

# **RESPIRATORY THERAPIST PROGRAM**

**WALLACE COMMUNITY COLLEGE**

## **STUDENT HANDBOOK**

**Class of 2013**

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**WALLACE COMMUNITY COLLEGE  
RESPIRATORY THERAPIST PROGRAM  
GENERAL DEPARTMENTAL POLICIES**

**I. REQUIRED COMPETENCIES**

Respiratory Therapy Students must demonstrate numerous competencies representing all three learning domains: the cognitive, psychomotor, and affective domains. Students learn, practice, and verify these competencies in a number of settings including the classroom, laboratory, and clinic. Respiratory therapy laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices, and perform simulated clinical procedures. In addition to the cognitive skills required in the class room, students must demonstrate psychomotor skills in manipulation of patients and equipment, as well as general professional behaviors, like team-building and interpersonal communications. To satisfy laboratory and clinic requirements, students must perform all procedures without critical error.

**II. GENERAL GUIDELINES CONCERNING ATTENDANCE**

Students are expected to be in class **EVERY CLASS DAY AND ON TIME**. Allied Health Programs are extremely demanding of student time and energy and even one missed class day can result in academic difficulty. In order to meet the requirements for program completion in a CoARC accredited Respiratory Therapy Program and to be eligible for NBRC exams students are required to have sufficient quality and duration to enable students to meet program goals and acquire the competencies needed to practice in the Respiratory Therapy Profession.

Any student that arrives after the schedule clinical and lab time will be sent home, receive a zero for the day and will have to follow the make-up policy for clinical and lab absences. For all RPT on campus theory classes, students are expected to attend all classes and be on **TIME!** Students that arrive after the start time for any RPT on campus theory class will not be allowed in the classroom and should schedule an appointment with the instructor within one calendar day of the offense.

Any absences (**EXCUSED OR UNEXCUSED ABSENCES COULD RESULT IN**) the student not being able to successfully complete the course objectives, meet the requirements for program completion in a CoARC accredited Respiratory Therapy Program, be eligible for NBRC exams and a grade of "F" will be assigned at the end of the term unless the student initiates a course withdrawal request according to current college policy.

### III. GUIDELINES AND POLICIES FOR ATTENDANCE IN RPT CLINICAL COURSES

Students enrolled in the respiratory therapy program clinical courses are subject to failing to successfully complete the clinical course objectives when they accumulate **more than** the following number of absence

RPT 210	1 CLASS MEETING
RPT 220	1 CLASS MEETING
RPT 230	1 CLASS MEETING
RPT 240	1 CLASS MEETING

Students who accumulate more than the allowable **NUMBER** of absences will be unable to complete course objectives and therefore a grade of F will be awarded upon course completion unless the appropriate make-up procedures are followed or the student initiates a request for withdrawal according to current college policy.

If the absence is of an excusable nature (as determined by program faculty) make-up time **MAY** be allowed. This would allow the student to continue in the program.

Application for make-up time must be made to the Clinical Director utilizing an appropriate request form.

The following procedure must be strictly followed in order to ensure that make-up time is allowed. If the student fails to complete the make-up procedure according to policy, they will be unable meet course objectives and would be awarded the grade of F at the end of the term unless they initiate a withdrawal request according to current college policy.

- A. **FORM "A"** documenting a clinical absence and requesting make-up must be submitted to the **Clinical Instructor** on the **FIRST** day the student returns to classes. **Failure to submit FORM "A" on the first day of return to classes will result in the student being unable to make-up the absence and a grade of "F" will be issued at the completion of the course unless the student initiates a course withdrawal according to current college policy.**
- B. **FORM "A"** should be used by the student to **explain** why the absence should be considered "excused". Excused status is not automatic and absences are not considered excused will not qualify for make-up. Students should be specific in the information provided on **FORM "A"** since this information will be used by program faculty to determine if the absence should be considered excused.
- C. **FORM "A"** must be completed by the student and submitted to the Clinical Instructor order to obtain

- D. **FORM "B"** (CLINICAL MAKE-UP DOCUMENTATION). All make-up hours must be **scheduled** with a clinical instructor using **Form "B"**. Any make-up hours not verified by a clinical instructor will not be accepted. **Form "B"** must be submitted to the clinical instructor at the clinical site **BEFORE** any make-up work will be allowed.
- E. Approved make-up hours will be completed within **5 calendar days** of the first day the student returns to classes, at the time scheduled by the clinical instructor. Make-up time will be scheduled on the shift and on days at the convenience of the clinical instructor. **Make-up hours will be 2 for 1. Example: (miss four hours make up eight hours). ALL MISSED CLINICAL TIME IS 2 FOR 1.**
- F. Once make-up time is scheduled with the clinical instructor the student must complete the make-up hours as scheduled. Failure to complete the scheduled make-up time will result in denial of make-up.
- G. Clinical instructors will verify make-up hours using **FORM "B"**. **Form "B"** must be completed and submitted with a completed clinical log sheet **at the end of the clinical session.**
- H. Exceptions to this strict policy will be made only in rare circumstances. The decision to modify any of these policy provisions rests with the Director for Clinical Education and Program Director.
- I. Students must submit a **written request** for consideration of any exception within two calendar days of their return from absence.

#### **IV. CLINICAL PROBATION**

Clinical attendance files will be maintained on all students enrolled in clinical courses. Once a student has accumulated a total of **TWO (2) Form "B"** in the clinical attendance file, they will be placed on "clinical probation". Any subsequent clinical absence will result in a conference with the Program Director and Director for Clinical Education. They will review, with the student, the student's record of clinical absences to determine if any circumstances exist which warrant special consideration, (extended personal illness, etc.). After this conference, if it is determined that clinical absences have been habitually excessive then the student will be recommended for **dismissal from the program for excessive absences**. This recommendation will result in the student being denied any further make-up time.

#### **V. CLINICAL GRADES**

Each student receives a daily grade on each assigned clinical day. These daily grades will not qualify for make-up work. Therefore, any clinical absence will result in a zero for the daily grade.

Wallace Community College and the Respiratory Therapist Program are **adult** educational programs. Students are expected to conduct themselves as adults and attend classes in a responsible manner. When absences do occur, the student must understand the impact they may have on academic progress within the program.

## VI. GUIDELINES CONCERNING ATTENDANCE IN RPT LAB COURSES

- A. Students enrolled in the respiratory therapy program lab courses are subject to failing to successfully complete the lab course objectives when they accumulate **more than** the following number of absences:

RPT 212	1 CLASS MEETING
RPT 221	1 CLASS MEETING
RPT 222	1 CLASS MEETING
RPT 223	1 CLASS MEETING
RPT 231	1 CLASS MEETING
RPT 232	1 CLASS MEETING
RPT 234	1 CLASS MEETING
RPT 242	1 CLASS MEETING
RPT 243	1 CLASS MEETING
RPT 244	1 CLASS MEETING

- B. Approved lab make-up hours will be completed within **5 calendar days** of the first day the student returns to class, at the time scheduled by the instructor. Make-up time will be scheduled at the convenience of the instructor. **Make-up hours will be 2 for 1. Example: (miss four hours make up eight hours). ALL MISSED LAB TIME IS TWO FOR ONE.**

## VII. GUIDELINES CONCERNING EXAMINATIONS, QUIZZES AND MAKE-UP WORK

Daily quizzes, pop-tests, laboratory assignment, or other work, which generates a daily grade, **will not qualify** for make-up work. If an absence results in a missed daily grade, then the daily grade will stand as a **zero**. The decision to make exceptions to this rule rests with the individual instructor and individual situations would be considered only in light of “special circumstances”.

**Quizzes and pop-tests** may be announced or unannounced at the discretion of the instructor. Each instructor reserves the right to quiz students at any time during the course of instruction for the purpose of generation of a daily grade.

- A. **Major Examinations** (those examinations that count more than 10% of the final grade as a single test grade) will always be announced at least 24 hours in advance. (Usually 48 hours to one week in advance)

**NOTE: THERE ARE SOME MAJOR CORE EXAMS IN RPT COURSES THAT REQUIRE A MINIMUM PASSING SCORE OF 80% AND AN AMERICAN HEART EKG EXAM THAT REQUIRES A 90% MINIMUM PASSING SCORE. THE AIRWAY MANAGEMENT/INTUBATION/SUCTIONING EXAM MINIMUM PASSING SCORE IS ALSO 90% ON THE WRITTEN EXAM AND 100% ON THE HANDS-ON IF A STUDENT SCORES LESS THAN THE MINIMUM REQUIRED PASSING SCORE, HE/SHE WILL BE ALLOWED TO RETEST ONLY ONCE AFTER A CONFERENCE FOR REMEDIATION WITH THE PROGRAM DIRECTOR AND DIRECTOR OF CLINICAL EDUCATION. IF THE STUDENT SCORES LESS THAN THE REQUIRED MINIMUM PASSING SCORE ON THE RETEST the student will not be able to successfully complete the course objectives and a grade of "F" will be assigned at the end of the term unless the student initiates a course withdrawal request according to current college policy.**

**NOTE: ALL CPE EXAMS AND THE RPT 243 CoARC/NBRC ENTRY LEVEL EXAM REQUIRE MINIMUM PASSING SCORE OF 80%.**

- B. Major Examinations qualify for make-up work if the absence is considered excused. **It is the responsibility of the student to schedule a make-up examination with the instructor immediately upon return to school. The request for make-up work should be rendered in writing. If the student does not schedule make-up with the instructor within TWO days after their return to classes, then the instructor may not allow a make-up examination and the grade will stand as a zero.**

Make-up examinations will be scheduled at the convenience of the instructor.

- C. Major Examinations will always be scheduled well in advance, therefore if an absence is anticipated on an exam date; the student should notify the instructor in advance of the date of testing.

## **VIII. SUBMISSION OF LATE WORK**

From time to time during the course of the program, work will be assigned with deadlines for submission. Submission of late work will not be accepted. Any work not submitted on the due date may not be accepted and the grade awarded for the assignment will be a zero!

## IX. GENERAL GRADING POLICIES

- A. Final grades awarded in the Respiratory Therapy Program conform to the State Board of Education policies and information concerning the College grading scale can be found in the current College Catalog/Student Handbook.

A	90-100
B	80-89
C	75-79
D	60-74
F	59 and below

- B. All respiratory therapist program students must maintain a grade of "C" in all courses in the curriculum in order to progress to the next term of instruction or to graduate. Students who fail to achieve a "C" or above in a major required course cannot progress and will be dismissed from the Program and must re-apply for readmission. A minimal grade of 75 constitutes a "C" in Respiratory Therapy courses.

**Additional requirements for progression and graduation are listed in the current College Catalog.**

**The Clinical Competency Examination** will be scheduled well in advance of the testing date, and will usually be preceded by a review session.

**As outlined in the Catalog all RPT student must achieve a grade of 80% or greater on each Clinical Competency Examination in order to progress to the next term of instruction or to graduate from the program. Only one retest per term will be permitted.**

A **course syllabus** for each respiratory therapy course will be provided to each student stating the grading policy for that specific course. The grading policy for each course is based upon the discretion of each individual instructor as stated in the course syllabus.

At the instructor's discretion, the lowest daily grade or quiz grade in certain courses **may** be dropped before final averaging.

## X. STUDENT MISCONDUCT / CHEATING

- A. Student conduct is expected to be in accordance with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. Students enrolled in the respiratory therapist program should be **serious adult students** focused on mastering the educational material necessary to successfully complete the program.



- B. Faculty should not be required to maintain discipline within the classroom or clinical setting as all students should conduct themselves as responsible adults. Any form of serious misconduct will result in disciplinary action. This area of College policy is explained in the current College Catalog/Student Handbook. All students are responsible for understanding this information and abiding by the code of student conduct.
- C. Wallace Community College considers any form of cheating a serious conduct problem in all classes throughout the institution. Information regarding this problem is contained in the current College Catalog/Student Handbook, and includes the following topics: misconduct, disciplinary procedure, sanctions, and appeal. Cheating cannot be tolerated. Students suspected of this misconduct will be reported to the appropriate college official.

## **XI. PROFESSIONALISM**

The practice of Respiratory Care is an allied health profession wherein practitioners will have daily contact with patients, physicians, and other health care professionals. Therefore, student appearance and behavior should reflect knowledge of and deference to traditional professional standards. Special areas of concern include a professional manner of speech and dress, respect for privacy rights of patients, and ethical and empathetic behavior. Neat, tidy, and clean personal appearance and professional behavior are requirements for success.

## **XII. PROFESSIONAL ETHICS AND BEHAVIOR**

The faculty of the respiratory therapy program is committed to the concept that teaching and learning can only occur in a non-hostile environment, free of any form of harassing or threatening behavior. Students, faculty, college and hospital personnel are expected to adhere to strict standards of professional and ethical behavior in the classroom, laboratory, and clinic. Failure to do so could result in disciplinary action. Any harassing or threatening behavior of an ethnic, sexual, or personal nature will not be tolerated. Students with concerns in any of these areas are encouraged to bring the matter to the attention of the course instructor and if necessary to follow, the procedures outlined in the Student Handbook Section of the College Catalog concerning grievances.

## **XIII. FACULTY PRIVATE OFFICES**

Faculty in the Respiratory Therapy Program have assigned offices and scheduled student hours. The Program Director's office and the Clinical Education Coordinator's office are located in the Espy Gary Health Building, room 110. Students are welcome in the Program offices for conferences with faculty and to review academic work. Students are encouraged to make appointments to assure full attention of the staff.

#### **XIV. INSTITUTIONAL POLICIES**

Clinical rotations within the Respiratory Therapy Program utilize area hospital respiratory care departments. Students must comply with all hospital rules and regulations, policies, and procedures. Repeated counseling will result in termination from the program.

#### **XV. DRESS CODE**

Approved WCC, Dothan Uniforms (Long white lab coat, Cherokee grape scrubs, and white clinical shoes) and identification badges are to be worn for all clinical rotations and lectures or library activity on non-clinical days. **If a student is out of uniform or does not have the identification badge, they will be sent home, and required to make-up the clinical time at a later date.**

**ABSOLUTELY NO TENNIS SHOES ALLOWED. ABSOLUTELY NO CLINICAL SHOES WITH BRIGHT COLORS ALLOWED. ALL CLINICAL SHOES MUST BE COMPLETELY WHITE.**

**NOTE: THE APPROVED RESPIRATORY THERAPY CLINICAL UNIFORM MUST BE WORN ANYTIME A STUDENT IS AT A CLINICAL SITE OR ON CAMPUS LAB/SKILLS PRACTICE AND/OR EVALUATION DURING SCHEDULED CLASS TIME!**

Make-up should be kept to a minimum. **THE ONLY JEWELRY THAT STUDENTS ARE ALLOWED TO WEAR DURING CLINICAL AND LAB ARE WEDDING RINGS.** No necklace, bracelets, etc. Only one second hand watch will be allowed in the clinical setting. Nail polish is not permitted. Fingernails should be kept clean and professional during clinical rotations! No long or acrylic nails. **ABSOLUTELY NO EARRINGS OR OTHER BODY PIERCING ARE ALLOWED.** Conservative tastes should be your guide to discretion. Many of the patients will be elderly and may object to overt and trendy fashion. Hair must be worn up off the collar. Absolutely no TATOOS allowed in the hospital or other clinical setting,

**Repeated counseling concerning the dress code can result in the student being dismissed from the clinical course. This would require that the student withdraw from the course according to college policy or be awarded the grade of "F" at the completion of the course for failure to meet course requirements.**

## **XI. CELL PHONES, PAGERS, OTHER PERSONAL COMMUNICATION DEVICES**

Students are not allowed personal use of the telephones at the clinical site or Program office. Cell phones may not be used during classroom or laboratory instruction.

**Class should never be interrupted by activation of these devices. Use of these devices in Respiratory Therapy professional courses is considered unprofessional behavior and could result in immediate dismissal from the program**

**Repeated counseling concerning personal communication devices can result in the student being dismissed from the course. This would require that the student withdraw from the course according to college policy or be awarded the grade of "F" at the completion of the course for failure to meet course requirements.**

**NOTE: THESE DEVICES ARE NOT ALLOWED IN THE PROFESSIONAL RESPIRATORY THERAPY COURSES (210, 211, 212, 213, 214, 220, 221, 222, 223, 230, 231, 232, 233, 234, 240, 241, 242, 243, and 244)**

## **XII. SMOKING / EATING / DRINKING**

Eating or drinking is allowed in certain approved areas. Wallace Community College is a Tobacco free campus. **ABSOLUTELY NO SMOKING ALLOWED ON CAMPUS AT ANY CLINICAL SITE. - no exceptions.**

## **XVIII. RPT COURSES CANNOT BE TAKEN AS AUDIT**

It is now the policy of the Respiratory Therapist Program that no courses within the RPT curriculum will be made available for audit. This policy is effective as of February 7, 2002. Courses within the curriculum must be taken for credit even if a student chooses to repeat a course that has already been successfully completed.

## **XIX. REPEATING AN RPT COURSE FOR CREDIT**

If a student chooses to repeat an RPT course, that student is responsible for adherence to all rules, requirements, policies, and procedures. Failure to comply can result in counseling. Repeated counseling will result in the student being dismissed from the RPT program without the possibility of readmission. These guidelines and policies apply to all courses within the respiratory care curriculum. Other rules may apply to certain courses and the student is directed to each individual courses syllabus for more specific information concerning each individual course.

**NOTE: The instructor reserves the right to alter or modify these policies and guidelines in order to be in compliance with CoARC and the NBRC.**

I have received a copy and reviewed the Wallace Community College Respiratory Therapy Program general departmental policies. I understand this policy and agree to abide by the rules of the College and the program. I also understand that failure to abide by the rules could result in dismissal from the RPT program without the possibility of readmission.

Student Name (printed): \_\_\_\_\_

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

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

Clinical Instructor: \_\_\_\_\_

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

Director for Clinical Education: \_\_\_\_\_

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

Program Director: \_\_\_\_\_

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

Revised/Reviewed: 08/2011