

2020-2021

Respiratory Care Program

Student Handbook



Accredited by
Commission on Accreditation for Respiratory Care, CoARC
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P.O.Box 54876
Hurst, TX 76054-4876

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Respiratory Care Program

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Chattanooga State Program Outcomes

Up to date information on program outcomes are available at www.CoARC.com, click on *Map of Program Outcomes*.

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Glossary

Adaption:

A response to a stressor through which an individual attempt to maintain health.

Client:

An individual who interacts with healthcare providers, frequently as a result of variation(s) and/or alteration(s) in a function that requires intervention. The client may be an individual/patient, individual and significant support person(s), or group of individuals.

Critical Thinking:

Intellectual and disciplined process of conceptualizing, applying, synthesizing, and evaluating information.

Evidence-Based Practice:

Integration of best available research with clinical experience, the client’s preferences, and available resources in planning and implementing care.

Knowledge:

Facts, information, and skills acquired by a person through experience or education; the theoretical or practical understanding of a subject

Mechanical/Physical Skills:

The ability to perform or complete a task essential to a job function.

Professional Behavior:

Exhibiting a code of conduct or a form of etiquette in the workplace that is showing respectful and courteous conduct.

Program Student Learning Outcomes:

Expected changes in student knowledge, skills, and attitudes that occur as a result of the formal educational experience.

Standards in Respiratory Care:

General guidelines that provide a foundation as to how a respiratory therapist should act and what the respiratory therapist should and should not do when functioning in a professional capacity. These standards are considered the baseline for quality care.

Unethical:

Not conforming to a high moral standard.

Philosophy of the Respiratory Care Program

The philosophy of the respiratory care program is derived from and consistent with the mission of Chattanooga State Community College. Chattanooga State Community College Respiratory Care Program serves students from multiple counties in Tennessee, Georgia, and Alabama by preparing them to be competent respiratory therapists who will help meet the current and emerging need of the workplace for registered respiratory therapists. The respiratory care program maintains state (Tennessee Board of Respiratory Care) approval and national (CoARC) accreditation. Graduates of the program obtain an AAS degree and are eligible to take the National Board of Respiratory Care Exam (NBRC-RRT) to obtain the title of Registered Respiratory Therapist (RRT).

Program Student Learning Outcomes (PSLOs)

Development of the program student learning outcomes is achieved through the instructional process. Learning objectives are identified for each course of instruction and are listed in the course syllabus, along with a content summary relevant to the objective. Each learning objective is coded to identify the student learning outcomes (PSLOs) to be developed and the associated content.

In order to achieve the knowledge, skills, and attitudes needed to function as a registered respiratory therapist, program graduates must demonstrate identified student learning outcomes basic to the practice of associate degree respiratory care. Each course in the respiratory care program contributes to the development of these outcomes. The program student learning outcomes included the ability to:

Knowledge (PSLO-1): Integrate knowledge and skills acquired from general education foundation and respiratory care discipline to interpret, comprehend, apply and evaluate patient data and clinical information to their role as an Advanced-Level Respiratory therapist.

Mechanical/Physical Skills (PSLO-2): Demonstrate the proficiency in all the mechanical and physical skills necessary to fulfill the role as an Advanced-Level Respiratory Therapist.

Professional Behaviors (PSLO-3): Practice with the ethical, legal, and regulatory framework of respiratory care and the standards of professional and employer expectations for and Advanced-Level Respiratory Therapist.

Organization of the Curriculum

Both the Chattanooga State Respiratory Care Program philosophy and curriculum organization are centered on the individual, a clinical decision-making process, and the knowledge, skills, and attitudes of the registered respiratory therapist.

The achievement of three (3) program student learning outcomes (PSLOs) enables program graduates to function as an entry-level respiratory therapist. Corresponding course student learning outcome (CSLOs) are identified in each course syllabus. These describe the level of performance expected as the student progresses through the respiratory care curriculum.

The program and course student learning outcomes are related to:

- Knowledge (PSLO-1)
- Mechanical/Physical Skills (PSLO-2)
- Professional Behavior (PSLO-3)

Program of Study

Summary of Required Hours

Prerequisites

Learning Support courses, if applicable

First Year of Respiratory Care Program

Fall Semester (1st)

| | |
|--|-----------------|
| BIOL 2010 Anatomy and Physiology-1 | 4 hours |
| ENGL 1010 Composition 1 | 3 hours |
| MATH 1530 Introduction to Statistics | 3 hours |
| RESP 1410 Fundamentals of Resp Care-1 | 4 hours |
| RESP 1412 Cardiopulmonary Anatomy and Physiology | 4 hours |
| Semester Total | 18 hours |

Spring Semester (2nd)

| | |
|---|-----------------|
| BIOL 2020 Anatomy and Physiology-2 | 4 hours |
| RESP 1310 Cardiopulmonary Pathophysiology | 3 hours |
| RESP 1220 Introduction to Clinical Practice | 2 hours |
| RESP 1225 Cardiopulmonary Pharmacology | 2 hours |
| RESP 1420 Fundamentals of Resp Care-2 | 4 hours |
| Humanities/Fine Arts General Elective | 3 hours |
| Semester Total | 18 hours |

Summer Semester (3rd)

| | |
|--|-----------------|
| BIOL 2230 Microbiology | 4 hours |
| RESP 1399 Clinical Internship-1 | 3 hours |
| RESP 2440 Mechanical Ventilation | 4 hours |
| Social/Behavioral Science General Elective | 3 hours |
| Semester Total | 14 hours |

Second Year of Respiratory Care Program

Fall Semester (4th)

| | |
|--|-----------------|
| RESP 2370 Neonatal Respiratory Care | 3 hours |
| RESP 2444 Critical Care Practice-1 | 4 hours |
| RESP 2430 Intensive Care Monitoring | 4 hours |
| RESP 2305 Advanced Respiratory Care Modalities | 3 hours |
| Semester Total | 14 hours |

Spring Semester (5th)

| | |
|---------------------------------------|----------------|
| RESP 2120 Respiratory Care Seminar | 1 hour |
| RESP 2465 Critical Care Practice-2 | 4 hours |
| RESP 2690 Special Topics in Resp Care | 3 hours |
| Semester Total | 8 hours |

Total Hours in Program 72 hours

Complete information regarding General Education Requirements can be found in the college catalog.

All 3 required general education health sciences (BIOL 2010- Anatomy and Physiology 1, BIOL 2020- Anatomy and Physiology 2, and BIOL 2230- Microbiology must be completed by the start of the fourth (4th) semester of the program in order to progress.

The other general education courses may be taken any semester.

ENGL 1010 Composition 1
Humanities/Fine Arts general elective
Behavioral/Social Science general elective

In order to graduate, a grade of "C" or better must be achieved in all required respiratory care curriculum courses. An overall college GPA of 2.0 is also required for graduation.

Policies and Procedures Related to Professional and Academic Standards

Respiratory Policy on Academic Integrity

All students who have been admitted to the respiratory care program are expected to meet academic integrity standards. The academic work of all students must comply with all policies on academic honesty as detailed in the Academic Affairs Academic Misconduct statement and Nursing & Allied Health Division policy statements. Violations of these policies are prohibited and include, but are not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam; or, to submit one's own work, themes, reports, drawings, laboratory notes, computer programs or other products prepared by another person; or knowingly to assist another student in obtaining or using unauthorized materials. Students can make copies of journal articles for personal use; however, selling such copies is an infringement of the Copyright Act.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the course. The instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course. In addition to academic sanctions, disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct. If the academic integrity violation is related to client data or written clinical work, an "unsafe" clinical evaluation can result. Refer to Nursing and Allied Health Handbook, Chattanooga State Student Handbook and College of Judicial Affairs Office for additional details.

Specifically, students will not

- Commit plagiarism (Defined by Webster as passing on ideas or words of another one's own without crediting the source).
- Submit another individual's work in whole or part as one's own.
- Provide assignments for another student to copy.
- Copy answers from another individual during an examination/test/quiz.
- Make one's answers available to others during an examination/test/quiz.
- Conceal information during an examination/test/quiz which can be used to answer questions.
- Pass on information about an examination/test/quiz to others.
- Use cell phones or other recording devices during an examination/test/quiz, examination review or in the clinical setting.
- Video or record any lecture, clinical setting, or other schools' activities for the purpose of placing it on YouTube, Facebook, or any other social networking or internet site.

It is a requirement for all students to read and abide by the Chattanooga State's Academic Affairs Academic Misconduct Policy.

The procedure for handling **violations of academic integrity** are outlined in the Division of Nursing & Allied Health Academic Integrity Statement.

Unethical Behavior

The respiratory care faculty expect students to conduct themselves according to ethical standards. This includes the demonstration of integrity in both academic and clinical settings. In the clinical setting, standard of practice, code of ethics, and HIPPA standards provide the guidelines for expected behavior.

For example, but not limited to cheating, lying, stealing, defacing property, verbally/physically acting out towards faculty, hospital staff, other students or threatening behavior will not be tolerated. Any deemed unethical behavior can result in failure from the program without the opportunity to be admitted in the future.

Students should refer to the [Chattanooga State Student Handbook](#) and [Nursing and Allied Health Division Handbook](#) for additional policies.

Policies and Procedures Related to Admission, Grading, and Progression

Admission

Admission into the respiratory care program is a competitive process using an objective point system. Selection into the program is based on a comparative evaluation of test scores and transcript information. To be eligible for entry into the respiratory care program students must have:

- Completed admission to Chattanooga State Community College
- Submit a Respiratory Care application to Chattanooga State Respiratory program by the published date.
- A respiratory care program courses GPA of at least 2.5
- A minimum overall college GPA of at least 2.0
- Complete all four sections of the ATI-Test of Essential Academic Skills within two (2) years.
- Completed any required learning support courses.
- Completed Anatomy and Physiology 1, 2, and Microbiology within five (5) years of enrollment or successfully completed by the start of the fourth (4th) semester of the respiratory care program.

American with Disabilities (ADA) Statement

The college seeks to provide, a safe environment for its students and clients in the clinical practice setting. During the respiratory care program, students must demonstrate their physical and/or emotional fitness to meet the essential requirements of the respiratory care program. Such requirements may include but are not limited to, freedom of communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness.

In compliance with the American with Disabilities Act, students must be, with reasonable accommodations, physically and mentally capable of performing essential functions of the respiratory care program. The requirements for the Chattanooga State Respiratory Care Program are based on the Essential Functions/Technical Standard developed to ensure that capabilities necessary to perform procedures in the program.

Essential Functions/Technical Standards for Admission and Progression in the Respiratory Care Program

- Self-mobility. Ability to push or pull wheeled equipment (such as cylinders or ventilators) weighing up to 300 pounds.
- Ability to identify the patient by sight for identification and visually observed of condition.
- Ability to read patient I.D. band, the information in the patient chart and on paper or computer screen.
- Ability to position the patient in bed for therapy. Able to assist in moving patient from bed to gurney and back. Able to support the head, neck, and spine when moving patients with spinal injury.
- Ability to read controls, LEDs, LCDs, manometers, spirometers, syringe markings, equipment instruction manuals, computer monitors, and cardiac monitors.
- Ability to reach equipment controls, visualize displays, connect flowmeters and hoses to wall outlets. Ventilator controls are approximately 36-48 inches from the floor. Wall gas outlets are approximately 60 inches from the floor.

- Ability to handle instruments such as syringes, laryngoscopes, stopcocks, stethoscopes, respirometers, calculators, and enter information on a physical or virtual keyboard.
- Ability to hear breath sounds, Korotkoff sounds (BP), heart sounds and ventilator alarms.
- Ability to read written passages, communicate orally and in writing (both handwritten and typed).
- Ability to endure long periods of physical activity including standing, walking, and light to moderate lifting.
- Ability to accurately palpate pulses.
- Ability to make accurate observations, perceive events realistically, think clearly, objectively and rationally.
- Ability to function in routine, stress and emergency situations.
- Ability to assess, make judgments and perform indicated procedures rapidly.

Students who have educational, psychological and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. The student should contact Disabilities Support Services, S-113, (423) 697-4452 or dss@chattanoogastate.edu in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a respiratory care course, with or without reasonable accommodations.

Alteration in Health Status

Any existing health condition that could affect a student's progression in the respiratory care program, must be discussed with the course instructor and the Director of Respiratory Care Program. Health conditions that might include, but are not limited to, injury, infection, surgery, complications of pregnancy, and mental health issues. The student must submit a written description from his/her healthcare provider regarding any restrictions. If it is determined the student can, with reasonable accommodations, meet the course objectives, the student will be given the opportunity to remain in the course. Should the student decide to attempt to complete the course he/she must submit a medical release form. If a student chooses to withdraw from the program, the student must comply with procedures for withdrawal and readmission included in this handbook.

General Progression Requirements

After admission to the respiratory care program, students must meet the following conditions to remain eligible for progression.

- Comply with the policies of Chattanooga State Community College, the Nursing and Allied Health Division, and clinical affiliates
- Achieve a minimum of 75% on all lecture course requirements and 70% on final examinations during the course. (**Note:** The minimum passing examination grade for RESP 1225, Test 1, Drug Calculations is 90%)
- Numeric scores are not rounded
- A grade of "C" or better in all Respiratory Care courses is required for progression to the next term.

- Demonstrate satisfactory clinical performance. Any student receiving an “unsafe” or “critical errors” final (summative) Clinical Performance Evaluation will fail the course, and unable to progress to the next course, regardless of examination average or weighted course work grade.
- Maintain the required clinical documentation of health requirements (My Record Tracker)
- Demonstrate safe, professional, ethical, and legal conduct always

Classroom Attendance

Students are expected to be present and prepared for all learning experiences planned by the respiratory care program. Students enrolled in the respiratory care program obligate themselves to complete all course assignments. Punctual and regular attendance is vital to successfully completing the respiratory care program.

Grading Information

Students are evaluated by a variety of objective and subjective methods. These methods include examinations, articles critiques, client assessments, clinical written assignments, papers, reports, quizzes, process recordings, oral reports, class activities/assignments, and class participation. The components of the weighted grade and number of points assigned to any activity may vary from that included in the syllabus. For any respiratory care course, only one (1) retake will be given for a test; only two (2) tests may be retaken during a course. Any changes will be announced in class and communicated via eLearn. Reference to the readmission policy.

Weighted Course Grade Calculation

The final weighted course grade is determined based on the total points accumulated during the semester. Specific criteria including the weighted course grade are identified in each course syllabus. A final course grade is based on two criteria. First, the grade is determined by dividing the points earned by the total number of points possible during the course. Second, the final comprehensive examination must be passed with a minimum grade of 70%. All respiratory care course tests with the exception of clinical courses (RESP 1399/RESP 2444/RESP 2465) and the corresponding final comprehensive exam must be minimally passed with a 75%.

Grading Scale

90%-100% of total points = A

80%-89% = B

75%-79% = C

65%-74% = D

Below 65% = F

ALL designated **graded course requirements** must be completed in order to successfully complete a clinical respiratory care course. These requirements are specifically indicated in each respiratory care syllabi. The following guidelines define requirements for completion of all assignments unless prior arrangements have been made by faculty.

- All assignments are expected to be submitted on time. Points will be deducted for late work.

- The due dates for written assessments, plans of care, or other written clinical assignments following the practice experience are designed in the course syllabus, calendar, and eLearn checklist and/or are announced in class.
- A 5-point deduction will be made for each day the assignment is late, up to one week past the due date.
- No points will be awarded in an assignment is submitted more than one week past the due date.
- No required assignments will be accepted after the last official day of class in the semester unless prior arrangements have been made.
- Failure to submit required assignments will result in course failure.
- All assignments are expected to be grammatically correct. This includes the use of correct sentence structure, grammar, punctuation, and spelling. Students submitting work with frequent grammatical errors must redo and resubmit the assignment. The grade for the corrected work will not be greater than 70% of the points for the assignment.

Examination Policies

Examination Make-Up Policy

Faculty recognize that occasionally unforeseen circumstances prevent students from taking examinations or scheduled quizzes at the scheduled time. In the event the student is unable to take the exam at the specified time, the student will need to contact the course instructor ASAP to make arrangements to take the exam.

Note: The make-up examination/quiz may be different from the examination/quiz given at the scheduled time.

- In most cases, examinations/quizzes MUST be taken within 24 hours of the original examination/quiz date (excluding Saturdays, Sundays and holidays).
- When notifying faculty of the absence, it is the student's responsibility to make arrangements for the make-up examination/quiz.
- Make-up examinations must be taken in the testing center and the student will be charged a fee for this service. If the proper procedures are not followed, a grade of zero may be awarded for the examination.

Examination Scores and Examination Review

- Either computerized testing or Scantron forms are used for most multiple-choice examinations. A pencil must be used to record answers on the Scantron forms. Only the Scantron form, not answers recorded in the examination booklet, are used for scoring the test. Examination booklets are routinely shredded following examination review.
- Examination grades are posted in the online grade management system in eLearn. It is the student's responsibility to verify the accuracy of the posted grade.
- Students have the opportunity to review examinations at a designated examination review time. Questions concerning examinations or examination results should be made at the examination review, but no later than 7 days following examination review.
- Individual examination items and/or examination grades will **not** be re-evaluated or altered at the end of the semester.

ADA Testing Accommodation

All classroom/testing accommodation must be initiated through Disability Support Services, S-113, (423) 687-4426). If additional time or restricted environment is approved by the Disability Support Services Office, **the student must:**

- Arrange an appointment to take the examination with Disability Support Services at least 4 days in advance of the examination date.
- The examination must be taken during the regularly scheduled examination time.
- Notify the course instructor of the arrangements for testing prior to the time of the examination.

Dosage Calculation Competency Requirement

Accurate calculation of drug dosages is critical for safe administration of medications. Students enrolled in RESP 1225 must achieve 90% or higher accuracy on the dosage calculation examination in order to meet the course requirements. Students are allowed a maximum of two opportunities to achieve the 90% competency. Students who fail to achieve the 90% by the second should withdraw from the course. This will count as a course failure with reference to the readmission policy.

If a student fails, the first attempt for the drug dosage calculation examination the student will be required to remediate with a faculty member prior to the second attempt. Basic non-scientific function calculators will be provided.

Final Grade Appeal

According to the Chattanooga State college catalog, grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, disability, or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases, the student shall assume the burden of proof with respect to the allegations. Refer to the online [Chattanooga State Student Handbook](#) for the guidelines, timeframes, and steps used to appeal a grade.

Graduation Requirements

All courses in the respiratory care curriculum must be completed with a grade of "C" or better in order to receive the Associate of Applied Science degree. An overall college GPA of 2.0 is also required for graduation. Students who have completed required course work and been awarded the Associate of Applied Science degree are eligible to take the NBRC-TMC examination.

NBRC Readiness

In the last semester of the program, all students must demonstrate attainment of stated program student learning outcomes (PSLOs) by achieving a predetermined score on a mock TMC or SAE examination as part of RESP 2120. Students not achieving a passing score will be given an "I" (Incomplete) for the course but will have up to a predetermined time for the grade to be changed to "S" (Satisfactory) meeting graduation requirements. Failure to achieve a passing score in the timeframe stated will push graduation to the next scheduled graduation. **The official transcripts required for licensure will not be submitted until these requirements are met.**

Policies and Procedures Related to Clinical Component of All Respiratory Care Courses

Clinical Attendance Policy

Clinical Activities Definition

Clinical Activities includes lab lecture and demonstration, clinical orientation, campus skills lab, skills verification, and clinical practice in the healthcare facility.

Absence Definition

A day in which the student is not in attendance at the assigned clinical site or campus laboratory location or is sent home from a clinical site for unprofessional behavior are considered an absence.

Excused Absence Definition

Is defined as to grant exemption or release. A school recognized holiday or school closing due for declared inclement weather day are the only excused days. If Chattanooga State sends a Tiger Alert declaring an early dismissal due to inclement weather, the student is also dismissed from the clinical rotation at that time.

School holidays or inclement weather days are not made up. The Respiratory Care Program may also cancel scheduled clinical rotations as necessary. Notifications will be through GroupMe and/or eLearn. These canceled days do not require to make up days.

Students are responsible for providing faculty with current contact information (phone number/email).

Excused Absence-Requiring Make-Up

Subpoena, jury duty/court order, or bereavement of the immediate family are the only recognized excused days. All excused absences, even if granted approval, must be made up. Immediate family is defined as spouse, child/stepchild, parent/foster parent/parent-in-law, sibling(s), grandparents and grandchildren, and other members of the family who reside within the student's home. The student shall be allowed three regularly scheduled clinical days off without penalty for RESP 2444/RESP 2430 and two regularly scheduled clinical days off without penalty for RESP 1399. The student may be required to provide documentation of relationship and proof of death if an absence is due to bereavement or paperwork if claiming "legal requirement" as the reason for absence.

Unexcused Absence

All absences other than official college/program closings must be made up. Failure to make up an absence will result in an NC (No Credit) grade. If the student is absent, he/she is required to turn in a Daily Clinical Performance Evaluation Form for that date with documentation of who the student called to report the absence along with the date and time. If a hospital sends a student home for improper dress or behavior, this will also count as an unexcused absence (Major Occurrence)

Attendance Expectations

In the clinical setting, the Director of Clinical Education (DCE) has the responsibility and duty to decide whether a student is capable of clinical performance. If the DCE decides that the risk to the student(s) or

patient(s) is too great or that the clinical objectives and expected behaviors cannot be met within the specified timeframe, the student will be sent home for the day.

Attendance and punctuality are professional behaviors that are not only valued but expected in the healthcare industry. In order to develop the behaviors expected of the professional respiratory therapist, the Respiratory Care Program has defined the following Attendance Policy for scheduled clinical time.

Basic Assumptions Regarding Clinical Attendance Policy:

- Attendance at all scheduled clinical (lab) practice days are required to achieve the competencies of each clinical respiratory care course
- All missed clinical experiences must be made up
- The ability to provide clinical make-up experiences is limited to the availability of appropriate practice opportunities, clinical space, and faculty resources
- Punctuality and attendance are starred (*) critical behaviors on all respiratory care Clinical Performance Evaluations
- Patterns of tardiness, leaving early or absence can result in failure of a clinical respiratory care course
- **The start and stop time for the clinic may vary from time in the college scheduled classes based on requirements of the clinical agency and instructor preference**

In the event of an Absence

The student MUST notify the DCE (423) 697-4787 **and** the clinical rotation (department numbers are located on the clinical schedule) prior the start of the scheduled rotation time if unable to attend due to illness or unavoidable circumstances.

Notification should be made at *least* 15 minutes prior to the rotation and earlier if possible. Notification of the absence that is delivered by another student to either the clinical site or DCE is unacceptable (2 points per occurrence if not completed-Minor offense)

Within 72 hours of absence, the student must complete a *Request for Make-Up Day Form* on eLearn. Attendance is mandatory for all scheduled-on campus time for RESP 1399/RESP 2444/RESP 2465. Any missed day will require a make-up clinic day at the discretion of the Clinical Coordinator. Noncompliance with the absence notification policy will result in a penalty (4 points per occurrence-Intermediate Occurrence).

The student must communicate with the DCE to arrange make-up for the absence and complete a Clinical Absence Form.

Steps to complete the clinical absence form are as follows:

- Step 1: Student will need to print and complete absence form (found on eLearn).
- Step 2: The student provides a detailed explanation/description of the reason for the absence using the absence form.
- Step 3: The student schedules an appointment with the DCE to discuss the reason for the absence and arrange for the make-up of the clinical experience. The DCE will maintain the absence form in the student's file.

The Clinical Absence Form, completed by the student, must be submitted to the DCE **prior to the next scheduled clinical day**, or the student will not be allowed to attend the clinical experience. A physician's statement or release form may be required. Students must be able to meet all clinical performance expectations upon return. Most clinical agencies do not allow patient care personnel to be on crutches or use other assistive devices.

Specific Absence Information for RESP 1399/RESP 2444/RESP 2465 Clinical Practicum Courses

Clinical practices experiences covered by the absence policy are defined as all scheduled clinical laboratory time or any activity scheduled during the clinical time. Clinical time/activities include lab lecture and demonstration, clinical topics, clinical orientation, campus skills lab, skills verification, and clinical practice in a healthcare facility.

If a student fails to attend the required number of clinic days, the student will receive a "No Credit" (NC) for RESP 1399/RESP 2444/RESP 2465 semester grade, even if all days were made up. A missed mandatory lab day will require a make-up clinic day at a designated clinical site. Failure to make-up any required clinic days will result in a "No Credit" (NC) for the semester. This will count as course failure with reference to the readmission policy.

Students absent or missing from hospital orientation(s), guest lectures, etc., are responsible for obtaining any information and knowing all material presented.

Maximum Number per Course

RESP 2444/RESP 2465 maximum number allowed to miss = 3 clinic days.

RESP 1399 maximum number is allowed to miss = 2 clinic days.

Any missed clinical days (excused or unexcused) are required to be made up. Rescheduling to a clinical site will be at the discretion of the Director of Clinical Educator.

Number of Absences:

1st Clinical Absence:

- The student is counseled that repeated absences can result in failure to achieve course competencies and a clinical failure.
- Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.

2nd Clinical Absence:

- The student is placed on **first clinical warning AND** student is counseled that repeated absences can result in failure to achieve course competencies and a clinical failure. (related to RESP 2444/RESP 2465)
- The student is placed on final clinical warning (for RESP 1399).
- Clinical Absence/Tardy and Student Counseling Record forms are completed and signed.

3rd Clinical Absence:

- The student is placed on final clinical warning AND student is counseled that any further absences will result in failure to achieve critical clinical competencies resulting in course failure (related to RESP 2444/RESP 2465).
- Clinical Absence/Tardy and Clinical Warning forms are completed and signed.
- Clinical Failure (*related to RESP 1399*).
- Exit interview process is implemented (related to RESP 1399).

4th Clinical Absence (related to RESP 2444/RC 2465):

- Clinical Failure.
- Exit interview process is implemented.

Important note regarding courses with Clinical Topics: Clinical topics class time is considered clinical time. It is the student's responsibility to use TimeStation for logging clinical attendance. A clinical absence form must be completed if a clinical topic session is missed. All content missed must be made up. Failure to attend two clinical topics results in one day of clinical absence that will require a clinical make-up day.

Clinical Times

Clinic start and end times will be strictly enforced per the Clinical Schedule. No early departure is permitted due to the staff therapist sending students home early because, "nothing to do," etc. The student should take class material to study if this occurs. Failure to clock in/out for clinical time will count as an intermediate occurrence (4 points per occurrence-Intermediate occurrence)

Specific Tardiness Information

Punctual attendance at clinical practice experiences is as important as attendance and, therefore, is factored into the attendance policy for all respiratory care courses. Tardiness is defined as **late arrival** at the beginning of a clinical rotation.

Clocking In/Out

The student is required to clock in/out with the TimeStation application while attending any clinic on or off-campus. This serves as documentation for RESP 1399/RESP 2444/RESP 2465. Failure to remember to clock in/out, clocking in late, or clocking out early will result in an intermediate occurrence-4 point.

If a student has an emergency or illness that occurs during a clinical experience, immediate notification to the Program Director or Director of Clinical Education (DCE). A make-up day may be required due to the student emergency or illness.

TimeStation

Clinical time tracking is documented by utilizing the TimeStation app. Each student is assigned a unique QR code/PIN when clocking in/out to clinic sites and mandatory on/off-campus gatherings. Students must enable "location services" on the smartphone. If a student does not have access to a smartphone or chooses not to use the application to clock in/out for clinic the student is required to log in by using a desktop computer in the respiratory care department. Reports are generated weekly to evaluate punctuality and remain in the student's file.

Tardiness of 20-30+ minutes of the designated clinical time:

- For hospital-based practice experience: The student is dismissed from practice experience, requiring a clinical make-up day.
- For all other scheduled clinical time: Student participates in the remaining clinical time or activity and makes-up the missed time and content. However, the tardy counts as minor occurrence-2 points. Failure to remember to clock-in or clocking in late up to 20 minutes will count as a minor occurrence.

Other Related Information for Attendance Policy

- On-time arrival is determined by TimeStation or facility clock.

- All missed clinical time must be made up.
 - For lab lectures, students are responsible for obtaining notes from a classmate
 - For skills lab demonstrations or practice, clinical topics, and other non-hospital experiences make-up may include computer programs, scheduled practice lab time or written assignments.
 - Make-up days are scheduled at a time **arranged by the DCE**. This may include school breaks or the week of final examinations.
 - All clinical make-ups must be completed with a satisfactory clinical practice evaluation and passing course grade awarded before the student can progress to the next clinical respiratory care course.
- If a student is aware of unusual circumstances or life-altering event that will require absence from scheduled clinical practice, the student must discuss the situation with respiratory care faculty prior to the absence or as soon as circumstances are made known to the student in the case of an emergency. The student and faculty will develop a plan to make-up all missed clinical practice. The student must then submit a written request to the Program Director that describes the reason for the clinical absences and the plan for make-up. An attempt will be made to schedule clinical make-up prior to the absences, pending availability of clinical resources, faculty, and approval of the plan. At the time the plan is approved, a determination will be made as to how these absent days will be factored into the attendance policy.
- All Clinical Absence/Tardy and Clinical Warning forms are included in the student's clinical folder with attendance information recorded on the course clinical evaluation form and reflected on the summative clinical evaluation used as a basis for employment references.

Make-Up Days

Make-up times, sites, and assignments will be scheduled and approved by the Director of Clinical Education (DCE). No clinical make-up days will be scheduled on weekends, school holidays or on the last day of the semester.

The make-up assignments will not necessarily be at the same site or the same rotation that was missed. An attendance form *Daily Clinical Performance Evaluation* for the make-up day should be given to the DCE promptly after the make-up day is completed. If a student happens to be an employee of a particular clinical site, he/she cannot be paid for any make-up days at their place of employment. If a student is paid for a claimed make-up day, this would be considered falsification of records.

If a student misses a scheduled make-up day, this will count as an absence. Missed make-up day(s) are required to be made-up in addition to the original absence and will count towards the total absences for the course.

If the student assigns or schedules his/her own clinical day(s) or clinical site, this may result in dismissal from the program. DCE approval in writing or on eLearn before attending any clinical site. No switching or trading of clinical days with peers will be permitted without the prior expressed written approval from the DCE. (Major Occurrence)

Attending All Clinical Sites

All students are expected to attend clinical rotations at all clinical sites according to the clinical schedule given out at the beginning of each semester since each site has unique opportunities for student education and experience.

Each student is responsible for his/her own transportation to each site. Our clinical affiliates have the right to refuse to allow a student to return to their hospital, or the right to dismiss the student early for misconduct/unprofessionalism. If a student cannot participate in all clinical rotations that semester, then that is sufficient grounds for an NC. Refer to the grading section and readmission policy.

Special Situations

The student is not permitted to leave the assigned facility on any outside patient transport (Major Occurrence).

The student should not treat, perform procedures on, or read the chart of family, neighbors, or friends to avoid conflict or difficult or potentially awkward situations. The student should notify the staff therapist or charge therapist of any possible conflicts (Major Occurrence).

Clinical Activity Forms

Clinical Activity Forms must be turned in on Monday following the clinical rotation. The clinical forms will include a *Daily Activity Log*, and a *Student Evaluation of Preceptor*. If the clinical site keeps the daily *Clinical Performance Evaluation*, the student is still required to turn in a *Student Evaluation of Preceptor Log*. Failure to do so will result in 2 points per occurrence (Minor Occurrence). In addition, one (1) point will be added for each late day up to 5 points.

Clinical Assignments

- Students need to plan ahead to be at the scheduled clinic on time.
- Refer to uniform policy and proper attire.
- While in the clinic, students may introduce themselves to the client as their student care provider.
- Students must only access information about their assigned client's information that is provided or approved by faculty.
- If client information is collected during the rotation, the information must be used in the clinic and shredded by the student prior to leaving the clinic. **Under no circumstances** may a student Xerox or photograph any pages from the client's chart, even with the identifiers are removed.

Other important information regarding performance in the clinical setting include:

- Students must not be on units other than assigned one in the facility
- Students must not obtain information on clients other than those assigned
- Students must not be on the assigned unit by themselves at any time without their assigned preceptor.

Throughout the program, students will have clinical practice experiences in the care of adults, children, and neonates in the acute care setting. These experiences provide students with the opportunity to apply theory in a practice setting. It is expected that students in each clinical respiratory care course will be prepared for each clinical practice experience. Students must complete any required Clinical Preparation assignments prior to the practice experience. All clinical prep assignments **must provide** written evidence of satisfactory, safe preparation for the experience and demonstrate consistency and increased competency over the semester and throughout the program.

- If the preparation is deemed "unsatisfactory," the student will not be allowed to participate in the clinical practice experience. The day will count as a clinical absence.

- Students who are not satisfactorily prepared for clinical or do not demonstrate progress on assignments throughout the semester will be counseled and/or received a clinical performance warning.
- Since preparation for clinical practice is a critical behavior on the Clinical Performance Evaluation, repeated unsatisfactory clinical assignments will result in an unsafe/unsatisfactory clinical grade and course failure.

Details concerning the grading of written assignments are included in each course syllabus. Refer to course syllabi for specific guidelines.

Clinical Checkoffs Testing Policy

Successful completion of the Clinical Skills Checkoffs Testing requires completion of all assigned clinical skills exams with **NO CRITICAL ERRORS**. Testing may be recorded, either audibly or visually for the learning purposes or documentation at the discretion of program faculty for internal purposes only.

Students are expected to apply theory learned in class to practice in a variety of clinical settings. These experiences provide students with the opportunity to apply theory in a practice setting, which contributes to the achievement of all program learning outcome (PSLOs). Clinical practice is a learning process that involves the continuous sharing of information between student and faculty. Students are evaluated using the Clinical Performance Evaluation Form. Clinical performance is evaluated in both a formative (throughout the semester) and summative (at the end of the course) manner. In order to continue in the respiratory care program, all students are required to meet with the DCE at designated times each semester to review the Clinical Performance Evaluation.

- Completion of all assigned clinical skills exams with a minimum of minor errors as determined by the examination faculty
- Clinical skills exam may be comprehensive, including any from previous clinical courses objectives.
- For reentry students: Repeated Practical Skills Exams from the previous semesters must be passed without critical errors, regardless of performance in previous semesters. Practical Skills Exams actively assess students continuing competency.

A clinical evaluation form is available on eLearn. This form provides the criteria used by faculty in the evaluation of clinical performance. It is completed by faculty at intervals during the semester during skills testing. It is the student's responsibility to schedule an appointment with the DCE to discuss remediation or required retesting at the end of the semester.

It is expected that all students will receive a "safe" or "minimally competent" rating on the Clinical Performance Evaluation for the course. Any student receiving an "Unsafe" rating on the summative Clinical Performance Evaluation, will fail the course, and be unable to progress, regardless of examination average or weighted course work grade.

Preclinical Testing (Written & Skills)

Prior to students attending hospital experiences, students are required to be evaluated in preclinical written and skills testing to ensure minimal competency before having the opportunity to have a direct client/patient contact. The student must satisfactorily perform all clinical procedures from the objectives list within the designated, maximum time frame for each skill. Failure of Preclinical Testing will not allow the student to progress in the program with reference to the readmission policy.

- Students will be given access to written objectives and clinical objectives for the upcoming clinical course no later than finals week of the previous semester.
- Preclinical testing may be scheduled during the first few weeks of each term.
- A student must pass all preclinical written and practical skills testing before attending clinical sites.
- Students will receive mandatory remediation on unsuccessful written and skills testing
- One retest per written test will be permitted
- No third attempt will be permitted
- Students that miss scheduled clinic time due to remediation will be required to make-up any missed days and will factor in the total missed days for the course.

Clinical Written Tests Requirements

- Completion of all written tests with a **minimum grade of 90%** in each subject area.
- A list of required written test will be given at the start of the semester for the specific clinical course.
- Written tests may include objectives from previous semesters and must be passed with a minimum of 90%, regardless of the grade received in any previous semester.
- Maximum of 2 attempts on each written test will be allowed: **the first attempt will occur during Preclinical, second Midterm, and if needed; second will occur during “Final Check-Off Testing”**.
- Any repeated tests will be similar but not identical.

Clinical Written/Skills Testing Attendance

Midterm checkoffs will be scheduled at approximately halfway through the semester. Refer to clinical rotations schedule for exact dates. Specified testing time slots for each student will be released at least one week prior to the start of checkoffs. Any student missing an assigned check-off time slot without notification to the Respiratory Care Program Faculty will result in four (4) points per occurrence (Intermediate Occurrence). Successful completion of all written and skills testing is required to progress to the next respiratory care course.

Certifications

Certifications including but not limited to Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) may be scheduled during RESP 2444/RESP 2465. Required activities may include lecture, written tests, and any practical check-off (i.e., ACLS mega code). Successful completion is defined by being fully eligible for “cards” or “certificates”. Students are not required to purchase a card, but the opportunity to do so will be available. Regardless, students must successfully complete all requirements needed to receive “certification.” These classes may be taught by a Chattanooga State instructor or by an outside group.

In certain cases, the student will be required to obtain certain certifications prior to attending specific clinical rotations. This will be announced at the beginning of the relevant semester. If a student does not successfully obtain any required certification by the last class day of the semester, the student will be given an “NC” for the clinical grade.

If the class is taught by a Chattanooga State instructor, remediation can be given once up until the last class day of the semester, on the instructor’s schedule.

If the class was taught by an outside group, the student cannot be remediated by a Chattanooga State Faculty. If the student can obtain the “certification” from an outside certified instructor prior to the beginning of the next semester, the grade will be changed to “S” and the student will be allowed to proceed to the next clinical course.

The student is responsible for any required fees or charges for the repeated class. *Definition of a “Certified Instructor” is a professional instructor with specific training followed by hands-on simulations that allow them to teach and evaluate student competency in a specialty.*

Clinical Grading

Clinical courses RESP 1399/RESP 2444/RESP 2465 are graded as “S” (Satisfactory) or “NC” (Non-Credit). Students must show competency in all listed procedures to continue in the Respiratory Care Program. **An “S” grade requires all the following: A-O in the following sections.**

Successful completion of *all* of the following areas:

- Clinical attendance
- Clinical skills check-off testing
- Written skills check-off testing
- Any and all scheduled specialty certifications such as ACLS/PALS/NRP (eligible for “card”)
- Professional development points -10 points for RESP 1399/RESP 2444 and 15 points for RESP 2465
- Professional behavior

Successful Completion of Clinical Attendance

- Miss no more than the maximum number of excused days for that course.
- Successful completion of any clinical make-up day(s) by the last day of class for that semester.

Clinical Procedure Performance Evaluation

There are three (3) categories used to rate skills on the Clinical Procedure Performance Evaluation form:

- 1 = Excellent, Exceeds Expected Level Nearly Flawless Performance
- 2 = Acceptable, Minimal Competency Level-No Critical Errors
- 3 = Improvement Needed, Critical Errors Made

Students are evaluated during each clinical rotation and will receive an “Excellent”, “Acceptable” or “Improvement Needed” rating on the Clinical Performance Evaluation Form. “Improvement Needed” scores are validated by counseling records and anecdotal notes that are data and signed by the student and clinical instructor. At the end of the semester, the ratings are combined to determine the summative (final) Clinical Procedure Performance Evaluation Rating for the course.

If a student receives a counseling and/or clinical warning resulting in “Improvement Needed” rating for a clinical skill(s), the student may still achieve an “Acceptable” summative (final) Clinical Performance Evaluation if the improvement is demonstrated with an appropriate time frame. If a student receives a counseling and/or clinical warning leading to “Improvement Needed” at the final skills testing for the term, the student will have no time to demonstrate improvement before the end of the semester. Any student receiving an “Acceptable” summative Clinical Performance Evaluation will be able to progress to

the next respiratory care course, but a specific improvement plan will be developed by faculty, and the student will be required to meet indicated criteria by a specified date early in the next course in order to continue the respiratory care program.

A student can only receive an “Improvement Needed” on the Clinical Performance Evaluation **once** during the specific respiratory care clinical course. If student performance is less than minimally competent in any subsequent respiratory care course, the student will receive an “Improvement Needed” summative Clinical Performance Evaluation, which will result in course failure and inability to progress. The criteria for the Final Clinical Evaluation are:

Excellent: A score of 1 the student exceeds expected level nearly flawless performance; ready for direct clinical supervision (lab/clinic).

Acceptable: A score of 2 on the performance indicating minimal competency level, with **no** critical errors made; ready for direct clinical supervision (lab/clinic).

Students **MUST** receive an acceptable evaluation in RESP 2465, the final course of the respiratory care program, in order to successfully complete the course.

Improvement

Needed: A score of 3 on any clinical procedure performance evaluation with critical errors made. More lab practice will be needed or additional direct supervision required with retesting if an evaluation is at the beginning of term or mid-term. An unsafe clinical final course evaluation results in course failure and inability to progress.

Students **must** receive a “safe” evaluation in the final course in the respiratory care program in order to successfully complete the program and graduate.

Clinical Warning/Repeated Warnings

Students are expected to maintain a high level of performance in all clinical settings. Students must attend and be prepared for each clinical practice experience; communicate effectively with peers, faculty and healthcare personnel; and demonstrate the skills outlined in the clinical performance evaluation. If deficiencies indicate that the student is not performing at an expected level following feedback from faculty, the student will be placed on clinical warning.

Any time during the semester, a student with clinical performance problems may receive a written counseling record, which identifies the problem area(s) and recommendations for improvement. Failure to improve the behaviors within the designated time frame will result in the student being issued a clinical warning (formative evaluation). On rare occasion, if the behavior is extreme and requires immediate faculty interventions, the student may receive a clinical warning without a prior counseling record.

When a clinical warning is issued, specific criteria for improvement as well as a time frame will be included. The student can still receive a “Safe” Clinical Performance Evaluation (summative evaluation) if the indicated criteria are met. If the student fails to meet all criteria included in the warning within the designated time frame, the student will receive an “Unsafe” Final Clinical Performance Evaluation, resulting in course failure.

Clinical Performance Warning Limits

A student can only be placed on a clinical warning two (2) times related to lack of preparation or other clinical performance issues while enrolled in the respiratory care program. If a third clinical warning related to performance is warranted, an “Unsafe” Clinical Performance Evaluation and course failure will result (clinical warnings related to attendance/tardiness are covered under the attendance policy)

This can occur regardless of whether all three clinical warnings occur during one semester or are spread throughout the duration of the program.

Important Note: If a student exits the program and reenters, any clinical performance warnings received prior to exiting the program will remain on the student’s record and are included under this policy.

Clinical Attendance Warning Limits

A student can only be placed on clinical warning because of absences and/or tardiness in a course. If absence and/or tardiness for a total of three days occurs in a course, rather than being placed on a third clinical warning, the student will immediately receive an unsafe clinical performance evaluation, resulting in course failure.

Important Note: If a student exits the program and reenters before five (5) years, any clinical attendance warnings received prior to exiting the program will remain on the student’s record and are included under this policy.

Remediation

Remediation will include oral and/or written feedback following midterm testing. Respiratory Care Program students will be allowed to access the lab for practice during open hours. At the discretion of the DCE/Program Director, the student’s clinical rotation schedule may be modified to meet the student’s remediation requirements.

Students will be reevaluated (2nd attempt) towards the end of the course on any unsuccessful attempts during midterm checkoffs. Successful completion of *all* reevaluated written and skills testing will fulfill the clinical skills required for the semester.

Unsuccessful completion of any written or skills testing will result in a failing grade of “NC” (No Credit) for that clinical course RESP 1399/RESP 2444/RESP 2465.

Pre clinic testing requirements require oral and/or written feedback following the unsuccessful testing. Director of Clinical Education will require mandatory remediation and retesting within the first week of the clinic. The student is required to make-up any missed hospital experience days.

No third (3) reevaluations on any checkoffs, written or skills will be permitted.

Professional Development Points (PDP)

Students are required to obtain Professional Development Points while in courses RESP 1399/RESP 2444/RESP 2465. The goal of PDPs is to increase the Respiratory Care students’ knowledge or skill set.

These focus on respiratory care learning or enhancing student ability. One (1) hour of Professional Development equals one (1) Professional Development Point

- Completion of the required number of professional points posted to eLearn Dropbox by 4:00 PM on the last day of lecture classes for the semester.
- Number of required hours RESP 1399/RESP 2444 = 10 points; RESP 2465 = 15 points

Professional Behavior Points Accumulation

Students may negatively earn Professional Behavior Points throughout the respective respiratory care clinical course related but not limited to the following: attendance, arriving late to clinic, leaving clinic early, missed clinic days, not being able to clock in/out due to no badge, switching/trading without DCE prior approval, failure to report any absence properly, being dismissed from the hospital experience for unprofessional conduct/appearance, leaving the facility for patient transport.

- No more than 3 Major Occurrences per clinical course
- No more than 15 points Minor/Intermediate Occurrences per clinical course

Impaired Functioning

Impaired functioning means the student poses a safety threat to himself or others, or that performance is affected.

If Respiratory Care faculty or hospital personnel determine that the student is functioning in an impaired manner, they have the authority to dismiss the student from the clinic for the day. The student may be required to make up the missed day. A random drug screen may be required at the expense of the student.

Impairment can be caused by alcohol, illegal drugs, prescription drugs, excessive sleepiness, or serious emotional distress, but not limited to these. A conference with the Respiratory Care Director of Clinical Education and Program Director is mandatory before the student is readmitted to the clinic. See the [Nursing and Allied Health Division Student Handbook](#) for additional information and requirements. In some cases, the Student Judicial Affairs Office must be notified, and their disciplinary policies will be followed. The student is not guaranteed readmission to the clinic, depending on the circumstances and following due process.

Unethical or Unprofessional Behavior

A student must not have **any** documented unethical or unprofessional behavior. Examples include, but are not limited to: falsifying any of the following forms: patient or school records, make up days, evaluation forms, log sheets, TimeStation clinical time tracking, patient assessment forms, professional point forms, attendance, or charts; acting in gross negligent or in an abusive manner towards client/patient, staff, visitors, instructors, and other students; violating patient confidentiality; refusing to treat a patient because of religion, ethnic group, sex, sexuality, type of illness or injury; being chronically hostile or having constant “difficulty” in dealing with staff members at various clinical sites, refusing be assigned with a clinical preceptor, or refusing to perform a reasonable assignment (within the student’s ability).

The Director of Clinical Education (DCE) will be the sole, final judge of what constitutes a reasonable assignment. If the student has any concerns, he/she should immediately contact the Respiratory Care Program.

Each clinical affiliate has the right to refuse to allow a student to return to that hospital, or the right to send a student home early based on student behavior that is judged by the clinical site to be disruptive or interfering with normal department function.

A clinical site may also send a student home for having an inadequate clinical performance for the current level of training. Violations may require an Academic Integrity Violation Report with the Chattanooga State Judicial Affairs Office.

Program communication applications such as GroupMe is intended to serve as a quick line of communication between students and faculty. Professional behavior is required, any bullying, harassment, excluding a particular group, threatening or inappropriate topics will **not** be tolerated. Any direct messaging between students deemed in violation should be reported to the respiratory care faculty for further investigation and possible disciplinary action. A student who engages in any acts of misconduct will be subject to the provisions of the Student Code of Conduct. Violation of the Student Code of Conduct will be reported to the Judicial Affairs Office (HPF-105) (423) 697-4475. Please refer to the Nursing and Allied Health Division Student handbook.

One documented occurrence of unethical or unprofessional behavior may result in a grade of “NC” (No Credit) at the discretion of the Respiratory Care Program Faculty. Each situation will be investigated by the Respiratory Care Program and due process will be followed. Potential appeals processes can be found in the Chattanooga State Student Handbook.

Hand Hygiene Policy

Students are required to abide by the *Hand Care Hygiene Policy*. This policy will be in effect at all clinical sites. If any clinical site has stricter regulations, then that policy will be followed. A student who does not meet hygiene standards or the dress code can be dismissed from the clinic until the student complies. This will result in a required makeup day (Major Occurrence).

One important topic in the *Hand Care Hygiene Policy* is that of fingernails. Artificial nails of any kind are not to be worn. Nail length must be less than $\frac{1}{4}$ inch long by patient care providers. Nail polish is discouraged, however, if worn should be professional and neat. Any chips, cracks are ideal for bacteria to hide. One exception for this policy, students in the NICU/PICU areas will not be allowed to wear any nail polish.

Electronic Devices Policy in Clinic

All cell phones, personal pagers, MP3 players, Bluetooth, and smartphone watch-type devices should be **turned off** during the clinic while engaged in patient care activities. It is permissible to make calls during breaks or lunch periods, but all devices must be turned off before returning to patient care areas.

Other Clinical Information

Hospital-Based Clinical Practice Experiences

With the integration of the hospital-based respiratory care practice, students will have some clinical practice experiences in a variety of acute care and non-acute care settings in the community. Because the opportunity for the experiences may occur at times other than scheduled clinical/class meetings, students may be made to allow for adequate pre-planning. Refer to the Uniform Policy for information on proper attire for Hospital-Based Experiences.

Criminal Background Check

Following acceptance, and prior to entering the first respiratory care course, each student must undergo a criminal background check that is inclusive of Office of Inspector General (OIG) inquiries, in order to comply with policies of affiliating clinical practice agencies. It is the student's responsibility to comply with instructions on how to complete the background check and provide the results by a designated date. Students who do not meet this requirement in a timely manner or whose background check does not meet agency standards will not be able to successfully complete all program requirements.

Individuals who have been convicted of a crime other than a minor traffic violation may be ineligible for licensing as a CRT/RRT even though they successfully complete the respiratory care program of study. Questions and/or concerns regarding this issue should be addressed with the Respiratory Care Program Director. See [Nursing & Allied Health Division Student Handbook](#), for specific details.

Only one background check will be required if there is continuous enrollment in the respiratory care program. A repeat check will be required if there is an interruption in the program of study for any reason.

The Tennessee Board of Respiratory Care also requires mandatory background checks as part of the application for licensure in the State of Tennessee. Therefore, all graduates must comply with the guidelines defined by the Board of Respiratory Care and complete the required background check prior to submitting the application for licensure.

Confidentiality of Protected Health Information (HIPPA)

In the process of performing one's assigned duties in the healthcare facility, Nursing & Allied Health students will come in contact with confidential patient/client information. The Health Information Portability and Accountability Act (HIPPA) is a federal law that was enacted to ensure that all patient/client protected health information (PHI) is privileged information. This applies to PHI that may be written, electronic, photographic, radiographic, verbal, or any other format. PHI **must not** be disclosed without proper, written authorization from the patient/client and in accordance with directed clinical practice. The law provides guidelines as to how healthcare providers, including students, must treat confidential patient information. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. Refer to [Nursing & Allied Health Division Student Handbook](#), for specific details.

Violation of HIPPA guidelines will result in an "UNSAFE" Clinical Performance Evaluation and dismissal from the respiratory care program.

Joint Commission Hospital Orientation Requirements—Tennessee Clinical Placement System (TCPS)

All employees of affiliating clinical agencies that are accredited by the Joint Commission must have annual updates on specific topics common to the healthcare environment. These include, among other topics, confidentiality (HIPPA), body mechanics and prevention of back injury, fire and accident prevention, and standard precautions. As care providers, students are expected to meet the same clinical requirements as facility personnel.

Chattanooga State contracts with the Tennessee Clinical Placement System (TCPS) to provide orientation. Therefore, students must complete all designated orientation modules on the TCPS website by a specified date prior to clinical practice. In addition, students are expected to complete orientation modules specific to each individual hospital. These modules are also located on the TCPS website.

Students cannot participate in clinical practice until these requirements are met. Any absence that results from failure to meet the TCPS orientation requirement is included in the clinical attendance policy.

- First-year students will complete the requirement as part of RESP 1220 course assignments
- Students re-entering the program must complete the modules prior to the beginning of the semester in which they return
- Specific dates by which TCPS modules must be completed will be included in course orientation material, course calendars and/or reentry information letters
- Students upload documentation of completion of TCPS requirements to the [My Record Tracker](#) website.

It is expected that students will establish only one individual TCPS access account (required for testing). Since the respiratory care program is charged for each individual student account, the student will be charged for the establishment of a second account. To prevent this, students should use their college identification number (A-number) as the username, and then create a unique password. A link is available on the TCPS website in case a student forgets his/her password.

Liability Insurance

Students must purchase liability insurance annually. Application and payment are completed on the Chattanooga State Website under the Market Place link or can be purchased in the Bursar's Office on campus after July 1st each year. A copy of the receipt obtained from the Bursar's Office must be uploaded to the [My Record Tracker](#) account by the designated date prior to beginning clinical. The approximate cost is \$12 per year.

Physical Examination and Health Requirements

Students entering the Respiratory Care program must provide documentation of a physical examination by a licensed physician or other authorized healthcare provider no more than three months prior to deadline date designated by each program. All information requested on the Health Verification Report form must be provided, including a statement verifying that the student's general health is adequate to allow participation in a Nursing & Allied Health educational program.

In addition, students must provide documentation of immunity to the following communicable diseases:

- Measles, mumps and rubella (MMR)-- Proof of two doses of measles, mumps and rubella containing vaccine or Proof of immunity by titer for each disease
- Varicella (chicken pox)-- Proof of two doses of varicella vaccine or Proof of immunity by IgG titer
- TDAP (not TD, DPT, Dtap)
- Hepatitis B --Proof vaccination (series of three injections) or Proof of immunity by titer or Official signed declination statement. See Director of Clinical Education for exemption requirements.
- Immunization records must be available to provide to health care affiliates upon request.
- Tuberculosis (TB)- Negative PPD and/or normal chest x-ray within immediate past 12 months
- Seasonal influenza shots are generally due between September and October yearly

According to Tennessee Board of Regents policy an individual may be exempted from the immunization requirements when a particular vaccine is contraindicated for documented medical reasons or when the student "provides to the school a written statement, affirmed under penalties of Perjury that the vaccination conflicts with the religious tenets and practices of the student." (SS-7039, January, 2009) However, clinical affiliate requirements must be met.

A negative 12-panel drug screen is a required part of the health verification process. Subsequent drug screening may be required by the clinical facility or program director.

Detailed information regarding the physical examination, immunization, and drug screen requirements, and required forms are provided upon acceptance. Forms must provide all requested information, including appropriate documentation where required, and be uploaded/faxed/emailed to MyRecordTracker@truescreen.com by the identified program deadline.

Failure to complete health status information by the assigned deadline will result in the inability to begin clinical rotations, until all documents are received and approved.

Re-entry students must submit a newly completed health verification (physical exam) form. These students must also provide proof of an updated annual TB skin test.

All students are required to have an annual flu vaccine each fall while enrolled in the Respiratory Care Program.

Documentation of all physical exams and health requirements must be uploaded to the [My Record Tracker](#) website. Costs associated with the health requirements are the responsibility of the individual student. The approximate cost is \$15 per year.

Drug-Free Policy

It is the policy of the Chattanooga State that the unlawful manufacture, distribution, possession or use of alcohol and illicit drugs on the Chattanooga State campus, on a property, owned or controlled by Chattanooga State or as part of any activity of Chattanooga State is strictly prohibited. All employee and students are subject to applicable federal, state, and local laws related to this manner. Any violation of this policy will result in disciplinary actions.

Chattanooga State will impose the appropriate sanction(s) on any student who fails to comply with the terms of this policy. Possible sanctions for failure to comply with the terms of this policy may include warning, reprimand, probation, suspension, expulsion, mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program, or referral for prosecution.

In order to assure client safety, all affiliated clinical agencies require that respiratory care students have a negative urine drug screen prior to participating in clinical activities. Beginning students for RESP 1220 and re-entry students are required to submit a minimum twelve (12) panel drug screen with negative results. The drug screen must be completed after acceptance to the program, but prior to starting a clinic in the hospital. Refer to the [Nursing and Allied Health Division Handbook, 2020-2021](#) for specific information.

Impaired Functioning

Chattanooga State must not only maintain a safe, efficient classroom environment for students but must provide for safe and effective care environment while students are in practice labs or any clinical settings. Students must not be under the influence of alcohol or drugs, which may pose safety and health risks while in a student role.

The following policies and procedures must be followed:

- If a student appears to be under the influence of alcohol or drugs (including prescription drugs) or is functioning in an impaired manner, the faculty or clinical personnel responsible for that

student have the responsibility of dismissing the student from the clinical experience that day. Random drug screening may be required. Any absence(s) must be made up according to the Attendance Policy.

- A student's consent to submit to such tests is required as a condition of acceptance into the respiratory care program. A student's refusal to submit to such tests may result in disciplinary action, including dismissal from the program, for a first or any subsequent refusal.
- All drug testing expenses are paid by the student.

Any violation of these program policies will be reported to the Chattanooga State Judicial Affairs Officer. Possible disciplinary actions may include dismissal from the program, even for a first offense. Students remaining in the program may be required to provide evidence of routine or random drug screening tests and counseling.

CPR Certification

Respiratory Care program students must complete an American Heart Association CPR course for Healthcare Providers prior to entering the nursing program. The certification must be maintained throughout the enrollment in the program. Documentation of current CPR certification must be uploaded annually to the [My Record Tracker](#) website.

N95 Fit Testing

The Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard states that disposable particulate respirators, such as the N95 respirator, when properly fitted provide a sufficient barrier against large and small aerosolized droplets that may encounter under routine airborne isolation precautions. As a result, clinical affiliating agencies require that all students must be fit tested prior to participation in clinical practice experiences in their facilities and each year thereafter. Documentation of N95 Fit Testing must be uploaded annually to [My Record Tracker](#). The cost of the annual Fit Testing is the responsibility of the student.

My Record Tracker

My Record Tracker is a web-based tool that helps to simplify, streamline and expedite the immunization and health record tracking process for students in the Nursing and Allied Health Division. Students will be given individual access to upload documents per program and division requirements. The student maintains the cost for My Record Tracker. (Estimated yearly cost is \$14.50)

Student Responsibility

All health requirements, CPR certification, TB testing, and N95 Fit Testing must be kept current throughout enrollment in the respiratory care program. Depending on the time a student completed these requirements, some elements may expire in mid-semester. Any compliance items that will expire during the semester must be updated prior to the expiration date and uploaded to [My Record Tracker](#). Students who fail to submit proof of up to date requirements **will not** be allowed to attend any clinical site. Absences resulting from this are covered under the clinical attendance policy.

Respiratory Care Skills Lab

The campus respiratory care lab is located within the Respiratory Care Program building (HSC). Use of the skills lab enhances the refinement of psychomotor skills necessary for effective respiratory care. Students are strongly encouraged to utilize this facility for independent skills practice. Faculty assistance is available during scheduled campus laboratory hours and at practice times scheduled by the faculty. Individual assistance is available on request.

- Students are encouraged and expected to study and prepare prior to scheduling review/practice time with faculty.
- Working in pairs or groups are also encouraged.

If a weakness is identified in the performance of skills in the practice setting, students may be required to schedule remediation activities with faculty prior to returning to a clinical practice setting.

Respiratory Skills Bag (blue bag)

New Respiratory Care students must purchase a Respiratory Care Skills Bag. Students will receive information as to where to purchase the bag from the DCE. The pack contains single patient use supplies that are used to practice respiratory skills in the practice lab. Upon purchase of the bag, students should check the supplies in the pack against an inventory list. Missing items must be identified at that time. Any student withdrawing from the program will not be eligible to return the Respiratory Skills Bag for a refund.

Personal Injury

If a student injury occurs during clinical practice, emergency medical treatment may be obtained at the clinical facility. Treatment will be at the expense of the student. Students are encouraged to have individual health insurance coverage. Refer to the [Nursing and Allied Health Division Student Handbook, 2020-2021](#), the section on Safety and Well Being in the Clinical Setting for specific details on how the procedure to follow in the event of an injury.

Transportation

Students must provide their own transportation to clinical practices experiences. Carpooling is recommended.

Uniform Policy

The Chattanooga State Respiratory Care uniform is to be worn during hospital clinical experiences. It is not required for on-campus labs unless otherwise instructed. The basic color scheme of the Chattanooga State Respiratory Care student uniform is black. There is no designated brand name or style that is required.

The uniform for both females and males includes

- Black scrub pants
- Black scrub top
- Program patch on left sleeve of scrub top (approximately 2 inches from edge sleeve, centered)
- White lab jacket $\frac{3}{4}$ length (optional)

Note:

- Uniform pants must be at least $\frac{1}{2}$ inch above the floor with shoes on. For safety reason, pants must not drag on the floor.
- Scrubs must be neat in appearance, wrinkle-free
- A long-sleeve white in color t-shirt may be worn under the scrub top, is considered acceptable.
- A student in a clinic with neonatal and pediatric patients is **not** permitted to wearing long-sleeve shirts or anything below the elbow. This also includes scrub jackets for infection control issues.

- The Chattanooga State Respiratory Care Program photo ID badge must always be visible and on the upper portion of the uniform.
- Program patch is available for purchase at The Uniform Shop (5450 Highway 153, Hixson, TN) for \$5/patch.

Hospital personnel is authorized to deny a student access to client records if not appropriately dressed. Any report by facility staff of a student obtaining assignments in inappropriate dress will be reflected on the student's clinical evaluation.

Additional uniform guidelines

Short/long-sleeved, round or V-necked, a white t-shirt can be worn under the scrub top. White or black lab coat (3/4 length is optional). The exception of long-sleeved t-shirts under the scrub top is **not** permitted with any neonatal or pediatric clinical experience.

Hair

- Hair must be neat, clean, and must be pulled back. It must be restrained to keep it from falling around the face or in the client/working areas.
- Hair accessories must be small, simple and conservative. No sparkles or bows.
- Facial hair must be trimmed and neat. Beards and mustaches must be within the guidelines of the affiliating agency.
- Hair should be a natural color (no purple, blue, orange, pink, etc.).

Shoes

- The surface of the shoes must be solid with no holes.
- Shoes must have closed-toe.
- Comfortable shoes that will be tolerated with hours of standing and walking.
- Support hose is recommended.
- Shoes must be clean and impervious to fluids, preferably white or black in color.

Jewelry

- Watch with seconds indicator is required
- Wedding bands may be worn (no large stones)
- No hoop or dangling earrings are allowed
- No visible body piercing/jewelry, (including spacers, tongue, eyebrow, nose or lip jewelry) should be worn during the clinical experience

Tattoos

- Tattoos must be covered with closing or with a bandage

Equipment

- A stethoscope, pen with black ink, are to be carried as appropriate for the clinical setting.
- Additional equipment will be determined by the faculty in individual respiratory care courses.

Nails

- Nails should be kept short, natural and well-groomed.
- No artificial or gel nails are to be worn
- Nail (**non-chipped**) polish may be worn
- Absolutely no nail polish when in NICU/PICU clinic rotations.

General Appearance

- The midriff and back must remain covered
- Chest hair and cleavage must not be visible
- Undergarments must be worn and not visible if bending, stretching or reaching.
- Make-up must be conservative
- Colognes, perfumes, and lotions are to be avoided in the clinical setting due to the potential patient allergic responses.
- Students are expected to adhere to any dress policies of an assigned clinical agency if other than described.

If students report to the clinical area in inappropriate dress or otherwise not in compliance with the above policies, they **will be dismissed** for the day. The day will count as a clinical absence and will factor in the clinical attendance policy.

Smoking on campus and in uniform

Effective July 1, 2016, the use of any tobacco product is prohibited on Chattanooga State campus. This policy applies to all forms of tobacco products. Smoking is also prohibited in health care facility campuses. Student uniforms must not smell of smoke when in the clinical setting. Violations will be reported to the Director of Respiratory Care Program and Dean of Students.

Policies and Procedures Related to Dismissal/Withdrawal/Readmission

Respiratory Care Program Dismissal

Students may not be initially successful in the all respiratory care program courses, general education sciences or may be unable to complete the program as originally planned. The following policies apply to those circumstances. Students are responsible for understanding and following these policies. Students are responsible for verifying with faculty that they have submitted any required student signature pages.

Students who achieve a grade of “D, F or NC” for any Respiratory Care course will not be permitted to progress to the next term in the Respiratory Care Program. Under certain circumstances, a student may be readmitted and allowed to take the “failed” course next year when it is offered. Each Respiratory Care course is offered annually.

General Education Sciences

Any respiratory care student that has not successfully completed all required general education science course(s) by the end of the third (3rd) semester of the program will not be allowed to advance to the fourth semester of respiratory care courses. The student must reapply to the Respiratory Care Program for the following year and meet all the current requirements at that time. Any student choosing to repeat a course be aware that the college uses at the most recent grade for any course, not the best grade.

Failing One (1) Theory Respiratory Care Course

Students who fail one (1) RC course in the first semester of the program is not automatically readmitted the next year. The student must reapply to the following spring, following all the application procedures required of a new respiratory care student.

Re-applicants will be competing with other applicants for a program position with no advantage over new applicants. If the student is readmitted into the Respiratory Care Program, the student will have to repeat the RC course and achieve a “C” or higher.

Students can repeat only 1 respiratory care courses following failure or an unsuccessful attempt. After the second-course failure/unsuccessful attempt, the student will be dismissed from the respiratory care program and will not be eligible for re-entry for a minimum of five (5) years.

Failing One (1) Clinical Respiratory Care Course

Students are allowed two clinical warnings for clinical performance during enrollment in the respiratory care program. A third clinical performance warning results in clinical failure and dismissal from the respiratory care program (see Clinical Requirements and Clinical Grading section of the Respiratory Care Handbook for further details). Students failing the respiratory care program due to three clinical performance warnings will not be eligible for re-entry for a minimum of five (5) years.

Any student earning a failed-NC (No Credit) for a clinical respiratory care course (RESP 1399/RESP 2444/RESP 2465) must demonstrate written and skills mastery (**No Critical Errors**) of the competencies from the prerequisite clinical course a minimum of four (4) weeks prior to the beginning of the potential reentry class. At least three (3) Respiratory Care Program Faculty will participate in the testing. Testing may be recorded (video/audio) for the exclusive use of the program. Written and Skills testing will be taken from *current* clinical course objectives, not necessarily the ones used in the previous year. The student will receive a copy of the clinical skill objectives and written test objectives prior to the scheduled testing.

A student who does not successfully pass on the **first** attempt all of the written and skills testing from the last successfully passed clinical course will **not** be readmitted to the program (i.e., a student applying to retake RESP 2444 must successfully complete all of the full clinical, written, and skills evaluations for RESP 1399). We do not allow retesting if a student fails to meet minimum competency. Clinical written tests require a minimum of 90% on each exam topic. At the student’s request, the DCE will notify the student of times the lab may be accessed for practice. However, current Respiratory Care students and scheduled labs and classes have priority. The program does not require prospective returning student to schedule lab time. It is the student’s responsibility to adequately prepare for the required testing.

Failing Two (2) Respiratory Care Courses

A student who fails two respiratory care courses (D, F, or NC) or fails the same respiratory care course twice, will be dropped from the program and will not be considered for readmission for five (5) years. A student can continue to attend the failed theory class for the remaining of the course. A student who fails two respiratory care courses will not be permitted to attend any hospital experience any clinical course (RESP 1399/RESP 2444/RESP 2465) were scheduled hospital experience is required. The Respiratory Care Program strongly encourages students who have failed one Respiratory Care course to strive to do well in any other Respiratory Care courses that he/she is enrolled in that semester.

Return Following Two Courses Failed

Student Previously Enrolled in a Respiratory Care Program and Accepted into the Chattanooga State Respiratory Care Program as a New Student

Any student accepted into the respiratory care program after receiving a failing grade in a respiratory care course from another school of respiratory care in the past five (5) years will not be allowed to continue in the program following a respiratory care course failure at Chattanooga State.

After Five (5) Years

Any student who has failed two respiratory care courses at any other respiratory care program is not eligible for admission to the Chattanooga State Respiratory Care program for a period of five (5) years following the last unsuccessful course attempt. This includes submitting a respiratory care program application, TEAS test scores within two years of the application deadline, and completion of Anatomy and Physiology (1, 2) and Microbiology courses within five (5) years of the application deadline. Waivers of the five (5) year limit on biology courses will NOT be considered.

Academic Forgiveness/Medical Withdraw

Students that leave have applied for Academic Forgiveness due to medical withdraw and is absent from the program for twelve (12) months or longer, he/she will be required to reapply as a new applicant. If accepted into the program, all previous respiratory care courses must be repeated, regardless of previous grade(s) earned. All program courses are required to be taken in sequence. Progression to the next semester will depend on grades received after the last attempt of the course based on college policy.

Withdrawal/Failure

Policy: If a student withdraws from a respiratory care course at any time after the term has started, this will count as an unsuccessful attempt.

Note: It is the student's responsibility to officially withdraw from the course through the Records Office in order to prevent the awarding of a grade of "F" for the course.

Procedure (Exit Interview): In order to be eligible for readmission consideration, students who withdraw from a respiratory care course or who are terminated for academic or other reasons must have an exit interview at the time of exit. This **exit interview is mandatory**; no student will be considered for readmission unless a completed Exit Interview Form is on file.

It is the student's responsibility to schedule this interview with their instructor or program director in a timely manner.

- If the student withdraws during a semester, the exit interview must be completed prior to the end of the semester.
- Students who fail a course or withdraw after completing the semester must complete the exit interview no later than four weeks following the end of the semester.
- Failure to fulfill all the requirements contained in the Exit Interview will prevent the student from being considered for readmission in a future class.

Readmission

Policy: Readmission is always on a space-available basis. Students are eligible to reenter only if an Exit Interview Form is on file, and all requirements contained in the Exit Interview have been fulfilled.

Important Note: If a student received any attendance warnings, clinical warnings or marginal summative Clinical Performance Evaluations prior to exiting, these will remain on the student's record upon readmission to the program and will factor into the total number of repeated warnings allowed during the program. See the Clinical Performance and Absence Warnings.

Procedure: The following paragraphs outline the readmission process for students who have exited the program.

Request to Reenter:

The student desiring to reenter the respiratory care program must submit a written request to the Respiratory Care Program Director no later than sixty (60) days prior to the first class day of the semester being reentered. The request must include an explanation of factors that contributed to the unsuccessful first attempt and a description of actions taken to enhance your success if the opportunity for readmission is granted. When submitting the request for reentry, students must hand-deliver the request to the front of the Nursing and Allied Health Division. At that time, the student will receive a receipt as proof of the request submission. The Respiratory Care Program Admissions and Progression Committee will act on each request for reentry.

Placement Upon Reentry:

Respiratory care courses build on the knowledge in previous respiratory care courses and mastery of content and up-to-date clinical competence is vital. Therefore, students requesting readmission to the Respiratory Care Program will be required to participate in invalidation of previous respiratory course content.

The request to reenter is the next time the course is offered (within 1 year). If there is more than 12 month from the last respiratory care course taken, reentry at the beginning of the program is the only available option.

Any student who fails two respiratory care courses will be required to wait five (5) years before reapplying. The student must meet all application requirements for admission. This includes submitting a respiratory care application, TEAS test scores within two years of the application deadline, and completion of Anatomy and Physiology (1, 2) and Microbiology courses within five (5) years of the application deadline. Waivers of the five (5) year limit on the biology courses will NOT be considered. Any student returning after a five (5) year wait period will be considered a new student and prior respiratory care course failures, clinical warnings, and marginal evaluations will be disregarded

Any student that has demonstrated behavioral issues that includes these examples but not limited such as, abusive behavior, harassment, or threats towards Chattanooga State faculty members will **NOT** be considered for reentry.

The readmission recommendation will be made by the Respiratory Care Program Admissions and Progression Committee and forwarded to the program director. The decision for reentry will be based on the original accrued application points, completion of required general education courses, point of exit from the course, course grades in prior respiratory care course, length of time between exit and reentry, clinical attendance, clinical warnings, and other evaluation information. Additionally, a thorough analysis of the applicant's reasons for leaving and the completion by the student of any recommended and/remedial action will be considered. Students' completion of the Exit Interview Form outlining their

responsibilities also are required for reentry. An interview with the Admissions and Progression Committee may be required.

Reentry Enrollment Documentation:

Upon receiving final approval to reenter, the student must provide the following documentation by the date specified in the reentry notification:

- Data update form
- Criminal background check
- TCPS Hospital Joint Commission and orientation (required for the current year)
- Health Verification (Physical Exam) form
- Current TB test (within one year)
- Proof of current CPR certification
- Proof of liability insurance payment
- Updated criminal background check
- N95 Fit testing
- Drug test
- Handbook signature forms

Failure to complete the reentry enrollment requirements by the date specified in acceptance notification will prevent reentry.

Transfer/Advanced Placement

Only individuals who have completed respiratory care coursework in a CoARC accredited respiratory care program will be considered for transfer and/or advanced placement on a space-available basis only. Respiratory care courses completed at other colleges or universities will be evaluated on an individual basis for equivalency to Chattanooga State Respiratory Care Program courses. In keeping with the readmission policy for Chattanooga State respiratory care students, any student with respiratory care course work over one (1) years old must apply to enter the program as a new student. Advanced placement is not an option.

A letter of recommendation from the previous college or university Respiratory Care Program Director is required for admission. The previous program director is not limited to but must evaluate course work completed by the student, professional behavior of the student and reason for the student's departure from their program. If a prospective student has completed respiratory care clinical courses a letter from the Director of Clinical Education (DCE) is also required. The DCE is not limited to but must evaluate the clinical work completed by the student, professional behavior of the student, and reason for the student's departure from their program.

Written and practical lab testing will be required after review by the Respiratory Care Advance Placement Committee to assess the applicant's competency and readiness before a final decision will be made for program placement.

Returning After More Than Twelve (12) Months

Any student who has been out of the program for more than 12 months is not eligible to the reenter with advanced placement. The student must apply to the program for initial acceptance and be included in the

applicant pool for selection. This requires a respiratory care program application, current TEAS test score, and Anatomy and Physiology (1, 2) and Microbiology courses completed within the past five (5) years.

Academic Advising

Respiratory Care Program faculty are available to students for advisement and maintain regular office hours for this purpose. Office hours are posted outside faculty offices; appointments with individual faculty should be scheduled during these hours. Respiratory care students are advised by any program faculty. Students needing advisement are encouraged to seek assistance before a problem becomes critical.

Mobile Phones and Other Personal Communication Devices

Personal mobile devices are to be turned off or set to silent/vibrate during class and while in any clinical practice experience. In addition:

- Students must not interfere with another student's learning by sending and/or receiving text messages, phone calls or emails during class or clinic time.
- To minimize disruptions of the class, students are expected to wait until the break to respond to incoming calls.
- It should be stressed to individuals who are able to contact students using one of these devices that it must only be used for emergencies during the time when the student is in class or clinical practice.
- No communication devices are allowed during an examination or examination review

Students must not use personal cell phones, including text messages on the patient care areas while in the clinical setting. Smartphones may be used to access TimeStation for punching in/out for clinical time.

GroupMe Application

Respiratory Care Program faculty and students may use the app, GroupMe allows students to communicate either in a group setting or direct message with faculty. GroupMe is a free app for iOS and Android users. The purpose of GroupMe is to have an open line of communication without compromising personal mobile numbers. GroupMe is not intended for in-depth discussions that are better suited for email or conference with faculty. Students are expected to conduct themselves in a professional manner. Bullying, making fun of, making others feel excluded or using inappropriate language will not be tolerated and is subject to disciplinary action.

Channel of Communication

If there is any problem that arises during your time in the respiratory care program the following lines of communication should be followed. The order in which discussion should occur is as follows:

- Course Instructor
- Respiratory Care Clinical Education Director
- Respiratory Care Program Director
- Dean for the Division for Nursing and Allied Health
- Vice President for Academic Affairs
- President of the College

Children in the Respiratory Care Facility

Chattanooga State prohibits children from accompanying adults into the classrooms, offices, or other workspaces as a babysitting function, and does not assume responsibility for unsupervised children. See [Chattanooga State Community College Student Handbook](#).

Code of Conduct

Students in the respiratory care program are expected to abide by the Chattanooga State Student Disciplinary Policy that includes the Student Code of Conduct. This document describes disciplinary and academic and classroom misconduct offenses, as well as disciplinary procedures and sanctions. This information can be found in the [Chattanooga State Community College Student Handbook](#), under the *Student Code of Conduct* section.

Resource Room (Computer Lab- HSC 1002, Corridor C)

The Resources Room houses selected textbooks and reference material, study tables, student copy machine, and 60 computers with internet connections and a print management printer. This area is available for student use whenever the building is open or other activities are being held in HSC.

- There is no eating or drinking allowed in this room
- The Resource Room computers are loaded with Microsoft Office. Internet access provides direct access to the Chattanooga State website, online library resources, eLearn and ATI Testing.
- When using the computer lab, always carry a flash drive, if you do not have a cloud storage account, in case there is a problem with the printer or internet access. This is for your protection in case of problems.
- This room is a place for computer use and study, not for social gatherings. Please keep casual conversations and cell phone use to a minimum.
- Occasionally the room is reserved for online testing or other instructional purposes. Signs will indicate if students are not to enter or can enter quietly to use computers not involved in testing activities.

TigerWeb

Most functions of the Chattanooga State offices of admission, records, and financial aid can be performed via TigerWeb. These include student contact information updates, access to the schedule of classes each semester, drop and add registration functions, course grade posting, and reviewing and requesting copies of college transcript. The College no longer sends grade reports at the end of the semester. It is the students' responsibility to check their grades via TigerWeb.

College Communication through TigerMail

For all college-related communication, other than information related to instruction and course-specific work, the official college email system is through TigerMail. The college regularly sends out college-wide messages related to registration, fee payment, financial aid, graduation requirement information, and other reminders. Students are encouraged to check their TigerMail on a regular basis. Quick access is available by clicking the TigerWeb link on the Chattanooga State home page.

Online Course Management System

eLearn the college course management system is used to support the instructional process in all respiratory care courses. For help on how to use eLearn, go to the [eLearn Assistance](#) site.

eLearn is the major mechanism for communication between faculty and students.

- Messages are sent to the class regarding assignments and changes in the class schedule/calendar.
- Study guides, objectives, equipment manuals, clinical schedules, and lecture handout updates and policies are posted on course content pages
- All communication with instructors about course work should be through the eLearn email system.
- Students are expected to submit assignments via a computer in the course Dropbox.
- Students must complete required course surveys posted in eLearn.
- All respiratory care examination grades are posted on eLearn following each examination; other class assignment grades and course activity points are posted on a regular basis.
- Students can always access individual course grade information during the semester. Prior to the end of the semester, students are expected to verify that all course points are included on their individual grade record.

Respiratory Care students must **access eLearn via the internet** on a daily basis either through a computer at home, in the Resources Room, college library, or any public computer usage site.

Students **are prohibited** from posting any classroom, laboratory, or clinical activity, assignment, and experience on any social networking site.

A student who engages in the above acts of misconduct will be subject to the provisions of the Student Code of Conduct. Violation of the Student Code of Conduct will be reported to the college Judicial Affairs Officer.

Course Syllabus and Calendar

The faculty reserve the right to adjust the course calendar as circumstances dictate. All changes will be announced in the class and communicated through eLearn. Students not attending class are responsible for obtaining this information via eLearn or from classmates.

Emergency Messages

Students who need to provide a number where they can be reached in case of an emergency should provide the following: Nursing and Allied Health Division office: (423) 697-4450. Only emergency messages will be relayed to the student. *Students should not use phones in the faculty or division offices except in emergencies.*

Grievances/Complaints

The Respiratory Care program strives to resolve any issue or complaint that respiratory care students may have regarding issues within the respiratory care program. However, the Judicial Affairs Office assumes the task of upholding the rights, as well as the responsibilities of the students of the college to maintain an atmosphere which is conducive to learning. A student who wants to file an official complaint against the college, its processes or procedures, faculty, and staff against another student or condition of the college should contact the Office of Judicial Affairs, HPF-106, (423) 697-3276.

Inclement Weather Policy

Chattanooga State attempts to offer classes on a regular basis unless weather conditions are extremely severe area-wide. In the event of severe weather, a determination regarding the delayed opening or

cancellation of classes and activities at Chattanooga State or our clinical affiliates will be made independent of other local schools' decisions. Notification will be made by the following procedures: Announcements will be made as soon as possible in order to give all personnel adequate notice.

Announcements will be made via;

- Rave Tiger Alert system sent by text message and email. Directions for registering for these alerts can be found on the [TigerWeb homepage](#).
- Chattanooga State website, Facebook, or Twitter
- Local TV channels 3, 9, 12
- On the main campus phone line at (423) 697-4400

If the school opening time is delayed:

- **Class day:** Report at the delayed start time if during a scheduled class day
- **Clinical day:** Do no report unless contacted by the Director of Clinical Education

If time is missed because of inclement weather, students must be prepared to attend class or clinical times other than the scheduled times. This might involve extending the clinical or class day or attending clinical on days other than the scheduled day.

The Respiratory Care Program students and faculty maintain communication via GroupMe. This application is available for smartphone devices. It is a direct way to quickly communicate without compromising the privacy of students or faculties personal cell numbers. A decision to cancel clinic for the day may be made earlier at the discretion of the respiratory care program. Respiratory Care students are required to arrive at hospitals early in the morning for their clinical experience, during periods of inclement weather the decision to cancel clinic may be preemptively made by the Respiratory Care program for the safety of our students.

Parking

Student parking is provided in a lot adjacent to the Health Sciences Center (HSC). The lot is frequently full during peak class hours, requiring students to park in a more distant area. Students should plan accordingly when calculating the time needed to park and arrive at class on time.

- Do *not* park in orange-lined spaces that are reserved for faculty and staff.
- Do *not* park in green-lined spaces that are reserved for visitors and dental clinic clients.
- Do *not* park in blue handicap spaces if *you* do not have an official tag.
- Students should only park in white-lined spaces.
- Students must have a Chattanooga State student hang tag when parking on campus.
- Tickets will be issued for students parking in faculty/staff/visitor reserved parking areas or creatively engineering other parking spaces.

Tobacco/Smoking on Campus

Smoking is prohibited in all college buildings, owned leased by Chattanooga State Community College. Additionally, smoking will not be allowed in any college-owned vehicles.

The policy applies to all campuses and to the entire college community, including employees, students, and visitors. It is the responsibility of all faculty, staff, and students to adhere to, enforce, and inform visitors of the College's tobacco policy.

Professional Organization- (TSRC)

Students are encouraged in the second year of the program to join the local chapter of the American Association of Respiratory Care (AARC) Chattanooga Chapter, Tennessee Society for Respiratory Care (TSRC).

Students Rights and Responsibilities

According to the Chattanooga State Student Handbook, "Students enrolled at Chattanooga State assume an obligation to conduct themselves in a manner that is civil and compatible with the college's function as an educational institution. Students are expected to obey the law, to show respect for properly constituted authority, to meet contractual obligations, to be honest in their communication with the college, to maintain the integrity and individual honor in scholastic work and to observe standards of conduct appropriate for a community of scholars".

In addition to Chattanooga State College Student Handbook, Nursing and Allied Health Student handbook and Respiratory Care Program Student handbook, Respiratory Care Program students are provided with written and eLearn copies of the handbooks and are required annually to sign forms of current versions. Students are responsible for knowing and following all program, retention, clinical, Nursing and Allied Health Division and Chattanooga State Student Handbook policies that are currently in effect.

Violation of Policies

Violation of stated policies and expectations is a violation of the Division of Nursing and Allied Health and Chattanooga State Student Code of Conduct and is grounds for dismissal from the program and college.

Campus Facilities and Services

Bookstore

The bookstore is located on the first floor of the Student Center. The bookstore sells textbooks, Respiratory Care Blue Skills Bags, and logo clothing. Posted hours of operation include Monday-Thursday, 0800-1700 and Friday 0800-1500. Hours are generally extended at the beginning and end of each semester.

Career Services and Counseling Department

Services to help students explore career and life planning needs and prepare to enter the workforce are provided by the Career Services and Counseling Department, located in the Student Support Center, IMC-124, (423) 697-4483. Refer to the [Career Services webpage](#) for more detailed information. Notices of ongoing activities are sent via TigerMail.

Dental Clinic

Students-rendered dental hygiene services and a full range of dental procedures performed by a licensed dentist are available for a nominal fee through the Dental Clinic located on the second floor of HSC. Call the Dental Clinic at (423) 697-4444 to schedule an appointment.

Disabilities Support Services

Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should notify their instructor immediately and should contact Disabilities Support Services in order to discuss individual needs. All students are expected to fulfill essential course requirements, with or without reasonable accommodations, in order to receive a passing grade in the class. Disabilities Support Services is located in the Student Center, Room 113 (423) 697-4452, email: dds@chattanoogaastate.edu

Financial Aid and Scholarships

Many forms of student aid are available to students at Chattanooga State. For general information, refer to the [Financial Aid webpage](#). Specific information and applications may be obtained through the Financial Aid Office in the Student Center or by calling (423) 697-4402.

Students must meet satisfactory academic progress guidelines to continue to receive financial aid. Any student who participates in a federal loan program while at Chattanooga State must have an exit interview prior to graduation. The exit interview can be completed online. Transcripts will not be released following graduation until this requirement is met.

Food Services

The Chattanooga State cafeteria, located in the Albright Omniplex, is open from 0700-1400 Monday-Friday. Limited snack food and beverage vending machines are in the HSC student lounges.

Library

The Augusta R. Kolwyck Library is located on the first floor of the Instructional Media Center (IMC). Hours of operation during the school year are posted on the Chattanooga State webpage. Students must present a current, validated Chattanooga State identification card in order to check out books. Books are due on the date printed on the check-out receipt. All books must be returned no later than the end of each semester and any fines paid in order to receive grades or transcripts and be eligible to register for classes. Books on reserve for a class are located at the circulation desk.

[Online library resources](#) can be readily accessed from any computer on the Chattanooga State campus. If used from a computer at home or other off-campus location, the student's username and password may be required to access the resources. Online library resources frequently used by students include the [Student Tech Support page](#).

Records Office Services

The Records Office supplies information regarding academic procedures and requirements, transcripts, student schedules, transfer credits, and graduation requirements. Note-many of these services is also available via TigerWeb.

Student Support Center

The Student Support Center (SSC) is located in IMC 124 and provides a starting point for a variety of services, such as counseling, academic support, veterans' services, and adult student learning. See the [SSC webpage](#) for more information.

Respiratory Care Program Handbook Policies 2020-2021
Student Acceptance of Policies

I, _____ (print name) have read all of the policies contained in the Respiratory Care Handbook. I am responsible for checking eLearn and TigerMail for any updates. I understand them and agree to abide by them.

Student Name (print) _____

Student Signature _____

Today's Date _____

Approved by faculty 7/2020