

# Union County College

Respiratory Care Program  
Division of Allied Sciences

STUDENT HANDBOOK  
2018 - 2019



# Welcome!

September 2018

Welcome to the Union County College (UCC) Respiratory Care Program. This handbook is intended to provide important information about the program and expectations of health professional students as it contains the policies and procedures that delineate the rights and responsibilities of Union County College respiratory care students.

It is the responsibility of each student to review this handbook and to refer to it as needed during his/her enrollment. All statements in the Union County College Respiratory Care handbook are announcements of present policies and guidelines and are subject to change. The Union County College Respiratory Care Student Handbook\* also serves as a supplement to the College Catalog and to the College Student Handbook.

There has never been a better time to pursue a career in respiratory care. The current and future job outlook offers graduates challenging and rewarding job opportunities in numerous healthcare settings. A career in respiratory care offers an opportunity for fulfilling work in the delivery of healthcare service.

The administration and faculty wish you success in the pursuit of your respiratory care education!

Sincerely,

Michele L. Okun, MS, RRT, RPFT  
Program Director

Marquita Fitzpatrick, MA, RRT  
Director of Clinical Education

\* Please note that the Department reserves the right to change any of these policies or procedures on or before the first day of the term. Health Sciences policies may supersede College policies.

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# LICENSURE REQUIREMENTS

## New Jersey State Board of Respiratory Care 13:44F-4.1

- a) Applications for licensure may be obtained from the office of the Board of Respiratory Care.
- b) An applicant shall submit, with the completed application form and the required fee, satisfactory proof that the applicant:
  - 1) Has a high school diploma or its educational equivalent;
  - 2) Has successfully completed a training program accredited by the Committee on Accreditation for Respiratory Care (CoARC) or its successor; i) If an applicant for licensure is applying more than three years following completion of the training program, the applicant shall submit proof of having completed a refresher course approved by the Board. The refresher course shall not be required if the applicant submits proof that he or she has been engaged in the practice of respiratory care in another state or jurisdiction since the completion of the training program; and
  - 3) Has passed the examination specified in N.J.A.C. 13:44F-4.2 within the five years preceding the date of application for licensure.

Effective July 21, 2017 Enacted by the Senate and General Assembly of the State of New Jersey: N.. J.S.A. C.45:14E-15- Issuance of License. 15. The Board shall issue a license to perform respiratory care to an applicant, who, at the time of the effective date of this act, has passed the Registered Respiratory Therapist examination offered by the National Board for Respiratory Care, or by a successor organization.

## ACCREDITATION

Union County College is currently in the process of seeking CoARC accreditation for a respiratory care program. However, Union County College can provide no assurance that accreditation will be granted by the CoARC.

Union County College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267)-284-5000

# MISSION STATEMENT

The Respiratory Care Program at Union County College prepares highly qualified entry level Respiratory Therapists to meet the needs of the communities they serve. Graduates of the program will demonstrate entry level competencies for compassionate and ethical professional practice in respiratory care based on the guidelines of the Commission on Accreditation for Respiratory Care (CoARC).

Upon successful completion of Union's A.A.S. degree program in Respiratory Care, graduates will be able to sit for the board examination through the National Board for Respiratory Care. Graduates who successfully complete all phases of the examination process will be awarded the credential of Registered Respiratory Therapist and may apply for a license to practice in the State of NJ. Licensed graduates will be able to secure employment in acute care hospitals working in different areas such as the emergency department, neonatal intensive care unit, pediatric intensive care unit, medical intensive care unit, surgical/trauma unit, burn unit, open-heart unit, rapid response team, pulmonary rehabilitation, and pulmonary function testing.

# CODE OF ETHICS

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
  - Promote and practice evidence-based medicine.
  - Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
  - Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
  - Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
  - Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
  - Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
  - Promote disease prevention and wellness.
  - Refuse to participate in illegal or unethical acts.
  - Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
  - Follow sound scientific procedures and ethical principles in research.
  - Comply with state or federal laws which govern and relate to their practice.
  - Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
  - Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
  - Encourage and promote appropriate stewardship of resources.
  - Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals.
  - It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.
- 
- Effective 12/94
  - Revised 04/15



## **PROGRAM GOALS AND OBJECTIVES**

The primary goal of the Respiratory Care Program at Union County College is to prepare graduates for entry-level career opportunities in respiratory care. Upon successful completion of all program requirements, graduates will be able to:

- 1) Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory practice as performed by registered respiratory therapists.
- 2) Communicate effectively in oral, written and visual forms.
- 3) Demonstrate ethical and professional conduct according to the respiratory care code of ethics.
- 4) Function effectively as a registered respiratory therapist in a healthcare setting.
- 5) Demonstrate critical thinking in cardiopulmonary diagnosis and monitoring.
- 6) Manage respiratory care plans for adult, neonatal and pediatric patients.

## **PROGRAM OUTCOMES**

- 1) CRT Credentialing Success-NBRC passing score TMC examination. 80% of total number of graduates obtaining NBRC CRT credential. (3-year average).
- 2) Retention (formerly attrition). 70% retention of the total number of students in the enrollment cohort (3-year average).
- 3) Graduate survey-overall satisfaction. At least 80% of returned graduate surveys rating overall satisfaction 3 or higher on a 5-point Likert scale.
- 4) Employer survey-overall satisfaction. At least 80% of returned employer surveys rating overall satisfaction 3 or higher on a 5-point Likert scale.
- 5) On-time graduation. 70%.

# PROGRAM CURRICULUM

## Program Requirements: Semester-by-Semester Guided Pathway Curriculum

|  | <b>Credits</b> |
|--|----------------|
| <b>First Year – Fall Semester</b>                  |                |
| ENG 101: English Composition I                     | 3              |
| MAT 113: Math Applications                         | 3              |
| BIO 105: Anatomy and Physiology I                  | 4              |
| RSP 101: Fundamentals of Respiratory Care          | 6              |
| RSP 102: Cardiopulmonary Pharmacology              | 2              |
| <b>Total semester credits</b>                      | <b>18</b>      |
| <b>First Year – Spring Semester</b>                |                |
| ENG102: English Composition II                     | 3              |
| BIO 106: Anatomy and Physiology II                 | 4              |
| RSP 110: Fundamentals of Respiratory Critical Care | 6              |
| RSP 111: Cardiopulmonary Anatomy and Physiology    | 2              |
| RSP112: Cardiopulmonary Pathophysiology            | 3              |
| <b>Total semester credits</b>                      | <b>18</b>      |
| <b>First Year – Summer Session</b>                 |                |
| CHE 105: Chemistry for Health Sciences             | 4              |
| <b>Total semester credits</b>                      | <b>4</b>       |
| <b>Second Year – Fall Semester</b>                 |                |
| BIO 108: Microbiology                              | 4              |
| RSP 201: Cardiopulmonary Evaluation                | 3              |
| RSP 202: Adult Critical Care                       | 7              |
| <b>Total semester credits</b>                      | <b>14</b>      |
| <b>Second Year – Spring Semester</b>               |                |
| RSP 210: Neonatal Pediatric Respiratory Care       | 3              |
| RSP 211: Long Term, Home, and Rehabilitation Care  | 2              |
| RSP 212: Clinical Practice                         | 4              |
| RSP 213: Special Topics Respiratory Care           | 3              |
| PSY 101: General Psychology <b>OR</b>              |                |
| PSY 102: Psychology of Personality                 | 3              |
| <b>Total semester credits</b>                      | <b>15</b>      |
| <b>Total Degree Credits: <u>69</u></b>             |                |

# COURSES

## **RSP 101 - Fundamentals of Respiratory Care**

This course provides an orientation to general patient assessment which includes infection control, patient safety, patient interviewing, ethics, communication, record keeping, electronic record management and clinical laboratory studies. In addition, students will be introduced to basic therapeutic concepts and modalities used in respiratory therapy. These concepts are principles of infection control, gas laws and physics, gas exchange, oxygen transport, regulation of breathing, and patient assessment with a focus on basic therapeutics including medical gas delivery, humidity & aerosol therapy, and basic respiratory pharmacology. The course also includes a discussion of signs of sudden cardiac arrest, heart attack, stroke, and foreign body obstruction. Co-requisites: ENG 101, MAT 113, BIO 105, RSP 102.

45 lecture hours and 90 clinical lab hours. 6 credit hours.

## **RSP 102 - Cardiopulmonary Pharmacology**

This course provides an overview of drugs affecting the cardiopulmonary system, including bronchodilators, corticosteroids, anti-infectives (and antibiotics), skeletal muscle relaxants, central nervous system depressants, respiratory stimulants, diuretics and cardiovascular agents. Co-requisites: ENG 101, MAT 113, BIO 105, RSP 101. 30 lecture hours. 2 credit hours.

## **RSP 110 - Fundamentals of Respiratory Critical Care**

This course builds on the foundation of RSP 101, Fundamentals of Respiratory Care. The course provides knowledge and skills in advanced airway management, arterial blood gas interpretation, sampling techniques, equipment use in analysis, and non-invasive ventilation. The course also introduces concepts and techniques in invasive ventilation, methods of bronchoscopy and the role of the respiratory therapist in assisting the physician during invasive diagnostic procedures.

Prerequisites: ENG 101, MAT 113, BIO 105, RSP 101, RSP 102. Co-requisites: ENG 102, BIO 106, RSP 111 RSP 112.

45 lecture hours and 135 clinical lab hours. 6 credit hours.

## **RSP 111- Cardiopulmonary Anatomy & Physiology**

The course is a study of the anatomy and physiology of the cardiopulmonary system as it relates to respiratory care and includes basic anatomy of the pulmonary and cardiac system, physiology of circulation, gas exchange, control of respiration and an overview of the pathophysiology and treatment of common disorders of the cardiopulmonary system. In addition, the course will survey the renal system and its effects on the respiratory and cardiovascular systems. Prerequisites: ENG 101, MAT 113, BIO 105, RSP 101, RSP 102.

Co-requisites: ENG 102, BIO 106, RSP 110, RSP 112. 30 lecture hours. 2 credit hours.

### **RSP 112 - Cardiopulmonary Pathophysiology**

This course is an introduction to the assessment and pathophysiology of patients with cardiopulmonary disease. Emphasis is on assessment of oxygenation, ventilation and acid base balance. Additional course content includes an introduction to pulmonary pathophysiology emphasizing differences in obstructive and restrictive lung disease. Prerequisites: ENG 101, MAT 113, BIO 105, RSP 101, RSP 102. Co-requisites: ENG 102, BIO 106, RSP 110, RSP 111. 45 lecture hours. 3 credit hours.

### **RSP 201 - Cardiopulmonary Evaluation**

This course covers invasive and non-invasive diagnostic and monitoring procedures used in Respiratory Care and Intensive Care Medicine. Additional course content includes indications, techniques, complications and result interpretation of the following diagnostic procedures: chest radiology, electrocardiography, pulmonary function testing, hemodynamic monitoring, arterial blood gas analysis, physical assessment, laboratory testing and mechanical ventilation. Prerequisites: ENG 102, BIO 106, CHE 105, RSP 110, RSP 111, RSP 112. Co-requisites: BIO 108, RSP 202. 45 lecture hours. 3 credit hours.

### **RSP 202 - Adult Critical Care**

This course covers the physiologic principles and clinical procedures used in both invasive and noninvasive artificial ventilatory support to adults. Topics discussed in this course include: airway management, respiratory failure, physics and physiology of ventilatory support, initiating and adjusting ventilatory support, managing and monitoring the patient in respiratory failure, and discontinuing ventilatory support. Prerequisites: ENG 102, BIO 106, CHE 105, RSP 110, RSP 111, RSP 112. Co-requisites: BIO 108, RSP 201. 45 lecture hours and 180 clinical lab hours. 7 credit hours.

### **RSP 210 - Neonatal Pediatric Respiratory Care**

This course provides a comprehensive review of pediatric and neonatal respiratory care. Special considerations of respiratory care practice unique to pediatrics and neonatology are discussed, including pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology and disorders specific to this patient population. Content also includes a discussion of ethical and cultural considerations in the care of the child and family. Prerequisites: BIO 108, RSP 201, RSP 202. Co-requisites: PSY 101 or PSY 102, RSP 211, RSP 212, RSP 213. 45 lecture hours. 3 credit hours.

### **RSP 211- Long Term, Home, and Rehabilitation Care**

This course consists of an analysis of the goals and methods underlying the delivery of respiratory care in non- acute settings. It includes standards and regulations governing non- acute respiratory care; team planning; patient selection; delivery of care and documentation of various clinical services in the home as well as in long- term care and rehabilitation facilities. Also, included in this course are factors in the costs and reimbursement of services and ethical issues arising in the non- acute setting. This course also discusses current issues and trends in respiratory care practice and out-patient education for asthma and Chronic Obstructive Pulmonary Disease. Prerequisites: BIO 108, RSP 201, RSP 202. Co-requisites: PSY 101 or PSY 102, RSP 210, RSP 212, RSP 213. 30 lecture hours. 2 credit hours.

**RSP 212 - Clinical Practice**

This clinical practice rotation is designed to provide supervised experience in both acute care and alternative settings, with an emphasis on developing the skills necessary to function independently. Experiences include cardiopulmonary diagnostics, critical care of the adult, infant and child, and long-term, home and rehabilitative care. Prerequisites: BIO 108, RSP 201, RSP 202. Co-requisites: PSY 101 or PSY 102, RSP 210, RSP 211, RSP 213.  
180 clinical hours. 4 credit hours.

**RSP 213 - Special Topics Respiratory Care**

This course is an in-depth study of the clinical management of the cardiopulmonary patient in the critical care setting, emphasizing specialized respiratory assessment; advanced ventilatory management techniques; basic interpretation of the chest film; hemodynamic monitoring; electrocardiograph interpretation; and the effects of cardiopulmonary disorders on the other major body systems. The care of patient and families will be studied with a special emphasis on culture, society, family dynamics in the intensive care environment. Ethics and ethical dilemmas will be explored in relationship to delivery of health care and critical care. Prerequisites: BIO 108, RSP 201, RSP 202. Co-requisites: PSY 101 or PSY 102, RSP 210, RSP 211, RSP 212. 45 lecture hours. 3 credit hours.

# FUNCTIONAL ABILITY CATEGORIES

## AND REPRESENTATIVE ACTIVITIES/ATTRIBUTES

The following general description of responsibilities and specific technical standards pertain to observations, communication, intellectual/conceptual, motor and behavioral skills that are associated with the role of the respiratory care student and respiratory therapist.

### **OBSERVATIONAL SKILLS:**

- Collects and reviews data; recommends additional data to evaluate status of patients; develops the respiratory care plan and determines the appropriateness of the prescribed therapy.
- Observes patient conditions such as skin color, work of breathing and accessory muscle use.
- Perceives high and low pitched sounds of variable intensities against significant background noise (e.g., blood pressure/Korotkoff sounds, breath sounds, heart sounds, equipment sounds and alarms).
- Hears/responds to verbal directions; communicate verbally in English to patients and coworkers.

### **COMMUNICATION SKILLS:**

- Documents necessary information in the patient's medical records and on other forms, and communicates the information to members of the health care team.
- Communicates pertinent patient information verbally and in writing in English pertinent (e.g., patient evaluation data, therapy outcomes).

### **INTELLECTUAL/CONCEPTUAL (COGNITIVE) SKILLS:**

- Applies scientific principles for the identification, prevention, remediation, research and rehabilitation of acute or chronic cardiopulmonary dysfunction, to achieve optimum health outcomes.
- Reads printed, handwritten or computer information in English.
- Uses problem-solving to identify and correct malfunctions of respiratory care equipment.
- Maintains confidentiality and upholds the ethical standards of the profession.
- Performs frequent practical, oral and written examinations and/or demonstrations
- Attends and participates in didactic and clinical education and training, on and off campus.

## **MOTOR (PSYCHOMOTOR) SKILLS:**

- Initiates, conducts and modifies prescribed therapeutic and diagnostic procedures such as: administering medical gases, humidification and aerosols, aerosol medications, postural drainage, broncho-pulmonary hygiene, cardiopulmonary resuscitation; providing support services to mechanically ventilated patients; maintaining artificial and natural airways; performing pulmonary function testing, hemodynamic monitoring and other physiologic monitoring; and collecting specimens of blood and other materials.
- Works assigned hours attending to patients.
- Obtains, assembles, calibrates and checks necessary equipment.
- Lifts up to 50 pounds to assist in moving patients or equipment.
- Scoops, kneels and/or crouches to perform procedures (CPR) or adjust equipment.
- Reaches at least five and one-half feet (66”) above the floor to attach equipment to wall outlets.
- Pushes/pulls and moves large, wheeled equipment, e.g., mechanical ventilators, beds and stretchers.
- Grasps and manipulates with precision small equipment (syringes, laryngoscopes, etc.).
- Walks/stands for prolonged periods of time (e.g., deliver therapy, make rounds, respond to calls).
- Manipulates with precision any knobs, dials or keypads used with diagnostic/therapeutic devices.
- Palpates/feels with precision the location and character of normal/abnormal anatomic structures (e.g., pulses, artery locations, subcutaneous emphysema).

## **BEHAVIORAL AND SOCIAL (AFFECTIVE) SKILLS:**

- Demonstrates appropriate interpersonal skills to work productively with patients, families, staff and co-workers.
- Accepts and follow through on directives and instruction.
- Functions safely, effectively and calmly under stressful situations (life-threatening emergencies, dealing with terminally ill patients and their families).
- Prioritizes multiple tasks; maintain composure while managing multiple tasks simultaneously.
- Exhibits the social skills needed to interact effectively with patients, families, supervisors and coworkers of the same or different cultures; exhibits respect, politeness, tact, collaboration, teamwork and discretion.
- Maintains personal hygiene consistent with close personal contact associated with patient care.
- Displays attitudes/actions consistent with the ethical standards of the profession.

# CLINICAL LABORATORY REQUIREMENTS

## PHYSICAL EXAMINATION

Each student admitted to the program is required to complete a physical examination. The physical examination requirement will affirm that each student is able to meet the demands of the program without compromising a patient or themselves.

The physical exam and lab tests which form the basis of the health status report must be conducted prior to registering for RSP101 Fundamentals of Respiratory Care. The physical examination may be conducted by a physician/nurse practitioner or physician assistant of the student's choice. **Students who fail to submit a completed physical examination report to the Director of Clinical Education prior to RSP101 will not be permitted to attend clinical laboratory.**

## CRIMINAL HISTORY AND BACKGROUND CHECK

Clinical affiliates mandate criminal background checks for all students in patient care settings. Each student must undergo a criminal background check prior to admission to the program. These checks require a valid social security number. Federal and state laws preclude persons with certain criminal backgrounds from being in contact with children and patients. A felony conviction may affect a student's admission to the program and ability to attain state licensure.

Some clinical affiliates require annual background checks and students will be subject to another background check. These checks are conducted by an external vendor and payment is the student's responsibility. The results of the checks are forwarded to the College and upon request, to clinical sites. The vendor will evaluate the information and make the final determination whether the student can engage in patient care. If a student is denied clinical placement by any clinical site due to criminal history information, that student will be dismissed from the program.

## MALPRACTICE INSURANCE

Students are required to carry their own malpractice/liability insurance. To be admitted to the program proof of insurance must be presented to Director of Clinical Education. The insurance must be a minimum of 1 million dollars per claim and 3 million aggregate.

## CARDIOPULMONARY RESUSCITATION CERTIFICATION

Certified in Basic Cardiac Life Support for Healthcare Providers from the American Heart Association (AHA); online courses are not accepted. Proof of CPR certification must be submitted to the Director of Clinical Education.



## **PHOTOGRAPH/IDENTIFICATION**

Students must wear their Union County College identification while at a clinical site; clinical sites may also issue students an identification badge that is to be worn while at a clinical site.

## **CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER**

The student is responsible for notifying the Program Director or Director of Clinical Education in writing of any change in name, address, or telephone number.

## **MAKE-UP HOURS**

Students must complete all assigned clinical hours prior to the end of each course. The Director of Clinical Education will coordinate make-up hours with student, clinical affiliate site and availability of clinical instructor.

## **DRESS CODE**

For attendance at clinical affiliate sites all students must:

- 1) Be clean, neat, and professional in appearance.
- 2) Wear their Union County College name tag (as well as any other ID mandated by the Clinical Affiliates).
- 3) Wear designated scrubs and a lab coat (with Union County College patch) over clothing.
- 4) Bring their own watch with secondhand, pen, note pad, and stethoscope.
- 5) Limit earrings to one (1) pair of studs or one (1) pair of small earrings.
- 6) Wear enclosed footwear with covered feet conforming to safety and dress code standards. Shoes are to be all white or all black and easily cleaned. Running shoes with mesh constructions are not appropriate for clinical as the mesh is not easily cleaned of infectious material. No open toed shoes, sandals or sling-backed shoes are permitted.
- 7) Ensure that shirts worn under scrub tops are all black or all white
- 8) Wear hair that is shoulder length and longer must be neatly tied back away from the face
- 9) Ensure that facial hair is short, clean and neat.
- 10) Cover body art of any type with clothing, artificial sleeve or concealer at all times

The following are not permitted at clinical affiliate sites:

- 1) Jeans or shorts of any style.
- 2) Pull-over tee shirts of any style unless under the scrub top.
- 3) Sandals, sneakers or high heels or any open-toed shoe
- 4) No dangle or hoop earrings
- 5) No artificial nails including acrylic
- 6) Facial and visible body piercings are not permitted
- 7) Use of perfumes or scented body lotions

Students who do not adhere to the dress code while at clinical affiliate site may be sent home for the day.

## **TRAJECSYS REPORT SYSTEM**

Students enrolled in the Respiratory Care Program are required to purchase a two-year subscription for Trajecsyst, a cloud-based clinical report system for managing clinical competencies, evaluations, attendance, physician interaction and other documents.

Students will be issued a login and password to access the system. Students are expected to login at least 15 minutes prior to the start of the clinical assignment, remain for the duration of the assignment and log out. Failure to login or out must be documented via time exception documentation from the Trajecsyst main menu.

# POLICIES

## ACADEMIC PROGRESS POLICY

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### PROGRAM REQUIREMENTS

- 1) Students must complete the entire respiratory care program within four (4) consecutive years.
- 2) Students must complete all respiratory care courses and graduate within four (4) consecutive calendar years or repeat the program in its entirety.
- 3) The respiratory care program consists of a prescribed set of core courses that are sequential. These courses may be taken only by those students who have been accepted into the program.
- 4) Students who fail a respiratory care course (RSP) are dismissed from the program.
- 5) Students who have been dismissed from the program due to classroom failure may apply **ONCE** for re-admission. [Readmission](#)
- 6) Students who have been dismissed from the program due to clinical failure are not eligible for re-admission
- 7) Students who are dismissed from the program and are eligible for re-admission will be readmitted under the current curriculum.
- 8) A grade of 75% or better must be earned in all respiratory care courses to pass the course. Course work includes classroom experiences, college laboratory, and clinical laboratory.
- 9) Students who are absent/out two (2) terms or more must validate clinical skills as determined by program faculty before re-admission.
- 10) Transfer students must validate clinical skills as prescribed by the faculty prior to admission.
- 11) Students must complete all standardized examinations administered during the program.
- 12) Students must sign and adhere to the Fitness for Duty policy. Failure to adhere to the policy can result in dismissal from the program.
- 13) Students must adhere to the Health Policy. Failure to adhere to the policy can result the student being assigned a grade of F and dismissed from the program.
- 14) Students are responsible for all written and verbal information that are shared in scheduled classes.
- 15) Students must adhere to testing schedules.

- 16) Students are encouraged to seek assistance promptly from the instructor when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom instructor, clinical instructor, Program Director or Director of Clinical Education should be kept informed.
- 17) Students who have Accommodations Alert Form should see their instructor about accommodations. These students must take their exams on the same day as the exam is scheduled in the class.
- 18) Students may not be at clinical sites outside of assigned clinical assignment/hours.
- 19) Students may not switch clinical assignments once assigned. Students may not drop/add a respiratory care course once registered.
- 20) Students will conduct themselves in a professional manner at all times at clinical sites. The use of a clinical site is a privilege.
- 21) Every student is expected to exhibit professional conduct with all faculty members, administrators, and staff in all classes, in the office and with hospital personnel. Students who display unprofessional conduct will be dismissed from the program. The definition of professional conduct is at the discretion of professional conduct is at the discretion of the Dean of Allied Sciences with faculty discretion.

## **COURSE PARTICIPATION**

The faculty view attending class and completing online activities course activities as an integral part of the program and a critical step towards successful completion of each course.

It is expected that each student will attend all classes or, if an online course, complete all assignments/activities; report for class on-time; and not be in the college laboratory or the testing center during class time.

All students **must** attend classroom, online, and clinical orientation sessions.

## GRADING

A minimum grade of “75” is needed to pass all the Respiratory Care courses.

An “Incomplete” grade may be considered when a student has not completed course requirements due to extenuating circumstances beyond their control. Incomplete grades must be rectified before the beginning of the next academic semester.

To ensure fairness and objectivity in grading, the following standard scale has been established for all program courses:

| Grade Designation | Numeric Ranges |
|-------------------|----------------|
| <b>A</b>          | 90 - 100       |
| <b>B+</b>         | 85 - 89        |
| <b>B</b>          | 80 - 84        |
| <b>C+</b>         | 75 - 79        |
| <b>C</b>          | 70 - 74        |
| <b>D+</b>         | 64 - 69        |
| <b>D</b>          | 60- 64         |
| <b>F</b>          | Below 59       |

In calculating the course grade, 0.5 will round up to the next numerical grade and 0.4 will round down to the next lower numerical grade

## FINAL COURSE EXAMINATIONS

- 1) Satisfactory completion of final course examination is required for all program courses.
- 2) Students may not take the final course examinations until they have successfully completed all required coursework for the program.
- 3) Students who do not pass the final course examination cannot graduate until this requirement is met.

## **ATTENDANCE AND PARTICIPATION: CLASSROOM AND LABORATORY**

Students must maintain active enrollment during their course of study; any student not enrolled for a period of two semesters will be withdrawn from the program. In addition to meeting minimum grade standards, students must attend all classes, labs and clinical sessions.

If absence from a scheduled class or laboratory is anticipated, the Program Director or Director of Clinical Education must be notified at: 908-791-4943 or 908-791-3573

Absence from a scheduled exam will result in an “F” grade, except in an emergency such as illness or death in the family. If an illness or emergency prevents attendance, the student must give adequate notice to the instructor and provide appropriate documentation of the incident. In this case, the student will be provided a make-up at the convenience of the instructor within two weeks after returning to class. Students enrolled in the program are reminded that they are also subject to disciplinary action for the type of conduct outlined in the Union County College [Student Handbook](#).

## **STUDENT CONDUCT**

Conduct that is subject to disciplinary action and/or law enforcement response includes, but is not limited to:

- 1) The possession, use, and distribution of alcohol or drugs of abuse are prohibited.
- 2) Breach of confidentiality
- 3) The possession, use, or threat to use weapons or items that could be considered as
- 4) weapons
- 5) Sexual abuse, harassment, or misconduct
- 6) Verbal or physical abuse or threats
- 7) Inappropriate use of language
- 8) Vandalism or theft of College, agency, or the property of others
- 9) Demonstration of other communication or behavior that is inconsistent with safe, professional practice

The College maintains a smoke-free environment on all campuses. In addition, smoking is not permitted at any clinical affiliate site.

## **CHALLENGE EXAMINATION**

In some courses, challenge examinations may serve as the basis for students to earn credits. Students who pass the exam with the minimum grade required will be awarded credit for the course. The course credit will be recorded on the student’s Union County College transcript. Should the student fail the examination, a copy of the challenge exam indicating failure will be filed; no credit will be granted on the Union County College transcript. No student who has completed and failed a course shall be permitted to retake the course via the challenge examination.

A student who wishes to obtain advanced standing credit through a challenge examination must obtain a challenge examination form from the appropriate Division. If the student is deemed eligible, he/she completes the Request for Challenge Examination form and makes payment for the exam. The completed form and payment receipt are then brought to the Dean so that the time and date of the examination can be determined. For more information go to: [Challenge Examination](#)

## **GRADE CHANGE**

Students requesting grade changes must submit their appeal to the classroom instructor who awarded the grade. It is the instructor's prerogative to determine if there is justification for a grade change. If a change is approved, the instructor will follow the college policy for the grade appeal process.

## **WARNINGS/FAILURES**

Warnings/failures for unsatisfactory performance or behavior may be issued at any time within a semester. Warnings are given to alert the student of unsatisfactory progress within a semester. Students who receive a warning must follow the recommendations outlined in the warning. Such recommendations may include attending the Skills Laboratory to improve clinical techniques.

## **CONFIDENTIALITY**

All information obtained during patient/client interactions is confidential. Important information regarding clients may be shared with agency staff members, instructors, and peers in an appropriate manner and setting. Students are not to disclose information to other individuals who are not directly involved in the client's care. Tape recording of conversations or photographing clients without the express written consent of the client is prohibited. Students are not to photocopy or remove any client records.

When completing written assignments following clinical experiences, students **must not** use the patient's/client's name on any documentation. Only the client's initials or room number may be used. Every effort should be made to maintain the client's confidentiality. Students demonstrate respect for clients by protecting their identity.

## **STUDENT EMPLOYMENT**

Enrollment in the Respiratory Care program is a full-time responsibility which requires at least two hours of study for each hour of classroom attendance. Full-time employment during the academic year is not recommended. Students are strongly encouraged to consider the personal and employment responsibilities and the demands of the program prior to applying and enrolling.

In addition to classroom instruction, students are expected to spend a significant amount of time completing required readings and online activities, and practicing skills in the clinical labs. Students are encouraged to take advantage of our educational resources, such as the Academic Learning Center tutors and online programs, as this may help you to succeed in the course. Please keep in contact with your instructors to check on your progress and to request additional help as needed.

For students who do choose to be employed while enrolled in the program, academic activities and requirements must always take precedence over employment activities. Missing classes or leaving early for employment is not acceptable. Students should be aware that the program may require occasional evening and/or Saturday classes.

## **WITHDRAWAL FROM PROGRAM**

Withdrawal from all courses in which a student is enrolled in any given semester/session constitutes a withdrawal from College. Withdrawal from College during the official withdrawal date set in the College Calendar for semester/session requires that the student submit an official request for withdrawal through a drop/add withdrawal form.

Students should consult with the Program Director before withdrawing. Unless this request has been completed by the student and submitted by the appropriate withdrawal dates, the withdrawal is considered “unapproved” and will result in a final grade of “F” or “UF” in all classes.



## ACADEMIC INTEGRITY

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**Any violation of academic integrity will result in dismissal from the program. Students who are dismissed from program for violation of academic integrity are not eligible for readmission. Violations of academic integrity include, but are not limited to, cheating (the student's exam will be confiscated), giving or receiving information related to examination questions, presenting written assignments or online discussion postings from someone else's work as their own, or allows another to present one's work as their own, and plagiarism. Such behaviors are also violations of the Union County College Student Conduct Code. The student will be referred to the Dean of Allied Sciences for disciplinary action.**

### RULES FOR EXAMINATION

- 1) Testing for classroom and laboratory, will occur at least – at a minimum - in the form of a mid-term and final examinations. The variety and frequency of evaluations will depend on the course content and delivery of the information.
- 2) Students must not leave their seats during the examination.
- 3) Positively no communication between students during the examination is permitted.
- 4) If there are any questions or if there is a need for any additional material, the instructor must be asked.
- 5) If there is any need for calculations or notes, they may be written on scrap paper.
- 6) Students may not share information about an examination with other students.
- 7) Examinations may not be taken in the Testing Center during scheduled classes.
- 8) **If an examination is taken in the testing center, any grade that is received from the testing center is tentative. Examination results are posted by course instructor.**
- 9) If a student is late for an examination, no additional time will be given for the examination. If there is an emergency, please contact the instructor immediately. Provisions will be made for students with disabilities according to College policy.
- 10) No electronic devices are permitted including cell phones, Smartphones and smartwatches, beepers, tablets or other mobile/electronic devices.
- 11) When an examination is given in the computer lab, any staff member has the authority to terminate a student's testing session
- 12) Individual instructors may establish additional rules for examinations at their discretion.
- 13) All materials, including hats, must be placed either in the front or the back of the room. No extraneous materials will be allowed in the testing area.

14) Pen and pencils are permitted-No calculators are permitted

15) If a fire drill or other emergency arises, the test may be considered void and rescheduled.

## **INCOMPLETE**

- 1) An incomplete will not be given if the student has failed the final examination
- 2) Incomplete work for a course must be completed by Friday of the first full week of the next academic semester.
- 3) If incomplete work is not finished, the student will be assigned a grade of F.

## **POST EXAM/QUIZZES REVIEW**

Faculty believe that exam review is a learning experience for the student. Students are strongly encouraged to participate in these learning opportunities. Exam reviews will be conducted in a mutually respectful atmosphere for learning and will be confined to a review of the exam questions. If a student wishes to challenge a test item, the student must contact the instructor within 24 hours after the test to arrange a meeting. Exam reviews will be completed within a one (1) week following the examination.

Exam reviews are voluntary and may be scheduled in the course calendar, but may be given outside of class time. Exam grades will be given to students at the time of the review. Students are not to write on their exam answer sheets or copy down any of the test questions. Tape recording or taking notes during an exam review are not permitted. All personal belongings are to be left either under the chair or in front of the room, as per the direction of the instructor. Students must sign the exam/quiz indicating they have reviewed the examination with the instructor.

Final course exams are not reviewed in the class. Students may, in consultation with the instructor, schedule an individual review of the final exam within two (2) business days

Sharing of information from exams with other students is prohibited and may lead to disciplinary action.

## CLINICAL EVALUATION

Clinical evaluation is an educational as well as an evaluative process. An objective method, will be used to evaluate clinical competence. Since self-discovery and growth are crucial to the learning process, the evaluation tool will provide instructors with a method of assisting them to realistically appraise their strengths and weaknesses. The clinical evaluation will:

- 1) be measurable,
- 2) reflect best practices and learning outcomes,
- 3) encourage student participation in the evaluation process,
- 4) evaluate the cognitive, psychomotor and affective domains of learning

The clinical evaluation tool focuses on the achievement of learning outcomes. The method of evaluation is identified in each course syllabus. **Behaviors that jeopardize patient safety will result in clinical failure.** Students are responsible for previously taught skills and components of a skill, e.g. asepsis, and for practicing in a manner that never jeopardizes patient safety. Clinical instructors will record students' progress notes related to the competencies in the Trajecsys Report System.

## CLINICAL LABORATORY REQUIREMENTS

Students must meet all the requirements listed on page 15 of this handbook.

- 1) **Students are required to meet all scheduled clinical laboratory learning experiences within the following parameters:**
  - a) Students who are scheduled for clinical experiences who miss one (1) clinical day in a clinical course must make up the hours with appropriate documentation and approval from the Director of Clinical Education. Documentation must be presented to the Director of Clinical Education within one (1) business day.
  - b) In the event an observed religious holiday falls on a clinical day, the student is responsible to inform the Director of Clinical Education immediately.
  - c) Students who stop attending clinical laboratory sessions are clinical failures. These students may continue to attend class but will be assigned a grade of F.
  - d) Two (2) episodes of either lateness or early departure will equal one (1) unexcused absence. Appropriate documentation is required with the second episode of lateness or early departure within one (1) business day. Documentation must be presented to the Director of Clinical Education within one (1) business day.

- e) Mandatory clinical assignments are assigned by the Director of Clinical Education through the Trajecsys Report System. **Students must provide their own transportation to and from these sites.**
- f) It is the responsibility of the student to give clinical instructors at least two (2) hours-notice on days of expected absences. If absence from a clinical assignment is anticipated, the Director of Clinical Education (DCE) must be contacted using the Trajecsys email system within two (2) hours. Failure to notify the DCE will result in an unexcused absence.
- g) Students must arrive on fifteen (15) minutes before scheduled start time for all clinical assignments and remain for the scheduled duration.

**2) Saturday clinical experiences are *not* offered each term.**

- 3) Clinical instructors are authorized to exclude a student from participation in clinical laboratory sessions when the student is unprepared, when the student is tardy, when the performance falls below competent level, when patient safety is jeopardized, when the Fitness for Duty policy is violated, when the student does not meet clinical site health standards, or when the student does not comply with clinical site policies.
- 4) In the above situations participation in clinical laboratory experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent, safe clinical performance.
- 5) If a student is deemed unsafe, the student will be excluded from clinical laboratory and may not self-drop, will be assigned a grade of F, and will fail the course. This is applicable at any time during a semester. Behaviors that may result in immediate dismissal include, but are not limited to:
  - a) Determination by a clinical instructor that the student is unsafe;
  - b) Performing acts beyond the scope of respiratory care practice;
  - c) Unauthorized use or distribution of equipment or drugs;
  - d) Falsification or alteration of clinical site documents;
  - e) Patient/client abuse, neglect, or abandonment;
  - f) Felonious acts;
  - g) Violation of the Fitness for Duty policy

- 6) If a clinical site refuses to allow a student to continue in clinical laboratory, the student may not self-drop, will be assigned a grade of F, and will fail the course.
- 7) Students who have been dismissed from the program may attend the rest of the classes in the course they are currently registered, if they so choose, but may not take examinations nor attend clinical laboratory.
- 8) Students must complete clinical laboratory orientation with the Director of Clinical Education prior to clinical laboratory assignments.
- 9) Students with current or recent employment or experience as a volunteer at a specific healthcare center or clinic need to notify the Director of Clinical Education of such. This to assist in the assignment processes of clinical experiences. Students who are employed at a clinical affiliate must submit their work schedule to the Director of Clinical Education as requested.
- 10) Changes in the clinical schedule may have to be made during the term due to unanticipated conflicts, clinical site request etc.
- 11) Students must not complete clinical coursework while in an employee status at a clinical site.
- 12) Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.
- 13) All clinical scheduling is at the discretion of the Director of Clinical Education.

## **COLLEGE LABORATORY REQUIREMENTS**

- 1) There are four (4) respiratory care courses that include learning experiences in the college laboratory that are designed to develop the student's competence in the performance of respiratory care skills.
- 2) After a period of practice, student mastery of designated skills is assessed through peer-evaluations, clinical instructors or another designated laboratory instructor.
- 3) Students must demonstrate a satisfactory level of performance for each skill in the college laboratory prior to clinical laboratory.
- 4) A record of individual student skill mastery is maintained by the course instructor.
- 5) Mastery of technical skills for a competency will be completed prior to testing.
- 6) Students who have not completed college laboratory requirements for a competency within the assigned time frame listed in Canvas will be deemed unprepared for clinical. The student may be excluded from clinical laboratory if the instructor determines that lack of skill preparation constitutes unsafe practice.

## PROGRAM OFFICES

The faculty offices of the Respiratory Care Program are in the upper level of the Annex Building, Room 201 and Room 210. The department secretary is located on the second floor of the Health Science Building.

### Classrooms and Laboratory

Classrooms and laboratories are located mainly in the Logos building on the Plainfield campus. Access to these buildings may be limited outside of normal Campus hours. The campus building hours are posted at [www.ucc.edu/Current Students/Help-Desk-Info.aspx](http://www.ucc.edu/Current_Students/Help-Desk-Info.aspx). The program also holds educational sessions and laboratories at regional health care facilities and other educational settings. Students are **required** to attend all off-campus learning experiences, and therefore should plan for travel accordingly.

## PROGRAM WEBSITE

[Respiratory Care Program](#)

## REGISTRATION AND STUDENT ACCOUNTS

Students are expected to register for Fall, Spring, and Summer classes during the designated times established by the Respiratory Care Program and Union County College. Students will be informed of advance registration dates. Student Accounts obligations need to be satisfied to avoid cancellation of registration.

Students who have questions regarding their academic status and curriculum requirements are advised to discuss their concerns with the Program Director, Union County College Counselor, or faculty member prior to registration.

### Course Audits

Students may, with permission from the Program Director, audit a Respiratory Care course. There will be no examinations/quizzes or clinical experiences during a course audit and students will not receive a grade. For more information on auditing a course go to: [Course Audit](#)

### Student Accounts

All tuition, fees, and other related course costs are to be paid at the Office of Student Accounts in accordance with the payment schedule and established policies. For more information go to: [Paying for College](#)

Students are responsible for applying for Financial Aid in advance of registration and payment deadlines. Please refer to the Union County College Student Handbook and Catalog for more detailed information.

# RESOURCES FOR STUDENTS

## **Student Support Services**

Information on various resources are available to students on each campus of Union County College, please refer to the Union County College Student Handbook. Go to [Student Handbook](#)

Students must activate their UCC network e-mail account for electronic communication. It is also required to obtain and use a CWID number while enrolled at Union County College. E-mail and CWID numbers can be obtained at student services center. For more information go to: [Student Services](#)

## **Student Activities**

Students are encouraged to participate in the wide diversity of activities sponsored by the Student Government Association at Union County College. These activities involve entertainment shows, lectures, films, and musical programs, and trips. Upcoming activities are posted around the campuses prior to scheduled dates. Further information is available from the Office of the Director of Student Activities which is in the Campus Center Building on the Cranford campus.

## **Student Assistance**

Students encountering academic difficulties should speak with course instructors for assistance, or use the Academic Learning Center. Individuals who are experiencing personal problems should contact student services (908) 709 - 7525 for referral to the Student Assistance counselor. Students with physical or learning disabilities are advised to contact the Coordinator of Services for Students with Disabilities for assistance in achieving educational goals.

## **Academic Counseling**

Academic counseling is available on all the College campuses. These services include assisting students with curriculum planning/advisement, career exploration, determination of academic status, and transfer information. For more information go to: [Student Services](#)

Exit interviews may be planned with students who withdraw from or fail respiratory care courses.

# STUDENT RIGHTS AND COMPLAINT POLICY

## STUDENT RIGHTS AND OBLIGATIONS

Under guidance from the faculty members and their clinical colleagues, students in the Respiratory Care professional education program assume responsibility for their own ongoing learning as well as personal and professional growth. Students are responsible for their own curriculum plan. This means that they have a working knowledge of all course requirements and deadlines for their completion. Students are expected to maintain their own personal record of courses completed, including course grades and the accuracy of these records. The student with advanced standing is responsible for obtaining a written statement from Union County College indicating courses and credits that have been accepted for transfer.

Refer to the Union County College Student Handbook for further information on student rights at the College. Go to [Student Handbook](#)

## STUDENT COMPLAINT POLICY

Students are encouraged to seek a resolution of complaints and grievances at the program level with the Program Director. If the issue is not resolved at that level, students may appeal to the Dean of Allied Sciences. For information concerning filing a complaint of discrimination, sexual harassment, sexual assault, domestic and dating violence, stalking, investigations, and victim services, please see the link on the Union County College homepage.

An academic review may be held in response to a student's request regarding academic decisions taken by the faculty with respect to student performance in any modality of instruction provided by UCC or its clinical affiliates. Review of an academic decision will be granted only if the student can present written evidence of (1) technical error, and/or (2) existence of current extenuating circumstances that were not already disclosed and taken into consideration at the time the decision was made.

In an instance where there is a perceived violation or misapplication of the regulations in the college catalog, board policies, operating procedures or denial of due process, a student may file a Formal Complaint. Students with questions about the applicable procedure to follow for a complaint should contact the Dean of Students at (908)709-7516 or [deanofstudents@ucc.edu](mailto:deanofstudents@ucc.edu).



## **FORMAL COMPLAINT PROCEDURE**

- a) In an instance where there is a perceived violation or misapplication of the regulations in the college catalog, board policies, operating procedures or denial of due process, a student may file a Formal Complaint. Students are encouraged to first seek out an informal resolution, if the student is unsatisfied with the outcome of the informal resolution, he/she may proceed with a Formal Complaint. A. Informal Resolution In the initial phase of a complaint, students need to speak directly with the supervisor or faculty member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register a formal written complaint with the Dean of Students.

### **Formal Complaint**

- b) A Formal Complaint must be submitted in writing to the Dean of Students who will refer the matter to the appropriate administrator from which the complaint arises. Formal complaints must be filed within fifteen (15) business days of the event that triggered the complaint and state the nature of the grievance as well as the remedy being sought. Any previous attempts to resolve the issue should also be described. Receipt of the complaint will be acknowledged within three (3) business days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. A complete record of any formal complaint, including supporting documentation, will be kept by the relevant College office. Institutional Records of Student Complaints an Electronic Institutional Record of Student Complaints (IRSC) will be maintained in the Dean of Student's Office and will contain the following information: type of complaint, date and nature of the incident, steps to resolve and final disposition. The college administrator that addressed the complaint, is required to submit an IRSC Report to the Dean of Students within ten (10) days of the final disposition for entry into a secured database. An IRSC Summary will be generated annually by the Dean of Students and maintained on record for a period of five years with the Vice President of Student Development. The IRSC will contain the following: a. The total number of formal complaints received by the College. b. The nature of the complaints received by generic category. c. As part of periodic assessment, the Vice President of Student Development will recommend making modifications to the College policies and procedures a result of information obtained in handling student complaints

## **CORRESPONDENCE**

Students requesting written documentation, such as personal references or verification of course schedules, should submit a written request to the Program Director. This request should include: name; CWID #; reason for the request and contact information of the person/place where the documentation is to be sent

Efforts will be made to expedite requests for correspondence, but a minimum of three (3) to five (5) working days may be needed to fulfill the request.

## SERVICES FOR STUDENTS WITH DISABILITIES

Union County College provides equal access to academic programs, activities, and awards for students without discrimination based on disabling conditions. Union County College believes in a total educational experience and, as such, seeks to mainstream students with disabilities into its regular programs and activities. Programs and methods of teaching, evaluation and service delivery are adapted to meet the individualized needs of each student. Students are encouraged to participate in the diverse activities of the College community.

In compliance with the NJ Law Against Discrimination (NJLAD) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, including the recent Amendments, accommodations are provided to address the special needs of students with documented disabilities. Please refer to the following site for information on [Disability Support Services](#).

Union County College is handicap accessible and able to offer students a range of accommodations. These services may include adapted classroom activities, testing accommodations, referral to community resources, and parking permits.

Students can obtain more specific detailed information by reviewing the College's Disability Services Brochure, website, or by meeting with the Coordinator of Services for Students with Disabilities.

The office is located at: Cranford Campus  
1033 Springfield Avenue Nomahegan Building, Room N2-6 (908) 709-7164  
TTY: 709-4362  
Email: [disabilitysvc@ucc.edu](mailto:disabilitysvc@ucc.edu)

### **Americans with Disabilities Act of 1990 Policy Statement**

Union County College does not discriminate against qualified individuals with disabilities. The College provides reasonable accommodation(s), as required by law, to otherwise qualified applicants, employees, and students with disabilities in all work settings, education programs, activities, services and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline and dismissal. Educational, employment, or promotion opportunities will not be denied to an employee or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

For information on the NJ Law Against Discrimination:  
[New Jersey Law Against Discrimination](#)

# FITNESS FOR DUTY POLICY

It is expected that students will come to class, college laboratory, and clinical laboratory in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student and ensure safe, competent patient care.

Instructors are held accountable for ensuring that students are fit for duty and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired.

Students who arrive in the classroom, college laboratory or clinical site if considered by their instructor to be unfit for duty can expect to:

- a) Have their work performance and behavior witnessed and documented;
- b) Be questioned in private as to the nature of the problem;
- c) May be asked by their instructor to seek medical attention in the Emergency Department or have the observed behavior(s) witnessed by another healthcare professional;
- d) Meet with the Program Director;
- e) Be referred;
- f) Be assigned a grade of F and be dismissed from the program;
- g) Be ineligible for readmission

## **Procedure**

When an impairment is observed, the instructor will document observations, confront the student, notify the Director of Clinical Education, Program Director and/or Dean of Allied Sciences and complete an incident report.

Observations may include but not limited to:

- Frequent absenteeism and tardiness (no documented medical reason for absences);
- Drowsiness or sleepiness;
- Smell of alcohol on the breath, body or clothing;
- Increased inability to meet schedules and deadlines;
- Slurred/incoherent speech or speech pattern different from normal speech;

- Unusually aggressive behavior;
- Unexplained change in mood;
- Change in appearance;
- Lack of manual dexterity;
- Lack of/or decreased coordination in body movement;
- Inappropriate responses to stimuli;
- Unexplained work-related accident or injury;
- Inattentiveness of work

## **MEDICAL CHAPERONING POLICY**

When students are performing procedures that are patient-sensitive, the student should talk with the instructor to receive guidance and to determine if the presence of another individual is advisable. The instructor may, at any time and his or her sole discretion, require that another individual be present during any patient interaction.

# POTENTIAL RISK TO STUDENT HEALTH DURING CLINICAL ROTATIONS

Respiratory Care students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc. All students are required to have appropriate immunizations upon admission to the program. Students are taught how to protect themselves through the process of “Standard Precautions” as defined by the Centers for Disease Control (<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>).

## **Examples of potential risks to students during clinical rotations include:**

- 1) Ionizing radiation which may cause damage to a student or developing fetus, when the student does not use required shielding.
- 2) Exposure to communicable diseases. Students are required to have immunizations and health exams prior to beginning clinical
- 3) Falling, especially on wet surfaces.
- 4) Airborne infections
- 5) Injuries related to lifting heavy objects or moving patients
- 6) Needle stick or instrument-related injuries
- 7) Bloodborne pathogen exposure

## **Needle stick/Percutaneous or Other Body Injury**

If a needle stick injury or exposure to blood or other potentially infected body fluids occurs during clinical procedures, the student is required to notify the clinical instructor or supervisor and take immediate steps to follow the current CDC guidelines. Any costs associated with receiving care will be at the student’s expense. Therefore, the student **MUST** carry health insurance.

## **Bloodborne Pathogen Exposure Incident Protocol**

Student Exposure Incidents Occurring at a Clinical Site:

- 1) The student is to notify his or her clinical instructor and immediately take appropriate preventive measures including:
- 2) Needle stick/Sharps Exposures: Immediately cleanse the needlestick/sharps wound with soap and water and cover the wound with a bandage or gauze.
- 3) Mucous Membrane Exposure to Bloodborne Pathogens: Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.
- 4) The student is required to follow the facility’s protocol for reporting, evaluation and treatment of a bloodborne pathogen exposure.
- 5) The exposed student will notify the Director of Clinical Education immediately regarding the exposure.
- 6) Any expenses associated with an exposure incident are the responsibility of the student.

## HEALTH POLICY

A student who is injured at a clinical site must report the incident to the clinical instructor immediately. The instructor will complete an incident report. If the injury occurs in a hospital, the student will be seen in the hospital emergency department at no expense to the hospital. The decision to send the student to the emergency department will be made by the instructor.

Students who have a latex allergy must inform their instructor at the beginning of each term are responsible for obtaining appropriate gloves if necessary. Students who have special physical or allergic needs must provide medical documentation. After hospitalization, surgery, or childbirth, students must submit medical clearance to the Director of Clinical Education.

## GRADUATION, NBRC EXAMINATIONS, & LICENSURE

It is the responsibility of students to meet with an advisor to make sure they have taken all courses required in their program, and that they have sufficient credits each semester to meet the requirements for graduation. Students are “strongly encouraged” to meet with an advisor to review their program requirements prior to completing a graduation application. The student must submit the application for graduation. All degree or certificate recipients are eligible to participate in commencement exercises for the academic year. There are two commencement ceremonies; one is held in January, and one is held in May.

The Program Director is responsible to enter graduates into the NBRC database declaring graduates eligible to sit for the NBRC credentialing examinations.

### **Automatic Degree Awarding**

Union County College has instituted a process which makes it easier for students to gain the certificates or degrees they have earned. Students are automatically awarded the degree or certificate for their declared program of study as it is completed, no application is necessary and there is no fee for graduation. Students will be notified of their candidacy for graduation at the beginning of the semester via their Union County College student email. Degrees and certificates are officially issued following the conclusion of the spring (May), summer (August), and fall (January) terms.

After grades are due for the semester, a final review will be conducted to determine if a student has successfully met all graduation requirements. At that time, the degree or certificate will automatically be posted on the student’s transcript, and students will be notified via their Union County College student email. Prior to conferral of their degree, students will have an opportunity to defer their graduation.

Students who do not complete their graduation requirements according to the planned graduation date must reapply for subsequent graduation.

## **State Licensure**

It is the responsibility of the student to secure and complete all applications for state licensure and/or NBRC credentialing examinations according to the policies, procedures and deadline established by these agencies. Where needed, signatures and verification of program completion are provided only to students fulfilling the requirements for graduation.

# MISCELLANEOUS

## **RECOMMENDED WEB SITES**

American Association for Respiratory Care-  
<https://www.aarc.org>

National Board of Respiratory Care-  
<https://www.nbrc.org>

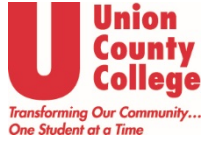
Commission on Accreditation for Respiratory Care-  
<https://coarc.com/>

Allergy and Asthma Network-  
<http://www.allergyasthmanetwork.org/>

American Thoracic Society-  
<http://www.thoracic.org/>

American Lung Association-  
<http://www.lung.org/>

Bureau of Labor Statistics-  
<https://stats.bls.gov/>



Division of Allied Sciences

**STUDENT HANDBOOK WAIVER**

Respiratory Care Program

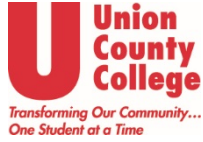
I hereby certify that I have read and understood the contents of each page of Respiratory Care *Student Handbook*; that I am familiar with the contents of this document; and that I fully understand and agree to its terms and provisions. Any questions that I have about the Respiratory Care Program *Student Handbook* and the contents of the Respiratory Care Program *Student Handbook* have been fully explained to my satisfaction.

NAME \_\_\_\_\_  
Last First M.I.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_





# Division of Allied Sciences



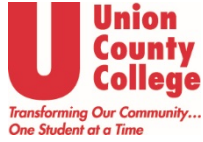
## **FITNESS FOR DUTY CONTRACT** Respiratory Care Program

The Union County College Respiratory Care Program has a Fitness for Duty Policy. This policy is concerned with performance problems related to impairment and documentation of the same. Students are required to adhere to this Policy; noncompliance with the Policy will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, referral for treatment, and may result in dismissal from the Respiratory Care Program.

NAME \_\_\_\_\_  
Last First M.I.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Division of Allied Sciences



## STUDENT REQUEST FOR TEST QUESTION REVIEW Respiratory Care Program

If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the test to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

COURSE \_\_\_\_\_

TEST \_\_\_\_\_

STUDENT REQUESTING TEST  
REVIEW \_\_\_\_\_

M.I. \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_

Test Question  
# \_\_\_\_\_

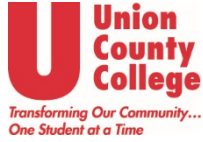
Rationale from textbook:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

DATE \_\_\_\_\_



# Division of Allied Sciences



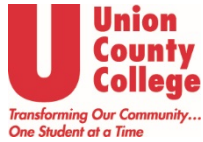
## DISABILITY SERVICES WAIVER Respiratory Care Program

I hereby certify that I have read and understood the requirements of the Respiratory Care Program ***Fitness for Duty Policy***. I believe to the best of my knowledge that I meet the requirements of the Policy. I further believe to the best of my knowledge that I can exhibit behavior consistent with the requirements of the ***Fitness for Duty Policy*** without accommodation. I understand that failure to comply with this Policy may result in my dismissal from the Respiratory Care Program.

NAME \_\_\_\_\_  
Last First M.I.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## Division of Allied Sciences



# EXAMINATION CONFIDENTIALITY Respiratory Care Program

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. Any violation of examination confidentiality may result in dismissal from the Respiratory Care Program.

NAME \_\_\_\_\_  
Last First M.I.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## STUDENT GRADE APPEAL FORM

STUDENT \_\_\_\_\_ STUDENT ID \_\_\_\_\_ TERM/YEAR \_\_\_\_\_

COURSE CODE \_\_\_\_\_ SECTION \_\_\_\_\_ COURSE INSTRUCTOR \_\_\_\_\_

The appeal process is designed to ensure that College policy and procedures have been followed and all facts have been considered.

**Please Note:** Only a final grade can be appealed and the **first step of the appeal process must begin within the first three weeks of the next 15 week semester.** Please describe the specific circumstances of your appeal and attach supporting documents if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**There are four steps to the appeal process. All steps must be followed in order. The student is responsible for initiating each step of the appeal process. The instructor will pass this original form to the next instructor, coordinator\* or division dean. Copy to be given to student.**

**Step 1:** Meet with course instructor. Date of meeting: \_\_\_\_\_  
Decision and rationale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Instructor signature: \_\_\_\_\_

**Step 2:** If the issue is not resolved at Step 1, within two weeks after completion of Step 1, the student should proceed to Step 2.

Meet with the Coordinator.\* Date of meeting: \_\_\_\_\_  
Decision and rationale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Coordinator signature: \_\_\_\_\_

**STEP 3:** If the issue is not resolved at Step 2, within two weeks after completion of Step 2, the student should proceed to Step 3.

Meet with the Division Dean\*. Date of meeting: \_\_\_\_\_  
Decision and rationale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Division Dean signature: \_\_\_\_\_

\* Certain college programs have coordinators (e.g. in Health Science programs). If the instructor is also the Coordinator move to the next step. If the program has no coordinator, move to the next step.

student should proceed to Step 4.

Meet with the Dean of Elizabeth Campus. **The recommendation of the Dean of Elizabeth is final.**

Send a copy of this form along with copies of all supporting documentation to the Office of the Dean of Elizabeth Campus.

Recommendation of the Dean of Elizabeth

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The Dean of Elizabeth sends this document to the Vice President of Academic Affairs for final signature. The document is then returned to the Dean of Elizabeth for a letter to be sent to the student confirming the result of the appeal.

\_\_\_\_\_  
Dean of Elizabeth Campus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Academic Affairs

\_\_\_\_\_  
Date

Letter of notification to student: \_\_\_\_\_  
Date

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.