recognition ................................................................... 5
- Length of Program ....................................................................... 5
- Plan of Study ............................................................................... 6
- Course Descriptions ................................................................... 7

## SECTION 2: PROGRAM POLICIES

- Program Policies ........................................................................... 13
- Non-discrimination Policy ............................................................ 13
- Student Rights ............................................................................. 13
- Student Responsibilities ............................................................... 13
- Program Admission Requirements .............................................. 14
- Student Selection Process ............................................................ 14
- Statement on Drug & Alcohol Abuse ............................................ 15
- Drug Screening and Background Checks .................................... 16
- CPR Certification ......................................................................... 16
- Technical Standards/Physical Aspects of Job Performance .......... 16
- Program Supplies and Fees ......................................................... 18
- Program Dress Code ................................................................... 19
- On Campus Smoking Policy ........................................................ 19
- Communications ......................................................................... 19
- Social Media Guidelines .............................................................. 20
- CSCC Student Code of Conduct ............................................... 22
- AARC Statement of Ethics and Professional Conduct ............... 22
- Student Employment Opportunities ............................................ 23
SECTION 3: CLINICAL POLICIES

Requirements for Enrollment in Clinical Courses
Clinical Assignments
Clinical Sites
Transportation to the Clinical Site
Attendance in Clinical
Inclement Weather
Clinical Agreements
Clinical Performance
SECTION 4: HEALTH RELATED PROGRAM RISKS AND GUIDELINES

Health Care Related Program Risks and Guidelines ................................................................. 47
Statement Regarding Infectious Diseases ................................................................................. 47
Needlestick/Percutaneous Injury or Exposure to Blood or Other Body Fluids ......................... 47
Bloodborne Pathogen Exposure Incident Protocol ................................................................. 47
Vaccination Information ............................................................................................................ 51
Fit Testing ................................................................................................................................ 51

SECTION 5: COLLEGE POLICIES

College Catalog .......................................................................................................................... 55
CSCC Student Handbook ......................................................................................................... 55
Course Syllabi ............................................................................................................................ 55
Disability Services ...................................................................................................................... 55
Children on Campus .................................................................................................................. 55
Financial Aid .............................................................................................................................. 56
Statement for Academic Assessment ....................................................................................... 56
Severe Weather Policy .............................................................................................................. 56

SECTION 5: APPENDICES

Drug Screening Procedure ...................................................................................................... 61
Drug Screening Authorization ................................................................................................. 62
Reference Authorization ......................................................................................................... 63
Student Acknowledgement of Policies ..................................................................................... 64
Student Acknowledgement of Handbook ............................................................................... 65
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 which 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 view a learner centered program as one which 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 which 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 view a quality curriculum as one which focuses on the use of information to solve real world problems, requires that learners be actively involved, where basics are learned through thinking skills and assessment methods require that learners demonstrate those skills required by health care workers. A quality curriculum must be 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 which help develop necessary skills.
OVERVIEW OF THE RESPIRATORY CARE PROGRAM
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 is expected 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.

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.

PROGRAM GOALS AND STANDARDS
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 exam

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

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 a petition for graduation at the start of the semester in which you intend to graduate. The petition form can be obtained from the Office of Student Records and Registration and you should also obtain a copy of your transcript. The petition form must be completed by your academic advisor, and you should make an appointment to have this done
PROGRAM FACULTY AND STAFF

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Columbus Children’s Hospital  Mount Carmel West

Lora Hamparian, RRT, RCP  Karen Payne, RRT, RCP
University Hospital East  Mount Carmel Saint Ann’s

Kensey Siefring  
Student Representative
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.

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 Respiratory Care Board is responsible for the regulation of the practice of respiratory care in the state of Ohio. The mission of the board is to protect and serve the public of Ohio by regulating the practice of Respiratory Care in the State of Ohio through the licensing of qualified practitioners, the establishment of standards for respiratory care educational programs, and the enforcement of the laws and rules governing the practice.

Licensure from the Ohio Respiratory Care Board is required for employment in Ohio. Graduates are eligible to become licensed as a Respiratory Care Practitioner by the Ohio Respiratory Care Board (http://www.respiratorycare.ohio.gov/).

PROFESSIONAL ORGANIZATIONS
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. Student membership in the AARC is strongly encouraged.

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 considered active members in the organization.

STUDENT RECOGNITION
The following awards are distributed by the program faculty to students at the annual graduation dinner: The Inspiration Award, The Spirit Award and The Distinguished Scholar Award. In addition, the top 10% of the class may be nominated for membership into the Lambda Beta Society, the national honorary for the profession of respiratory care.

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 6:00 a.m. through 7:30 p.m.
COURSE DESCRIPTIONS

RESP 1110 Introduction to Respiratory Care (AU) 3 credits
This course introduces students to the role and responsibilities of the respiratory therapist. Fundamental concepts including effective communication skills, legal and ethical principles, infection control and health care informatics will be presented. Emphasis will be placed physical examination techniques. Student must be accepted into the Respiratory Care program.
Lecture: 2 hours – Lab: 2 hours
Prerequisite: RESP 1220
Corequisites: RESP 1230, RESP 1370, RESP 1861
Lab fee: $66.00

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

RESP 1230 Respiratory Pharmacology (AU) 2 credits
This course provides an introduction to 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 12200
Corequisites: RESP 1110, RESP 1370, RESP 1861
Lab fee: $55.00

RESP 1240 Patient Assessment I (SP) 2 credits
This course focuses on the role of the respiratory therapist in patient assessment. Topics included are arterial blood gases, pulmonary functions, clinical laboratory studies, imaging studies, electrocardiography and sleep studies.
Lecture: 1 hour – Seminar: 1 hour
Prerequisite: RESP 1220
Corequisites: RESP 1862, RESP 1350, RESP 1360

RESP 1350 Respiratory Pathophysiology I (SP) 2 credits
This course is focused on the etiology, pathophysiology, treatment, and prognosis of chronic and infectious diseases affecting the respiratory and cardiopulmonary systems.
Lecture: 1 hour – Seminar: 1 hour
Prerequisite: RESP 1220
Corequisites: RESP 1240, RESP 1360, RESP 1862
RESP 1360 Therapeutic Procedures I (SP) 3 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: 2 hours – Lab: 2 hours
Prerequisite: RESP 1220
Corequisites: RESP 1240, RESP 1862, RESP 1350
Lab fee: $54.00

RESP 1370 Respiratory Equipment I (AU) 1 credit
This course provides a study of the principles of operation of respiratory care equipment used in basic therapeutic procedures such as medical gas therapy, humidity and aerosol therapy, lung expansion therapy, airway management and bronchial hygiene. Emphasis will be placed on assembly, troubleshooting, infection control and quality control.
Lab: 2 hours
Prerequisite: RESP 1220
Corequisites: RESP 1110, RESP 1230, RESP 1861
Lab fee: $25.00

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 1110, RESP 1230, RESP 1370
Lab fee: $25.00

RESP 1862 Clinical Practice I (SP) 2 credits
This course is focused on conducting basic therapeutic respiratory care procedures in the acute care setting.
Directed Practice: 10 hours
Prerequisite: RESP 1861
Corequisites: RESP 1350, RESP 1360, RESP 1240
Lab fee: $25.00

RESP 2442 Patient Assessment II (SU) 2 credits
This course focuses on the role of the respiratory therapist in advanced patient assessment. Topics included are flexible fiberoptic bronchoscopy, cardiac output, hemodynamics, nutritional assessment and neurologic assessment.
Lecture: 1 hour – Seminar: 1 hour
Prerequisite: RESP 1240
Corequisites: RESP 2452, RESP 2870, RESP 2462, RESP 2472
**RESP 2452 Respiratory Pathophys II (SU) 2 credits**
This course is focused on the etiology, pathophysiology, treatment, and prognosis of acute disease processes affecting the respiratory and cardiopulmonary systems seen in critically ill patients.
Lecture: 1 hour – Seminar: 1 hour
Prerequisite: RESP 1350
Corequisites: RESP 2442, RESP 2870, RESP 2462, RESP 2472

**RESP 2462 Therapeutic Procedures II (SU) 3 credits**
This course is focused on advanced therapeutic procedures performed by the respiratory therapist. Topics include advanced airway care and bronchial hygiene therapy. The student will also perform arterial blood gas sampling. Special emphasis will be placed on the indications, contraindications, techniques and effectiveness of each. An introduction to pediatric and neonatal care will be provided. The student will practice procedures in a simulated patient care environment.
Lecture: 2 hours – Lab: 2 hours
Prerequisite: RESP 1360
Corequisites: RESP 2442, RESP 2452, RESP 2870, RESP 2472
Lab fee: $77.00

**RESP 2472 Respiratory Equipment II (SU) 1 credits**
This course provides a study of the theory and principles of operation of mechanical ventilators used in the treatment of neonatal, pediatric and adult patients. Emphasis will be placed on manipulation, troubleshooting, infection control and quality control.
Lab: 2 hours
Prerequisite: RESP 1370
Corequisites: RESP 2442, RESP 2452, RESP 2870, RESP 2462
Lab fee: $67.00

**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 initiation and maintenance of mechanical ventilation of the adult and neonate. The student will practice in a simulated patient care environment.
Lecture: 2 hours – Lab: 2 hours
Prerequisite: RESP 2462
Corequisite: RESP 2890 Lab fee: $10.00

**RESP 2850 Practicum Seminar (AU) 1 credits**
This capstone course 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.
Seminar: 1 hour
Prerequisite: RESP 2890
Corequisite: RESP 2950
Lab fee: $110.00

**RESP 2870 Clinical Practice II (SU) 2 credits**
This course is focused on conducting respiratory care procedures in the acute and long-term acute care settings. Experience with the pediatric and neonatal patient will be provided.
Directed Practice: 10 hours
Prerequisite: RESP 1862
Corequisites: RESP 2442, RESP 2452, RESP 2462, RESP 2472
Lab fee: $37.50

**RESP 2890 Clinical Practice III (AU) 2 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: 10 hours
Prerequisite: RESP 2870
Corequisite: RESP 2530 Lab fee: $25.00

**RESP 2950 Clinical Practicum (AU) 2 credits**
This course provides the student the opportunity to apply previously learned skills. Most time will be spent in the critical care setting. The student will have the opportunity to select specialty rotations in their area of interest. The students will complete the Advanced Cardiac Life Support provider course.
Practicum: 14 hours
Prerequisite: RESP 2890
Corequisite: RESP 2850 Lab fee: $25.00
SECTION II
PROGRAM POLICIES
PROGRAM POLICIES
In order to ensure effective education in the Respiratory Care Program, all students and faculty members must have a full understanding of the responsibilities involved. The Respiratory Care Policy and Procedure Manual and Student Handbook are designed as a supplement to the college Student Handbook. These handbooks provide the student and faculty with the necessary information regarding policies, procedures, and expectations in the Respiratory Care Program and apply to all students and faculty regardless of location of instruction. These documents are meant to be a guide to assist the student in attaining his or her goal to become a competent respiratory therapist.

Revision of these documents is an ongoing process and every effort will be made to keep students advised of any changes, as well as to minimize the inconvenience such changes might create. The information contained in these documents will be covered in detail during program orientation. Any questions regarding this information should be directed to the Program Faculty.

NON-DISCRIMINATION POLICY
It is the established policy of Columbus State Community College not to discriminate against any individual or group of individuals for reasons of race, color, sex, religion, ancestry, national origin, disability or veteran status. The college is fully committed to providing equal opportunities in all employment-related actives, educational programs, and other activities of the college. Columbus State promotes equal opportunities through a positive and continuing Affirmative Action Program. Columbus State Community College will fully comply with all federal, state, and

STUDENT RIGHTS
As a CSCC Respiratory Care student you have the right to:
- Be treated fairly and equitably without regard to race, color, religion, sex, sexual orientation, nationality, age, or disability
- Expect safe working conditions
- Know about policies and procedures of the Respiratory Care program and CSCC
- Expect that all records, including health information, will be kept confidential
- Receive course syllabi which contains course objectives and evaluation policies
- A student who seeks justice for what he/she perceives to be any unfair treatment by an instructor should follow the college grievance procedure. A description of student rights, grievance procedure and appeals is detailed in the CSCC Student Handbook and CSCC Catalog

STUDENT RESPONSIBILITIES
As a CSCC Respiratory Care student, you have the following responsibilities. You agree to:
- Treat other students and CSCC faculty and staff with respect
- Cooperate with peers, CSCC faculty and staff
- Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college and the profession
- Abide by CSCC and Respiratory Care policies and procedures
- Tract your progress toward graduation each term via DARS
- Not represent someone else’s work as your own
- Work independently in lab without collaboration unless given a group assignment
• Practice safety precautions at all times

PROGRAM 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. Must be submitted online at: http://www.cscc.edu/Respiratory/application.htm on or before the beginning of Spring Semester.
• No reading required on Compass Exam
• Placement into MATH 1148 – College Algebra
• Placement into ENGL 1100 – Composition I
• NURC 1101 with a “C” or better
• BIO 2300 with a “C” or better
• Health record in process
• 2.5 GPA or better
• Completion of HOBET test with a score of 50 or higher in Math and Reading
• 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. Any applicants who have not submitted a copy of their HOBET scores will be disqualified.

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 HOBET scores for all applicants. Any applicant who’s HOBET READING score is below 50 will be disqualified. Any applicant who’s HOBET MATH score is below 50 will be disqualified.

8. Distribute points for HOBET score as follows:
   a. 100 - 90.0  5 points
   b. 89.9 - 80.0  4 points
   c. 79.9 - 70.0  3 points
   d. 69.9 - 60.0  2 point
   e. 59.9 - 50.0  1 point
   f. Less than 49.9  Disqualified

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.

STATEMENT ON DRUG & ALCOHOL ABUSE

Columbus State values the health and safety of its students and employees and supports local, state and federal laws concerning drugs. The Code of Student Conduct Policy No. 7-12, and Separation from Employment, Policy No. 3-18, include as prohibited behaviors:

- [T]he unauthorized use, distribution, or possession of drugs or alcohol on campus or off campus at college sponsored events.
- [D]isruptive or disorderly behavior including intoxication or indecent conduct and disruptive behavior.

Students/employees in violation of the Code of Conduct will be subject to the Conduct Code Procedure as outlined in the Student or Employee Handbook: sanctions could include suspension or expulsion. Students/employees who violate the Conduct Code are also subject to arrest and prosecution under applicable local, state, or federal laws. Information regarding state laws and sanctions can be found in Chapter 2529 of the Ohio Revised Code, available in Columbus State Library and in your local public library.

The use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgement, isolation, and depression, all of which can contribute to impaired driving,
injuries, accidents, domestic or random violence, and sexual assault. Drugs can lead to the deterioration of family units and the breakdown of friendships and other support systems.

Columbus State is committed to providing students and employees with drug and alcohol education, counseling, and referral for treatment or rehabilitation. The college’s Coordinator of Mental Health and Drug Prevention Counseling Services (287-5416) can provide resources and assistance to individuals who use drugs or alcohol, and to others whose lives are affected by family members or friends who are users.

The drug prevention professionals in the Counseling Center can help you choose a local agency which meets your needs or can answer any specific questions you might have. Please call them at 287-5416.

DRUG SCREEN AND BACKGROUND CHECKS
Students accepted into the program will be required to complete a drug screen and a criminal background check at the students’ expense. Appropriate documentation indicating the fingerprinting and drug screening has been completed must be submitted prior to beginning the program. Information about these items will be distributed upon acceptance of the offer of admission. Placement in specific clinical rotations may require additional screening.

CPR CERTIFICATION
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 beginning of the second semester in the plan of study. 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.

TECHNICAL STANDARDS/PHYSICAL ASPECTS OF JOB PERFORMANCE
Students admitted into the Respiratory Care program are required to be able to perform the following essential job functions.

**Generalized work activities**
- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to
prioritize, organize, and accomplish your work.

- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

**Skills**

- **Active Listening** — 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.
- **Instructing** — Teaching others how to do something.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work-related documents.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Speaking** — Talking to others to convey information effectively.
- **Time Management** — Managing one’s own time and the time of others.
- **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**Abilities**

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity** — 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.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering** — 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).

• **Near Vision** — The ability to see details at close range (within a few feet of the observer).

• **Written Comprehension** — The ability to read and understand information and ideas presented in writing.

• **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

• **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Physical Endurance, Mobility and Skill**

• Respiratory therapists spend long periods standing and walking between patients' rooms and in work in emergency situations.

• Respiratory therapists must be able to walk fast or run

• Respiratory therapists must be able to sustain repetitive movements

• Respiratory therapists must be able to push, pull or support 50 pounds

• Respiratory therapists must be able to carry equipment and supplies

• Respiratory therapists must be able to use upper body strength

• Respiratory therapists must be emotionally stable

**Work Environment**

• Respiratory therapists generally work between 35 to 40 hours a week and work days, evenings, weekends and holidays.

• Respiratory therapists are trained to work with gases stored under pressure and must adhere to safety precautions to minimize the risk of injury.

• As in many other health occupations, respiratory therapists are exposed to infectious diseases, but by carefully following proper procedures, they can minimize these risks.


**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.

**Tuition**

67 hours X 135.93 (Ohio Resident fee/credit hour) = $9,107.31

**Lab Fees**

$520 (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) - Kacmarek
Respiratory Care Clinical Competency Lab Manual - Hinski
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
Wilkins’ Clinical Assessment in Respiratory Care – Heuer, Scanlon
Pilbeam’s Mechanical Ventilation: Physiologic and Clinical Applications (text) - Cairo
ACLS Provider Materials - American Heart Association
A clinical tracking database – vendor and cost unknown at this time.

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

PROGRAM DRESS CODE
Students are required to wear scrubs during all class meetings (lectures, labs and clinics). Scrubs should be freshly washed, wrinkle-free in the program-designated color. Scrub tops should provide adequate coverage of the midriff and chest and pants should be worn at the waist. Shoes should be black or white leather athletic shoes. A CSCC name badge must be worn anytime in dress code.

ON CAMPUS SMOKING POLICY
CSCC will become a non-smoking campus effective July 1, 2015. All campus property will be non-smoking including parking areas and green spaces. As a result, smoking is not permitted at any time on campus. 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.

COMMUNICATIONS
You will be given a college E-mail address. Voice mail, e-mail and fax numbers will be provided for full-time faculty. The official method of communication is email. You must use your college email address for all program communication. If you need assistance using your college email, contact the Student Help Desk at 287-5050.
SOCIAL MEDIA GUIDELINES
Columbus State encourages a decentralized approach to social media management, while at the same time upholding brand standards and the college’s mission. Social media can take many forms, including but not limited to blogs, online forums, and networking sites. To help faculty, staff, and student groups with creating and maintaining a presence for a group, event or department, the college has assembled a list of guidelines and best practices.

These guidelines will be updated as technology and communication channels continue to evolve.

Guidelines for Posting as a Representative of Columbus State

Report Accounts & Media Attention
The college encourages faculty, staff, and student groups to enhance communication with all of our stakeholders through the use of social media. Please report all accounts that are used on behalf of the college to Marketing & Communications (M&C) for documentation at socialmedia@cscc.edu. All of Columbus State’s “official” pages are managed by M&C and the department is also responsible for monitoring all college remain knowledgeable and respond to the public. Should any post go “viral” or receive media attention, please contact M&C immediately so a consistent message can be crafted and communication can be distributed by an official spokesperson of the college, as outlined in Policy No. 11-03, College Representations.

Uphold Brand Standards
All Columbus State titled sites must follow college brand standards to maintain consistent messaging and visual representation. Visit the Marketing & Communication website at www.csc.edu/mc for the official logo, approved images, and brand standards. Do not use the Columbus State logo or any other college images to promote a product, cause or candidate, or on personal social media sites.

Appoint Back-up Administrators
All Columbus State social sites should have more than one page administrator/manager assigned to serve as a back-up in case someone is out of the office, does not have internet connection, etc. If another administrator cannot be identified, please contact socialmedia@cscc.edu to have an M&C representative added.

Maintain Confidentiality
Never post confidential or proprietary information about Columbus State, its students, alumni, faculty/staff members, vendors or affiliated partners. Always follow federal FERPA and copyright or fair use requirements. Be mindful of College Policies and Procedures with respect to ethics, solicitation, public records, and standards of conduct.

Monitor Feedback
Comments and conversation should be encouraged, but settings should be adjusted so posts can be reviewed and approved before they appear. That does not mean all negative comments should be deleted—that will only destroy credibility—but the college should be ready to respond
and control the message. Accounts should be monitored regularly so spam can be deleted, so individuals who repeatedly post offensive comments can be blocked, and so followers feel valued by receiving timely responses to their concerns and questions. Contact socialmedia@csc.edu for help with adjusting page settings.

Separate Personal Sites from Columbus State Sites
Content published on personal sites should never be attributed to, or appear to be endorsed by the college. Employees may identify themselves as a faculty or staff member and post as it relates to their professional role with the college.

Be Respectful and Professional
As a Columbus State employee, it is necessary to maintain professionalism while posting on behalf of the college. While social media tends to be a little more informal in terms of voice, College Policies and Procedures must be followed regarding: Policy No. 3-43, Non-Discrimination/Anti-Harassment, Policy No. 3-44, Sexual harassment/Misconduct, and Policy No. 7-10, Student Code of Conduct.

Remember that you are legally liable for what you post on your own or others sites. Keep in mind the following:

• Speak respectfully about the college, its employees and students, and others’ opinions.
• Provide factual, accurate information and credit sources if necessary.
• Do not post obscenities, threats, libelous comments, or personal attacks.
• Do not infringe on copyrights or trademarks.
• Maintain personal sites on your own time using non-college computers.

Best Practices
• Understand Social Media Platforms, Communities and Common Usage: Fully understand the purpose and common usage of any social media site or tool that will be used. Before developing a college account, create a personal account to sit back and “listen” to the conversation before jumping in. If you would like to learn more, sign up for a training session by emailing socialmedia@csc.edu.
• Know Your Audience: Tailor messages that will add value and increase engagement. It’s a conversation—talk to your readers as you would talk to people in professional settings.
• Post regularly/consistently: While the number of times per day or per week a department chooses to post may vary, it is important to regularly update social sites in order to stay relevant. If there is no longer a need for a page/profile, please delete the account.
• Think Twice and Re-read Before Posting: All social media is public—and permanent. Make sure any content shared is accurate, grammatically correct, and necessary. As always, any questions can be directed to M&C.
• Be Transparent: Be honest about your identity and your association with Columbus State when posting about the college—or education in general. When posting on external
(non-CSCC) sites, never hide your identity to promote Columbus State and consider using a disclaimer such as “The opinions expressed here are my own and do not necessarily represent the views of Columbus State.”

- Encourage Cross-Promotion: All Columbus State social media sites should be working together to share news, events and other relevant information. Employees are also welcome to include a link to the Columbus State website (csc.edu) on personal social media sites.
- Be Aware of Legal Liability: When blogging or posting opinions on a social media sites, individuals are legally responsible for their own comments. Others can pursue legal action for posts or comments that may be defamatory or libelous. Be civil and respectful.
- Protect Your Identity: Be cautious of sharing too much personal information online to avoid identity attacks.
- Contact Marketing & Communications: We are here to provide direction in using and/or creating social sites. If you need help developing cover images, getting an approved logo, writing content for a profile bio, etc. please contact socialmedia@csc.edu for assistance.

CSCC STUDENT CODE OF CONDUCT
As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the student code. The faculty at Columbus State expects you to exhibit high standards of academic integrity. Any confirmed incidence of Academic Misconduct, including plagiarism and other forms of cheating will be treated seriously and in accordance with College Policy and Procedure.

AARC STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT
In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represent it accurately.
- Perform only those procedures or functions in which they are individually competent and which are within 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

STUDENT EMPLOYMENT OPPORTUNITIES
Students seeking part-time employment in Respiratory Care must obtain a Limited Permit from the Ohio Respiratory Care Board. Students will be eligible for a permit after they have successfully completed the first term of the fourth semester of the program and must be enrolled in and in good standing in the respiratory care educational program which meets the requirements of rule 4761-4-01 of the Administrative Code.

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. Work hours must be scheduled around clinical hours and all other course activities.

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

ELECTRONIC DEVICES
Electronic devices such as cell phones, laptops, iPods, tablets, ear buds etc. will NOT be permitted in the classroom and laboratory. This is 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. Students with a disability that requires the use of these electronic devices must refer to Disability Services for permission to use these devices in class.

The use of audio-recording devices are allowed with prior permission given by the instructor. Basic calculators are permitted when applicable.

No technology 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

CHANGE OF ADDRESS RESPONSIBILITY
Students must notify the College of any change in address or phone number.
RELEASE OF PERSONAL INFORMATION
A student’s personal information such as social security numbers, date of birth, health records or background checks will be provided to a clinical affiliate upon request. If a clinical rotation requires any personal information, the student will be asked to sign a release allowing us to provide the number to the clinical site.

REFERENCE AUTHORIZATION
A reference authorization form will allow faculty members to release information to perspective employers concerning a student’s performance in the Respiratory Care Program. This form is kept in your program file. Absolutely no information can be released to anyone concerning student performance unless this authorization form is filed, signed and dated by the student. A student may remove this authorization at any time, thus preventing the faculty from releasing any information. Removal of authorization to release information is achieved by notifying the program coordinator of the request in writing.

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:
Sue Donohue,
Union Hall #312
Phone: 287-2633
E-mail sdonohue@cscc.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.

LABORATORY EXERCISE REQUIREMENTS
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.

USE OF PHOTOGRAPHY
Students must request permission in writing to photograph or video record lab activities and practice sessions. Photos/videos are to be used for personal use only and cannot be posted on any type of social media. Absolutely NO photographs or video recordings can be made in clinic. Failure to comply with this policy will result in dismissal from the program.

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.

COLLABORATION
All assignments, unless otherwise instructed, are to be completed independently without collaboration with other students. Suspicion of collaboration will result in charges of academic dishonesty and will be reported as stated in the CSCC Student Handbook.

You are encouraged to make an appointment with the course instructor to clarify any concerns about your performance.

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 English 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 Writing Center. Formal papers must follow standard guidelines to document references.

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.

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
Standardized, secure, comprehensive respiratory care self-assessment exams constructed by the National Board for Respiratory Care (NBRC) will be administered during the program. These examinations help the student identify areas of strength and areas needing improvement.

ACADEMIC DISHONESTY
Students will be dealt with decisively with penalties consistent with the CSCC Student Conduct Policies. Students violating college and/or department policies may be placed on disciplinary probation or dismissed. The Respiratory Care Program reserves the right to recommend the withdrawal of a student who appears academically, clinically and/or personally unable to fulfill professional responsibilities.

GRADING PROCEDURE
For graded technical courses offered in the Respiratory Care Technology, 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 the technical courses is a C. All students must have a 76% in each course 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.

You will be notified of your grades by the College by email approximately one week after the last day of the semester. 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. You are encouraged to review your performance on your final exams by making an appointment with the course instructor during the next semester.

ATTENDANCE POLICY
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. There are no exceptions.
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. A student is considered tardy when arriving to class more than 5 minutes after the official start of the class period.

All clinical time must be made. Any missed hours must be made up during Finals Week. The clinical coordinator will arrange the location, days and times for the missed clinicals. Accommodations for personal requests cannot be made.

**FACULTY OFFICE HOURS**
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.

**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@cscc.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.

**REMEDIATION**
If a student is unsuccessful on an examination, the course instructor will notify the student of the need to meet at which time an agreed upon action plan will be developed for improvement. Progress will be monitored throughout the semester and any required adjustments will be made. The course instructor will keep a record of the action plan which will be placed in student file at the end of the semester. If any unsuccessful laboratory and/or clinical competencies, the student will be directed to the open lab for remediation prior to reevaluation. The student must attend at least two open lab sessions prior to reevaluation.
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 class with each clinical course. Students returning to the clinical sequence must schedule both the theory and clinical courses. Auditing other respiratory care course is highly recommended.

An Email 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.

Re-entry is granted based on a space available policy. A student is ineligible for admission to the respiratory care program after failing out of the program two times.

PROGRAM INCIDENT REPORTING
The program has a Program Incident Report that will be completed by program faculty and clinical preceptors for situations not covered by the facility incident report. Situations may include dress code violations, absences, tardiness or inappropriate professional behaviors as well as potentially unsafe practices. Upon completion of this report, the student will be required to meet with either the program or clinical coordinator to discuss the situation and develop an appropriate action or remediation plan.

TRANSFER POLICY
When you are accepted into the Respiratory Care Program, you are accepted into a graduating class.

You may transfer from one graduating class to the next class one time during your educational training. Additional changes will require reapplication to the technology. Transfer requests must be submitted in writing to the program office within 5 weeks of your leaving the course sequence in the curriculum. ALL TRANSFERS APPROVED ARE PENDING ON SPACE AVAILABILITY.

If positions are available for transferring students, they will be filled first accordingly with students who have met the course prerequisites. Decisions concerning which students may transfer will then be based upon the number of technical hours completed multiplied by the student’s technical GPA. In the event of ties, decisions will be based upon the total GPA.

LEAVING PROGRAM AND RE-ENTRY
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 following semester. During this meeting, you are to arrange a plan of study and determine a re-entry date. Failure to meet with the program coordinator will result in a dismissal from the Respiratory Care Program.
Students reentering the program will need to begin the clinical sequence again by enrolling in RESP 1861. Re-entry is granted based on a space available policy. If there are more students who want to re-enter the program than seat availability, the determination will be made based on the students Total GPA.

WITHDRAW 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.

ACADEMIC DISMISSAL
A student dismissed because of low academic standing from the college must follow the procedure outlined in the catalog for readmission.

ADVANCED STANDING
Advance standings may be obtained three different ways: transfer credit from another accredited respiratory care program, 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) 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 course taken at another educational institution, a student must be accepted to Columbus State Community College 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 and meet the prerequisites for the course. The applicant must complete a request form for proficiency testing in Student Services and pay $50 fee. A student is permitted to take a proficiency test once per course, and if he/she receives a score of 80% or higher, he/she has satisfactorily completed the course. The course grade will read "X" on the transcript and will not be used in determining the grade point average. If a student receives less than 80% on the test, then he/she is required to take the course.

Non-Traditional Credit
To apply for non-traditional credit, a student must submit a request for advance standing according to department guidelines. Upon acceptance and completion of ten hours of technical credit a student may be granted non-traditional credit for various courses. The course grade will read "N" on the transcript and will not be used in determining the grade.
The program faculty will meet and review the above materials for each applicant. Applicants will be individually considered for eligibility for advance standing in Respiratory Care courses depending upon the amount of course work completed, the dates that the course was completed, and the place where the courses were taken. Each applicant will be notified by the program coordinator.

GROUND FOR DISMISSAL FROM THE PROGRAM
Students are expected to meet minimum safety and performance standards in both the classroom and the clinical setting. Failure to do so may result in dismissal from the course. The following are examples of inappropriate actions or unsafe practice and may be grounds for dismissal from the course:

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 25% of the scheduled course meetings (combination of lecture, lab).
6. Performing therapy or skills for which the student has not properly been trained and approved.
7. Failure to identify self as a student and/or display proper student identification
8. Failure to demonstrate professional behaviors
9. Failure to observe safety precautions, such as but not limited to, universal precautions, proper aseptic technique, isolation techniques, patient identification, verification of medications.
10. Failure to perform therapies according to the procedure identified in the clinical competency evaluations or hospital policy.
11. Failure to follow the directions of the clinical instructor or preceptor.
12. Making derogatory verbal remarks at any time or any location about any patient, employee, faculty member or physician.
13. Any student asked to leave a clinical setting due to any problems with clinical skills or behavior will receive an unsatisfactory grade in the course.

GRADE GRIEVANCE POLICY AND PROCEDURE 5-09(D)
(7) GRADE GRIEVANCE
(a) 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.

(b) The college will maintain a Grade Grievance Committee whose purpose is to
determine if a grade grievance appeal is warranted, in accordance with procedure 5-09 (D) 7(A), and facilitate the grade grievance hearing panel appeal process. The committee is composed of eleven members, five of whom are faculty members from the arts and sciences division, five of whom are from the Career and Technical Division, and one faculty representative from the Columbus State Education Association (CSEA). Committee members are chosen by the dean of the respective division. Committee members will serve a term of three years, with approximately one-third of the members rotating off the committee each year after the second year. Two committee members, one from each division, are appointed to serve as co-chairpersons by the division deans.

(8) GRADE GRIEVANCE PROCESS

(a) When a student’s final grade has been posted to his/her transcript, and the student believes that an error in evaluating or recording a grade has occurred, the student must first contact the instructor no later than the end of the second week of the quarter following the posting of the grade. If the instructor of record is no longer affiliated with the college, the student shall contact the department chairperson or his/her designee. After discussion with the student, the instructor of record will determine whether or not an error in grading has been made and will communicate his/her decision to the student and department chairperson within five business days of the student contact.

If the instructor agrees that an error in grading has occurred, the instructor must authorize the Records and Registration department to change the grade on the student’s transcript.

(b) If the instructor disagrees that an error has been made the instructor has five (5) business days to notify the student. If the student remains dissatisfied with the instructor’s reasoning, the student must complete and submit a grade grievance form and supporting documentation to the department chairperson or designee within seven calendar days of notification from the instructor. If the instructor does not respond within five (5) business days, the student has an additional seven (7) calendar days to complete and submit a grade grievance form. When submitted, the form must include a written statement from the student clearly stating why the disputed grade should be changed along with documentation supporting the student’s claim. After consulting with the instructor and student, the department chairperson or designee must communicate to the student and instructor his/her decision within four (4) business days.

(b) If the chairperson upholds the awarded grade, the chairperson informs the student that they may appeal the decision to the college Grade Grievance Committee. The chairperson submits the Grade Grievance form and supporting documentation to the college Grade Grievance Committee for a possible hearing.
(d) The college Grade Grievance Committee co-chairpersons will review the documentation and determine whether or not the grievance warrants a formal hearing panel and communicate their decision to the student, instructor and chairperson.

(e) If a hearing panel is warranted, a hearing panel will be formed to review the grievance. Hearing panel will be comprised of three faculty members: two faculty members will be from the department in which the grievance originated and chosen by the department chairperson, and one faculty will be selected by the college Grade Grievance Committee co-chairpersons from the college Grade Grievance Committee to chair the hearing panel and be from a department other than the department from which the grade is being grieved.

(f) The student may be accompanied at the hearing by a college official (faculty, administrator or full-time staff) to provide personal support in a non-speaking role.

(g) The hearing panel shall consult with both the instructor and the student, separately, at a time agreed upon by the hearing panel, the student and the instructor, to determine the validity of the grievance. The student and instructor are encouraged to use this opportunity to provide written and verbal information regarding the grade grievance to the panel. The hearing panel will rule upon the validity of the grade grievance based on this information. If the instructor is no longer affiliated with the college, the department chairperson or designee may meet with the hearing panel in lieu of the instructor.

PUBLIC SAFETY/CAMPUS POLICE
(614) 287-2525 or 911 for Emergency
Columbus Campus: Delaware Hall 047 (24 hours, 7 days a week)
Delaware Campus: Administration Building (Monday – Sunday: 6:30 a.m. - 11:30 p.m.)

The Columbus State Community College Department of Public Safety is responsible for law enforcement, parking enforcement, environmental health and safety, emergency management, crime prevention, security, and access to facilities. In addition to our own campus police, there are additional layers of security that blanket the CSCC Columbus campus area, including additional Columbus Police Officers and the Discovery Special Improvement District patrol units, due to the college’s participation in a unique neighborhood 39 security partnership. The Delaware Campus is primarily served by the Delaware County Sheriff’s Office. The Department of Public Safety, centrally located on the Columbus campus in Delaware Hall Room 047, is staffed 24 hours a day, 7 days a week. Columbus State campus police officers are certified by the Ohio Attorney General’s Office, Ohio Peace Officers Training Council and have full arrest authority, granted by the Ohio Revised Code, Section 3345.04. The officers provide the following services:

• Crime prevention education, and patrol of campus.
• Investigation of crimes, threats, harassment, disruptive or offensive actions and
disorder
• Investigation of forced entry, theft or vandalism, and other criminal activity
• Security escort service (Call 2525 if you need a security escort.)
• First aid
• Enforcement of local, state, federal laws and college policy


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.

COMMUNITY SERVICE
Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities (National Service Learning Clearinghouse). The
Respiratory Care Program requires each student enrolled in the program to participate in 7 hours of service learning activities prior to graduation. Acceptable service learning activities include organizing and participating in community service events related to cardiopulmonary health, organizing and participating in college service events related to cardiopulmonary health, and organizing and participating in program service events. To receive service learning credit, the student must receive approval prior to the event and complete a Service Learning Reflection Summary within 2 weeks of the event.
SECTION III

CLINICAL POLICIES
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 insure that your certification is current and will not expire during the semester for which you are enrolling. Please see your advisor 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, disability or other health issues. Certain limitations may require withdrawal from the clinical course.

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 SITES

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

Mount Carmel West  
793 W. State Street  
Columbus, OH 43222  
614-234-5727

Regency Hospital  
1430 South High St  
Columbus OH 43207  
614-456-0300

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

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

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

Select Specialty Hospitals  
1087 Dennison Ave  
Columbus OH 43201  
614-456-0300

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 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. Excessive absences may result in dismissal from the program. All missed clinical time must be made up and will be arranged by the Director of Clinical Education.

INCLEMENT WEATHER
In the event of inclement weather, clinicals 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.

It is up to the student’s discretion as to whether or not 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.

CLINICAL AGREEMENTS
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. 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 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 PERFORMANCE
Clinical performance which jeopardizes patient safety may result in student dismissal from the clinical area by the instructor at any time during the semester and a grade of “E” may be assigned for the course. The instructor documents all pertinent facts, discusses the situation with the
student, and submits the documentation to the clinical coordinator.

CONFIDENTIALITY
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 is illegal and could lead to dismissal from the Program.

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 DOCUMENTATION
Each student is 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.

INCIDENT REPORTING
Any unusual incident involving a patient and/or student must be reported and filed at the clinical affiliate in accordance with affiliate policies. A copy of this report must be submitted to and kept in the student file.

In addition, the program has a Program Incident Report that will be completed by program faculty and clinical preceptors for situations not covered by the facility incident report. Upon completion of this report, the student will be required to meet with either the program or clinical coordinator to discuss the situation and develop an appropriate action or remediation plan.

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

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. 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 their 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 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. We therefore, require that you agree to follow guidelines which conform to these agreements. Before beginning clinical rotations, you must sign the following page.
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
Students are 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. Missed time (including tardies and early-outs) that exceed 25 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 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
A. SCRUBS
1. Students must wear freshly washed, wrinkle-free pewter scrub top and pants. 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.
2. Scrubs tops must provide adequate coverage of the midriff and chest. Scrubs must permit bending, leaning, reaching and squatting while preserving modesty.
3. White tops or turtlenecks may be worn under scrub tops. The shirttail and sleeves must not be visible below the scrub top.
4. No sweaters, sweatshirts, or hoodies may be worn over scrubs.
B. FOOTWEAR
1. White or black socks or hose must be worn at all times. Socks must cover the ankle.
2. Students must wear clean, white or black leather athletic shoes that are free or have minimal additional color logos or emblems.
3. White or Black leather shoes are permitted.
4. Clogs are not permitted.
D. JEWELRY
1. Students must wear a watch appropriate for measuring pulse and respiratory rate.
2. Students are permitted to wear one stud earring per ear.
3. Students are permitted to wear a wedding set or one ring per hand.
4. No other body jewelry, expanders, hardware, or piercings of any kind are permitted.
E. GROOMING
1. Students must maintain personal hygiene in such a manner that it does not interfere with patient care.
2. 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.
3. Hair must be a traditional hair color.
4. Males must shave daily or maintain a well-trimmed beard and/or moustache.
5. No artificial nails of any type are allowed. Natural nails must be clean and trimmed to a maximum length so as not to extend beyond the end of the fingers. **Clear** nail polish is allowed.
6. Perfume, cologne, aftershave and strongly scented soaps and lotions are not permitted.
7. Make-up may be worn in moderation.
8. No visible tattoos are permitted.
9. Good oral hygiene is required.

F. MISCELLANEOUS
1. Student must wear their Columbus State Community College student identification tag at all times. This must be worn along with any hospital issued ID.
2. 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.
3. No gum chewing is allowed in the clinical setting.
4. Any request for exception or accommodation to the dress code policy must be submitted to the Allied Health Professions Department Chairperson.

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
Each Daily and Affective evaluation must be reviewed by the student 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 health care agency. I understand that in all clinical rotations I am a student of Columbus State Community College and will act in accordance with the policies and procedures of the College.

EMPLOYMENT IN THE CLINICAL SITE
Students who are an employee of a clinical affiliate are not permitted to be on the clock during their scheduled 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 in all clinical rotations and labs in Respiratory Care Program at Columbus State.

Student Signature __________________________ Date: ______________________
Columbus State Community College
Respiratory Care Program
Program 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: ____________
SECTION IV

HEALTH PROGRAM RELATED RISKS AND GUIDELINES
HEALTH CARE RELATED PROGRAMS RISKS AND GUIDELINES

Students in each of the college’s health-related programs, where laboratory or clinical practice is part of the course, will 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. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. 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 there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- 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. 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 needle-stick or instrument-related injuries
- Risk of bloodborne pathogen exposure
- Risk of infections or injuries incurred through working with animals.

STATEMENT REGARDING INFECTIOUS DISEASES

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc.

ALL students are required to have appropriate immunizations after they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environments. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself to an infectious disease. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.

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 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. (*A copy may be located on the back side of this sheet*).

4. Per CSCC policy¹, 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.²

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.cscc.edu/about/human-resources/files/esm/PRO02-BBP_Employee.pdf](http://www.cscc.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.

1CSCC policy: “Exposure Control Plan for Bloodborne Pathogens”
2Bloodborne Pathogens-Bloodborne Pathogen Exposure Incidents, Occupational Safety and Health Administration (OSHA) Fact Sheet (January 2011)
Columbus State Community College
Assessment of Blood borne Pathogen Exposure

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<tr>
<td>Program or Department:</td>
<td>Date &amp; Time of Incident:</td>
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<tr>
<td>Instructor or Supervisor:</td>
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<tr>
<td>Location (Building/room or clinical site/unit):</td>
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<tr>
<td>Description of occurrence (include body location, type of exposure):</td>
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<tr>
<td>Type &amp; Brand of device involved in injury:</td>
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**Check one:**
- Do not need to be evaluated
- Evaluation by Health Care Provider (include name, date & time)

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<tr>
<th>Signature of exposed individual:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Signature of instructor or supervisor:</td>
<td>Date:</td>
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**1<sup>st</sup> Faculty or person responsible should immediately assess exposed student for:**
- An injury that punctured the skin (needle stick, cut, etc.)
- A splash to the eyes, nose, mouth, or broken skin
- A bite resulting in a break in the skin

If **none** of the boxes have been checked there is no risk for blood borne pathogen exposure. Student should:
1. Wash intact skin with soap & water

**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:**
- Blood
- Any fluid containing visible blood
- Potentially infectious fluid or tissue (vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen)
- Direct contact with concentrated HIV, HBV, HCV virus
- Unknown whether needle or fluid contaminated (serum, vaginal secretions, saliva, sperm, seminal fluid, 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 materials is low)

If **none** 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 Assessment of Bloodborne Pathogen Exposure form to the College Health Office.

**3<sup>rd</sup> If any of the above has been checked student should:**
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 Assessment of Bloodborne Pathogen Exposure form 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 Assessment of Bloodborne Pathogen Exposure form completed and submitted to College Health Office. Any expense occurred from either testing or treatments are the responsibility of the student.

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.

FIT TESTING
Each student will be fit tested prior the start of his/her critical care rotation. In the event a student cannot be fit tested, the student will not be permitted to care for patients where fit testing is required.
SECTION V
COLLEGE POLICIES
COLLEGE CATALOG
The college catalog is published every year and is available online to students free of charge. The catalog contains college policy concerning admissions, fees, financial aid, grading procedures, graduation requirements, curriculum, and course listings.

CSCC STUDENT HANDBOOK
You may purchase a printed copy of the CSCC Student Handbook from CSCC Bookstore or access the handbook on the internet at: www.cscc.edu.

COURSE SYLLABUS
The course syllabus will be available to students on the course Blackboard site during the first week of class. The course syllabus contains the following information:

A. Course description
B. Goals of the course
C. Textbooks - required and optional reading
D. Instructional methods
E. Methods of evaluation
F. Special course requirements
G. Units of instruction
H. Other information relating to special assignments or changes in schedules

The course syllabus will be reviewed on the first day of class for a course. If you are absent from the first day of class, you are responsible for reviewing the course syllabus with the instructor.

DISABILITY SERVICES
It is Columbus State Community College Policy to provide reasonable accommodations to students with disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the department of Disability Services in Eibling Hall, Room 101.

CHILDREN ON CAMPUS
Children, fourteen years of age and under, must be accompanied and attended by an adult while on the campus. Adults who bring children with them to the campus may be asked to control the actions of the children or remove them from the campus if they create a disturbance to the orderly functioning of the college. Children are not to be taken to the classrooms, laboratories, or clinical sessions unless they are to take part in the educational program.
FINANCIAL AID
Federal Law requires that the college report non-attendance of financial aid recipients. This reporting is usually done around the eighth week of the semester. This may require that you pay back financial aid funds to the college. Please be aware of this. If you have questions, please call the financial aid office.

STATEMENT FOR ACADEMIC ASSESSMENT
Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes:

1. to improve student academic achievement;
2. to improve teaching strategies;
3. to document successes and identify opportunities for program improvement;
4. to provide evidence for institutional effectiveness.

In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

SEVERE WEATHER POLICY
In the event that Columbus State must close or alter its operating schedule because of severe winter weather or other emergencies, an announcement will be broadcast on the following television and radio stations:

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Students who reside in areas, which fall under a Level III Weather Emergency, should not attempt to drive to Columbus State even if the college remains open. Consult your course syllabus for information on the makeup of missed laboratories and clinicals. It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

If an assignment is due on the day the college is closed, or the class is canceled, the assignment will be collected at the next scheduled class period. If an examination is scheduled for a day the
campus is closed, or the class is canceled, the examination will be given on the next scheduled class day. If a laboratory is scheduled on a day the campus is closed, it will be made up at the next scheduled laboratory class. In the event the college is forced to close during Final Examination Week, daytime exams scheduled for the first missed date will be rescheduled. Exams scheduled for additional dates during Finals Week that are missed will be scheduled for another date that will be announced to all students.
SECTION VI
APPENDICES
BACKGROUND AND DRUG SCREENING

Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

- View your order results
- Manage the requirements specific to your program
- Complete tasks as directed to meet deadlines
- Upload and store important documents and records
- Place additional orders as needed

To place your order, go to www.certifiedprofile.com

In the “Place Order” field, enter the following package code specific to your school and program:

**OC49fspd** – Fingerprint & Drug Test Package ($110)

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email:
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or reservicesdesk@certifiedprofile.com
HEALTH PROGRAMS GUIDELINE

DRUG SCREENING

Exhibit 1

Page 1 of 1

I understand that as a requirement for enrollment in the CSCC health program, I must submit to a drug test at a designated laboratory, which will provide the result of the test to the designated college official. I understand that if the test result is anything other than negative/normal, I will be denied participation in the healthcare program pursuant to the Drug Screening Guide.

I further understand that I may be subject to drug tests while enrolled under certain circumstances described in the Guide. A drug test that is anything other than negative/normal or my refusal to submit to drug testing will result in dismissal from the program.

By signing this document I indicate that I have read, understand, and agree to adhere to the tenants outlined in this guide. Further, I understand that a negative/normal drug test is required for admission into the healthcare program.

I consent to the release of the drug test results to the designated college official. I also acknowledge that my results may be shared with the clinical agencies where I obtain clinical practice.

__________________________   _________________________________________
Student Signature      Student’s Printed Name, Cougar ID                Date

__________________________   _________________________________________
Witness Signature       Witness’s Printed Name                                 Date
REFERENCE AUTHORIZATION

I authorize the following to serve as a reference for me for the purpose of verifying my qualifications to prospective employers without requiring further consent. I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to information released prior to the date of revocation.

I understand that I am not required to complete and submit this form.

Name of person(s) acting as a reference for whom I am authorizing consent.

Program Coordinator       Susan L. Donohue, MEd, RRT
Clinical Coordinator      Andrea N. Pifher, MHSc, RRT

Note: Clinical instructors are not permitted to act as a professional reference.

Student Signature______________________   Date________________
Student Printed Name_____________________
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. I will contact the Program Coordinator if I need to request special accommodations.

I understand that enrollment in the Respiratory Care Program involves expenses beyond tuition and books and that uniforms, health insurance and other costs pertaining to the program will be the responsibility of the student. Health insurance is not required but 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 agree that the physical contact between students and/or instructor is necessary to learn the techniques used in providing care to patients. I also agree to practice techniques as required in appropriate courses.

I understand that the clinical rotations that I am assigned, 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 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 this Student Handbook.

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

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% 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 or behavior misconduct will 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 if I am removed from a clinical site, I will fail the course.

Signature of Student______________________________________ Date___________________

Signature of Program Coordinator___________________________ Date___________________
ACKNOWLEDGEMENT OF STUDENT HANDBOOK

I have received a copy of the Respiratory Care Program December 2016 Student Handbook. As a Respiratory Care student, I have read, understand, and had the opportunity to ask questions, and further, accept responsibility for the all content within it.

- I am aware of and accept the health and safety risks involved in this profession.
- I understand and will abide by the program attendance policy.
- I agree to abide by all policies and Code of Ethics of the program.
- 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 policies will be grounds for disciplinary action and possible dismissal from the Respiratory Care program.

Please date, sign, and print your name below and return to the program coordinator on the first day of class.

Signature________________________________

Printed Name________________________________

Date____________________________________