

Respiratory Care Program

Student Handbook

(Including Information, Policies, and Procedures)



*College of Health Science
and
Human Service*



THE UNIVERSITY OF
TOLEDO
1872

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THE UNIVERSITY OF TOLEDO **RESPIRATORY CARE PROGRAM**

INTRODUCTION

We would like to take this opportunity to welcome you to your Respiratory Care Program which will provide the education necessary to enter the profession of Respiratory Care. We congratulate you on your admission to the program and feel certain that you are embarking on a rewarding career. We will be serving as your advisors and instructors for the next two years and encourage you to consult with us should any problems occur. This student handbook provides the matriculated student with information about the Respiratory Care program. It should be viewed as an adjunct to the University of Toledo Undergraduate Handbook (www.utoledo.edu/studentaffairs/pdfs/handbook.pdf) and the Handbook of the College of Health Science and Human Service (<http://www.utoledo.edu/catalog/hshs2010.html>), that contains specific information regarding pertinent policies.

RESPIRATORY CARE PROGRAM FACULTY

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ACCREDITATION STATUS

The University of Toledo's College of Health Science and Human Service Respiratory Care Program is accredited by the **Commission on Accreditation for Respiratory Care** (www.coarc.org). The Commission may be contacted either by e-mail or at the location shown below.

Commission on Accreditation for Respiratory Care

1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835

MISSION OF THE UNIVERSITY OF TOLEDO

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

MISSION OF THE COLLEGE OF HEALTH SCIENCE AND HUMAN SERVICE

The College of Health Science and Human Service is dedicated to provide quality undergraduate and graduate programs in the professional fields of Health Science and Human Service through continuous commitment to Education, Research and Service. The college is committed to; continually improving its programs, fostering learning in a diverse student body, contributing to the professional knowledge base, and providing collaborative service and engagement with the University, local community, state, nation, and international partners.

RESPIRATORY CARE PROGRAM GOAL

The goal of the Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice.

OVERVIEW OF PROGRAM

The Respiratory Care Practitioner (RCP) is employed under physician supervision in the diagnostic evaluation, treatment, management, and care of patients with deficiencies and abnormalities of the cardiopulmonary system. The University of Toledo Bachelor's Degree in Respiratory Care curriculum prepares the student for the expanded role in patient care which is predicted for the RCP of the future. Higher level positions in respiratory care requiring decision making capability and critical thinking skills will be offered to RCP's with bachelor's degree preparation and those with advanced degrees. This will be especially true as we move into the new environment of health care. All indicators are that the health care system of the future will require RCP's with higher levels of education to practice in a much more complex system. Traditionally, the RCP has worked primarily in the acute care (hospital) environment. Future trends in medical care suggest that the RCP of the future will be working more outside the acute care environment in areas such as home care, long-term ventilator support in skilled nursing facilities, and sub-acute care facilities. Further, the RCP will be called upon to perform patient assessments, assist in developing and implementing patient care plans, and participate in disease management and therapist-driven protocols.

Qualified students are admitted to the program based on the availability of space in the clinical affiliates. The program, excluding support courses is divided into three major areas: Didactic (theory), Laboratory, and Clinical. It requires a tremendous personal commitment. It is labor and time intensive. Therefore, it is strongly recommended that outside employment be kept at a minimum level to insure time for study. See the following page for the plan of study for the Respiratory Care Program.

The program prepares students to sit for the Entry Level (CRT) examination and the Advanced Practitioner (RRT) examinations administered by the National Board for Respiratory Care (NBRC). In addition graduates will leave the program with certifications in Advanced Cardiac Life Support and Neonatal Resuscitation.

With the exception of Alaska, all states have licensure laws that regulate the practice of Respiratory Care, and securing a license is required for employment in the field. After successful completion of the first semester of clinical course work students may apply for a limited permit to work in the field (see Limited Permit Application Procedure at the end of this handbook). Please note: A prior felony or higher-level misdemeanor conviction may impact your ability to obtain a license to practice. Questions concerning these matters should be directed to the appropriate state licensing board. You may contact the Ohio Respiratory Care Board at (614) 752-9218, or on the ORCB website at www.respiratorycare.ohio.gov.

RESPIRATORY CARE BACCALAUREATE DEGREE PROGRAM
 (Students should follow and complete the degree requirements as displayed)

	Fall Semester		Spring Semester		Summer Semester	
Freshman Year	HHS 1000 - College Orient.	1	ENGL 1130- or Higher - Coll. Comp II	3		
	MATH 1320 - College Algebra	3	PHIL 1020 - Critical Thinking	3		
	KINE 2560 - Anatomy & Physiology I	3	KINE 2570 - Anatomy & Physiology II	3		
	KINE 2460 - A & P I Lab	1	KINE 2470 - A&P II Lab	1		
	HEAL 1800 - Med Terminology	3	CHEM 1120 - Chem. for Health Sci.	4		
	ENGL 1110 - College Comp. I	3				
	Total 14 Hours		Total 14 Hours			
Sophomore Year	KINE 2590 - Microbio. & Inf. Disease	3	HEAL 4700 - Nutrition Science	3	RCBS 3010 - Resp. Care Fundamentals	4
	HEAL 3800 - Death & Dying	3	PHIL 3370 - Medical Ethics	3	RCBS 3020 - Resp. Care Practice I	4
	CMPT 1100 - Computer Info. Appls.	3	PSY 1010 - Intro to Psychology	3		
	Profess. Support Elective (see list)	3	Profess. Support Elective (see list)	3		
	Multicultural Elective	3	Humanities Elective	3		
		Total 15 hours		Total 15 hours		Total 8 hours
Junior Year	RCBS 3110 - Resp. Care Therapeutics I	4	RCBS 3210 - Resp. Care Therapeut. II	4		
	RCBS 3120 - Resp. Care Practice II	7	RCBS 3220 - Resp. Care Practice III	7		
	RCBS 3130 - Cardiopul. Diagnostics I	4	RCBS 3230 - Cardiopul. Diagnostics II	3		
			Social Science Elective	3		
	Total 15 hours		Total 17 hours			
Senior Year	RCBS 4140 - Integrat. Clinic. Pract. I	4	RCBS 3300 - Adv. Card. Life Support	1		
	RCBS 4150 - Neonatal/Ped. Resp.	4	RCBS 4240 - Integrat. Clinic. Pract. II	3		
	RCBS 4160 - Clinical Assessment	3	RCBS 4510 - Resp. Care, Altern. Sites	3		
	RCBS 4700 - Rsch. Analysis in Resp. Care	3	RCBS 4800 - Issues in Prof. Practice	3		
			RCBS 4810 - Prep. for Prof. Practice	1		
	Total 14 hours		Total 14 hours			

Total 126 Hours

Professional Support Electives (choose 2)

HEAL 2500 - Personal Health
 HEAL 2700 - Community Health
 HEAL 3500 - Environmental Health
 HEAL 4560 - Health Problems of Aging
 HEAL 4800 - Public Health Research and Statistics
 IHIM 3200 - Health Care Resources, Payers & Consumers

HCAR 4360 - Quality Assurance in Health Care
 HCAR 4510 - Medical and Legal Aspects of Health Care
 HCAR 4550 - Health Care Finance
 HCAR 4530 - Problem Solving in the Health Care Environment
 RCBS 4740 - Polysomnography
 RCBS 4760 - Polysomnography II

PROFESSIONAL CONDUCT FOR STUDENTS AND CODE OF ETHICS

As a Respiratory Care Student you have the responsibility to:

1. Maintain a professional attitude in class and at clinical sites and adhere to prescribed medical ethics. (See the AARC Statement of Ethics and Professional Conduct on the following page). Each student's attitude, appearance, and conduct is often viewed as a reflection of the profession of respiratory care and the University of Toledo. For these reasons students must adhere to the highest standards of professional conduct at all times. Breach of these standards will result in a student entering the disciplinary process and a serious breach may result in immediate dismissal from the program.
2. Attend all classroom, laboratory, and clinical experiences.
3. Request further information concerning material you do not understand. Students should avail themselves of the services provided by the college to ensure academic success.
4. Actively participate in the development and attainment of educational goals. Student initiative and participation in all classroom and clinical activities is expected.
5. Inform program faculty on an ongoing basis, of any health related issues or changes in health status that may interfere or endanger themselves or others in the clinical setting.
6. Inform program faculty of any personal issues which may interfere with participation in any aspect of the program.
7. Inform program faculty immediately of any occupational exposures to communicable diseases or toxic substances.

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Statement of Ethics and Professional Conduct

The Respiratory Care Practitioner, in the conduct of their professional activities, shall be bound by the following ethical and professional principles. Respiratory Care Practitioners shall:

Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.

Actively maintain and continually improve their professional competence and represent it accurately.

Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.

Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.

Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty 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 and shall refuse to conceal illegal, unethical, or incompetent acts of others.

Follow sound scientific procedures and ethical principles in research.

Comply with state or federal laws that govern and relate to their practice.

Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.

Promote the positive evolution of the profession and healthcare in general through improvement of the access, efficacy, and cost of patient care.

Refrain from indiscriminate and unnecessary use of resources, both economic and natural, in their practice.

GENERAL STUDENT INFORMATION AND POLICIES

STUDENT-FACULTY COMMUNICATION

Students are encouraged to contact the course instructor whenever appropriate to discuss any academic matter, please follow these guidelines:

Office Hours: All full time faculty will post the times for office hours when he/she will be available for individual discussion with students. Students are highly encouraged to avail themselves of this service.

Faculty Mail: All faculty have mail boxes. Students may drop off mail with the Kinesiology Department secretary for delivery to faculty.

Faculty Office Phones: Full-time faculty will announce or publish their office phone number. In addition, voice mail and email are available.

PLEASE NOTE: Students will be required to activate their University of Toledo email accounts. All email communication from program faculty will be sent to the student's UT email address.

LEARNING ENHANCEMENT CENTER

Free tutoring is offered to all students through the Learning Enhancement Center (Bancroft Campus, Ext. 2176). No appointment is necessary. Signs indicating hours are posted and available in the CHSHS Student Services Office. Information is also available at <http://www.utoledo.edu/utlc/lec> Please consult your instructor(s) for additional information.

WRITING CENTER

The Writing Center at the University of Toledo provides one-to-one assistance to all members of the academic community who want to discuss and improve their writing. Information is also available at <http://www.utoledo.edu/centers/writingcenter/index.html>. Please consult your instructor(s) for additional information.

STATEMENT OF DIVERSITY AND INCLUSION

In concert with the University of Toledo's values and expectations, the faculty within the College of Health Science & Human Service uphold the tenets pledged by the University to respect and value personal uniqueness and differences. Specifically, we will actively participate in the initiatives of the University to attract and retain diverse faculty, staff, and students; to challenge stereotypes; and to promote sensitivity toward diversity and foster an environment of inclusion in all curricular and extra-curricular activities.

Hence, all students enrolled in this course will be expected to:

- Be considerate of the thoughts and ideas of others
- Demonstrate accountability, integrity and honor in all course-related activities
- Promote a collaborative and supportive educational environment
- Treat every individual with kindness, dignity, and respect regardless of:
 - Gender,
 - Race/ethnicity,
 - Religion,
 - Sexual orientation,
 - Impairment(s)/Disability(ies),
 - Political views, and
 - Other element(s) of uniqueness.

Inquiries regarding compliance with the above may be directed to the Office of Equity and Diversity at: <http://www.utoledo.edu/policies/administration/diversity/index.html>

GRADES

The passing grade for Respiratory Care is a minimum of a "C" (77%) in all professional didactic, laboratory and clinical courses. A grade of C- is considered unacceptable, and the course must be retaken and a grade of "C" or better achieved.

Please note that in any clinical course a student must receive a "satisfactory" rating in all critical skills on his/her final Behavioral Rating Scale Evaluation to be assigned a grade of "C" or better.

The grading scale is as follows:

100 - 95 = A	85 - 83 = B-	73 - 71 = D+
94 - 92 = A-	82 - 80 = C+	70 - 68 = D-
91 - 89 = B+	79 - 77 = C	67 - 65 = F
88 - 86 = B	76 - 74 = C-	

ATTENDANCE

Classroom attendance is strongly may be required at the instructor's discretion. Students are responsible and accountable for all content and classroom activities. In some courses, the student's grade may be adversely affected by less than full attendance (see course syllabi for attendance policies). The UT Missed Class Policy will be followed. It can be found at the following URL:

(http://www.utoledo.edu/facsenate/missed_class_policy.html).

Laboratory and clinical attendance is mandatory. Please refer to the laboratory and clinical sections of this Handbook for the specific policies.

EXAMINATION ATTENDANCE POLICY

Attendance at all scheduled examinations is **mandatory**. Individual requests for alternate examination times will be honored only under the most extraordinary of circumstances. A make-up examination, which may be different from that given at the scheduled time, will **NOT** be administered without written documentation (e.g., police report, physician's excuse) of an excused absence. Without this documentation, the student will be assigned a "0" for the examination he/she missed.

REMEDATION POLICY

Purpose: Maintaining of satisfactory performance in all didactic, laboratory, and clinical course work throughout the entire program is expected of all students. This policy describes the procedures which will be carried out when it is determined that a student fails to meet these performance standards.

Policy: When it is determined by the faculty of the Respiratory Care Program that a student is not meeting the minimum Academic or Functional Abilities/Core Performance Standards of the Program, the student will enter into the procedure described below. **It is the intent of this policy and procedure to provide the student with every possible opportunity to complete the Respiratory Care Program successfully.**

Minimum Requirements for Satisfactory Program Performance:

1. A grade of C or better is required for all work in courses with the prefix RCBS.
2. Students must be able to carry out the normal day-to-day activities of a hospital-based Respiratory Therapist. In order to assure this, students must **as a minimum** meet requirements described in the document "**Functional Abilities/Core Performance Standards.**" This document is included as part of the initial application packet which all students must complete for entry into the Program, and is available on the University website at the following web address:

http://www.utoledo.edu/hshs/respiratorycare/pdfs/RESP_Functional_Abilities_Perf.pdf.

Procedure:

Academic Coursework:

1. Throughout all didactic, laboratory, and clinical course work students will receive regular ongoing feedback about their performance in the form of quizzes, examinations, written reports, projects, and performance evaluations. When it becomes clear to the instructor that a student is not achieving a satisfactory level of performance in a particular course, the student will be counseled individually and in private by the instructor involved. In addition, instructors have regular office hours, and students are strongly encouraged to consult with faculty about difficulties they may be having in any aspect of their academic performance. Faculty may refer the student to the Learning Enhancement Center, the Writing Center or the Office of Accessibility.
2. If the academic difficulties persist, the student may be referred to the Office of Accessibility for evaluation of possible learning and/or testing disabilities. If the Office of Accessibility determines that the student requires special accommodation, every effort will be made by the Program Faculty to provide the student with that accommodation.
3. If the student fails to achieve a grade of C or better in an academic course, and if the course is part of a sequence which must be completed in order to move on to other courses, the student will be subject to immediate “Academic Dismissal” from the program and required to repeat the course the next time it is offered and achieve a minimum grade of C. The procedure which must be followed by the student in order to gain readmission to the program following an Academic Dismissal is described in the next section of this Handbook entitled “**Criteria for Readmission.**”
4. If the student fails to achieve a grade of C or better in an academic course, and if the course is **not** part of a sequence which must be completed in order to move on to other courses, the student may, **at the discretion of the Program Director**, be allowed to continue in the program, but will still be required to repeat the course the next time it is offered and achieve a minimum grade of C.
5. A student who fails to achieve a grade of C or better in 2 or more courses is subject to immediate and permanent dismissal from the Respiratory Care Program.

Functional Abilities/Core Performance Standards:

1. As stated in the policy above, students must be able to carry out the normal day-to-day activities of a hospital-based Respiratory Therapist. The Functional Abilities/Core Performance Standards provide a good objective standard to determine a student’s ability to meet this performance benchmark.
2. Throughout all didactic, laboratory, and clinical course work, students will receive regular feedback in the form of oral and written evaluations as to whether they are meeting this performance benchmark. If it is determined by program faculty that the student is not satisfactorily meeting this benchmark, the student will be counseled individually and in private by a member of the faculty.
3. If the failure to meet the benchmark continues, the student will be referred to the Office of Accessibility for an evaluation of possible physical or psychological disabilities. If the Office of Accessibility determines that the student requires special accommodation, every effort will be made by the Program Faculty to provide the student with that accommodation **consistent with the requirements of the clinical facility for maintenance of patient care and safety.**

4. If it is determined that the student will not be able to meet this benchmark, even with accommodation, the student will be subject to immediate and permanent dismissal from the program.

WITHDRAWAL POLICY

Any student who withdraws from the Respiratory Care Program for any reason (including Academic Dismissal) must make an appointment with the Respiratory Care Program Director or designate for an exit interview and must complete a withdrawal questionnaire. **The interview must occur within four weeks of withdrawal to be considered for future readmission.**

CRITERIA FOR READMISSION

Readmission to the Respiratory Care Program after an Academic Dismissal is limited to one time. Students may be required, at the director's discretion, to repeat **any** previous course or courses due to changes in didactic/clinical emphasis or proven clinical competency. Students who plan to request readmission must fulfill the following criteria:

1. Students who have not been enrolled in the College of Health Science and Human Service for one or more semesters must apply for readmission to the College. The readmission form may be obtained from the Student Services office in the College of Health Science and Human Service.
2. Readmission into the Respiratory Care Program must be requested in writing to the Director of the program three months prior to the semester of readmission.
3. Readmission is dependent on several factors; one critical factor is the availability of clinical space. While every effort will be made to accommodate the student requesting admission, no guarantees can be made.

Readmission to the program at the previous course level is not permitted after an absence of more than one year. The student desiring readmission after more than one year will be required to repeat all respiratory care courses.

In addition to the general requirements previously stated, students who plan to request readmission must fulfill the following criteria:

1. Participate in an Exit Interview.
2. Fulfill recommendations made by program director upon exit from program.

3. It is suggested that at least twelve (12) credit hours of general study and support course work be completed in the interim. If all other program requirements have been completed the student should arrange with the program director an appropriate alternative academic program.
4. Grade point average of 2.5 (computation of grade point would not include the unsatisfactory grade in Respiratory Care).
5. **A student who is dismissed for academic dishonesty will not be considered for readmission.**

Due to the program's emphasis on current accepted practice, the Respiratory Care all students must complete the Respiratory Care major courses within a period of three (3) years.

STUDENT PERFORMANCE STANDARDS POLICY

Purpose: To maintain the integrity and professionalism of the Respiratory Care Program.

Policy:

The Student Code of Conduct contained within the University of Toledo Student Handbook (www.utoledo.edu/studentaffairs/pdfs/handbook.pdf) contains the rules and policies that are followed by the Respiratory Care Program with regard to student behavior.

In addition to the University rules, the Respiratory Care Program has further rules governing behavior that it will enforce. These rules, when violated, are grounds for disciplinary action. These additional rules include but are not limited to the following areas (See also the Sections of this Handbook "PERSONAL APPEARANCE/CLINICAL POLICIES" and "CLINICAL ABSENCE POLICY" for a complete description of behavioral expectations for Clinical classes.)

1. Inappropriate dress; (includes visible tattoos and body jewelry—tattoos must be covered by clothing, and body jewelry is limited to ear-lobe piercings)
2. Unexcused tardiness or absenteeism;
3. Failure to maintain program academic or performance requirements;
4. Breaching confidentiality (HIPAA);
5. Unprofessional behavior.

Procedure:

1. When it is deemed by the Respiratory Care faculty that a student has violated the student performance policy as outlined above, the student will enter into the procedure described below. With documentation such actions shall be progressive through the following steps beginning with the step that is appropriate for the situation.

- a. Oral counseling/reprimand by the instructor(s). Student Behavioral Contract Form, if deemed necessary by the instructor.
 - b. Written reprimand by the instructor(s). Student Behavioral Contract Form required.
 - c. Placed on warning, may continue but improvement must be seen. Student Behavioral Contract Form required.
 - d. Suspension from Respiratory Care program. Written notification required.
 - e. Appeal process
 - f. Dismissal from the Respiratory Care program. Written notification required.
2. At any step, except with an oral reprimand, written communication shall state what behavior is inappropriate, the behavior expected, and the consequences of a failure to correct.
 3. Certain behaviors may be deemed so serious that a suspension and dismissal may occur without steps a, b, and c. above. These behaviors include, but are not limited to the following:
 - a. Endangering patient safety
 - b. Falsification of personal or patient records
 - c. Sexual misconduct
 - d. Misappropriation of a patient's property
 - e. Behavior that violates state laws or ORCB regulations that govern the practice of Respiratory Care.
 4. **Any student who is refused educational access to a clinical facility may be subject to immediate dismissal from the program.**

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to: copying from another person's examination with or without their knowledge, looking at *any* kind of written or printed material during an examination, giving assistance to another person during an examination (including allowing that person to look at your examination), talking during a test, or in any way communicating with a fellow student, changing answers on your examination after it has been graded and returned to you and then submitting it for regrading, or attempting to bribe or otherwise induce the instructor to improperly alter a grade or an examination. In addition, wireless communication devices (e.g. cell phone or personal data assistant) may **NOT** be used during an examination; all cell phones, PDA's or other wireless or digital devices **must be turned off and placed on the table at the front of the room during an examination or quiz.** Unauthorized use of one of these devices during an examination will be considered evidence of cheating. Any time a calculator is required, one will be supplied with the exam. Plagiarism is defined as using as your own, someone else's work. This would include copying laboratory assignments from presently or formerly enrolled students, and copying or replicating previously used materials for case study presentations.

Breaches of academic and professional integrity are grave and serious acts. When a breach of integrity is brought to the attention of a faculty member, that faculty member will investigate the allegation. Please refer to individual course syllabus for course-specific policies on academic dishonesty. **A student found guilty of academic dishonesty for a second time will be permanently discharged from the program.** The University policy on Academic Dishonesty will be followed. For policy statement on academic dishonesty and appeals procedure, see The University of Toledo Undergraduate Handbook (www.utoledo.edu/studentaffairs/pdfs/handbook.pdf).

LABORATORY POLICY

Respiratory Care, in large part, is a discipline intimately involved with therapeutic modalities. Not only do RCP's need a comprehensive knowledge of disease processes, they need an equally comprehensive knowledge of respiratory therapy treatments and the equipment utilized in patient therapy. The laboratory setting is ideal for introducing and familiarizing students with this equipment. Therefore, we feel very strongly about the laboratory experience. To this end strict compliance with the following laboratory policies is required.

1. Attendance in laboratory is mandatory.
 - a. Attendance will be taken at the beginning of each time class meets.
 - b. Two unexcused absences will result in the deduction of five points from the student's total laboratory score. An additional five points will be lost for each unexcused absence thereafter.
 - c. Excused absences include illness with faculty notification by 3:00 p.m. the day of absence, medical excuse, court appearance, jury duty, and auto accident with police report or a death in the family. In any excused absence, documentation and/or notification must be provided.
 - d. Each tardiness in excess of ten minutes will result in the deduction of one point from the student's total score.
 - e. Students with excused absences will be allowed to make up missed quizzes or tests, unexcused students will not. Make-up quizzes or exams and missed skill check-offs must be taken prior to the next scheduled laboratory unless otherwise cleared with the instructor.
2. The student is expected to read assigned material and be familiar with laboratory exercise prior to the laboratory session.
3. All exercises must be completed in the laboratory. Written laboratory exercises may be required to be turned in by the end of the lab period.

4. Laboratory proficiency/evaluations (skill check-offs) must be completed in a timely manner. The laboratory instructor will conduct these check-offs after completion of required peer check-offs. This area cannot be over-stressed. Proficiency in a given procedure is a very important pre-clinical requirement.
 - a. Failure in a check-off will require student to go back and re-learn where they were deficient and arrange a convenient time with the lab instructor for re-evaluation; this is the student's responsibility.
 - b. A pre-selected number of completed evaluations are required per semester. Failure to complete these evaluations may delay your progress in laboratory and may result in removal from clinical as well.
5. Open Laboratory (Laboratory outside of assigned laboratory period) is scheduled at various times during the week. Every attempt is made to have open laboratory at convenient times.
 - a. Open laboratory can be used to complete assignments, practice procedures, perform check-offs, remediate, or to study assigned experiments in more detail.
 - b. Under no circumstances are unauthorized independent experiments to be attempted.
 - c. Students are not allowed in the laboratory without an instructor present without prior approval.

CLINICAL POLICY

The preparation of competent respiratory care practitioners is the most important goal of the Respiratory Care Program at The University of Toledo. One of the necessary ingredients of competence is the ability of the student to perform an array of clinical procedures in a safe, effective and efficient manner. In other words, graduates are expected to be able to carry out the normal day-to-day activities of a hospital-based Respiratory Therapist. It is through the clinical experience that the students are offered the opportunity to develop desired performance abilities by allowing them to experience firsthand a wide variety of respiratory care activities. Students will be scheduled in a clinical setting for as many as 20 hours per week. Primary clinical sites are located within about 25 miles of campus. In special situations, the student may be asked to travel a greater distance. **Transportation to clinical sites is the responsibility of the student.**

It is the student's primary responsibility to gain as much experience as is possible during clinical rotations. To accomplish this, the student must remain alert and inquisitive. The student must possess the desire to participate in all duties assigned to the respiratory care practitioner. They should not hesitate to ask questions of others and should be willing to seek answers to questions through reading. It is only through continued performance of tasks and the willingness and desire to seek and apply

knowledge that the student will experience the maximum gain from the clinical rotations. It is imperative that the student come to clinical prepared for the experience as outlined in the clinical guidelines.

During the clinical experience students shall be judged on their ability to integrate theory with practice, performance of skills, attitudes, and appearance. They will be responsible for documentation of their clinical time and activities. They will also be governed by specific policies and procedures of the individual hospitals. Please note: students will be required to demonstrate satisfactory performance in the clinical setting of a number of designated basic clinical procedures prior to entering the RCBS 4140 advanced critical care rotations.

The Clinical affiliate will have the privilege of:

1. Refusing educational access to its clinical areas to University faculty and students who do not meet the hospital standards and policies for health, safety, performance or ethical behavior.
2. Resolving any problem situation in favor of the patient's welfare and restrict the student involved to an observer role until the incident can be clarified by the staff in charge and the Respiratory Care faculty.

Any student dismissed from clinical for any reason is subject to immediate dismissal from the program.

PERSONAL APPEARANCE POLICY—Clinical Sites

The public gains impressions of the University and the Clinical Facility from contact with students and employees seen at that facility. Therefore, it is important for you not only to be courteous and efficient, but also to contribute to our University and Program public image through proper dress and personal grooming. Neatness and good taste in one's dress and manner also contribute much to the impression one makes on their fellow students and employees. A professional appearance assures poise and self-confidence.

Since personal appearance and adherence to institutional policies are regarded as important aspects of the student's over-all clinical education process, the following specific regulations are to be observed:

1. Reasonable, conservative hair style: Shorter hair styles should not touch patients when bending over. Long hair must be pulled off the collar. It is recommended that long hair either be worn "up" or at least placed in a pony tail to prevent contact when bending over patients.
2. Fingernails should be of conservative length to avoid scratching patients during procedures and to protect both patients and students from transfer of disease. **Artificial nails are not permitted in any medical facility on any person having patient contact.** Any student appearing at clinical with artificial nails will

- immediately be sent away with an unexcused absence.
3. A watch with a second-hand is required.
 4. Small styles of earrings secured by piercings through the ear lobe are permitted. No other jewelry, with the exception of a wedding band and wrist watch, is to be worn at the clinical site. Any other body piercings (e.g. cartilage, tongue) must not have **any** jewelry (including studs) through them unless they are totally covered by clothing at all times.
 5. No open-toed shoes, clogs, or boots are permitted. It is suggested that you wear comfortable rubber-soled shoes.
 6. All students are required to wear a **clean, pressed**, properly fitted white lab coat and name badge. Individual clinical sites may require the student to get name badges for that site. The hem of the lab coat **must not be more than 8-10 inches below the waist**.
 7. Most clinical facilities either suggest or require that students wear scrubs. Some clinical facilities have color requirements for their scrubs; check with the Director of Clinical Education if there is any doubt. If scrubs are not worn, "Professional" attire is required: Men wear shirts/tie/slacks (no jeans). Women wear skirts/dresses/slacks/blouses. **NOTE:** Students scheduled at St. Luke's Hospital must wear teal scrubs, or professional attire and a white lab coat.
 8. Colognes and perfumes must be avoided; some patients have allergic type reactions.
 9. **Student use of personal cell phones is strictly prohibited in the clinical facilities without permission of the clinical instructor.** Cell phones must be turned off in patient care areas of most hospitals. Students may bring their cell phones to clinical with them, but are strongly encouraged to leave them with their personal belongings in the Respiratory Care Department of the hospital. Cell phones may be used only during breaks and in accordance with policies of the individual hospitals. If there is any doubt about use of a cell phone consult the clinical instructor.
 10. **Student use of the Internet either on cell phones or hospital computers is strictly prohibited without permission of the clinical instructor.**
 11. Judgment of the clinical instructor will prevail in all matters of student behavior. Deviation from the above guidelines **may result in a warning or dismissal from clinical for the day. This lost clinical time will be considered unexcused and will result in the deduction of 10 points from the student's clinical score.**

ABSENCE POLICY—Clinical Sites

Clinical experience is an integral part of your respiratory care education. Arrive promptly for each clinical session and **plan to stay for the entire scheduled time. Do not request to leave clinical early except in the event of a personal emergency or unless prior arrangements have been made, including arrangements to make up lost time.**

In cases where tardiness or absence from clinical is unavoidable, the clinical instructor **must** be notified no less than one hour prior to the start of the clinical session. It is highly recommended that you speak directly to the clinical instructor. When this is not possible, you should **document the time and the name of the individual with whom you left a message. A student absent from clinical, who has not called to report their absence prior to the start of clinical, will lose 5 clinical points.**

1. An unexcused absence or tardiness in excess of two hours will result in the deduction of **5 additional points** from the student's total clinical grade. Admission of a tardy student into the clinical site will be at the clinical instructor's discretion.
2. Excused absences include illness with faculty notification prior to the start of clinical on the day of absence, medical excuse, court appearance, jury duty, auto accident with police report or a death in the family. In any excused absence, documentation and/or notification must be provided.
3. Students who miss clinical time must contact a member of the Program faculty **prior to readmission to the clinical site. A "Return to Clinical" form must be obtained from either the Program Director or the Director of Clinical Education before the next scheduled clinical, and it must be given to the clinical instructor at the beginning of that clinical. Any student appearing at clinical following an absence may be sent away at the discretion of the clinical instructor with the student receiving an unexcused absence.**
4. Any missed quiz will not be allowed to be made up if absence is unexcused.
5. Missed clinical time will be made up on a designated day to be scheduled at the discretion of the clinical instructor, at a designated facility which may be different than your assigned site. In some cases, and at the discretion of the Program faculty, students may be given a relevant written assignment in lieu of making up missed clinical time.
6. Students who do not make-up clinical by the end of final exam week will receive a grade of "I" (incomplete) for the clinical course, and will not be allowed to advance in the program until the incomplete is removed.
7. A student who has three absences or tardies in a semester will be required to meet with the Program Director and Director of Clinical Education, who will consult with the Medical Director or Associate Medical Director to determine if the student can continue in the clinical course.

CANCELLATION OF CLINICAL DAYS

1. When classes at The University of Toledo are canceled due to inclement weather, clinicals scheduled for that day are canceled as well.
2. When the University is closed in celebration of a holiday, clinical will not be held.

CHECKLIST FOR BEGINNING CLINICAL

The following are required prior to beginning the first clinical course:

1. Completed Health Form Packet (if not submitted by announced due date, student will **NOT** be permitted to attend clinical).

(For your information, a sample health packet is included in this handbook immediately following this page).

Appointments for the physical and laboratory tests can be made through The University Health Services.

2. Malpractice insurance (automatically paid with lab fees)
3. Documentation of current Healthcare Provider CPR certification
4. Laboratory Jacket: Each student must purchase a white laboratory jacket. Jackets must have long sleeves and be suit coat length. Stores may have limited stock available, and special orders may take several weeks. Please plan ahead.
5. Badge: A picture ID badge is required and will be made available for purchase at a cost of \$5.00.
6. Stethoscope: A stethoscope will be used in both the laboratory and the clinical phases of your program. Stethoscopes may be purchased at a number of medical supply companies.
7. Watch with second hand
8. Criminal Background Check: A Criminal Background Check like the one required by the ORCB for licensure is presently not required by the Respiratory Care Program. However, this is subject to change; current and entering students may be required to obtain a Criminal Background Check at any time in the future. Additionally, a Criminal Background Check may be required by one or more of the clinical sites. The purpose of conducting a Criminal Background Check is three-fold:
 - a. To assure compliance with various regulatory or accrediting agencies that require such checks.
 - b. To identify students engaged in training at the University of Toledo who have a criminal history that may prevent them from participating in the clinical training programs, including but not limited to, care of patients in vulnerable populations.
 - c. To advise students with a criminal history that they may want to consult with respective licensing boards regarding the impact of the criminal history on their ability to obtain professional licensure.

It is strongly recommended that any student with a conviction of a felony or upper level misdemeanor consult with the Program Director at the earliest possible time.

9. Personal Medical Insurance: Students are responsible for their own medical insurance coverage.

The following are required prior to entry into a clinical course at the beginning of fall semester of any year following the first year:

1. Fit for Duty form signed by MD or DO
2. Hepatitis-B surface antigen test (non-reactive) and a signed declination form on file or completion of Hepatitis B immunization series
3. A one-step PPD with results in millimeters indicating negative reaction or a chest x-ray indicating no active tuberculosis
4. Malpractice insurance (automatically paid with lab fees)
5. CPR certification must be kept current
6. Students must provide documentation of a completed physical each year.

***STUDENTS WILL NOT BE PERMITTED TO
ATTEND CLINICAL WITHOUT ALL OF THE ABOVE***

**ALL FORMS MUST BE FULLY COMPLETED AND SIGNED BY THE HEALTH CARE PROVIDER.
ALL LAB RESULTS MUST BE ATTACHED & DATED.**

Signature of Health Care Provider

Date

PHYSICAL EXAMINATION

Height: _____ Weight: _____ Blood Pressure: _____ Temp.: _____ Pulse: _____ Resp: _____

General Appearance: _____ Skin _____ Spine: (curvature) _____
(note)

Thyroid _____ Eyes (include Snellen) _____ Ears _____ Hearing: L _____ R _____

Lungs _____ Heart _____ Neurological _____

Musculo-skeletal _____ Peripheral Vascular _____

Abdomen _____ Genitalia _____

ASSESSMENT: Does this student have any findings which may interfere with functioning as a respiratory therapist?

(NOTE: Must be able to move, lift or carry equipment weighing up to 50 lbs., up to 15% of the time; up to 100 lbs., 2% of the time; and move or lift patients or equipment weighing up to 300 lbs. with assistance, 2% of the time. Must be able to tolerate standing/walking for frequent and prolonged periods of time (most of shift).

Signature Physician/Nurse Practitioner

Date

STUDENT COMPLETES THE FOLLOWING:

Do you have allergies? If yes, what are they? _____

Are you presently taking any kind of medication? _____ If yes, name drug and how often you take it:

I UNDERSTAND THAT THE RESPIRATORY CARE PROGRAM WILL SHARE THIS INFORMATION WITH APPROPRIATE FACULTY, CLINICAL AGENCIES, OR IN THE EVENT OF MEDICAL EMERGENCY.

STUDENT

DATE

FACULTY COMPLETES THE FOLLOWING:

Liability Insurance Coverage - \$1 million/\$3 million liability coverage

Return to: Mike Troxell, Ph.D., R.R.T.
Director of Clinical Education
Respiratory Care Program
University of Toledo/College of Health Science & Human Service
Health Professions Department/MS 119
2801 West Bancroft
Toledo, Ohio 43606-3390

**THE UNIVERSITY OF TOLEDO
RESPIRATORY CARE PROGRAM**

FIT FOR DUTY FORM

***Health Statement Form for School/agency use -
NOT to be submitted to clinical site***

Required for all faculty, and students/affiliates scheduled for clinical experience or preceptorships.
A new signed statement must be filed annually.

Faculty or Student/Affiliate Name

School or Institution

Academic Year

I find the above named individual fit for duty and free from communicable disease.

MD or DO Signature

Date

Address Stamp

**THE UNIVERSITY OF TOLEDO
COLLEGE OF HEALTH SCIENCE & HUMAN SERVICE
RESPIRATORY CARE PROGRAM**

The following waiver and acknowledgement form will be signed by the student and placed on file before any clinical experience.

WAIVER AND ACKNOWLEDGEMENT

The undersigned, in consideration of his/her participation in the clinical education component of the Respiratory Care Program, does hereby waive, release and forever discharge The University of Toledo and assigned clinical agency and its trustees, officers, agents, servants and employees, from any claims, demands or causes of action for loss, cost, injury or damage arising from or out of his/her participation therein.

IN WITNESS WHEREOF, I have set my hand at Toledo, Ohio this _____
day of _____, 20__.

Student Name (Printed)

Witness Name (Printed)

Student's Signature

Witness Signature

GRADUATION REQUIREMENTS

In order to graduate with a Bachelor of Science in Respiratory Care, a student must pass the CRT and RRT written self-assessment examinations. The costs associated with the purchase of the Self-Assessment Examinations are included in the student lab fees. Failure to pass the examination will result in remedial work and retesting.

GRADUATION APPLICATION

Graduation is not automatic even though all course requirements are met. Students must formally apply for their degree. Applications may be picked up in the Office of Student Records, Rocket Hall or in the College of Health Science and Human Service. Students should pay close attention to application deadlines posted throughout the college and in each semester schedule book. There is no fee to apply for graduation.

NBRC EXAMINATIONS PROCEDURES

ENTRY LEVEL EXAMINATION

ADMISSION POLICIES - ENTRY LEVEL CERTIFICATION EXAMINATION

- A. Applicants shall be 18 years of age or older.
- B. Applicants shall have a minimum of an associate degree from a respiratory therapy education program supported by the Committee on Accreditation for Respiratory Care (CoARC), or its predecessor the Joint Review Committee for Respiratory Therapy Education (JRCRTE), or accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

CRT Summary

- 1. Application (may be processed on line at www.nbrc.org)
- 2. \$190.00 application fee

ADVANCED PRACTITIONER EXAMINATION

ADMISSION POLICIES - ADVANCED PRACTITIONER EXAMINATION

- A. Applicants shall be 18 years of age or older
- B. Applicants shall satisfy ONE of the following educational requirements:
 - 1. Be a CRT having earned a minimum of an associate degree from an advanced level respiratory therapist educational program supported by the Committee on Accreditation for Respiratory Care (CoARC), or its predecessor the Joint Review Committee for Respiratory Therapy Education (JRCRTE), or accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

OR

- 2. Be a CRT credentialed by the NBRC who has four years* of full-time clinical experience** in respiratory care under licensed medical supervision following Certification and prior to applying for the examination. In addition, the applicant shall also have at least 62 semester hours of college credit from a college or university accredited by its regional association or the equivalent, including courses in anatomy and physiology, chemistry, mathematics, microbiology and physics; or, the applicant may have an associate degree from an accredited entry level respiratory therapy program.

OR

3. Be a CRT with a baccalaureate degree in an area other than respiratory care, including college credit level courses in anatomy and physiology, chemistry, mathematics, microbiology and physics. In addition, they shall have two years of full-time clinical experience** in respiratory care under licensed medical supervision following Certification and before applying for the examination.

OR

4. Be a CRT with two years of full-time clinical experience in respiratory therapy under licensed medical supervision following Certification and prior to applying for the Registry Examination and hold a minimum of an Associate Degree in Respiratory Therapy from an accredited entry level respiratory therapy education program.

*Individuals certified (CRT) prior to January 1, 1983 are required to complete only three years of clinical experience.

**Clinical experience in respiratory care under licensed medical supervision is interpreted as a minimum of 21 hours per week. Clinical experience must be completed before the candidate applies for his examination.

RRT Summary

1. Application (may be processed online at www.nbrc.org)
2. \$390 application fee (written and clinical simulation)

**READ APPLICATION COMPLETELY
FOLLOW INSTRUCTIONS**

RRT Eligibility Time Limit

Effective January 1, 2005, new graduates of accredited advanced level education programs will have three years after graduation to complete the RRT examination.

Individuals who do not earn the RRT credential within this time limit will be required to retake and pass the CRT Examination for re-credentialing. Following re-credentialing as a CRT, the candidate will have another three (3) years to earn the RRT credential. The individual must apply as a new candidate and pay all applicable fees to take the RRT Examinations.

LIMITED PERMIT APPLICATION PROCEDURE

Pursuant to:

Ohio Respiratory Care Laws and Rules, Annotated

- (A) Limited permit - the board may issue a limited permit, to any applicant who is of good moral character, files an application form approved by the board, and pays the fee prescribed by the board.
- (1) An applicant for a limited permit must provide proof of meeting one of the following requirements:
- (a) Is enrolled in and is in good standing in a respiratory care educational program that meets the requirements of rule 4761-4-01 of the Administrative Code; or
 - (b) Is a graduate of a respiratory care educational program that meets the requirements of rule 4761-4-01 of the Administrative Code; or
 - (c) Is employed as a provider of respiratory care in this state and was employed as a provider of respiratory care in this state prior to March 14, 1989, as provided by division (B)(1)(b) of section 4761.05 of the Revised Code.
- (2) An applicant meeting the requirements of paragraph (A)(1)(a) of this rule shall submit a verification of education form as proof to the board of his enrollment and good standing in an educational program approved by the board, the verification of education form shall be provided by the Ohio respiratory care board.
- (3) An applicant meeting the requirements of paragraph (A)(1)(b) of this rule shall submit an official final transcript from a respiratory care program approved by the board pursuant to rule 4761-4-01 of the Administrative Code.
- (4) An applicant meeting the requirements of paragraph (A)(1)(c) of this rule shall submit proof of his record of employment as a provider of respiratory care in this state.
- (5) A person issued a limited permit under paragraph (A)(1)(a) or (A)(1)(b) of this rule shall practice respiratory care only under the supervision of a respiratory care professional until whichever of the following occurs first:
- (a) Three years after the date the limited permit is issued; or
 - (b) Until the holder discontinues participation in the educational program; or
 - (c) One year following the date of receipt of a degree or certificate of completion from a board-approved respiratory care education program;

- (B) A person issued a limited permit under paragraph (A)(1)(a) or (A)(1)(b) of this rule may petition the board to extend the effective term of a limited permit in cases of unusual hardship. A limited permit holder seeking an extension of a limited permit must complete an application form prescribed by the board. The board may extend the term of a limited permit for periods of time deemed appropriate for the circumstances associated with the petition for extension.
- (C) The respiratory care services which may be performed by the holders of a limited permit issued under paragraph (A)(1)(a) of this rule are limited to only those services which have been successfully completed by such persons as part of the curriculum of their respiratory care educational program, as certified by the director of the respiratory care educational program on the verification of education form filed with the board. A copy of the board approved verification of education form will be provided to the holder of a limited permit. The limited permit holder must provide a copy of the board approved verification of education form to all employers of respiratory care services. An updated verification of education form may be filed with the board upon successful completion of a clinical course.
- (D) A person issued a limited permit under paragraph (A)(1)(c) of this rule shall practice respiratory care only under the supervision of a respiratory care professional and may practice for not more than three years, unless the holder has been employed as a provider of respiratory care for an average of not less than twenty-five hours per week for a period of not less than five years by a hospital certified or accredited pursuant to section 3727.02 of Revised Code.
- (E) Applications that are incomplete will be held open for ninety days following notification of incomplete requirements by regular mail. After sixty days, a final notice of incomplete application will be mailed by certified mail, return-receipt requested. If by the end of the ninety day period, the application remains incomplete, it will be considered abandoned. After ninety days, if desired, the applicant must submit a new application, including fee. In the event notice is not deliverable by certified mail, return receipt requested, the application will be considered abandoned after one hundred twenty days.
- (F) All the forms related to Licensure and Limited permits can be found at <http://respiratorycare.ohio.gov/AccessRespiratoryCareLicenseInformation/FormsandApplications.aspx>