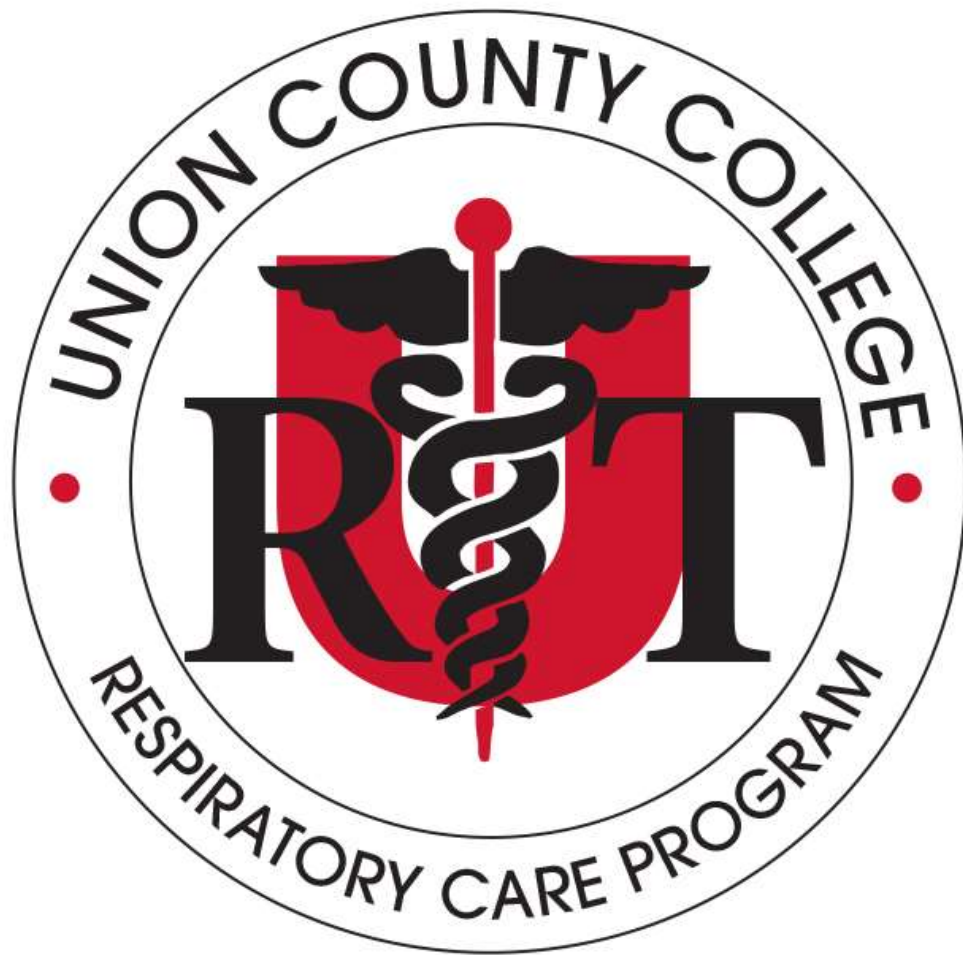


Union County College

**DIVISION OF ALLIED SCIENCES
RESPIRATORY CARE PROGRAM**

STUDENT HANDBOOK



Union County College
DIVISION OF ALLIED SCIENCES
RESPIRATORY CARE PROGRAM
STUDENT HANDBOOK

Dear Student,

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. 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,

Mitchell K. O'Shea, MA, RRT-ACCS, CPFT, NPS
Program Director

Disclaimer

The College reserves the right to change the contents and requirements of this Respiratory Care Student Handbook before the first day of classes each semester/term.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK Table of Contents

WELCOME.....	1
LICENSURE REQUIREMENTS	4
PROGRAM ACCREDITATION.....	5
MISSION STATEMENT	5
CODE OF ETHICS	6
PROGRAM GOALS AND OBJECTIVES	7
PROGRAM OUTCOMES.....	7
CURRICULUM.....	8
COURSE DESCRIPTIONS.....	9
ESSENTIAL FUNCTIONS	12
Observation Skills	12
Communication Skills.....	12
Intellectual/Conceptual (Cognitive) Skills	12
Motor (Psychomotor) Skills	12
Behavioral and Social (Affective) Skills.....	13
FITNESS FOR DUTY.....	13
CHAPERONING POLICY.....	14
DISABILITY SUPPORT SERVICES.....	15
PROGRAM REQUIREMENTS.....	15
Student Employment.....	15
Trajecsys Clinical Reporting System.....	16
Change of Name, Address, and Telephone Number.....	16
Correspondence.....	16
CLINICAL REQUIREMENTS	15
Student Health Requirements.....	17
Background Check.....	17
Malpractice Insurance	18
Cardiopulmonary Resuscitation (CPR).....	18
Photograph/Identification	19
Dress Code.....	18
Confidentiality	19
Potential health Risks to Students During Clinical.....	19
Needlestick/Percutaneous or Other Bodily Injury.....	20
Blood-Borne Patgogen Exposure Incident Protocol.....	20
Health Policy.....	20
ACADEMIC PROGRESS.....	21
Attendance.....	21
Course Participation.....	22
Absences	21

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

Final Course Examinations.....	21
Clinical Evaluation.....	22
College Laboratory.....	22
Grading	22
Change of Grade.....	23
Challenge Examination.....	23
Academic Integrity.....	23
Rules of Examination.....	23
Warnings/Failures	24
Post Exam/Quizzes Review	24
Incomplete Grade	24
Withdrawal from Program	25
Dismissal.....	25
Readmission of Dismissed Students.....	26
Graduation, NBRC ExaminationsS & Licensure	26
State Licensure	26
STUDENT CONDUCT	28
PROGRAM OFFICES	27
REGISTRATION AND STUDENT ACCOUNTS.....	27
RESOURCES FOR STUDENTS	28
Student Support Services	28
Student Activities	28
Student Assistance	28
Academic Counseling	28
STUDENT RIGHTS AND OBLIGATIONS.....	28
MISCELLANEOUS	31
Recommended Websites	31
INFORMED CONSENT.....	30
RELEASE FORM.....	31
STUDENT HANDBOOK WAIVER.....	31
FITNESS FOR DUTY CONTRACT.....	32
PROVACY AND CONFIDENTIALITY AGREEMENT.....	33
PHOTOGRAPHY AND VIDEOTAPE CONSENT FORM.....	34
EXAMINATION CONFIDENTIALITY	35
REQUEST FOR TEST QUESTION REVIEW	36
STATEMENT OF UNDERSTANDING.....	37
RESPIRATORY CARE STUDENT HANDBOOK WAIVER.....	38

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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. 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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

PROGRAM ACCREDITATION

The Union County College Respiratory Care Program, CoARC program #200628, Associate of Applied Science degree, and Plainfield campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

“This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of acceptable Provisional Accreditation Self Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.”

MISSION STATEMENT

The Respiratory Care Program at Union County College prepares 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 National Board of Respiratory Care credentialing examinations. Graduates who successfully pass the examinations will be awarded the credential of Registered Respiratory Therapist and may apply for a license to practice. 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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

CODE OF ETHICS

The American Association for Respiratory Care (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

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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.

Additional Program Goals:

- 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%.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

CURRICULUM

Curriculum Sequence

Pre-Requisites +	Credits
MAT 113: Math Applications	3
BIO 105: Anatomy and Physiology I *	4
PSY 101: General Psychology	3
Total Semester Credits	10
First Year – Fall Semester	Credits
ENG 101: English Composition I	3
RSP 101: Fundamentals of Respiratory Care	5
RSP 102: Cardiopulmonary Pharmacology	2
RSP 110: Cardiopulmonary Anatomy and Physiology	2
Total Semester Credits	12
First Year – Spring Semester	
ENG 102: English Composition II	3
BIO 106: Anatomy and Physiology II	4
RSP 111: Fundamentals of Respiratory Critical Care	8
Total Semester Credits	15
First Year – Summer	
RSP 112: Cardiopulmonary Pathophysiology	3
Total semester credits	3
Second Year – Fall Semester	
RSP 201: Cardiopulmonary Evaluation	
RSP 202: Adult Critical Care	10
RSP 210: Long -Term, Home and Rehabilitation Care	2
Total semester credits	15
Second Year – Spring Semester	
RSP 211: Neonatal Pediatric Respiratory Care	3
RSP 212: Clinical Practice	7
RSP 213: Special Topics Respiratory Care	4
Total semester credits	14
+ Cumulative GPA 2.5 or higher	
* Students must achieve a C+ or higher	
	Total Degree Credits: <u>69</u>

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

COURSE DESCRIPTIONS

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. There is 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. Pre-requisites: (All with a grade of "C" or better) MAT 113, BIO 105, PSY 101. Co-requisites: ENG 101, RSP 102, RSP 110. 2 lecture and 6 clinical laboratory hours per week. 5 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. Pre-requisites: (All with a grade of "C" or better) MAT 113, BIO 105, PSY 101. Co-requisites: ENG 101, RSP 101, RSP 110. 2 lecture hours per week. 2 credit hours.

RSP 110- Cardiopulmonary Anatomy and 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. Pre-requisites: (All with a grade of "C" or better) MAT 113, BIO 105, PSY 101. Co-requisites: ENG 101, RSP 101, RSP 102. 2 lecture hours per week. 2 credit hours.

RSP 111 - Fundamentals of Respiratory Critical Care

This course builds on 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. Pre-requisites: ENG 101, RSP 101, RSP 102, RSP 110. Co-requisites: ENG 102, BIO 106. 2 lecture, 6 laboratory, and 12 clinical hours per week. 8 credit hours.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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. Pre-requisites: ENG 102, BIO 106, RSP 111. 3 lecture hours per week. 3 credit hours.

RSP 201 - Cardiopulmonary Evaluation

This course centers on patient assessment and an understanding of diagnostic and monitoring procedures. The course content includes the collection, analysis, and interpretation of various pulmonary, laboratory, and hemodynamic data. Topical areas include indications, techniques, complications and 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. Pre-requisites: RSP 112. Co-requisites: RSP 202, RSP 210. 3 lecture hours per week. 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. Pre-requisites: RSP 112. Co-requisites: RSP 201, RSP 210. 2 lecture, 6 laboratory, and 18 clinical hours per week. 10 credit hours.

RSP 210 - 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. Pre-requisites: RSP 112. Co-requisites: RSP 201, RSP 202. 2 lecture hours per week. 2 credit hours.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

RSP 211 - 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.

Pre-requisites: RSP 201, RSP 202, RSP 210. Co-requisites: RSP 212, RSP 213. 3 lecture hours per week. 3 credits.

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. Pre-requisites: RSP 201, RSP 202, RSP 210. Co-requisites: RSP 211, RSP 213. 21 clinical hours per week. 7 credits.

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.

Pre-requisites: RSP 201, RSP 202, RSP 210. Co-requisites: RSP 211, RSP 212. 4 lecture hours per week.
4 credits.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

ESSENTIAL FUNCTIONS

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 licensed respiratory therapists.

Observation 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).

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

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

monitoring; and collecting specimens of blood and other materials.

- Works assigned hours attending to patients.
- Obtains, assembles, calibrates and checks necessary equipment.

- Lifts 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 in working with patients, families, staff and co-workers.
- Accepts and follows through on all directives and instructions
- 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.

FITNESS FOR DUTY

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 an impaired student and ensure safe, competent patient care.

Faculty 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 clinical area, class, or other assignment and are considered by their instructor to be unfit for duty can expect to:

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

- a) Have their work performance and behavior witnessed and documented.
- b) Be questioned in private as to the nature of their problem.
- c) Be asked by their instructor to undergo a medical evaluation in the Emergency Room or have the observed behaviors witnessed by another health care professional.

Procedure

1. When substance abuse is suspected, the instructor will document observations, confront the student, and notify the Dean.

Observations may include but are not limited to:

- frequent absenteeism and/or tardiness (no documented medical reason for absence);
- drowsiness or sleepiness;
- smell of alcohol on the breath/body;
- 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 to work.

2. If the student's observed behavior or performance raises any questions about the student's physical or emotional condition and /or fitness to perform the assignment safely, the instructor will:

- a) Interview the student regarding observations and ask for an explanation.
- b) Request the presence of a second instructor/health care professional to witness and confirm any observed performance and/or behavior problems; such observations may include but are not limited to above list.
- d) If deemed to be impaired the student will:
 - ✓ meet with the Dean of Allied Sciences;
 - ✓ be referred;
 - ✓ be assigned a grade of F;
 - ✓ be dismissed from the program;
 - ✓ be ineligible for readmission.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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 at his or her sole discretion, require that another individual be present during any patient interaction.

DISABILITY SUPPORT SERVICES

Union County College is committed to providing a total educational experience for students with disabilities. Disability Services is designed to assist students with documented disabilities. The goal is to ensure that each Union County College student is provided equal access to the College's academic programs, activities, and awards without discrimination on the basis of a disabling condition. Students who have documented disabilities may receive help with the following:

- Academic Accommodations
- Academic Advisement and Registration Assistance
- Testing Accommodations
- Interpreters
- Referral to Community Resources
- Assistive Technologies
- Linkage to Para Transit Services providing transportation to and from the College

Accommodations are provided to address the special needs of students with documented disabilities, in compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation

PROGRAM REQUIREMENTS

Students must complete the program and graduate within three (3) consecutive calendar years. The respiratory care program consists of a prescribed set of core courses that are sequential. Students who fail a core respiratory care course (RSP) are permitted to repeat the course once and may continue with non-sequential courses with the Dean's approval.

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

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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.

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.

TRAJECSYS Clinical Reporting System

Students enrolled in the Respiratory Care Program are required to purchase a two-year subscription for Trajecsys, 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 Trajecsys main menu.

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.

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.

Effort 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.

CLINICAL REQUIREMENTS

- 1) Students are required to meet all scheduled clinical 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) Any student that misses two clinical days, per semester without extenuating circumstances, may be subject to dismissal from the program.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

- c) In the event an observed religious holiday falls on a clinical day, the student is responsible to inform the Director of Clinical Education immediately.
 - d) 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.**
 - e) 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.
 - f) Students must arrive on fifteen (15) minutes before scheduled start time for all clinical assignments and remain for the scheduled duration.
 - g) If a student is a no call/no show, they will receive a grade of zero for that day and may be dropped from the program.
- 2) Saturday clinical experiences may be offered each term.
 - 3) Clinical instructors are authorized to exclude a student from participation in clinical sessions if they feel that the student is not prepared for an assignment.
 - 4) In the above situations participation in clinical 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 and may not self-drop, will be assigned a grade of F, and will not pass 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 of 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) 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.
 - 7) Students must not complete clinical coursework while in an employee status at a clinical site.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

- 8) Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.
- 9) All clinical scheduling is at the discretion of the Director of Clinical Education.
- 10) Students may not be at clinical sites outside of assigned clinical assignment/hours.
- 11) Students may not switch clinical assignments once assigned. Students may not drop/add a respiratory care course once registered.
- 12) Students will conduct themselves in a professional manner at all times. The use of a clinical site is a privilege.

Student Health Requirements

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 patients or themselves. The physical exam and lab tests which form the basis of the health status report must be conducted prior to admission to the program. 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 will not be admitted to the program.**

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. The insurance must be a minimum of 1 million dollars per claim and a 3 million aggregate. The insurance carrier must be authorized to conduct business in New Jersey and must have a best rating of B+ or better. Proof of insurance is required as part of admissions process.

Cardiopulmonary Resuscitation Certification (CPR)

Students must be certified in Basic Cardiac Life Support for Healthcare Providers from the American Heart Association (AHA) prior to admission to the program. Online courses are not accepted. Proof of CPR certification is required as part of the admission process.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

Photograph/Identification

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

Dress Code

For attendance at clinical rotations, laboratory sessions and 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) Possess a personal cell phone in order to log into Trajecsys and for emergencies only.
- 4) Wear designated scrubs and a lab coat (with Union County College patch) over clothing.
- 5) Bring their own watch with secondhand, pen, note pad, and stethoscope.
- 6) Limit earrings to one (1) pair of studs or one (1) pair of small earrings.
- 7) 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 material 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.
- 8) Ensure that shirts worn under scrub tops are all black or all white.
- 9) Hair that is shoulder length and longer must be neatly tied back away from the face
- 10) Ensure that facial hair is short, clean and neat.
- 11) Cover body art of any type with clothing, artificial sleeve or concealer at all times.

Prohibited Items

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
- 8) No smoking of any kind in the clinical setting. ALL of our clinical sites are smoke free zones. If you must smoke, please wait until the end of your clinical day.

Students who do not adhere to the dress code while present at clinical rotations, laboratory sessions or clinical affiliate site may be sent home for the day and must make up the laboratory or rotation hours.

Confidentiality

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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 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. HIPAA is a Federal Law and must be adhered to.

Potential Health Risks to Students 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

Needlestick/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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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

Students must adhere to the Health Policy. Failure to adhere to the policy may result in dismissal from the program.

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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

ACADEMIC PROGRESS

Advising

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.

Attendance

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: 908-412-3544 or 908-412-3573

Absence from a scheduled exam will result in a failing 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.

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. **Virtual attendance is defined as video ON during class virtual lectures.**

Absences

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. Hours may vary, and students may be required to complete make-up hours on a Saturday or evenings depending on the availability of clinical instructor.

Final 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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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. 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.

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.

Grading

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. Students must achieve an average score of 3 (competent) on both procedural competency evaluations and clinical performance evaluations to continue in the Respiratory Care Program.

An "Incomplete" grade may be assigned if a student does not complete course requirements due to

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

extenuating circumstances. Incomplete grades must be rectified before the beginning of the next academic semester.

The following standard scale has been established for all program courses:

Grade	Numeric Ranges
A	90 - 100
B+	85 - 89
B	80 - 84
C+	75 - 79
C	70 - 74
D+	64 - 69
D	60- 64
F	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

Change of Grade

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.

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 take a challenge examination for the course.

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.

Academic Integrity

Any violation of academic integrity will result in disciplinary action up to and including 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,

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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.

Rules of 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 adhere to testing schedules.
- 3) 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/proctor must be notified.
- 5) Students may not share information about an examination with other students.
- 6) 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.
- 7) No electronic devices are permitted including cell phones, Smartphones and smartwatches, beepers, tablets or other mobile/electronic devices.
- 8) Individual instructors may establish additional rules for examinations at their discretion.
- 9) 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.
- 10) Pens and pencils are permitted. No calculators are permitted
- 11) If a fire drill or other emergency arises, the test may be considered rescheduled.

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.

Post-Exam/Quiz 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.

Incomplete Grade

- 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. If incomplete work is not finished, the student will be assigned a grade of F.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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.

Dismissal

Automatic dismissal from the Respiratory Care Program includes, but is not limited, to the following situations:

1. Failure to maintain a course grade average of 75% or higher in all Respiratory Care courses
2. Participation in academic course work and/or Clinical Practice while under the influence.
3. Breach of patient confidentiality.
4. Breach of academic integrity.
5. Failure to comply with the Student Code of Conduct and the Standards of Ethical Conduct for the Respiratory Therapist

Readmission of Dismissed Students

1. Students who have been dismissed from the program due to an academic or clinical failure, or a voluntary withdrawal may apply once for readmission.
2. Students who have been dismissed from the program due to clinical failure may not be eligible for re-admission
3. Any subsequent failure in a professional program course will result in a final dismissal from the Program with no further consideration for readmission.
4. Eligible students seeking readmission to the Respiratory Care program must submit a formal written request for readmission.
5. Additional requirements include the submission of a completed Respiratory Care Application Form and allowing at least one semester to pass since the student’s dismissal. This allows the student the opportunity to tend to any personal, financial, or academic issues prior to readmission.
6. All readmissions are contingent on the availability of space.
7. Students who are dismissed from the program and are eligible for re-admission will be readmitted under the current curriculum.
8. Students who are re-admitted to the program must validate clinical skills as determined by program faculty before re-admission. Once readmitted, the student will need to retake all Respiratory Care courses and complete all requirements
9. The student will need to repeat health examination, drug testing and background check as well as maintain first aid/CPR certification.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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 an 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.

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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

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 weapons
- 4) Sexual abuse, harassment, or misconduct
- 5) Verbal or physical abuse or threats
- 6) Inappropriate use of language
- 7) Vandalism or theft of College, agency, or the property of others
- 8) Demonstration of other communication or behavior that is inconsistent with safe, professional practice

PROGRAM OFFICES

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

CLASSROOMS AND LABORATORY

Classrooms and laboratories are located in the Logos Building and Health Sciences 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. 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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK PROGRAM DIRECTORY

Respiratory Care Program Office

Annex Building, Room 210
232 2nd Street, Plainfield, NJ 07060
Plainfield Campus

Faculty and Staff

Program Director and Academic Specialist: Mitchell K O'Shea, MA RRT-ACCS NPS CPFT

Room: AX 210

Phone: (908) 412-3573

Email: mitchell.oshea@ucc.edu

Director of Clinical Education and Academic Specialist: TBA

Room: Annex Building, AX 210

Phone: (908) 412-3573

Email: TBA

Division Secretary:

Kathleen Wittrock

Room: LG 104B

Phone: (908) 791-4917

Fax: (908) 412-3548

Email: kathleen.wittrock@ucc.edu

Skill & Simulation Lab:

Health Science Building, HS 118

Office Hours

Fall and Spring Semesters:

Monday - Friday 8:30 AM – 4:30 PM

Summer Session:

Monday -Thursday 8:00 AM – 5:15 PM

Office hours may change. Please check on either the Department Office door or with the Director for specific times. For College closings, please check the college website.

PROGRAM WEBSITE

[Respiratory Care Program](#)

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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.

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.

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

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](#)

MISCELLANEOUS

Recommended Websites

- 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/>

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

INFORMED CONSENT

I understand that the Respiratory Care Program will include academic, laboratory, clinical practice which will include direct contact with peers and patients with a variety of illnesses and diseases. I therefore understand that I may be exposed to these illnesses and diseases.

Additionally, laboratory courses will require considerable physical exertion, as when transferring student partner or in exercise training. Certain examination and treatment procedures can cause mild irritation and/or injury of known or unknown neuro-musculoskeletal conditions of the student examiner or model.

I fully recognize the dangers and hazards inherent in the health care field which may be present during my participation in the Program. I hereby agree to assume all the risks and responsibilities associated with my participation.

I agree to hold harmless, indemnify, release and discharge Union County College and all of its officers, agents and employees from and against all claims, demands and actions on account of damage to personal property, personal injury, disease or death which may results to me from my participation in this program.

Please Print

Student Signature

Date

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

RELEASE FORM

The Union County College Respiratory Care Program consists of two components, didactic (classroom learning) and clinical/lab/simulation experiences. Upon completion of this program, a national examination is required for licensure.

In order to begin clinical experiences, it may be necessary for the student to have results submitted to a facility with regards to drug screening, HIV testing, criminal background, psychiatric illness and/or substance abuse, or academic concerns. Many of the affiliation sites require a copy of current information (no more than one year old). Students may be required to have two physical examinations completed by their own personal physician during the course of the program. Some facilities may require additional screening such as a more in-depth drug screening and/or a two or three step Mantoux test for tuberculosis.

Students are required to make copies of these physical examination forms and submit them to clinical sites upon request. A copy of the documents is kept in a file at Union County College and will be submitted to the clinical site upon request if a student has failed to do so or if the student is unable to do so for any reason.

I have reviewed and understood the information above and give the Union County College administrators permission to release this information to the potential clinical affiliates.

Please Print

Student Signature

Date

Union County College
DIVISION OF ALLIED SCIENCES
RESPIRATORY CARE PROGRAM
STUDENT HANDBOOK

FITNESS FOR DUTY CONTRACT

The Union County College Respiratory Care Program has a Fitness for Duty Policy (see page 25 of this handbook). 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.

Please Print

Student Signature

Date

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

PRIVACY AND CONFIDENTIALITY AGREEMENT

The Health Insurance Portability and Accountability Act (HIPAA) is a set of federal rules that defines what information is protected, sets limits on how that information may be used or shared, and provides patients with certain rights regarding their information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibility as a student.

These rules protect information that is collected or maintained, (verbally, in paper, or electronic format) that can be linked back to an individual patient and is related to his or her health, the provision of health care services, or the payment for health care services. This includes, but is not limited to, clinical information, billing and financial information, and demographic/scheduling information. Any use or disclosure of protected information requires written authorization from the patient.

Any patient information you see or hear, directly or indirectly, must be kept confidential when attending your clinical education rotations to include but not limited to: charts and other paper and electronic records, demographic information, conversations, admission/discharge dates, names of attending physicians, patient financial information.

I understand and agree to the following:

I will access, use, and disclose such information as described within my scope of practice as a Respiratory Care Student.

I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions will result in the termination of my privilege to observe and participate in the Respiratory Care Program's clinical education rotations and I may be subject to legal liability as well.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

Please Print

Student Signature

Date

Union County College
DIVISION OF ALLIED SCIENCES
RESPIRATORY CARE PROGRAM
STUDENT HANDBOOK

PHOTOGRAPHY AND VIDEOTAPE CONSENT FORM

Periodically, the Respiratory Care Program at Union County College will utilize photography or videotaping of students, faculty and staff involved in classroom demonstrations. Students may also be videotaped during practical examinations if there is a question regarding a student performance on a practical examination. It will be used for student feedback and/or student assessment review by other professionals. Students enrolled in the Respiratory Care Program consent to being filmed and understand that the film and images remain the property of the Respiratory Care Program. In the case of a student being filmed during examinations, the images will be kept confidential.

Name of Student (please print)

Student Signature

Date

Union County College
DIVISION OF ALLIED SCIENCES
RESPIRATORY CARE PROGRAM
STUDENT HANDBOOK

EXAMINATION CONFIDENTIALITY AGREEMENT

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

Please Print

Student Signature

Date

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

STUDENT REQUEST FOR TEST QUESTION REVIEW

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.

STUDENT NAME _____

COURSE _____

TEST _____

Test Question# _____

Rationale from textbook:

STUDENT SIGNATURE _____

DATE _____

Union County College

DIVISION OF ALLIED SCIENCES RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

STATEMENT OF UNDERSTANDING

I am in receipt of the Respiratory Care Student Handbook. I understand that I will be held accountable for all program policies and procedures. I further understand that I will be informed when policies and procedures are updated or changed.

I understand that clinical affiliates require current First Aid/CPR certification for the Healthcare Provider, complete up-to-date health records, criminal background check and drug testing in order to participate in the clinical practice experience.

Please Print

Student Signature

Date

Union County College
DIVISION OF ALLIED SCIENCES
RESPIRATORY CARE PROGRAM
STUDENT HANDBOOK

RESPIRATORY CARE STUDENT HANDBOOK WAIVER

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 and the contents of the Respiratory Care Student Handbook have been fully explained to my satisfaction.

Please Print

Student Signature

Date