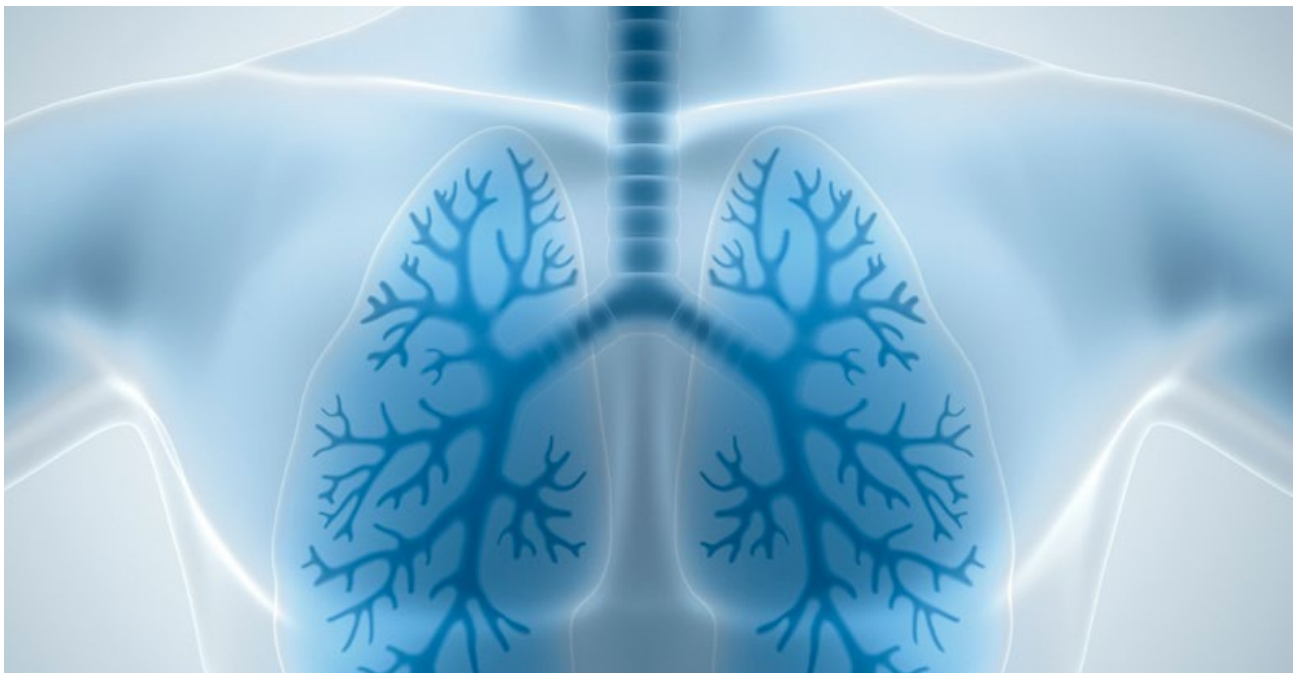# COLUMBUS STATE

RESPIRATORY CARE

Columbus State Community College

Health and Human Services Division

Respiratory Care Student Handbook

August 2025-December 2026

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COLUMBUS STATE
HEALTH & HUMAN SERVICES DIVISION

<u>MESSAGE FROM THE DEAN OF HEALTH AND HUMAN SERVICES</u>

Welcome to the Division of Health & Human Services.

I am excited that you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

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

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

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

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

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

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

Best wishes,
Terrence A. Brown, Ph.D.
<u>Dean, Health & Human Services</u>

RESPIRATORY CARE STUDENT HANDBOOK PURPOSE

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

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

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

STATEMENT ACKNOWLEDGING CHANGES TO THE RESPIRATORY CARE STUDENT HANDBOOK

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

COLLEGE POLICIES

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

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

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

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program.

Individuals with Disabilities

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

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

For more information about Accessibility Services at Columbus State please visit the Accessibility Services website at: https://www.cscc.edu/services/accessibility/.

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

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

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

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

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

Sexual Misconduct and Title IX
The Columbus State Sexual Misconduct Policy 3-44 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

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

Title IX prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to:
- Sexual assault
- Domestic, intimate partner and dating violence
- Gender-based stalking
- Sexual harassment (quid pro quo and hostile work environment)
- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person differently based on marital status.

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

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

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

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

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

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

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

Drug and Alcohol Free Campus
Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at: https://www.cscc.edu/campus-life/counseling/

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

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

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

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

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

Written Student Complaints

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

Image Release Acknowledgment

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

Additional Columbus State Websites

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

PROGRAM OVERVIEW

Overview

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

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

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

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

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

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

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

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

"Respiratory Care" means rendering or offering any service involving the evaluation of cardiopulmonary function, the treatment of cardiopulmonary impairment, the assessment of treatment effectiveness, and the care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.
The faculty view respiratory care practitioners as vital members of the health care team. Successful team members must be able to give and obtain information, understand their role in the overall health care environment, demonstrate key employment skills, understand legal and ethical aspects of health care, and interact

with others in a sensitive and effective manner. Successful respiratory therapists must demonstrate technical skills currently required for employment and be prepared to accept new responsibilities.

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

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

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

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

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

Program Accreditation
The Columbus State Community College Respiratory Care Program was reaccredited by the Commission on Accreditation for Respiratory Care (CoARC) in July 2023. The Commission on Accreditation for Respiratory Care can be contacted at (817) 283-2835 or at 264 Precision Blvd, Telford, TN 37690 or at www.coarc.com.

Learning Outcomes
Goal: To prepare students as competent Respiratory Care Practitioners

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

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

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

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

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

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

Length of Program
The Respiratory Care Program is five semesters in length. Students are accepted into the program in Summer Semester and begin their curriculum in the Autumn Semester of each year. All general education, basic science, and technical courses are offered at Columbus State Community College. Clinical courses involve assignments to a variety of clinical affiliates and travel is required. All courses are conducted between the hours of 5:30 a.m. through 7:15 p.m.

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

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

In addition, the NBRC offers voluntary specialty examinations in the areas of neonatal/pediatric care (NPS), adult critical care (ACCS), sleep disorders (SDS) and pulmonary function technology (CPFT, RPFT).

State Licensure

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

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

Course Descriptions

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

RESP 1110 Introduction to Respiratory Care (SU) 2 credits
This course introduces students to the role and responsibilities of the respiratory therapist. Emphasis will be placed physical examination techniques and general respiratory therapuetics. Fundamental concepts including effective communication skills, legal and ethical principles, and infection control will be presented.
Lecture: 1 hours – Lab: 2 hours
Prerequisite: Program admission
Corequisites: RESP 1220
Lab fee: $10.00

RESP 1220 Cardiopulmonary Anatomy & Physiology (SU) 3 credits
This course provides an integrated approach to the anatomy and physiology of the cardiopulmonary system. Basic pathological concepts related to the pulmonary system will be introduced. Normal and abnormal function will be compared.
Lecture: 2 hours – Lab: 2 hours
Prerequisite: Admission into the
program
Corequisites: BIO 2301

RESP 1230 Respiratory Pharmacology (AU) 2 credits
This course introduces the basic principles of therapeutic drug administration. Classification of drugs included are bronchodilators, anti-inflammatory agents, anti-asthma agents, mucus controlling agents, surfactants, antimicrobial agents, and other drugs used in the treatment of cardiopulmonary patients. Special emphasis will be directed to safety issues and the application to respiratory care practice.
Lecture: 2 hours
Prerequisite: RESP 1220
Corequisites: RESP 2472, RESP 1861

RESP 2472 Respiratory Equipment (AU) 2 credits
This course provides a study of the basic operating principles of equipment used to administer respiratory therapy in the general medical-surgical care settings. Equipment used in the administration of medical gases, humidity and aerosol therapy, lung expansion therapy, and bronchial hygiene will be emphasized. Emphasis will be placed on troubleshooting, infection control and quality control. The student will practice procedures in a simulated patient care environment.
Lecture: 1 hour- Lab: 3 hours
Prerequisite: RESP 1220, RESP 1110
Corequisites: RESP 1230,
RESP 1861 Lab fee: $60.00

RESP 1861 Introduction to the Clinical Experience (AU)   1 credit
This course is focused on introducing the student to the clinical setting.
Emphasis is placed on patient safety and patient confidentiality.
Directed Practice: 5 hours
Prerequisite: RESP 1220
Corequisites: RESP 1230,
RESP 2472 Lab fee: $25.00

RESP 1360 Therapeutic Procedures I (SP)   4 credits
This course is focused on the basic therapeutic and diagnostic procedures
performed by the respiratory therapist. Topics included are medical gas therapy,
lung expansion therapy, and basic airway care. Special emphasis will be placed on
the indications, contraindications, techniques, and effectiveness of each. The
student will practice procedures in a simulated patient care environment.
Lecture: 3 hours – Lab: 3 hours
Prerequisite: RESP 1220
Corequisites: RESP 2452, RESP 2442, RESP 1862
Lab fee: $54.00

RESP 1862 Clinical Practice I (SP)   1.5 credits
This course is focused of conducting general therapeutic respiratory care
procedures in the general medical surgical and intermediate care units in the acute
care setting. This course will expose students to adult, pediatric, and neonatal
patients.
Directed Practice: 7.5 hours
Prerequisite: RESP 1861
Corequisites: RESP 1360, RESP 2442, RESP 2452, RESP 2482
Lab fee: $43.00

RESP 2452 Respiratory Pathophysiology (SP)   3 credits
This course focuses on the role of the respiratory therapist in the assessment of
patients with cardiopulmonary disease. Topics included are pulmonary
functions, clinical laboratory studies imaging studies, and assessment.
Lecture: 2 hour – Seminar: 2 hour
Prerequisite: RESP 1220, RESP 1360, RESP
1230
Corequisites: RESP 1360, RESP 1862, RESP 2442, RESP 2482
Lab fee: $40.00

RESP 2442 Pulmonary Diagnostics (SP)   2 credits
This course focuses on the role of the respiratory therapist in the assessment of patients with cardiopulmonary disease. Topics included are pulmonary functions, clinical laboratory studies,   imaging studies, electrocardiography, sleep studies, bronchoscopy, and hemodynamic assessment.
Lecture: 1 hour – Lab: 2 hour
Prerequisite: RESP 1220, RESP 1360, RESP
1230
Corequisites: RESP 1360, RESP 1862, RESP 2452, RESP 2482
Lab fee: $18.00

RESP 2482 Neonatal/Pediatric Respiratory Care (SP) 3 credit
This course will provide a study of respiratory care to the neonatal and pediatric population. Course content will include the assessment and management of pulmonary disorders in the newborn, infant and pediatric patient with emphasis on application of respiratory therapy. Students will complete the American Heart Association Neonatal Resuscitation Program and learn Pediatric Advanced Life Support Program skills.
Lecture: 2 hour – Lab: 2 hours
Prerequisite: RESP 1220, RESP 1360, RESP 1230
Corequisites: RESP 1360, RESP 1862, RESP 2452, RESP 2442
Lab fee: $10.00

RESP 2462 Therapeutic Procedures II (SU)   4 credits
This course is focused on advanced therapeutic procedures performed by the respiratory therapist. Topics include advanced airway care and continuous mechanical ventilation. Special emphasis will be placed on the indications, contraindications, techniques, and effectiveness of each. This course will also provide a study of the theory and principles of operation of mechanical ventilators used in the treatment of adult patients. An introduction to pediatric and neonatal care will be provided. Emphasis will be placed on manipulation, troubleshooting, infection control and quality control. The student will practice procedures in a simulated p a t i e n t care environment.
Lecture: 3 hours – Lab: 3 hours
Prerequisite: RESP 1360, RESP 2442, RESP 2482, RESP 2542
Corequisites:
RESP 2870 Lab
fee: $36.00

RESP 2870 Clinical Practice II (SU) 1.5 credits
This course is focused on conducting respiratory care procedures in the acute care, long-term or step-down intermediate care acute care, and critical care settings. Experience with the pediatric and neonatal patient will be provided.
Directed Practice: 7.5 hours
Prerequisite: RESP 1862
Corequisites:
RESP 2462 Lab
fee: $25.00

RESP 2530 Therapeutic Procedures III (AU)   3 credits
This course is focused on the respiratory management of the critically ill patient. Emphasis will be placed on the care of critically ill patients to include emergency resuscitation of the adult. The student will practice in a simulated patient care environment. The students will complete the Advanced Cardiac Life Support provider course.
Lecture: 2 hours – Lab: 3 hours
Prerequisite: RESP 2462
Corequisite: RESP
2890 Lab fee:
$66.00

RESP 2890 Clinical Practice III (AU)   1.5 credits
This course is focused on conducting respiratory care procedures in the critical care settings. Experience with the pediatric and neonatal patient will be provided with an emphasis on caring for the critically ill adult.
Directed Practice: 7.5 hours
Prerequisite: RESP 2870
Corequisite: RESP
2530 Lab fee:
$25.00

RESP 2950 Clinical Practicum (AU) 1.5 credits
The clinical component of this course provides the student with the opportunity to apply previously learned skills. Most time will be spent in the critical care setting. The seminar component presents issues relating to the practice of respiratory care for the graduating practitioner, including licensure and credentialing, membership in professional organizations and bachelor's degree completion opportunities. Students will have the option of attending a board review seminar and will be required to take practice credentialing examinations.
Practicum: 12 hours - Seminar:
2-hour Prerequisite: RESP
2890
Corequisite: RESP
2850 Lab fee:
$90.00

Program Supplies and Fees

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

Tuition:

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

Lab Fees:

$502 (for program courses)

Books and Classroom Supplies:

- Respiratory Care Anatomy and Physiology: Foundations for Clinical Practice (text) – Beachy
- Egan's Fundamentals of Respiratory Care (text) - Kacmarek
- Egan's Fundamentals of Respiratory Care (workbook – optional) - Kacmarek
- Mosby's Respiratory Care Equipment (text) - Cairo,
- Pilbeam Rau's Respiratory Care Pharmacology (text - optional) – Gardenhire
- Clinical Manifestations and Assessment of Respiratory Disease (text) – DesJardins
- Laboratory Exercises (text) - Butler
- Wilkins' Clinical Assessment in Respiratory Care (text) – Heuer, Scanlon
- Pilbeam's Mechanical Ventilation: Physiologic and Clinical Applications (text) - Cairo
- ACLS Provider Materials - American Heart Association
- Clinical Skills: Respiratory Care Collection
- Neonatal & Pediatric Respiratory Care – Walsh, recommended.
- Classmate Learning Resource
- Textbook of Neonatal Resuscitation- American Academy of Pediatrics
- A clinical tracking database - $165.00 (cost subject to change)
- RespiratoryBooks.com Oakes Adult and Neo/Ped Bundle (optional)

Supplies:

- Uniforms (Pewter gray scrub bottoms and black scrub top)
- Shoes
- Stethoscope
- Gloves
- Index card (3 x 5 notecards)
- CSCC and hospital affiliate ID badges
- Respiratory Care Student Program patch
- Watch capable of measuring pulses.
- Notebooks and other supplies

Additional costs:
- Neonatal resuscitation provider course (NRP) - spring semester
  - $235 (cost subject to change)
- Adult Cardiac Life Support (ACLS) - first 8-week term before graduation
  - $25 (cost subject to change)
- Kettering Review – second 8-week term before graduation
  - $400 (cost subject to change)
- Annual conferences – TBA
- BLS renewal if applicable
  - Cost varies on facility.

Faculty Directory

Chairperson, Allied Health Professions
TBD

324 Union Hall
614-287-5612
TBD

Program Coordinator
Dr. Pifher, DHSc., RRT-ACCS, RCP
Associate Professor

312 Union Hall
614-287-2633
apifher@cscc.edu

Clinical Coordinator
Ms. Barker, MSRT, RRT-NPS, RCP
Assistant Professor

311 Union Hall
614-287-2513
kbarker7@cscc.edu

Program Faculty
Ms. Greenawalt, RRT-ACCS, RCP
Annually Contracted Faculty

316 Union Hall
614-287-2597
lgreenawalt@cscc.edu

Medical Director
Dr. Bhullar, MD

simrit.bhullar@ohiohealth.com

Co-Medical Director
Dr. Tandon, MD

tandonrajive@gmail.com

Office Associate
Michell Carter

308 Union Hall
614-287-2521
mcarter100@cscc.edu

Allied Health Specialist

308 Union Hall
614-287-2216
TBD

Community Advisory Board

Michael Myers, RRT, RCP
The Ohio State Wexner Medical Center

Stacey Gilmore, RRT, RCP
Grant Medical Center

Laura Evans, RRT, RCP
Columbus Children's Hospital

Ann-Marie Zegunis, RRT, RCP
Mount Carmel Grove City

Andrea Yagodich, RRT, RCP
The Ohio State Wexner Medical Center

Craig Gordon, RRT, RCP
Riverside Methodist Hospital

Sheronda Whitner
Ohio Department of Health
Asthma Program

Students are advised that the faculty directory and the Community Advisory Board are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the faculty directory and the Community Advisory Board at the following website: cscc.edu/respiratory.

Health Risks and Working Conditions

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

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

- Ionizing radiation may cause damage to a student or developing fetus when the student does not use required shielding.
- Students may be exposed to communicable diseases such as COVID-19, Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc. such as Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc.
- Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.

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

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

PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS

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

Pre-Admission Requirements

The Respiratory Care admission requirements include:
- High school graduate or G.E.D. equivalency
- Required high school (or equivalent) courses with a grade of C or better: Algebra, Biology, Chemistry
- Completed online program application on or before March 31st of the application year.
- No reading required on college placement exam
- Placement into MATH 1350 – Statistics
- Placement into ENGL 1100 – Composition I
- Complete NURC 1001 with a "C" or better
- Complete **both** RESP 1110 and RESP 1220 with a 70% or better
  - Students who are unable to pass RESP 1110 and/or RESP 1220 with a 70% or better will need to reapply for admission. Students will have to adhere to the new admission standards at the time of the application.
- Health record in process
- 2.50 GPA or better
- Attendance at a mandatory program information session

Employer sponsored students (applies to applicable students only)
- Completion of all pre-admission requirements as described above.

- Completion of the HESI Admission Assessment (A^2) Exam
  - Achieving a 60 in the science section of the HESI is required for admission.
- Completion of any additional employer specific requirements. See employer for additional requirements.

Student Selection Process

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

1. Program faculty will review all applications for completeness.

2. Program faculty will review the current (through Autumn Semester) transcripts of all applicants. Any applicant who does not have a "C" or better for courses required for admission (or transfer credit recorded on their transcript) will be disqualified.

3. Program faculty will review Total College GPA for all applicants. Any applicant whose TOTAL GPA is less than 2.5 will be disqualified.

4. Employee sponsored students must:
   - Achieve a 60 on the HESI Admission Assessment (A2) Exam for the science component.
   - Completion of all other employer requirements.

Competitive Admission

In the event more than 24 qualified students meet all pre-admission requirements, the program will enter into competitive admission. The competitive admission process is described below:

1. 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

2. 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.

3. 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.

4. Students with the highest number of points will be accepted into the program. All students will be notified of their status by **April 30th.**

Contingent Acceptance

Acceptance is contingent upon:
- Completing RESP 1110 and RESP 1220 with a 70% of better

- Completing a satisfactory program drug test and background screening.
  - Drug screen and background results will **not** be reviewed by program faculty. If an incident arises, someone from the Student Health Records Office will reach out to the student.
  - If a result would prevent a student from entering the program, the decision will be made from the recommendations of the Student Health Record Office.
  - Students should not complete testing before information has been distributed in the program acceptance e-mail. Testing or screening outside of the CSCC process will not be valid.

Dispute of Admission Denial

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

Denial of Continued Progress

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

Background and Drug Screening

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

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

academic program.

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

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

Health Records, Health Requirements, and Immunizations
If you are accepted to, or take courses in this academic program, you must submit a health record prior to registering for or attending RESP 1110, Introduction to Respiratory Care. Please refer to the CSCC Health Records webpage for current forms. The health record forms will be provided by the Health Records Office. It is the student's responsibility to be aware of their program's health record submission deadlines. Students can find the submission deadlines at https://www.cscc.edu/services/health-records.shtml/ and in the contingent program acceptance letter. Failure to submit a health record by the submission deadline may result in withdrawal from clinical courses, unable to register for clinical course, and potential dismissal from the program.

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

2) MMR
   Proof of immunity to Rubella, Rubeola, and Mumps by one of the following:
   ▪ Documentation of two MMR vaccines with the first at 12 months or older.
   ▪ Documentation of positive rubeola, rubella, and mumps titers.

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

4) VARICELLA (Chicken Pox)
   Proof of immunity to Varicella by one of the following:
   ▪ Documentation of a positive antibody Varicella titer

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

5) TDAP

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

6) FLU VACCINE

Students **must** receive annual flu vaccines.

7) COVID-19 VACCINE

Students **must** receive vaccines and required boosters or complete a religious wavier.

License and Certification Requirements

Certification Requirements for Clinical: All students are required to complete and maintain American Heart Association certification in Basic Life Support for Healthcare Providers. This certification is earned as a component of MULT 1130. Students must present their CPR card to the clinical coordinator at the end of the first semester in the plan of study. Students are also required to obtain the Neonatal Resuscitation Provider certificate offered in RESP 2482 in Spring Semester and Advanced Cardiac Life Support in Autumn Semester in RESP 2530. Students who do not meet or maintain CPR certification will not be allowed to attend clinical rotations and may be required to withdraw from the clinical course and program. Students are financially responsible for initiating, renewing, and maintaining an active BLS for healthcare provider, NRP, and ACLS certifications.

Student AARC Membership Requirement: The American Association for Respiratory Care (AARC) is the national and international professional association for respiratory care. The AARC encourages and promotes professional excellence, advances the science and practice of respiratory care, and serves as an advocate for patients and their families, the public, the profession, and the respiratory therapist. Students are encouraged to become a student AARC member throughout the program. Student AARC members may be eligible to receive free online courses, scholarship opportunities, and discounts for national board examinations.

Limited Permit License (L1)

Per the Ohio Medical Board-

L1 – A person issued a limited permit shall practice respiratory care only under the supervision of a respiratory care professional. A permit may be held for a maximum of three years, but not to exceed one year after the date of graduation from a respiratory care educational program. An applicant for a Limited Permit (L1) must provide proof of meeting one of the following requirements:

Is enrolled in and is in good standing in a respiratory care educational program that meets the requirements of rule **4761-4-01** of the Administrative Code; or

Is a graduate of a respiratory care educational program that meets the requirements of rule **4761-4-01** of the Administrative Code.

Students must review the guidelines on the Ohio Medical Board website for the current application requirements and associated fees. The student must have the program coordinator sign the education verification form found on the state medical board website. In addition to the education verification form, the student must also complete a FERPA waiver to allow the program coordinator to communicate the student's academic standing in the respiratory care program to the Ohio Medical Board. Employers may also request a FERPA form to be completed once working under the L1 license. You will be responsible for following your employer's requirements.

CSCC respiratory care policy on issuing limited permits are based on the curriculum which identifies when students can obtain the number of clinical hours to earn satisfactory clinic evaluations on skills to perform patient care safely and competently. The clinical time completed in RESP 1861, course objective is to introduce students to the health care environment and onboard to the various clinical affiliates that we use throughout the program. The clinical hours for direct patient care performed in that course is not sufficient to provide safe patient care on your own. Upon successful completion of the following semester, students will gain the skills, application of theories, and clinical experiences that allow students to deliver safe patient care on their own.

The criteria for applying for the permit includes:

- Completion of RESP 1360 with a final weighted grade of 80% or better and no unsatisfactory lab/clinical competency evaluations throughout the semester. If you meet this criterion, you would be eligible for the permit end of **spring semester, May 2026.**
- The second opportunity to be eligible is to obtain a weighted grade of 80% or higher after the midterm exam in RESP 2462. This would occur sometime in **July 2026.**
- Must be in their first attempt in the program.

At no time can a student work under their L1 permit during lab or clinic time. A student in their second attempt in the program is not eligible to obtain a limited permit. As long as the permit holder remains in good academic standing, the permit is good for 3 years or 1 year after graduation ([Ohio Revised Code 4761](#)). After the first year, the student must reapply for subsequent years. It is the student's responsibility to notify the board when they graduate from the program. Once a student has obtained a limited permit, if that student falls under a 70% in any of the respiratory courses, receives an action plan to improve, or falls out of sequence in the current plan of study, the program director will notify the Ohio Medical Board of the change in "good" academic standing. The board will immediately suspend the license. It is the student's responsibility to notify their employer that they no longer have a license to practice. If a student practices under a suspended license, the student is subject to criminal penalties pursued by the Ohio Medical Board.

This policy is nonnegotiable as it is a safe way to provide students permits that keep patients safe, and an equitable method that is used for all facilities.

ESSENTIAL STANDARDS

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

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by Columbus State. If you would like to request such accommodations, please contact Accessibility Services at 101 Ebling Hall or at (614) 287-2570. Delaware Campus students may contact the Accessibility Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345. Please visit the Accessibility Services website to learn more: https://www.cscc.edu/services/accessibility/. Columbus State's Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 /Policy 3-41 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

The Essential Standards for the Respiratory Care Program must be performed wearing all forms of PPE and are categorized into the following categories:
- (1) Physical Essential Skills
- (2) Sensory/Observational Essential Skills
- (3) Cognitive Essential Skills
- (4) Communication Essential Skills

Physical Essential Skills

Physical Essential Skills including but not limited to:	Context and Reasoning behind Physical Essential Skills
Standing	• Respiratory therapists spend long periods standing and walking between patients' rooms and in work in emergency situations. • Standing for extended periods of time 8-12 hours a day

Walking	• Respiratory therapists must be able to walk fast or run • Safely and timely walk within facility for up to 8-12 hours a day • Safely and timely walk over various surfaces (even, uneven, variety of terrains) inside/outside • Safely and timely walk at a slow and fast pace • Safely negotiate stairs when required
Body Mechanics	• Respiratory therapists must be able to sustain repetitive movements • Utilize proper body mechanics while performing all physical functions • Ability to perform complex motor functions necessary to provide therapeutic intervention and emergency treatment to patient, including CPR
Lifting	• Respiratory therapists must be able to push, pull or support 50 pounds (i.e. mechanical ventilators, patient beds, medical gas cylinders • Positioning of people in bed or chairs, to provide patient care • Carry, lift or move equipment and supplies up to 50 pounds • Respiratory therapist must be able to use upper body strength
Work standards	• Respiratory therapists generally work between 35 to 40 hours a week and workdays, 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.

Sensory/Observational Essential Skills

Sensory/Observational Essential Skills including but not limited to:	Context and Reasoning behind Sensory/Observational Essential Skills

Visual	• The ability to see details at close range (within a few feet of the observer). • Watching gauges, dials, or other indicators to make sure a machine is working properly.
Auditory	• 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
Touch	• Identifying patient/equipment information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events in patient care or modifying respiratory equipment

Cognitive Essential Skills

Cognitive Essential Skills including but not limited to:	Context and Reasoning behind Cognitive Essential Skills
Analyze Data	• Analyzing information and evaluating results to choose the best solution and solve problems. • Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Monitoring	• Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems. • Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Modifying treatment/patient care plans	• Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). • 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.

Troubleshooting	• Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects • Understanding the implications of new information for both current and future problem-solving and decision-making. • Determining causes of operating errors and deciding what to do about it.
Social	• Performing for people or dealing directly with the public. This includes customer service and patients and their care providers.
Comprehension	• Teaching others how to do something. • The ability to apply general rules to specific problems to produce answers that make sense. • The ability to listen to and understand information and ideas presented through spoken words and sentences.
Synthesize	• Understanding written sentences and paragraphs in work related documents. • The ability to read and understand information and ideas presented in writing. • The ability to communicate information and ideas in writing so others will understand. • Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • 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) • Observing, receiving, and otherwise obtaining information from all relevant sources.

Communication Essential Skills

Communication Essential Skills including but not limited to:	Context and Reasoning behind Communication Essential Skills
Written	• Managing one's own time to document any unscheduled or new patient care in the patient's electronic medical record

	or other mandatory documentation per clinical facility
Verbal	• Talking to others to convey information effectively. • The ability to speak clearly so others can understand you. • The ability to communicate information and ideas in speaking so others will understand.
Nonverbal	• Respiratory therapists must convey information in a professional non-emotional manner.
Empathy	• Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

O'Net OnLine https://www.onetonline.org/link/summary/29-1126.00 (visited *July 7, 2020)*

PROFESSIONAL CONDUCT STANDARDS

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

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

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represent it accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for responsible performance of duty or required by law.
- Provide care without discrimination on any basis, with respect for the

rights and dignity of all individuals.

- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care. Encourage and promote appropriate stewardship of resources

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

Students in the Respiratory Care Program also required to follow the Behavioral Standards and Expectations as outlined below:
It is expected that students always uphold professional behaviors during the respiratory care program and follow the College Student Code of Conduct. Any student not demonstrating professional behaviors may require a meeting with both the Program Coordinator and the Clinical Coordinator to discuss the situation. Documentation of the incident may be kept in the students' academic program file and/or submitted to the Office of Student Conduct. The respiratory care program has the right to recommend disciplinary action that may range from, but is not limited to, a warning, dismissal from the program, and/or expulsion from the College. If an incident warrants a student's removal from the program (i.e. causing direct patient harm versus a near miss situation), the Chair of Allied Health may be included in the meeting. Students dismissed for professional behaviors will not be permitted to re-enter the program. Professional behaviors are defined as, but are not limited to the following:
- Demonstrates self- initiative for cognitive development, examples include the following:
  - Student is responsible for setting realistic goals, asking for feedback, applying didactic material to the clinical course, demonstrating weekly progress and improvement based on instructor feedback
  - Uses "I" statements and takes initiative, and responsibility for behavior
  - Abide by CSCC and Respiratory Care policies and procedures
  - Tract your progress toward graduation each term via DARS
- Respects professional boundaries with patient, faculty, peers, and healthcare staff, examples include the following:
  - Students makes a timely appointment during faculty office hours to discuss academic or skills concerns
  - Refers to physicians, staff, managers, and faculty by sur names
  - Does not have personal relationships with physicians, staff, managers, and faculty while enrolled in the program
  - Speak positively and treat other students, CSCC faculty and staff, and clinical sites with respect

- o Although the sharing of personal experience may be appropriate, students should avoid excessive self-disclosure. Students respects other time by limiting side bar conversations
- Adheres to dress code outlined in this handbook and clinical affiliates dress code policy.
- Upholds the AARC Statement of Ethics and Professional Conduct
  - o https://www.aarc.org/resource/aarc-position-statements/
- Upholds CSCC Student Code of Conduct, Policy and Procedure 7-10, examples include the following:
  - o https://www.cscc.edu/about/policies-procedures.shtml

  - o Work independently in lab without collaboration unless given a group assignment
  - o Does not plagiarize, does not self-plagiarize, or collaborate with other on an individual assignment
- Respects the dignity and welfare for self, patients, classmates, clinical affiliates, and all staff and faculty, examples include the following:
  - o Understands the worth and value of self and individuals
    - ▪ Restrains from substance and illicit drug use
  - o Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college and the profession
- Maintains integrity with confidential documentation, examples include the following:
  - o Upholds HIPPA and FERPA standards
  - o https://www.hhs.gov/hipaa/for-professionals/privacy/
  - o https://ed.gov/policy/gen/guid/fpco/ferpa/index.html
- Honors collaboration and understand the value of being part of a healthcare team, examples include the following:
  - o Effectively communicates in a respectful manner as a member of a team
  - o Appreciates another's perspective
  - o Cooperate with peers, CSCC faculty and staff
  - o Acknowledges the value in protecting other's emotional and physical safety
  - o Remains in class, lab, or clinical for the entire duration
  - o Appreciates and respectfully follows chain of command
    - ▪ Clinic Instructor/Instructor → Clinical Coordinator → Program Coordinator → Chairperson of Allied Health → Dean of Health and Human Services
  - o Acknowledges feedback appropriately
  - o Respects learning areas, laboratory, and clinical spaces by leaving them cleaner than you found them
  - o Student demonstrates respectful and professional nonverbal behaviors to others, which will prepare the students for professional behavior in the workforce (the following are considered unprofessional nonverbal behavior but not limited to: sighing, frowning, eye rolling, cross arms, leaning back, closed posture, glaring, offensive hand gesture, checking time or cell phone)
- Adapts to a fast-paced healthcare environment
  - o Manages changes in patient workflow without compliant
  - o Manages program requirements and personal obligations without

complaint
- o Puts personal and outside interests aside and concentrates on patient care and learning in the classroom or laboratory
- o Student demonstrates punctual attendance and active participation
- o Submits all assignments on time
- o Proper planning (i.e. travel, communication)
- o Practice safety precautions at all times

CSCC Respiratory Advisory Committee & Respiratory Faculty, (2017). Behavioral Standards and Expectations. Retrieved from cscc.edu/respiratory

CONFIDENTIALITY

Confidentiality Statement

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential and may not be released except by the patient's own authorization or by state and/or federal law.

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

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

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

PROGRAM POLICIES AND PROCEDURES

Dress Code

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

Further, some clinical/partner facilities may require a different dress code policy

then the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

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

A. Personal Hygiene
   All students should observe high standards of personal hygiene to promote professionalism, health and safety, and patient care.
   a. Students must maintain personal hygiene in such a manner that it does not interfere with patient care.
   b. Good oral hygiene is required.
   c. Body hygiene (frequent bathing and shampooing) to help guard against offensive body odors while in Clinical that may interfere with patient care.

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

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

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

E. Jewelry
   a. The rationale behind the below jewelry requirements is to diminish potential areas of bacterial cross contamination and promote an infection free environment.
   b. Students are permitted to wear one stud earring per ear.

    c. Students are permitted to wear a wedding set or one ring per hand.
    d. No other body jewelry, expanders, hardware, or piercings of any kind are permitted.

F. Tattoos
    a. No visible tattoos are permitted. Exposure of tattoos on arms, legs, or other exposed areas are not acceptable while in clinic or at community sites, in accordance with site expectations. Students are permitted to wear black or white long-sleeve shirts under their scrub top or use clean bandages to cover their tattoos.

G. Uniform

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

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

who do not have their badge will not be allowed to participate in clinic.

    ii. If clinic facility requires a student ID badge, then students are also required to have ID badge displayed at chest level at all times

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

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

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

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

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

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

Attendance

Didactic

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

Students are expected to attend classes and lab sessions as scheduled and arrive and be prepared to start **on time,** remain in lab for the entire scheduled duration, and actively participate to earn credit for attendance. No partial credit is given for attendance. Students must review their course syllabus for specific attendance credits. Students must notify the course instructor in the event of an absence. It is the student's responsibility to contact the instructor to review material missed. A student will be dismissed from the program if absences and/or tardiness exceed 20% of all didactic and/or lab time. An early-out is leaving class before being dismissed from the course instructor. A student is considered tardy if arriving more than 5 minutes from the scheduled start of class/lab. It is the student's responsibility to determine if it is in her or his best interest to come late or leave class early in the event of personal reasons.

Clinical

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

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

including dismissal.

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

Religion Accommodations

It is the College's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the semester begins. The instructor is then responsible for scheduling an alternative time and date for the assessment, which may be before or after the original time and date of the assessment. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all assessments and course assignments are completed.

Didactic Program Incident Reporting

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

Inclement Weather

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

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

To learn about Columbus State's severe weather policy, please visit the following

website: https://www.cscc.edu/about/severe-weather.shtml.

Change of Address Responsibility

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

Grading

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

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

      A = 100-90
      B = 89-80
      C = 79-70
      D = 69-60
      E = 59 or below

The minimum passing score for all technical courses is a "C". All students must have a 70% in each course to proceed to the next semester and successfully complete competencies for those applicable courses. The minimum passing score for clinical courses is a "S" to be able to proceed to the next semester.

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

Final course grades are available to you via CougarWeb as soon as the instructor submits the grades. Please note, final grades for a course or test score on final exams will not be given to students over the telephone or by email at any time during the semester break. Students who have successfully passed the course or are ineligible to return to the program are able to review the final exams by making an appointment with the course instructor during the first week of the next semester. Students who were unsuccessful in passing the course and are eligible to repeat the course will not have access to any course materials or exams after the final exam has been given. In the event of a grade grievance, students are to review the grade grievance policy (please see page 11 for more information).

Evaluation of Learning

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

Written Assignments
Written assignments will be submitted to the course instructor as indicated in the course syllabus. The course syllabus will outline the policy for late work.

The ability to write according to the rules of grammar is an integral component of academic education. Students are expected to continue to improve their ability to write throughout their education. Students having difficulty in the use of grammar, syntax and spelling should use the resources in the Columbus State Writing Center. Formal papers must follow APA 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. Any exam reviews must be conducted in person and cannot be reviewed virtually. Students who have successfully passed the course or are ineligible to return to the program are able to review the final exams by making an appointment with the course instructor during the first week of the next semester. Students are ineligible for reviewing course material or exams after the first week of the following semester. In the event of a grade grievance, students are to review the grade grievance policy (please see page 11 for more information)

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

Standardized Examinations
Students are required to take, and successfully complete standardized, secure, comprehensive practice respiratory care self-assessment exams constructed by the National Board for Respiratory Care (NBRC). These exams will be administered during the last semester of the program. These examinations help the student identify areas of strength and areas needing improvement.

Columbus State Community College and its employees hold copyright in the exams, lectures, and other course materials. This copyright encompasses student notes and other summaries or reproductions of the College's course materials. These materials are made available to students for their personal use only and may not be distributed for commercial purposes without the College's express written consent. Violation of the College's copyright may result in referral to the Office of Student Conduct and disciplinary action up to and including dismissal.

Academic Integrity
Academic integrity is a concept central to academic success, just as personal integrity is central to the development of a socially responsible student. CSCC does not tolerate academic misconduct as defined in College Policy and Procedure 7-10 in any form (including plagiarism and cheating), and the Student Code of Conduct process is used to educate students who violate this policy. Academic misconduct

comes in two major forms: intentional and unintentional. Unintentional academic misconduct may occur due to a lack of familiarity with citation rules, misunderstanding course requirements or assignment instructions, or lack of preparation. It is important to note that any form of academic misconduct, whether intentional or unintentional, is a violation of the Student Code of Conduct. Students will be referred to the Office of Student Conduct for alleged violations of academic misconduct. Definitions and sanctions for Academic Misconduct can be found in College Policy and Procedure 7-10 (https://www.cscc.edu/about/policies-procedures.shtml). For more information regarding Academic Misconduct, please visit https://www.cscc.edu/services/student-conduct/academic-misconduct.shtml.

Columbus State Community College and its employees hold copyright in the exams, lectures, and other course materials. This copyright encompasses student notes and other summaries or reproductions of the College's course materials. These materials are made available to students for their personal use only and may not be distributed for commercial purposes without the College's express written consent. Violation of the College's copyright may result in referral to the Office of Student Conduct and disciplinary action up to and including dismissal.

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

(a) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.
(b) Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
(c) Knowingly permitting one's own work to be submitted by another student as if it were the student's own.
(d) cheating, copying information directly without providing quotation marks, failing to cite sources, or citing sources incorrectly. **It does not matter whether you intended to plagiarize** or whether the plagiarism occurred unintentionally; it still constitutes academic dishonesty.
(e) Ignorance of the rules of correct citation is not an acceptable excuse for plagiarism
(f) Plagiarism includes self-plagiarism. A student is not permitted to resubmit any assignment or portion of an assignment within any course during the entire program. A student who is repeating the course is not allowed to reuse any assignment. A student is not allowed to submit an assignment or course notebook from any former student.

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

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

Laboratory Exercise Requirements
There will be instances of physical contact through the normal instruction and practices of this degree program. The nature of providing Respiratory Care to

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

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

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

Open Lab
Open lab attendance is not mandatory but strongly encouraged for successful completion in the program. The respiratory care lab will be available to students during normal business hours, unless a schedule respiratory course is in progress or the lab is closed for a scheduled competency day(s). An instructor may not be present during open labs, students are encouraged to utilize the lab for additional practice and experience.

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

All students who receive an unsatisfactory grade for a clinical skill in lab/clinic will be required to sign to acknowledge the unsuccessful competency form and/ or a remediation action plan for the unsatisfactory grade/performance. An

acknowledgement between the instructor and the student must be signed. Course instructor(s) may have additional requirements for remediation outlined in the syllabus.

Unsuccessful Laboratory Competencies

A student is unsuccessful at a competency when they are unable to achieve the points to successfully complete the competency or misses a critical step as indicated on the competency form that results in a grade less than 90%. All students have three attempts to successfully complete a laboratory skill competency. The grade from the first competency will be recorded. The subsequent attempt(s) are required to pass the course. Failure to complete a laboratory competency within the three attempts will result in a grade of "E" for all currently enrolled respiratory courses due to each course being a co-requisite course in the plan of study. The student will be provided a detailed remediation action plan for each unsuccessful competency in lab or clinic. The student can agree to comply or decline the remediation action plan. It is the student's responsibility to read and follow through with the detailed remediation action plan. The student will be required to complete a second attempt within 3 weeks of the unsuccessful competency or the week before final examinations (whichever comes first). It is the student's responsibility to allow timing for completing required clinical competencies in clinic. If the student is unsuccessful a second time, the student will be required to complete a third and final attempt within 2 weeks of the second failed attempt or by the week before finals (whichever comes first). Two of the following of the respiratory faculty will observe and grade the 3rd attempt which may include the clinical coordinator, program director or respiratory care ACF. Not following the timelines and deadlines of the remediation action plan, whether you accept or decline it, may affect the students' ability to successfully complete the course.

Unsuccessful Clinical Competencies

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

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

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

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

Didactic Remediation

If a student is unsuccessful on the midterm or unit mastery assessment, earning less than an 80%, the student has the responsibility of contacting the instructor(s) within 1 week of the posted grade. The student and instructor(s) will discuss strategies for increased academic performance and sign a form acknowledging opportunities to improve or way to remediate. Progress will be monitored throughout the course. Please see course syllabus for remediation requirements on unit assessments. If a student does not notify the instructor(s) after receiving an unsuccessful grade, the student is at risk for not successfully passing the course. It is the student's responsibility to monitor academic progress and accept constructive feedback from instructor(s).

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

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of learning experience. No electronic devices such as cell phones, iPods, ear buds, laptops, etc.,

will be allowed at the clinic site. There are no guarantees students will have access to lock these devices. CSCC nor the clinic site will be responsible for lost or stolen items.

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

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

During the learning environment, students are prohibited from recording or photographing any student or faculty without their written permission. Violating this program policy may result in a meeting with program faculty and/or Chair of Allied Health to determine disciplinary action. The incident may also be submitted to the Office of Student Conduct. The use of an audio-recording device is prohibited from recording exam reviews, patient care scenarios, clinical debriefings, meetings with instructors, and general class discussions when class begins and concludes. To remain compliant with HIPAA and CoARC standards, students are not able to record in these circumstances. Recordings are not allowed to be distributed to classmates who do not have accommodations or shared or transcribed electronically in any medium. Those who have accommodations to record must comply with the Audio Recording Agreement with Accessibility Services.

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

Progression in Respiratory Care

A student must achieve a satisfactory grade (S), (C) or better in each respiratory care course to proceed in sequence. If a student fails any Respiratory Care course after beginning the clinical portion of the curriculum, they must restart the clinical sequence by retaking RESP 1861. The Ohio Board of Higher Education requires a theory/equipment class with each clinical course. Students returning to the clinical sequence must schedule both the theory and clinical courses. The student will have to repeat drug and background screening if they are out of the program for 2 semesters or more. Auditing other Respiratory Care courses will be recommended. If a student is unable to return to program within one year, the student must re-enter the program as a new applicant, meet current admission

criteria, and submit a new background and drug screen. The student must repeat all courses, regardless of previously earned grades. An E-mail indicating the student's enrollment status and options of how and when a student is eligible to return to the program will be sent after final grades are recorded for the semester in which the student is unsuccessful. Students who do not reply by deadlines stated in the email will not be allowed to re-enter the program.

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

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

Leaving Program and Re-Entry
When you are accepted into the Respiratory Care Program, you are accepted into a graduating class or cohort. When leaving the course sequence (i.e., personal circumstances, or unable to achieve a 70% or greater in a respiratory technical course(s)) of the Respiratory Care Program, you are required to meet with the program coordinator at the time of leaving the program or during the first 3 weeks of the following semester. Students who plan to withdraw from the program must submit their prior graded assignments before withdrawing. Failure to do so may make the student ineligible to return to the program.

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

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

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

Re-entry is granted based on space availability as determined by the CoARC

approved class size. If there are more students who want to re-enter the program than seat availability, the determination will be made based on the student's total GPA.

A student is ineligible for admission to the respiratory care program after failing a technical course or withdrawing from the program **two** times or if the student is removed for unprofessional behaviors or does not follow re-entry policies. Student re-entering the program will be required to abide by the new program handbook and policies.

Withdrawal from the Program

If you are going to withdraw from any courses or from the program for any reason, you should follow the withdrawal procedure outlined in the college catalog and notify the program coordinator in writing of your intentions.

Students who plan to withdraw from the program must submit their prior graded assignments before withdrawing. Failure to do so may make the student ineligible to return to the program.

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

Academic Dismissal

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

Advanced Standing

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

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

Transfer Credit

To receive transfer credit for a non-technical course taken at another educational institution, a student must be accepted to Columbus State and submit an official transcript of the course work taken. All official transcripts are evaluated by the Credit Coordinator of the Office of Student Records and Registration for transcript credit. If credit is granted, a "K" will appear on the transcript as the grade for the course.

Proficiency Testing

Proficiency testing is offered to students who have completed the above, meet

current admission criteria, and meet the prerequisites for the technical courses. The applicant must complete a request form for proficiency testing in Student Services and pay a $50 fee (cost may change without notice). A student is permitted to take a proficiency test once per each technical course, and if he/she receives a score of 80% or higher, successfully completes all skill competencies, he/she has satisfactorily completed the course. The student will be required to take the final exams in sequential order following the current plan of study. If a student receives less than 80% on the test, then he/she is required to take the course. Evaluation of successfully completed exams (80% or better) will determine an entry point and plan for the student. The course grade will read "X" on the transcript and will not be used in determining the grade point average.

Courses eligible for proficiency testing are follows: RESP 1110, RESP 1220, RESP 1230, RESP 2442, and RESP 2482. 20 credit hours must be earned at Columbus State to earn a degree.

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, because of the notifications.

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

Community Service Requirements

Full-time Respiratory Care students are required to achieve **50** points of community service. **50 points** must be achieved by the completion of RESP 2530 (autumn semester) and are cumulative from all semesters of participation.

Students will be required to submit a Service-Learning Activity Approval form a minimum of 7 days prior to the date of the event (See appendix). A reflection paper is due **two weeks** after the event to the clinical coordinator. Students must complete required documentation within the time frame to receive points for the event/activity/service.

Students may work in groups but are required to submit an approval form and reflection paper independently.

CSCC Service Points

- Health Promotion or Health Fair (i.e., May include virtual events) **NEED A MINIMUM OF 20 POINTS**; each fair is worth 10 points
- RESP Student organization leadership meetings 5 points per meeting
- Attending a CSCC Club Event 5 points
- Participating in a RTSO Club fundraising 5 points for each event
- Organizing a RTSO Club fundraising event 10 points
- Peer mentoring first year students (RESP 1110, RESP 1220, RESP 1230, RESP 2472) 2 hours/ a week 5 points – (see appendix for separate tutoring service form)

   *Must receive a B or better in the course to be eligible for peer mentoring. A maximum of 10 points can be obtained for tutoring *

- Recruiting an applicant (applicant must complete RESP 1110 or RESP 1220 to earn points) 20 points.
- Informational program phone calls – 1hour = 5 points

Outside Service Points

- RESP Professional activities are worth 10 points each. **Maximum of 10 points.**
    - Includes AHA walks, CF walk, ACA walk etc.
    - AARC activities
    - Attend conference(s) *Must be outside of class obligation.
- Professional Education to high schools outside of a CSCC event 10 points each event
- Community Education for the profession (i.e., YMCA, health fairs outside of CSCC) 10 points each event

   Virtual activities will be limited to 2 events or a maximum of 10 service points. 1.25 service points will be awarded per hour of the event. A point of contact is needed, or a certificate of attendance is needed in addition to the reflection paper (must be submitted within 2 weeks).

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

If the student fails to meet the 50 service points by the completion of RESP 2530 the student will receive an incomplete ("I") in all technical courses currently enrolled and be given six weeks in the subsequent semester to complete remaining points which will delay graduation. If the student fails to complete their service points in the 6 weeks, the "I" will be changed to an "E" in all technical courses and the student will be required to follow re-entry policies (if applicable). If a student falls out of sequence in the plan of study for any reason, the student will be required to obtain 50 points from the point of re-entry. Past service points can be used if the student was able to re-enter the program within one semester.

Social Media
Students are strongly discouraged not to "friend" or "follow" any faculty (fulltime and part time) in the respiratory care program until the student has graduated from the program. Students are prohibited from disclosing personal or other classmates' program grades, course assignments, or assignment answers on social media. Harassment, bullying, and discrimination is prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Students who violate these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Student social media account(s) are personal and private. If a student feels threatened or finds another student's social media to be unprofessional (such as posting assignments, grades, negative comments about peers, faculty, clinical affiliates, or posts that compromise ethical guidelines established in the Respiratory Care Handbook or the AARC Ethical Standards), the student should report the concern to campus police, the Office of Equity and Compliance, or the Office of Student Conduct.

A class social media page is strongly discouraged.

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

Transportation

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

Communication in the Respiratory Care Program

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

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

has resumed for normal business hours. Do not use the message option in BB to communicate to your instructors. Instructors will NOT return emails during semester breaks, or over holidays. If you need immediate assistance, the office associate or chairperson will be able to assist you during that time. If you need assistance using your college email, contact the Student Help Desk at 614-287-5050.

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

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

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

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

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

Letter of Recommendation/Verbal Reference

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Respiratory Care clinical instructors (adjuncts) are not permitted to be a CSCC reference. Therefore, students should not ask clinical instructors (adjuncts) to write them a letter of recommendation/or provide a verbal

reference. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, please see the appendix, and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA Release" form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student's education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

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

Health and Human Services (HHS) Academic Advising
The Health and Human Services Advising Team can provide assistance with: course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information email hhsadvising@cscc.edu or by visiting them online at: https://www.cscc.edu/services/advising/hhs-advising.shtml.

Academic Advising
The respiratory care advisor is a faculty member at CSCC and does not have the same authorizations as those hired as an advisor for the college. The respiratory care advisor does not have the ability to run a degree audit report (DARS), obtain student schedules, assess withdrawn courses, review transfer courses to determine how credits will transfer to CSCC, nor complete financial aid appeals. These concerns should be managed through the HHS advising team.

Your respiratory care advisor will assist you in the following areas:
1. Assist in registration, scheduling, assessing prior courses for substitute credit, and maintain other record keeping procedures
2. Plan semester schedules
3. Request degree audit reports

4. Provide information on graduation eligibility and petitions
5. Provide information about career opportunities upon completion of education programs.
6. Refer campus resources such as counseling center/counselors, financial aid, and other specialized resources available on the campus

The Respiratory Care advisor is:
Dr. Pifher
Union Hall #312
Phone: (614) 287-2633
E-mail apifher@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.

Requirements for Graduation

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

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

Student Recognition

Cohorts can vote on an optional pinning ceremony to celebrate their achievements. At the graduation pinning ceremony, the Program Director and Clinical Coordinator *may* award the: The Inspiration Award, The Spirit Award, and The Distinguished Scholar Award. In addition, students can be considered for induction into the Lambda Beta Society, the national honorary for the profession of respiratory care. To be eligible for consideration students must meet the following criteria: being at the top 10% of the class, have superior professional behavioral evaluations, and demonstrate excellent teamwork throughout the duration of the program.

Tutoring and Assistance Contact Information
Columbus State offers students a variety of tutoring services. To learn more about these tutoring services, please visit the following website: https://www.cscc.edu/services/tutoring.shtml. Tutoring services does not include technical courses. Students are encouraged to attend open lab. An instructor may not be present during open labs.

 Student Code of Conduct Action and Academic Performance
Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

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

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

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

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

1. Plagiarism.

2. Breeching patient confidentiality.
3. Falsification of any required documentation.
4. Collaborating with others on any assignments unless specifically allowed by the course instructor.
5. Absences that exceed 20% of the scheduled course meetings (combination of lecture and lab) for each technical course.
6. Absences that exceed 20 hours of the scheduled clinical rotations.
7. Performing therapy or skills for which the student has not properly been trained and approved.
8. Failure to identify self as a student and/or display proper student identification.
9. Failure to demonstrate professional behaviors (see page 32).
10. Failure to observe safety precautions, such as but not limited to, standard precautions, proper aseptic technique, isolation techniques, patient identification, verification of medications.
11. Failure to perform therapies according to the procedure identified in the clinical competency evaluations or hospital policy.
12. Failure to follow the directions of the clinical instructor or preceptor.
13. Making derogatory verbal remarks at any time or any location about any patient, employee, faculty member, or physician.
14. Any student asked to leave a clinical setting for the day due to insufficient clinical skills or unprofessional behavior will receive an unsatisfactory grade in the course.
15. Inappropriate use of audio recordings.
16. Students who plan to withdraw from the program must submit their prior graded assignments before withdrawing. Failure to do so may make the student ineligible to return to the program.
17. Three unsuccessful attempts on a lab competency.
18. Failure to follow the follow the Dress Code (see page 35).

Clinical and Practicum Rotation Policies and Procedures

Clinical/Partner Facility Admission and Policies

Students will be under the direct supervision of a clinic instructor/preceptor. A clinic instructor is employed by Columbus State Community College. At no time will the ratio exceed 6:1 and will not receive compensation from the clinical affiliate. At no time will the student or clinic instructor be solely responsible for a patient assignment. An employee of the clinical affiliate will always maintain responsibility for the patient workload. A preceptor is designated by the clinical affiliate and is responsible for supervising the student throughout the clinic assignment and does not receive compensation from the college. The student to preceptor ratio will not exceed 2:1.

Clinical/Partner facility sites for clinical, practicums, or other type of learning experiences, often have their own admission and participation requirements that students must meet before students can be placed at the clinical/partner facility. The clinical/partner facility will have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student

participation even when the student is fully admitted into the academic program. Therefore, students should expect to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. If a student cannot be admitted into any of their academic program's clinical/partner facilities, the following may occur but is not limited to the student being dismissed from the academic program. For more information, please consult the Clinical Coordinator.

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

All students must rotate through each hospital system to achieve learning goals and receive consistent clinical skills. If a student is denied participation or has been previously banned from a clinical affiliate, that student will **not** be able to successfully complete the clinical component of the program which will result in dismissal from the program. The inability for a student to rotate through a hospital system would prevent a student from successfully achieving course learning objectives and would fail the clinical course. Students who are dismissed for this reason will not be allowed to re-enter the program until the clinical host permits the student on their site. The student must follow the procedures for re-entry.

Background Check and Drug Screening Clinical and Practicum Rotation Placements
Please see page 25 regarding the background check and drug screening process.

Dress Code for Clinical and Practicum Rotation Placements
Please see page 35 regarding the program dress code.

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

to allow or approve a student's experience if a health or safety issue is identified.

Health Insurance Requirements

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

Requirements for Enrollment in Clinical Courses

1. Successful completion of all prerequisite courses.
2. Enrollment in all concurrent courses for clinical course.
3. **Liability Insurance** - This is purchased by the school with lab fees.
4. **Current Certification in CPR** - You are responsible to ensure that your certification is current and will not expire during the semester for which you are enrolling. Please see the clinical coordinator regarding your CPR status.
5. **Physical Health Statement** - A completed health record must be on file in the College Health Records Office for you to register for clinical courses. You will not be permitted to register for clinical courses until all health forms have been completed and returned to the College Health Records Office. Additional requirements may be necessary with little advance notice based on either specific community public health concerns or at the request of a clinical affiliate. It will be the student's responsibility to adhere to any additional requirements.
6. **Physician Certification for Return to School** – A student is required to submit the Physician Certification for Return to School form to begin and/or to continue attending clinical following surgery, physical impairment, or other health issues, which limits the ability to do course or clinical work. Certain limitations may require withdrawal from the clinical course.
7. A clinical management tracking system is required for all clinical documentation.

Clinical Assignments

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

Clinical Sites

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

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

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

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

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

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

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

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

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

Transportation to the Clinical Site

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

Attendance in Clinical

Interaction with health patients, their families, and other members of the health care team is the foundation of clinical education. Clinical courses are designed not only to teach technical skills, but also to nurture behaviors that are required for a successful career in health care. Clinical learning is experiential and requires attendance and participation. In compliance with the College policy, students are expected to prepare for and attend all clinical classes. Absences more

than 20 hours of all clinical time will result in dismissal from the program. Students are considered absent if they are more than **10 minutes** late to a clinical rotation and will be sent home. Students are expected to remain in clinic for the duration of the rotation to ensure continuity of patient care. All missed clinical time must be made up and will be arranged by the clinical coordinator. Students will be sent home if they arrive late for a specialty rotation or mandatory hospital trainings. An incident report will be written and kept in the students' academic file if they are absent or arrive late to clinic or leave early.

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

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

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

Clinical Expectations
All patient information is <u>absolutely confidential </u>(refer to HIPAA guidelines). Students must NOT share patient information with anyone except in the following

situations: department reports, case presentations, clinical instructor/student patient assessment conferences or other faculty- controlled situations. If a student is questioned by a patient and/or family member about his/her condition and/or therapy, the patient should be referred to his/her physician. Failure of the student to comply with these guidelines may violate HIPAA and may result in discipline up to and including dismissal.

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

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

Clinical Documentation

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

Release of Personal Information

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

Clinical Costs

Students are responsible for any costs associated with the clinical course. These costs include all scrub uniforms, clinical tracking management system, ID badges, parking, and any other supplies as designated in the course syllabi. These costs may not be eligible for financial aid purchases.

Liability Insurance

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

Electronic Devices

Smoking in Clinic Policy

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

Visitation and Treatment of Friends and Relatives

Permission to visit friends and relatives during a clinical rotation must be obtained from the clinical instructor. Visiting is discouraged by the College and the visitation regulations of the affiliate must be obeyed. Communication by the student about patient records is prohibited and the highest level of professionalism must be always maintained.

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

Student Employment Policy

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

Clinical Problem Reporting Mechanism

If a student encounters a problem at the clinical facility, the student must first report it to the appropriate clinical instructor. It is also important for the Respiratory Care program to be aware of any clinical problems; therefore, the student is also responsible for reporting any problems to the **Clinical**

Coordinator. Depending on the nature of the problem, the student may be required to document specifics about it for program records. If the problem should be with the student's site instructor, the student may bypass that instructor and notify the Clinical Coordinator as quickly as possible. When deemed appropriate, the Clinical Coordinator may take action to correct the problem and the student will be notified of that action.

Clinical Incident Reporting

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

Clinical Dismissal

Clinical performance which jeopardizes patient safety may result in student dismissal from the clinical site by the instructor at any time during the semester and a grade of "U" may be assigned for the course. If a student is dismissed for the patient harm, the student will receive a grade of "E" in all other technical courses, as all other courses are co-requisites in the plan of study. The instructor documents all pertinent facts, discusses the situation with the student, and submits the documentation to the clinical coordinator.

Student Clinical Agreement

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

Clinical Information Updates
Students are responsible for notifying the Clinical Coordinator of any changes to their required clinical information, including but not limited to: legal name, zip code, cell phone number, or driver's license number.

Additionally, students must inform the Clinical Coordinator if they begin employment at any of the program's clinical affiliate sites. Failure to provide timely

updated may result in delated access to clinical sites and may require completion of additional facility training.

Needlestick/Percutaneous Injury or Exposure to Blood Or Other Body Fluids

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

Bloodborne Pathogen Exposure Incident Protocol (8/2014)

Exposure Incidents Involving CSCC Employees (Faculty and Staff)

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

Student Exposure Incidents Occurring at CSCC in Student Labs:

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

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.

[1]CSCC policy: *"Exposure Control Plan for Bloodborne Pathogens"*

[2]*Bloodborne Pathogens-Bloodborne Pathogen Exposure Incidents*, Occupational Safety and Health Administration (OSHA) Fact Sheet (January 2011)

FORMS

The following forms included in this section are:

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

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

APPENDIX

A – Assessment of Blood borne Pathogen Exposure

B- Clinical Incident report

C- Service Learning Form

D- Service Learning Form - Tutoring

E- Letter of Recommendation/Verbal Reference and FERPA Release

Division of Health and Human Services

Handbook Acknowledgement Form

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

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

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

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

_____   _____
(Student's Printed Name)   (Student's CID)

_____   _____
(Student's Signature)   (Date Signed)

_____   _____
(Signature of Program Coordinator)   (Date Signed)

COLUMBUS STATE
HEALTH & HUMAN
SERVICES DIVISION

Division of Health and Human Services

Graduation-Employment Relationship Acknowledgement Form

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

_____   _____
(Student's Printed Name)   (Student's CID)

_____   _____
(Student's Signature)   (Date Signed)

_____   _____
(Signature of Program Coordinator)   (Date Signed)

COLUMBUS STATE
HEALTH & HUMAN
SERVICES DIVISION

Division of Health and Human Services

Confidentiality Acknowledgement Form

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

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

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

_____   _____
(Student's Printed Name)   (Student's CID)

_____   _____
(Student's Signature)   (Date Signed)

_____   _____
(Signature of Program Coordinator)   (Date Signed)

COLUMBUS STATE
HEALTH & HUMAN
SERVICES DIVISION

COLUMBUS STATE

RESPIRATORY CARE
STUDENT CLINICAL AGREEMENT

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

ATTENDANCE AND PUNCTUALITY

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

NOTIFICATION OF ABSENCES/TARDIES

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

DRESS CODE

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

PERFORMANCE OF CLINICAL SKILLS

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

CLINICAL EVALUATION

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

BEHAVIOR IN CLINICS/LAB

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

COLUMBUS STATE
HEALTH & HUMAN
SERVICES DIVISION

EMPLOYMENT IN THE CLINICAL SITE

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

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

Student Signature _____   Date: _____

COLUMBUS STATE
HEALTH & HUMAN
SERVICES DIVISION

Student Acknowledgment

Name_____Cougar ID#_____

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

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

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

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

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

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

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

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

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

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

_____ I understand that I am in a rigorous program with high academic standards. My failure to maintain a minimum of a 70% or "S" in all courses will result in my removal from the program.

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

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

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

_____ I understand that if I am dismissed from a clinical site, I will fail the course and all currently enrolled respiratory courses.

_____ 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 wearing all forms of PPE, with reasonable accommodations. It is my responsibility to arrange accommodations with accessibility services.

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

Signature of Student_____Date_____

Signature of Program Coordinator_____Date_____

APPENDIX A:

Columbus State Community College
Assessment of Blood borne Pathogen Exposure

Print Name:	Cougar ID:
Program or Department:	Date & Time of Incident:
Instructor or Supervisor:	
Location: (Building/room or clinical site/unit):	
Description of occurrence (include body location, type of exposure):	
Type & Brand of device involved in injury:	
Check one: □Do not need to be evaluated □Evaluation by Health Care Provider (include name, date & time)	
Signature of exposed individual:	Date:
Signature of instructor or supervisor:	Date:

1st 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
2nd 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 (Feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus are not considered potentially infectious unless they are visibly bloody: the risk for transmission of HIV infection from these fluids and material is low)	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.
3rd 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.**

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

APPENDIX B:

Columbus State Community College Respiratory Care Program
Clinical Incident Report

Date of Report:

Incident Date:

Time:

Place:

Nature of Concern:

Student Comments:

Action Plan:

Student Signature:_____   Date:_____

Instructor Signature:_____   Date:_____

Program Coordinator Signature:_____   Date:_____

APPENDIX C

Columbus State Community College
Respiratory Care Program
Service-Learning Activity
Approval Form

Student Name

_____

Event/Date:

_____

Agency:

_____

Contact Person/Coordinator of Event

_____

Contact Person Telephone Number

_____

Contact Person email

_____

I have contacted the sponsor regarding my participation. **Circle Yes or NO**

	Service Category	Maximum Point Value	Points *To be awarded by Ms. Barker (leave blank)
	Health Promotion/Health Fair at CSCC	10 points	
	RTSO leadership meetings	5 points	
	Attending a CSCC Club	Event 5 points	
	Outside Service Points	10 points	
	Other		

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

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

Student Signature _____ Date Submitted _____

Faculty Approval _____ Date Approved _____
Appendix D
Columbus State Community College
Respiratory Care Program
Service-Learning Activity
Tutoring Approval Form

Student Name:

_____

Tutoring Date/Location/Time:

_____

Topic/Course:

_____

Course Instructor:

_____

Your Course Grade:
*must have received a B or better in the course and have no unsatisfactory clinical documentation

_____

Peer mentoring first year students (RESP 1110, RESP 1220, RESP 1230, RESP 2472) 2 hours/ a week 5 points. Maximum 10 points.

Attach course instructor's approved email of lesson plan.

Attach a signed attendance list from tutoring session.

Attach Doodle Poll results or method used to determine date/time tutoring session.

Describe the tutoring session.

What did you learn from the tutoring experience?

Student Signature _____   Date Submitted _____

Faculty Approval _____   Date Approved _____

Appendix E

Letter of Recommendation/Verbal Reference and FERPA Release

Introduction

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

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

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

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

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

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

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

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

---

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

Letter of Recommendation/Verbal Reference and FERPA Release

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

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

Student/Graduate Name: _____

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

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

_____

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

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

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

<div align="center">OR</div>

☐ To the following specific recipient(s)*:
    Recipient's name: _____

    Recipient's address/email: _____

_____

*please list more specific references on the reverse side.

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

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

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

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

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

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

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

Authorization:

Student Signature _____   Date: _____