

Madisonville Community College Respiratory Care Program

Policy and Procedure Manual

A division of Madisonville Community College

MCC [Pick the date]

Madisonville Community College Respiratory Care Program

Policy and Procedures

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Article I. Introduction

The Madisonville Community College Respiratory Care Program is a program within the Allied Health division of Madisonville Community College. Madisonville Community College is a member of the Kentucky Community and Technical College System. Hence, Madisonville Community College functions under the Kentucky Community and Technical College's policy and procedures. Unless otherwise noted, by an astrix, the policies and procedures listed are from the Kentucky and Community and Technical College's policy and procedure manual, senate rules or the code of student conduct. Hence, it is the responsibility of KCTCS to review these policies and procedures to assure accuracy with national and state regulations.

Article II. Madisonville Community College Mission

Madisonville Community College is a public comprehensive community college in the <u>Kentucky Community and Technical College System</u>. It is committed to establishing and nurturing a learning-centered, outcomes-based, culturally diverse organization. The mission of Madisonville Community College is:

- To offer curricula for the first two years of a baccalaureate program which lead to the awarding of the <u>Associate of Arts or Associate of Science degree</u> and which are transferable to all colleges and universities, public and private, in the Commonwealth;
- To offer curricula for two-year, career oriented programs which lead to the Associate in Applied Science degree and which prepare students for immediate technical or semiprofessional employment;
- To offer curricula for technical diploma and certificate level programs which are not necessarily intended for transfer and which are designed to meet the changing demands of business and industry;
- To offer courses in developmental education, adult basic education and workplace essential skills training, which prepare participants to be successful at the postsecondary level and in the workplace;
- To provide customized training services to Kentucky employers; and
- To provide continuing education, professional development and personal enrichment opportunities to the public, and <u>arts appreciation and arts education opportunities</u> for the region, all for the purpose of encouraging life-long learning and improving the quality of life, knowledge and skills of Kentucky workers and citizens.

Article III. Madisonville Community College Respiratory Care Program Mission and Goals

Mission Statement

The mission of the Respiratory Therapy Care program is to provide the instruction and resources necessary to enable individuals to develop the knowledge, skills, and attitudes that will allow the student to become successful and competent professional Respiratory Therapists.

Section 3.01 Vision

It is the desire of the program faculty to continue to develop a Respiratory Care program whose graduates and faculty enjoy a reputation for excellence.

Section 3.02 Purpose & Goals

- Provide instruction necessary to prepare graduates to function as competent Respiratory Therapists at the "Advanced Practitioner" level as defined by the profession with demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care as performed by registered Respiratory Therapists.
- To help satisfy the need in the local and regional communities for competent Respiratory Therapists.

Article IV. Madisonville Community College Respiratory Care Program Role as Educational Sponsor

Section 4.01 Appointment of Faculty

Madisonville Community College will be responsible for the appointment of qualified faculty for the respiratory care program. Madisonville Community College will assure the faculty members meet all professional position standards as indicated by the committee on accreditation for respiratory care and the Kentucky community and technical college system.*

Section 4.02 Professional Growth of Program Faculty

Madisonville Community College will assure the technical and educational growth of all fulltime faculty members to assure their effectiveness as an educator and competence in Respiratory Care theory as well as practice.*

Section 4.03 Conferral of Degree

Madisonville Community College shall be responsible for assuring graduates of the Respiratory Care Program have fully met all graduation requirements. Once this has been established, Madisonville Community College will be responsible for the conferral of the

associates in applied science degree through the Kentucky Community and Technical College System.*

(a) Kentucky Community and Technical College Policy for Degree Conferral

To be eligible for the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Applied Technology degrees, a student must satisfactorily complete a minimum of 60 hours, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0. (See Section III 3.0)

To be eligible for a diploma, a student must satisfactorily complete a minimum of 36 hours including the general education requirements as specified by the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0. (See Section III 3.0)

To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate. (See Section III 3.0)

Course substitutions may be made by the college president (or designee) on an individual basis with the advice of the appropriate division chairperson.

Article V. Accreditation

Section 5.01 Madisonville Community College's Institutional Accreditation

Madisonville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Madisonville Community College. Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Section 5.02 Programmatic Accreditation

Madisonville Community College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

Commission on Accreditation for Respiratory Care 1248 Harwood Road Bedford, Texas 76021-4244 (817) 283-2835

Article VI. Advisory Committee

Section 6.01 Duties and Responsibilities of the Advisory Committee

An advisory committee is a group of persons who are chosen from the communities of interest to advise educators regarding an educational program. Committee members should provide advice and support to the program through regular attendance at scheduled meetings and participation in program issues throughout the year.

Specific functions of the advisory committee are to assist the program personnel in the following:

- Bridge the gap between the program and the community.
- □ Encourage up-to-date and relevant educational processes.
- Determine the need for a particular level of program in the community.
- Review curriculum.
- □ Facilitate the acquisition of necessary equipment, textbooks and related library and audio-visual materials.
- Market the program.
- Locate qualified faculty.
- □ Job placement of graduates.
- □ Annual review of the program goal(s) and objectives.
- □ Promote community service by Respiratory Care students.
- □ Ensure availability of appropriate clinical resources.
- Accreditation process.

Section 6.02 Composition of Advisory Committee

The Advisory Committee shall be comprised of representatives from area employers, community members, former graduates of the respiratory care program, current students in the respiratory care program, college administrators and faculty members who support the curriculum of the respiratory care program.

Section 6.03 Appointment and Terms

The members of the advisory committee shall be appointed by the president of Madisonville Community College. Terms shall last for a period of two years. There are no term limits for advisory committee members.

Article VII. Admission

Section 7.01 Madisonville Community College's Admission Policy

RULES RELATING TO ADMISSION TO A KCTCS COLLEGE

1.0 Admission for Degree, Diploma, and Certificate Credentials

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to a college or to any program regardless of race, color, religion, gender, marital status, national origin, age, sexual orientation, or mental or physical disability.

For admission to a college, an applicant must file a completed and signed application for admission and submit a completed entering student survey. Applicants may also be required to submit other supporting documents required under the provisions of Section IV 1.1

Every non-immigrant visa-holding applicant whose native language is other than English must present official evidence of writing and reading competency in the English language by means of a Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 on the paper-based test or 61 on the internet-based test; a Michigan English Language Assessment Battery (MELAB) report with a minimum score of 73; successful completion of the advanced level of the University of Louisville Intensive English Language Program; successful completion of the advanced level of the Eastern Kentucky University Intensive English Language Program; successful completion of the fifth level of the University of Kentucky English as a Second Language Program; or a transcript from an accredited American college or university or from a foreign college or university in which the English language is the primary language of instruction showing a minimum grade of "B" in college English 101 and English 102 or the equivalent. Evidence of English competency by means of an assessment instrument must have been obtained within the previous eighteen (18) months prior to the first day of classes of the semester for which the applicant is applying. Non-immigrant visa-holding applicants must also submit the results of the ACT or other assessment instrument in accordance with the KCTCS assessment and placement policy. Non-immigrant visa-holding applicants with a TOEFL score greater than 400 on the paper based test or 32 internet-based test or an International English Language Testing Service (IELTS) overall band score of 3.7 may be admitted to a college's English as a Second Language (ESL) program.

1.1 Admission Requirements for Degree, Diploma and Certificate Credentials

1.1.1 Admission as a First-Time Freshman

An applicant shall have fulfilled the minimum requirements for admission for an educational credential (degree, diploma, certificate) at a college if the applicant:

- 1. has graduated from a public high school or a certified nonpublic high school; or
- 2. has earned a high school general equivalency certificate (GED);
 - a. the Kentucky Community and Technical College System may exempt a student who is eligible to pursue a GED; or
- 3. has graduated from a non-certified high school or has completed a home school curriculum; and
- 4. files an application for admission by the proper deadline; and
- 5. submits the results of the ACT (or SAT) or other assessment instrument in accordance with the KCTCS Student Assessment and Placement Policies approved by the Council on Postsecondary Education.

High school graduates under age 25 at the time of application for admission shall be required to submit a high school transcript; a high school transcript may be required for graduates over age 25. A passing GED official score report or additional information may be required by a college.

1.1.2 Waiver of Condition of High School Graduation For High School Students

Students currently enrolled in high school may be eligible for a waiver of condition of high school graduation.

All KCTCS applicants shall submit an application for admission by the proper deadline.

A KCTCS college may develop more specific criteria for admission of high school students and require additional information be submitted as part of the admission process.

High school students may enroll in courses offered by KCTCS colleges under collaborative dual credit and articulation agreements that contain alternative assessment and placement procedures. Collaborative agreements may be at the college district level or system wide.

1.1.3 Admission of Students with Previous College-Level Competency

The Council on Postsecondary Education's general education transfer policy and baccalaureate program transfer frameworks policy shall provide the basis for an institution's policy on the acceptance of transfer credits. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" shall serve as a reference for admission of transfer students to a technical institution and for the acceptance of transfer credits. An applicant with previous college work seeking admission to a KCTCS college shall submit an official transcript(s) of all previous college work.

A state-supported institution shall assure that a transferring student receives academic counseling concerning the transfer of credit among institutions.

An institution shall accept a student's college credit earned when a course is taken both for high school credit and college credit. Credit earned through a dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Grades, credits, quality points and academic status from courses taken at other colleges in the KCTCS are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds (2/3) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of an accrediting association.

Academic credit from a non-accredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding developmental or remedial courses, with a grade point of at least 2.0. (See Section V, 5.13.)

The KCTCS President is authorized to establish reciprocal agreements with fully accredited colleges and universities, whereby grades received, as well as credit earned at a previous institution shall be recognized by colleges.

1.1.3.1 Admission of "Second Chance" Students

Applicants for admission from outside the colleges shall be considered "second chance" students when they have less than a C average in all previous college work. The applicants may be admitted on probation, provided they have been out of college for at least one semester and have demonstrated potential for success.

1.1.3.2 <u>Credit for Prior Learning (Portfolio Assessment)</u>

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence through the mechanism described.

1.1.4 Admission as a Non-Degree Seeking Student (Non-Credential Seeking)

At the discretion of the institution, persons who desire instruction without wishing to become degree candidates, or who do not meet college entrance requirements, may be admitted as non-degree seeking students. Non-degree seeking students are exempt from taking the assessment instrument; however, all students shall meet individual prerequisites such as those for entry-level English and mathematics courses. Before enrolling in a particular course, such a student may be required to obtain permission of the division chair or designee. The degree-seeking status of students declaring themselves as "non-degree" will be subject to review and reclassification by the Dean of Student Affairs (or designee) in accordance with policies established at each individual college.

Non-degree seeking students may become degree-seeking students after meeting regular admission requirements; however, work taken as a non-degree seeking student will not in itself qualify a person for admission as a degree student. Credit in degree courses earned before a student meets admission requirements will be counted toward a degree.

1.1.5 Admission as a Transient Student

A student may be admitted as a transient or visiting student. However, the student's parent college must certify that the student is enrolled or eligible to enroll at parent institution. Admission as a transient or visiting student is good only for the semester or session for which the student applies. Transient students must meet the pre-requisites for the courses in which they wish to enroll.

2.0 Readmission (KCTCS)

2.1 <u>Application</u>

A student re-entering a KCTCS college after being out for one or more semesters must update the student's admission records with the admission office. If a student has attended another college since attending a KCTCS institution, the student must submit transcripts from the interim period.

2.2 <u>Re-admission After Two or More Years (KCTCS Academic Bankruptcy)</u>

- 2.2.1 A student who has been readmitted after having remained out of the KCTCS colleges for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in non-developmental and non-remedial courses with a grade point average of 2.0 or better after readmission may elect to declare academic bankruptcy and have none of the course work attempted in the colleges prior to the interruption included in the computation of the student's grade point average. A student who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the credential already completed.
- 2.2.2 A student who has elected to declare academic bankruptcy will continue to receive credit for those courses with a grade of A, B, C, D, or P prior to readmission without including these grades in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of readmission.
- 2.2.3 The academic bankruptcy option may be used only once.

Section 7.02 Selective Admission for Respiratory Care Program

3.11 Respiratory Care Program

3.11.1 System Guidelines

Enrollment in the Respiratory Care Program may be limited because of available facilities within the community and the college.

The president of the college or the president's designee will select students for the Respiratory Care Program after considering the recommendations of the Respiratory Care Admissions Committee. Membership may include:

Respiratory Care Program Director

Admissions Officer

Counselor

General Studies Faculty Member

Respiratory Care Faculty Member

As well as attend a pre-admission conference, each applicant must submit the following credentials in order to be considered for admission by the committee as well as attend a pre-admission conference:

- 1. Application for admission according to established KCTCS and college guidelines;
- 2. Letter of intent to the Program Director;
- 3. Official transcripts of previous postsecondary education; and
- 4. Submission of documentation indicating that minimum admission requirements have been met to enter BIO 137, MT 110, and ENG 101 or documentation of successful completion of these courses.

Should it become necessary to limit enrollment in the Respiratory Care Program, the System Guidelines will be followed and preference may be given to:

- 1. who have completed 12 or more credit hours of college work with a GPA of 2.5 or better:
- 2. and students who have completed each biological science requirements with a grade of B or above.

Re-admission

Continuous enrollment (semesters) in the program and a grade of "C" or better are necessary for successful completion of the Respiratory Care program. A student who

withdraws from or earns lower than a grade of "C" in a Respiratory Care course will be dropped from the Respiratory program.

- 1. Application for readmission should be made by the program deadline established at each college.
- 2. Readmission to the Respiratory Care Program will be dependent upon available resources.
- 3. In order to be considered for readmission by the Respiratory Care Admissions Committee the applicant must:
 - a. submit a written request to the program director presenting evidence to justify readmission; and
 - b. meet current admissions guidelines.
- 4. If more than two (2) years have elapsed since initial enrollment in the program, the applicant must successfully complete available comprehensive Respiratory Care examinations or repeat the course(s).
- 5. If one (1) year or more has elapsed since her/his last formal clinical practice, a student must successfully demonstrate competency, or enroll in the appropriate Respiratory Care clinical component(s).
- 6. A student may be readmitted to the Respiratory Care program no more than two (2) times.

Section 7.03 Advanced Placement for General Education Courses
Section VI Appendix B

Guide for Advanced Placement

AP	Score	Credit Awarded	Credit Statement
Art History	3	A-H 105 or 106	3 credit hour
	4	A-H 105and 106	6 credit hours
Studio Art 2-D	3	ART 120 or AS 102	3 credit hours
Studio Art 3-D	3	ART 130 or AS 103	3 credit hours
Studio Art – Drawing	3	ART 110	3 credit hours
Biology	3	BIO 112	3 credit hours
Calculus AB	3	MA 113	4 credit hours
Calculus BC	3	MA 113, MA 114	8 credit hours
Chemistry	3	CHE 105	3 credit hours
	4	CHE 105 & CHE 107	6 credit hours
Computer Science A	3	CIS 120 & CIS 149 or	6 credit hours
		CIS 115 & CS 215	7 credit hours
Economics (micro)	3	ECO 201	3 credit hours
Economics (macro)	3	ECO 202	3 credit hours
English Literature/Composition	3	ENG 161	3 credit hours
English Language/Composition	3	ENG 101	3 credit hours
European History	3	HIS 104 and HIS 105	6 credit hours
French Language	3	FR 201	3 credit hours
	4	FR 201 and FR 202	6 credit hours
German Language	3	GER 201	3 credit hours
	4	GER 201 and GER 202	6 credit hours
Latin Literature	3	CLA 101	3 credit hours
	4	CLA 201 and CLA 202	6 credit hours
Music Theory	3	MUS 174	3 credit hours
•	4	MUS 170, 171, 172, 173	8 credit hours
Physics B*	3	PHY 201 and PHY 203	8 credit hours
Physics C** (mechanics)	3	PHY 231	4 credit hours
Physics C** (electricity & Magnetism)	3	PHY 232	4 credit hours
Comparative Government &	3	PS 210	3 credit hours
Politics			
Psychology	3	PY 110	3 credit hours
Spanish Language	3	SPA 201	3 credit hours
	4	SPA 201 and SPA 202	6 credit hours
Statistics	3	STA 291	3 credit hours
Studio Art 2-D	3	ART 120 or AS 102	3 credit hours
Studio Art 3-D	3	ART 130 or AS 103	3 credit hours
Studio Art – Drawing	3	ART 110	3 credit hours
US Government & Policy	3	PS 101	3 credit hours
US History	3	HIS 108, HIS 109	6 credit hours

- *Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratory portions of these courses.
- **Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratories associated with these courses, PHY 241, 242 respectively.

Article VIII. Program Information

Section 8.01 Respiratory Care Program Description

Respiratory Care is a profession involved in supporting cardiopulmonary health, rehabilitation, therapeutics, and life support. Therapists are also extensively involved in cardiopulmonary diagnostic testing, patient evaluation and care planning. They work with patients of all ages from premature infants to the elderly. Therapists use knowledge of patient physiology and advanced technology in the planning and delivery of respiratory care.

Classroom instruction in theory and basic surgical skills is provided on campus. Under the guidance of program faculty, you can gain valuable experience in the care of clients of all ages in a number of different hospitals.

Section 8.02 Degree Offered in Respiratory Care

(a) Associate in Applied Science (AAS)

• Advanced Respiratory Care Practitioner: 74-78 credit hours

Section 8.03 Length of Program

You can complete an associate in applied science in two years as a full-time student. Courses are offered during four 16-week semesters (August – December and January – May). Classes are conducted between the hours of 7:30 AM - 5 PM. Evening rotations in clinical practice will be also required.

Students will be accepted into the program in the late spring, and begin their curriculum in the fall of each year. Usually the classes for both general education and the Respiratory Care program will be at Madisonville Community College. Clinical courses will involve assignments to a variety of clinical affiliates. Travel and evening hours will be required. The primary clinical affiliate is Regional Medical Center.

Section 8.04 Employment Opportunities

Career and advancement opportunities in respiratory care are excellent, especially for those willing to travel or relocate. Most states require licensure. Most employers require Certification and/or Registry by the National Board for Respiratory Care. Most graduates work in hospitals, but opportunities exist in home health care, nursing homes and physicians offices. Employment throughout the United States ranges from \$33,200 to \$41,600 (National Bureau of Labor Static 2002)

Section 8.05 Respiratory Care Advanced Placement Policy

The Madisonville Community College Respiratory Care Program does not give advanced placement to any student. All applicants are considered on an equal basis. Should it become necessary to limit admission to the program the program will follow the KCTCS senate rules for respiratory care admission.*

Section 8.06 Respiratory Care Admission for Currently Practicing CRT's

Respiratory Care: National Board For Respiratory Care (NBRC) Examination

A student who has passed the NBRC entry-level examination to the Respiratory Care Program will be awarded thirty-seven to thirty-nine (37 – 39) semester hours of credit after completion of at least 15 credit hours of the general education courses in the approved curriculum. The student must also provide evidence of successful completion of the American Heart Association Basic Life Support course for health care providers. Credit will be awarded for the following courses in the Respiratory Care Program:

RCP 110	Cardiopulmonary Anatomy and Physiology	3
RCP 120	Theory and Principles of Respiratory Care	4
RCP 125	Basic Cardiopulmonary Evaluation	4
RCP 130	Pharmacology	3
RCP 150	Clinical Practice I	2
RCP 175	Clinical Practice II	3
RCP 180	Ventilatory Support	3
RCP 190	Advanced Ventilatory Support	2
RCP 200	Clinical Practice III	3
RCP 210	Cardiopulmonary Pathophysiology	3
RCP 212	Neonatal / Pediatric Respiratory Care	3
RCP 225	Clinical Practice IV	3
RCP 228	Preventive and Long Term Respiratory Care	1
*RCP 204	Special Procedures I	2

^{*}Credit for RCP 204 will be awarded to the Certified Respiratory Therapist who additionally provides documentation of training/certification for Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Procedures (NRP).

Note: Students seeking the Associate in Applied Sciences from an advanced level practitioner respiratory care program must complete an individualized orientation program to assist in the transition from entry to advanced level program.

Section 8.07 Respiratory Care Program Technical Standards*

Madisonville Community College Respiratory Care Program Technical Standards

<u>Purpose</u>

To provide students/applicants with an understanding of the physical demands, communication skills and cognitive level required for the program. These standards are based on tasks which are performed by Respiratory Therapists on a regular basis.

Standard	Issues	Examples of Required Activities
Critical Thinking Skills	Critical Thinking	Assess patient's physical and
sufficient to make clinical	_	psychosocial needs in a
judgment.		variety of clinical settings by
		utilizing interpretation of
		written, verbal and sensory
		observations to determine
		appropriate therapies or
D 11 1: 1:11	D 11 G 1 :	patient care.
Problem solving skills	Problem Solving	Adjust therapeutic
appropriate to adjust		interventions to meet the
therapies in response to		needs of patients in a variety
patient needs.		of settings.
Interpersonal skills	Interpersonal Relationships	Interacting with patients,
sufficient to allow		families, co-workers and
appropriate interaction with		others to crate and maintain
individuals and groups from		professional relationships.
a variety of cultural and		
socioeconomic backgrounds.		
Written and verbal	Communication	Communicate effectively
communication that is		with patients, physicians,
appropriate to create clear		families and other staff
and concise dialogue in a		members to assure
clinical setting.		appropriate patient care.

Physical abilities appropriate to maneuver in small spaces while maneuvering equipment.	Mobility	Move safely in a patient's room. Safely maneuver equipment and apply equipment to patients in a variety of situations often in confined spaces. Perform CPR including chest compressions and intubation.
Gross and fine motor skills appropriate to perform patient care procedures to national standards which include safety and efficiency.	Motor Skills	Safely care for patients by manipulating machine controls and equipment. Occasionally crouching, squatting or bending to obtain/evaluate equipment and patients: assist patients from lying to sitting and or standing positions; hand eye coordination sufficient to perform an arterial blood gas puncture and suctioning.
Appropriate physical strength and endurance to be able to access patient as well as perform therapies on patients for extended periods of time.	Strength and Endurance	Transporting patients and equipment within a facility; standing or being mobile in clinical settings for 6 hours or more; strength to perform intubation and assist in moving of patient in beds on stretchers and wheelchairs. Constant standing, walking and lifting of up to 20 pounds.
Auditory ability sufficient to monitor and assess health care needs of patients.	Hearing	Hear monitor alarms, equipment audible alarms, voices with background noise and through protective equipment, calls for help.

Tactile ability appropriate for assessment of physical health conditions.	Tactile	Be able to palpate patient pulses. Perform didactic and therapeutic percussion and physical assessment of the chest.
Ability to deal effectively with stressful situations and maintain a professional and positive interactions with others.	Temperament	Perform procedures on patients who are in pain due to a variety of reasons. Maintain a sense of professional behavior when under stress.

Section 8.08 Learning Resources

Madisonville Community College

The library at Madisonville Community Colleges Health Campus provides the following to students:

Computers are available for student use for:

- Internet access
- Kentucky Commonwealth Virtual Library (KCVL)
- On-line data bases
- Respiratory Care clinical simulation practice and tutorials

Books may be checked out for 2 weeks and are renewable

- Fines for overdue books are \$0.10/day/item
- A copy machine for student use at a nominal fee

Library cards may be used at all MCC Libraries

Regional Medical Center Medical Library

The library located at Regional Medical Center is also available for student use.

A large number of professional print journals are available at the Health Campus and Regional Medical Center Libraries

Student Services

- Job placement
- Counseling for career/personal needs
- Financial aid
- Tutoring
- Minimum of two conferences per semester with Faculty

Section 8.09 Monitoring of Student Progress while in the Respiratory Care Program*

It is essential for all students to be aware of their progress toward course and program competencies/goals. Therefore, the following steps will be taken by program students and faculty to assure all students are aware of their progress and have sufficient time to correct deficiencies.

- All students are required to check all course online grade books at least weekly. This activity may be monitored by program faculty to assure compliance.
- Any student who makes less than a 75% on any exam in a didactic course is required to receive remediation with a peer tutor and prove improvement/competency on course material prior to taking the next written examination.
- Any student who fails two or more consecutive examinations in a didactic course, or whose course average is less than 75% will be contacted by program faculty to discuss the students' deficiencies. The program faculty will work with the student to create a plan of action to assist the student in meeting course/program competencies and or goals.
- All students who are in clinical rotations are required to check their daily evaluations in DataARC at least weekly.

Section 8.10 Clinical Rotations*

Students are assigned to rotations at all clinical affiliates equally to ensure equitable exposure to learning experiences. Students shall be scheduled opportunities for clinical rotations by the Director of Clinical Education. It is the student's responsibility to seek extra opportunities if they are having difficulty mastering a required clinical competency. All extra clinical opportunities must be approved by the Director of Clinical Education prior to the student's attendance in any clinical affiliate.

(a) Assurance of Clinical Supervision*

The Director of Clinical Education shall be responsible for assuring all students are adequately supervised in all clinical locations. The Director of Clinical Education shall communicate with all clinical sites on a regular basis to assure an adequate number of appropriately trained clinical preceptors shall be available for all clinical rotation. The student to clinical preceptor ratio will never exceed 6:1. All Clinical affiliates will be provided with an advanced copy of the clinical schedule as well as clinical objectives for the clinical course prior to students beginning rotations in that facility.

If a student or preceptor is concerned about the supervision of students within a facility they should contact the Director of Clinical Education. The concern will be investigated and follow up communication given to the individual within two weeks of reporting the concern.

Section 8.11 Student Employment Policy*

Students who are enrolled in an accredited Respiratory Care program may be employed as a student Respiratory Care practitioner (RCP). The Limited Mandatory Certificate issued by the Kentucky Board for Respiratory Care (KBRC) governs the duties of the student RCP. The Limited Certificate must be applied for before beginning employment.

The following are requirements of the program:

- The student must not be on probation for any reason at any time during the time of employment.
- The student must maintain a "C" average in each course and clinical performance must be evaluated as satisfactory.
- The student must complete specific competencies to be eligible.
- The student must maintain regular attendance.
- If the student is too ill to attend scheduled clinics or didactic sessions, then the student is considered too ill to work as a student RCP. The student must attend clinical or class for the full day. Should the student call in for clinics or class, and work as a student RCP the same day, it is considered as a violation of program policy. The employer will be contacted and informed.
- Employment time is not substituted for clinical experience.
- Clinical performance evaluations may not be completed during the time the student is employed.

Section 8.12 Delineation Between Clinical Time and Clinical Site Employment*

While enrolled in and attending the Respiratory Care program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles; and to that end:

- Students must not be utilized at facilities to substitute for clinical, instruction, or administrative staff.
- Students must not complete clinical coursework while working in an employee status at any clinical site.
- Students may not receive/accept remuneration in exchange for work performed at or during their clinical education, course work, and experiences.

Section 8.13 Graduation Requirements

You must complete a graduation packet at the start of the term in which you will graduate. Graduation packets can be picked up at the admissions office. You must meet with your academic advisor to complete the packet and confirm that you have met all degree requirements. Return the completed graduation packet to the dean of student affairs by the date on the packet (mid-March for Spring term graduation, mid-May for Summer term graduation, and mid-October for Fall term graduation).

All courses specifically state the required objectives, goals, and outcomes of each course, which will lead to all terminal objectives being met and the Program's mission accomplished.

Section 8.14 Program Graduation Requirements*

- Successful completion of all clinical and program competencies.
- Successful completion of all RCP coursework with a minimum of "C" in each course.
- Successful completion of all required general education course work.
- Successful completion of all required clinical performance evaluations.
- Successful completion of mock NBRC Registry Exam.
- Attendance of an exam preparation seminar.

Section 8.15 Program Competencies

Upon completion of the Respiratory Care Program, the student can:

- 1. Communicate Effectively
 - A. Read and listen with comprehension
 - B. Speak and write clearly using standard English.
 - C. Interact cooperatively with others using both verbal and non-verbal means.
 - D. Demonstrate information processing through basic computer skills.
- 2. Think Critically
 - A. Make connections in learning across the disciplines and draw logical conclusions.
 - B. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
 - C. Use mathematics to organize, analyze, and synthesize data to solve a problem.
- 3. Learn Independently
 - A. Use appropriate search strategies and resources to find, evaluate, and use information.
 - B. Make choices based upon awareness of ethics and differing perspectives/ideas.
 - C. Apply learning in academic, personal and public situations.
 - D. Think creatively to develop new ideas, processes, or products.
- 4. Examine Relationships in Diverse and Complex Environments
 - A. Recognize the relationship of the individual to human heritage and culture.
 - B. Demonstrate an awareness of the relationship of the individual to the biological and

physical environment.

- C. Develop an awareness of self as an individual member of a multicultural global community.
- 5. Performance cardiopulmonary diagnostic procedures, patient assessment, and respiratory care plan.
- 6. Administer therapeutic and life support procedures in the management of patients with cardiopulmonary impairment.
- 7. Evaluate appropriateness of prescribed respiratory care and recommend modifications where needed.
- 8. Select, assemble, check correct malfunctions, and assure cleanliness and calibration of respiratory care equipment.
- 9. Maintain an ethical and effective relationship with the health care team.
- 10. Perform essential elements of patient educations.
- Demonstrate an awareness of organizational and management principles as related to respiratory care.
- 12. Performa and act on the results of advanced patient assessment techniques.
- 13. Assist the physician in special procedures of cardiopulmonary care.
- 14. Demonstrate skills and attitudes needed to maintain professional and technical competence.
- Demonstrate the ability to think abstractly, reason logically, and apply problem solving skills in the practice of respiratory care.

Section 8.16 Respiratory Care Program Student Files*

There is a file folder for each student containing all hard copy information pertaining to that student (immunizations, exams, action plans, laboratory competencies, etc). All folders are the property of Madisonville Community College. Students may request access to the contents of the folder during office hours when necessary. Folders are stored in a secure location on the Health Campus for a minimum of 5 years after graduation. All records will be destroyed before disposal to maintain confidentiality. Each student also has an electronic clinical file which is maintained on Data Arc for a minimum of 5 years, and then permanently deleted.

Section 8.17 Madisonville Community College Maintenance of Records

2.5 Academic records.

A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record of a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

Article IX. Understanding of Program Policies and Procedures*

In order to ensure effective education in the Respiratory Care Program, each individual participating in the program must have a full understanding of the responsibility involved. The Respiratory Care Student Handbook is designed as a supplement to the college Student Handbook. The handbook provides the student with the necessary information regarding policies, procedures, and expectations in the Respiratory Care Program. This handbook is meant to be a guide to assist the student in attaining their goal to become a competent Respiratory Therapist.

Revision of the handbook is an ongoing process and every effort will be made to keep students advised of any changes to the handbook, as well as to minimize the inconvenience such changes might create.

The handbook will be covered in detail during program orientation. Any questions regarding the handbook should be directed to Program Faculty.

Article X. Student Grievance

6.6 Student Discrimination Grievance Procedures

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who feels he/she may have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. The chief student affairs officer or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director. Each college shall provide a letter, statement, or poster containing information regarding the KCTCS Student Discrimination Grievance Procedure with the name, address, and phone number of the local chief student affairs officer. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the chief student affairs officer or his/her designee.

- 1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
- 2. The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the <i>KCTCS</i>
Student Code of Conduct. 9-24-02 5-23-06 5-23-06

Section 10.01 Right to Fair of Fair Disciplinary Proceedings

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Student Code of Conduct. 9-24-02 5-23-06 5-23-06 Recommended by Date President, KCTCS Date

Section 10.02 Challenge of Clinical Evaluation

Should a student believe they have received an unfair clinical evaluation they should contact the Director of Clinical Education. The Director of Clinical Education will be responsible for investigating the allegation. The Director of Clinical Education will serve as a mediator between the student and clinical preceptor. If sufficient evidence of unfair evaluation is found the Director of Clinical Education may modify or nullify the clinical evaluation. The Director of Clinical Education will perform necessary follow- up education and monitoring of the clinical preceptor as is deemed necessary for the situation.

Article XI. Curriculum Development

Section 11.01 Procedure for the approval of a new course/program

2.0 <u>Procedures for Processing Credit Courses and Programs</u>

Application for initiating new credit courses or academic programs, changes in existing courses or academic programs or dropping existing courses or academic programs must be processed in a prescribed manner. Separate formats are used for new programs, courses, changes in courses, and dropping of courses. Official formats to be used may be obtained from the dean of academic affairs or the KCTCS web site.

New courses or programs and changes in courses or programs may be initiated by a college faculty. For a course to be granted General Education Status for all KCTCS colleges, it must first be approved by the KCTCS Senate Curriculum Review Committee and then the KCTCS Council. The same process will be followed for approving Cultural Studies Status for existing General Education courses. For new career programs, an ad hoc advisory committee must be used in determining the needs for a program, as well as for recommending program content. (See Section III, 3.0)

The college faculty will send its proposal(s) to the KCTCS Curriculum Review Committee, KCTCS Rules Committee, and KCTCS Senate Council to the Secretary of the KCTCS Senate 21 days prior to the meeting of the committee. The proposals will be distributed to the committee members 14 days prior to the meeting. (See Section I, 2.3, 4.1.1 and 4.1.2) Use of the proper format shall ensure that the following information is included in the proposal. Send one electronic copy and one printed copy to the Secretary of the Senate or designee.

2.1 New Course or Course Change

When course changes are submitted, new course numbers are to be selected and submitted with the proposal. These course numbers will be used only in the event that not all KCTCS colleges approve the course changes. The changed course will be assigned the new number and the existing course will maintain the old number.

Proposals shall include the following:

- a. name of course, credit hours, hours of lecture and/or hours of laboratory
- b. catalog description of course
- c. justification for course
- d. prerequisites and/or co-requisites
- e. complete course outline (two level)
- f. learning outcomes

Section 11.02 Curriculum Approval

Within two weeks after the KCTCS Curriculum Review Committee and the KCTCS Council review a course/curriculum proposal, the proposal will go to the local college(s) for final approval or rejection for the local college following that college's procedure.

Article XII. Faculty Grievance

2.16.2.2 KCTCS Complaint Resolution Procedure

Most faculty and staff concerns or grievances can be resolved informally through normal collegial communication. Faculty and staff members are encouraged to take complaints to their immediate supervisor in the spirit of problem-solving. Should these efforts be unsuccessful, the faculty or staff member may elect to proceed to additional steps of the KCTCS Complaint Resolution Procedure to make a complaint concerning a violation, misinterpretation or improper application of a specific personnel statute, regulation, safety procedure or policy as described herein, unless specified in other KCTCS policies and procedures that the complaint be referred to the KCTCS Senate Advisory Committee on Appeals which has broad jurisdiction on matters relating to faculty privilege as well as tenure. All KCTCS employees have access to an appeal process to the KCTCS Board of Regents or to the Board's designee for applicable complaints. The KCTCS Board of Regents authorized the KCTCS President to establish a personnel dispute resolution process that results, in the final stage, in an independent third party appeal for all employees of the Kentucky Community and Technical College System for designated types of complaints as defined in the KCTCS Independent Third Party Appeal Process policy. The persons accountable for the delivery and quality of service, namely department heads and their immediate supervisors, have the primary responsibility to resolve work disputes. Therefore, any appeal or complaint process should emphasize resolution within the management system at the earliest possible level - and in the shortest possible time frame. The steps in the Complaint Resolution Procedure are as follows:

Step 1

An employee may direct an oral complaint to the immediate supervisor within 10 working days of the occurrence or when a reasonable employee should have become aware of the issue. The supervisor will attempt to resolve the matter and respond to employee within ten working days. If not resolved, the employee may proceed to Step 2.

Step 2

The employee may then forward a written complaint, with a full description of the complaint including a description of the interaction with the supervisor, to the head of the institution within 10 working days of the time the employee receives an oral response to the complaint in Step 1. The institution head may choose to: (a) refer the matter to an intermediate immediate supervisor for investigation and recommended solution, or (2) assume direct responsibility. In either case, the head of the institution must give a written decision to the complaining employee within 10 working days of the receipt of the written

complaint unless there is an agreed extension in writing. The employee will have 10 working days to accept the decision or proceed to Step 3 by appealing the matter to the KCTCS Chancellor in writing with a full description of the complaint and suggested remedy.

Step 3

The KCTCS Chancellor will take the matter under advisement, gather any additional information he/she deems necessary and render a decision within 20 working days, unless there is an agreed upon extension in writing. The employee will have 10 working days to accept the decision or proceed to Step 4 by appealing the matter to the Board of Regents in writing with a full description of the complaint and suggested remedy.

Step 4

Upon receipt of the complaint by the Board, the matter will be directed to the President of KCTCS, as the Board's designee, to investigate the case. The President may request that the Board designate an alternative designee for any particular case. In either case, the designee will air the complaint, gather relevant evidence directly or through other parties, consider options for resolution of the complaint and reach a decision. The decision reached should be based on its fairness to management as well as the employee, but most particularly that it be in the interest of providing quality service to the people of Kentucky. The designee will render a decision within 20 working days of the Board's receipt of the complaint unless there is an agreed extension in writing. The decision of the Board's designee will be forwarded to the parties to the complaint and will be final, subject to the independent third party appeal process if applicable according to the KCTCS Independent Third Party Appeal Process policy. For KCTCS system office employees, the same procedures and timelines apply, beginning with their immediate supervisor and proceeding through the normal chain of command. The employee may have a representative at any step of the complaint resolution process. Failure to forward a response to the complainant at any stage of the process within the set time frames shall be treated as a denial of the complaint at that stage.

Article XIII. Student and Faculty Safety

Section 13.01 Student Support

Students enrolled in the Respiratory Care Program at Madisonville Community College have access to a variety of student support services. These include: advisement services, the Learning Center, TRIO Support Services, Career Services, the Ready to Work Program, Workforce Connections, Disability Resources, Financial Aid, the Book Store and Library services on the North and Health Campus. Contact information for these services can be found on the website of Madisonville Community College under the current students tab.

Section 13.02 Security at MCC

MCC is concerned with the safety and security of students, faculty, staff and visitors to all of our locations.

(a) Emergency

In case of an emergency, call 911 for local first responders. Contact the Business Office of MCC once it is safe to do so.

(b) Contact information for MCC Business Office

Ray Gillaspie, Dean of Business Affairs: (270) 824-8592

Eddie Marks, Director of Facilities and Safety: (270) 824-1754 or (270) 875-6406 (cell)

MCC security line: (270) 824-1911

MCC Security (between 4:30 & 10:00 p.m. M-F): (270) 836-5330 MCC Tip Line (to report suspicious activity): (270) 824-1900

Section 13.03 Parking at MCC

Parking at all campus locations is on a first-come basis for students, visitors, faculty, and staff. Each location has designated parking for those with handicapped parking designation tags or license plates issued by the state of Kentucky. These tags or license plates must be up to date, and properly displayed. These reserved places are for the person with the disability and not for any other person operating the vehicle.

Senior citizen parking spaces are also available in front of the <u>Glema Mahr Center for the Arts</u> on the North Campus.

Parking in roadways or fire lanes and blocking loading docks is prohibited.

(a) Fines

Fines for illegal parking may be issued by the Madisonville Police Department or the Kentucky State Police. Fines will vary depending on the severity of the violation.

Section 13.04 Incremental Weather Policy

The following is a list of the media resources that will be used to announce any delays and schedule changes to the college calendar. Please keep a copy of the station/s related to your geographic area.

<u>Madisonville</u>		<u>Hopkinsville</u>	
WKTD	93.9 FM	WHOP	98.7 FM
WFMW	730 AM	WHOP	1230 AM
WWKY (WHRZ)	97.7		
WYMV	106.9 FM		
WTTL	1310 AM		
<u>Owensboro</u>		<u>Evansville – TV</u>	
WBKR	92.5 FM	WEHT 25 (ABC)	
WBKR	92.5 FM	WEHT 25 (ABC) WTVW 7 (Fox)	
WBKR	92.5 FM	` '	
WBKR Paducah	92.5 FM	` '	
	92.5 FM 93.3 FM	WTVW 7 (Fox)	
<u>Paducah</u>		WTVW 7 (Fox) Paducah – TV	

Information related to delays and/or schedule changes may also be found on the following websites:

On the Web Page: - www.cancellations.com

OR

MCC Webpage: www.madisonville.kctcs.edu

All students are strongly encouraged to sign up for the SNAP notification system. This system provides notification of any campus emergencies and schedule changes due to weather.

Academic

• If classes at Madisonville Community College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

Clinical

- If classes at Madisonville Community College are canceled due to inclement weather conditions, clinical rotations will be rescheduled whenever possible.
- Even if classes are not officially cancelled, do not come to class or clinicals if you feel the conditions are hazardous to your safety, or if the college is closed.
- Students not reporting to class or clinicals due to bad weather are still required to call the Director of Clinical Education an hour before they are to report.

Section 13.05 Field Trips*

During the course of the students' training field, trips may be scheduled. All students are expected to participate in these trips. The trips will be announced in a timely manner to allow sufficient time to make any arrangements that need to be made.

Section 13.06 School Related Accident and Injury Reports

- Accident school coverage is only provided by MCC for the student while attending class or clinicals.
- When an incident occurs, notify a clinical instructor as soon as possible and then notify program faculty.
- An incident report is written documentation of the facts concerning injury to patient or student.
- Fill out a form as soon as possible no matter how trivial the incident may appear to be at the time (within 24 hours).
- In addition to the incident form, submit a summary of the incident to be kept in the student's program file.
- Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student.

The College's insurance policy can change at any time due to the type of coverage and company insured with.

Procedure

Responsibility	Action
Student	 Notifies clinical instructor or supervisor (in the absence of instructor) as soon as possible after incident (within 24 hours). Notifies program faculty as soon as possible. KCTCS incident form must be filled out within 24 hours of incident. Clinical instructor or program faculty will direct student to proper place to seek treatment dependent upon severity of injury. Gives fully completed incident form to appropriate person.(facility form to radiology supervisor and school form to program director) Gives incident summary to program faculty, as well as a copy of the incident form. Arranges payment for personal injury or sickness.
Clinical	Assists student in filling out appropriate forms.
Instructor	 Advises the student to seek medical attention if injured. Reports documentation to clinical coordinator or program director.
Program	Assists student in filling out forms.
Faculty	 Files summary in student program file. Reports documentation to Program Director. Provides student with school accident form.
Chief Tech or	Accepts responsibility for student in absence of instructor.
Designee	Assists student in filling out forms.
Program	Reviews all documentation.
Director	

School Related Accidents and Incident Reports.

- A student who becomes ill or is injured at the clinical site must report to the assigned instructor and the Director of Clinical Education as soon as possible. A determination, if it is necessary for the student to be seen by the employee health nurse or the emergency department will be made.
- The student is required to fill out an incident report at the school and the facility in the event of an injury or incident. An incident report is written documentation of the facts concerning injury to the patient or student.
- Fill out the incident report as soon as possible no matter how trivial the incident may appear at the time. The form must be completed within 24 hours of the accident or incident.
- A copy of the form will be kept in the student's program file.

- Personal injuries and illness requiring medical treatment are the financial responsibility of the student.
- If the student is required to have continuing medical treatment for a limiting disability or condition, the student is responsible for notifying the program faculty as soon as it is made known to the student.
- It is recommended that the student maintain individual health insurance coverage.

Liability Insurance

All students are required to carry professional liability insurance. Insurance must be purchased through a group plan offered by Madisonville Community College and proof of coverage must be presented to the Director of Clinical Education *before* a student begins clinical assignments.

Section 13.07 Communicable Disease Prevention

Immunizations

Written proof of the following required immunizations must be submitted to the Director of Clinical Education. Required immunizations include:

- TB Skin Test -- Mantoux method tuberculin skin test within one calendar year.
- Must be negative (0mm) reading. If student has had a positive TB skin test, documentation that appropriate medical follow-up has occurred must be provided.
- Measles (Rubeola) immunity. Those students born in 1957 or after must submit one of the following:
- Documentation of 2 MMR or Rubeola vaccines: **OR**
- Positive Rubeola titer: **OR**
- Written documentation from physician that student has had the disease (10 day-measles, Rubeola).
- Although not mandatory, is highly recommended that persons at occupational risk of Hepatitis B infection/exposure to blood and body fluids should be vaccinated when they are in training. The vaccination series is the responsibility of the student. If you choose NOT to be immunized for Hepatitis B, you must sign a declination form.
- If the student does not have documentation of current TB skin test and/or Rubeola immunity, testing and/or vaccinations are available at local county health departments for a nominal fee, or through the physician of your choice. The testing/vaccination is the responsibility of the student.
- Documentation must be submitted at least 2 weeks prior to beginning clinical affiliation, to prevent delay of rotation.

- Disease Prevention
- All Respiratory Care students, in order to protect themselves, fellow health care workers, and patients will comply with each of the following:
- All of the program's clinical affiliate policies regarding infection control will be observed.
- Uniforms/street clothes and lab coats will be fresh each day.
- All equipment will be thoroughly cleaned, disinfected, or sterilized between patients according to appropriate procedures for each piece of equipment regardless of the patient's diagnosis.
- Disposable gloves will be worn in all cases when contact with blood or body fluids is anticipated. Disposable gloves are MANDATORY for all patient transfers.
- Masks will be worn when it is likely that blood or body fluids could splash in the nose or mouth.
- A gown will be worn should a splash of blood or body fluids onto the skin or clothing be anticipated.
- Cuts, scratches, or other non-intact skin will be covered to avoid contact with blood or body fluids.
- Goggles or other eye protection will be worn when a splash of blood or body fluid into the eye is anticipated.
- Blood or body fluid inadvertently coming in contact with the skin should be quickly and thoroughly washed away.
- Students that experience exposure to blood or body fluid will report to their clinical instructor and follow clinical exposure protocol.
- Good hand washing practices will be carried out before and after each patient contact.
- Students with a communicable disease will avoid patient contact until resolved.
- Any student who has or who contracts a communicable disease as so stated by a physician will be dismissed from class and clinical with an excused absence.
- It is the student's responsibility following any absence due to a communicable disease to complete tests and assignments missed during their absence.
- Re-entry following an absence due to a communicable disease is contingent on a signed physician's statement stating the student is no longer communicable.

Section 13.08 Blood borne Pathogens

Prior to beginning clinical experience, the Respiratory Care student will have completed instruction in the policy regarding Blood borne Pathogens. This instruction will be in accordance with the OSHA Blood borne Pathogen Disease training standard. Once the clinical experience begins the respiratory care student will abide by the following rules:

• Participate in any clinical affiliate required Blood borne Pathogen training.

- Follow the clinical affiliate policy and procedure concerning Blood borne Pathogens.
- Report any exposure to blood borne pathogens to the Director of Clinical Education immediately. If she is not immediately available contact the clinical instructor and the program director.
- Disposable gloves will be worn in all cases when contact with blood and body fluids is anticipated.
- Masks will be worn when it is likely that blood or body fluids could splash in the nose or mouth.
- Eye protection will be worn when a splash of blood or body fluid into the eye is anticipated.
- Blood or body fluid inadvertently coming into contact with the skin should be quickly and thoroughly washed away.
- Students that experience exposure to blood or body fluid will report to their clinical instructor and the Director of Clinical Education and follow clinical exposure protocol.
- Cuts, scratches or other non-intact skin will be covered to avoid blood and body fluids.

All of the program's clinical affiliate policies regarding infection control will be observed.

Section 13.09 Student Injury-Exposure to Blood or Bodily Fluid

Infectious Diseases

Each clinical facility is expected to practice universal precautions in the care of all patients. The student respiratory therapist is educated in, and is expected to be knowledgeable in the practice of these precautions in the care of all patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner that follows the clinical facilities guidelines will result in disciplinary action and may result in dismissal from the program.

Procedure for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks of bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

If a student sustains a puncture wound:

- Withdraw the needle or other object immediately.
- Immediately wash hands/area of puncture wound using soap and water; follow with application of provodine iodine or alcohol
- Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.

• Wipe away any blood.

If a student receives a spray or splash of body fluids:

- To eyes, nose or mouth irrigates with a large amount of water.
- To a break in the skin, follow, procedure for puncture wound(above)

The student will report the incident immediately to the Clinical Instructor and the Director of Clinical Education. The student must complete an exposure form according to the policy of the clinical facility.

The student will follow the clinical facilities procedure for reporting and follow- up of exposure. Any required incident report must be completed before leaving the facility.

The student will seek a risk assessment and determination of recommended screening, treatment and follow-up from the Infection Control Practitioner.

Student Injury-Exposure Report

Student Name:	Date:
Clinical Facility:	Clinical Instructor:
Description of injury/exposur	e:
	red reports and evaluation as required.
	eferral for testing, treatment and counseling. nce regarding implication, if any for future practice.
Student Signature	Date
Instructor Signature	Date
Ç	
Director of Clinical Education Signature	Date

Upon completion, this form will be placed in the student's clinical file.

Section 13.10 Hepatitis B Vaccination Information

The Disease

Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illnesses caused by or related to Hepatitis B are serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6-10% become chronic carriers and can continue to transmit the virus to others. There may be as many as 0.5 to 1.0 million carriers in the United States.

Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Health care providers therefore at increased risk of acquiring the disease. The risk for health care providers can vary dependent upon the amount and type of patient contact. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

The Vaccine

Various pharmaceutical companies have developed vaccines that provide protection from Hepatitis B. Field trials have shown 80 –95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of the vaccine. The second and third doses at one and 6 months respectively, after the first.

Waiver Format

- Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Respiratory Care has been designated in this group.
- Perhaps one in 50 employees of health care institutions have an acquired immunity to Hepatitis B through previous illness or exposure and would not need the vaccine. This can be determined by a laboratory-screening test.
- The Hepatitis B viral vaccine is available through the Health Departments, personal physicians or any hospital.
- As with any immunization, there are disadvantages and risks. If you wish further advice, please contact your personal physician.