

Respiratory Therapy

Student Handbook 2020-2022

Updated 9/26/2022



GROSSMONT COLLEGE
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Phone: (619) 644-7000

I _____ have read and agree to adhere to the policies and procedures set forth in the 2020 - 2022 updated 8/22/2022 Respiratory Therapy Student Handbook. The Respiratory Therapy Student Handbook is a dynamic document and is subject to change as policies evolve. Students are responsible for knowing the current contents of the Respiratory Therapy Student Handbook and adhering to its policies. If an addendum is necessary, students are responsible for any additional policy changes. The Student Handbook is available on the Grossmont College Website.

For learning purposes students may be videotaped when participating in simulation or skills testing. Lectures delivered virtually are recorded using ZOOM and are recorded and available for student review of presented material. Audio/visual images and recordings are not to be posted on the web or used for any reason other than learning. Images and videotape taken while on site during instruction are the property of GCCCD and may be viewed by community partners for marketing purposes. Students may UNDER NO CIRCUMSTANCES take pictures of ZOOM session for posting on social media or other internet sites or sending to friends. My signature indicates that I have read the Handbook and I agree to be videotaped. Violation may result in disciplinary action against me by Grossmont Community College and dismissal from the Respiratory Therapy Program.

In exchange for the educational opportunities provided to me by the clinical rotations, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not in a clinical rotation, including in my conversations with family, friends, and peers. **I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree not to post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, Myspace, and any others not mentioned). I understand that** administration periodically searches the internet for breaches in its privacy policies. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Such violation may also result in disciplinary action against me by Grossmont Community College and dismissal from the Respiratory Therapy Program.

Signature

Printed Name

Date

If you have any questions regarding the policies in the handbook before signing this form, please make an appointment with the Respiratory Therapy Program Director.

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SECTION I: RESPIRATORY THERAPY PROGRAM OVERVIEW AND GOVERNING PRINCIPLES

Respiratory Therapy Program Goals

“To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs) (CoARC, 2022).”

Grossmont College Mission and Values

The founders of the Grossmont-Cuyamaca Community College District believed that a Community College should provide experiences that will greatly broaden the students’ educational opportunities and strengthen society’s democratic institutions. This continues to be a significant mission of the community college system in California.

The Grossmont–Cuyamaca District together with Grossmont College and the Grossmont College Respiratory Therapy (RT) Program are committed to the vision of “Changing lives through education.”

The philosophy of the Respiratory Therapy department is consistent with the mission of Grossmont Community College. The Mission of the College, found in the current Grossmont College Catalog, states Grossmont College provides an exemplary higher education learning environment through comprehensive and innovative instructional programs and student support services. By advancing equity and inclusion, we prepare our diverse student population to lead and engage with local and global communities.

Grossmont College Respiratory Therapy Program History/Overview

The first two-year Respiratory Therapy students entered the Grossmont College Respiratory Therapy Program in the fall of 1969. This class of 16 graduated in June 1971. Currently, the 2 Year Respiratory Therapy Program admits 25 - 45 students each Fall semester.

Respiratory Therapy is an allied health specialty employed in the assessment, treatment, management, control, and care of patients with deficiencies and abnormalities associated with the cardiorespiratory system. There are opportunities for employment in hospitals, rehabilitation centers, skilled nursing facilities, education, and research.

Demand for respiratory therapists remains high nationally and internationally. As of June 2020, 90% of the 2018 graduation class and 100% of the 2019 graduating class were employed within the field of respiratory therapy.

The Grossmont College Respiratory Therapy Program is accredited by CoARC (Commission on Accreditation for Respiratory Care).

[CoARC](#)

0264 Precision Blvd,

Telford, TN 37690

Phone: (817) 283-2835

Fax: (817) 354-8519

Email: WEBMASTER@COARC.COM

CoARC accreditation allows graduates to sit for the licensure examination to obtain state licensure. (*Grossmont College CoARC # 20085*).

The College's mission and principles are reflected in the mission statement and philosophy of the Respiratory Therapy Program.

Respiratory Therapy Program Mission Statement

The mission of the Grossmont College RT (Respiratory Therapy) Program is to educate qualified students to earn an associate of science degree, to successfully pass the exam requirements to become a registered respiratory therapist (RRT), and to integrate the knowledge, skills, values, and attitudes essential for entry level respiratory care practice. Through educational excellence, the Grossmont College Respiratory Therapy Program challenges diverse students to develop sound clinical judgment in an environment that facilitates educational mobility, personal growth, and a pattern of lifelong learning. The Program's primary role is to foster and facilitate the development of RCP's (Respiratory Care Practitioners) who are prepared to provide care in a variety of health care settings to a diverse community in a dynamic evolving health care environment.

The Respiratory Therapy Philosophy

The Respiratory Therapy Program of Grossmont College shall facilitate student growth in the allied health specialty of respiratory care. Major emphasis will be directed towards helping each student develop the knowledge, skills and attitudes necessary to become a competent, well-rounded health care team member. The student shall demonstrate appropriate growth by:

- Displaying skill in gathering and recording clinical information
- Competently defining the patient's problem(s)
- Judging appropriate respiratory therapy intervention(s)
- Displaying judgment and skill in implementing therapy
- Acquiring effective and appropriate attitudes towards his/her role as a respiratory therapist
- Accepting responsibility for the growth of respiratory therapy as a profession
- Developing skills necessary to maintain life-long learning in respiratory therapy

The faculty believes in the principles of adult learning and that education is a process through which a person assimilates knowledge, develops skills, establishes values, and realizes potentials. Students are treated as individuals with unique qualities and learning needs. Faculty respects the diversity of the students and the communities that we serve. The faculty's role is to facilitate the learning process by creating a climate in which optimal learning becomes possible. Students should be appropriately challenged to stimulate inquiry, critical thinking, and synthesis of knowledge. The faculty strives to provide a supportive and challenging learning environment using a variety of instructional strategies to facilitate critical thinking and problem solving.

The teaching-learning process is reciprocal and interactive, with faculty and students sharing the collaborative enterprise of learning, inquiry, teaching, and evaluation. These skills enable our

graduates to make decisions and take actions that are consistent with ethical practice and licensing laws. Faculty recognizes its obligation to the community to prepare our students to provide safe respiratory care.

SECTION II: PROGRAM OUTCOMES

Upon completion of the Grossmont College Respiratory Therapy Associate Degree the RT graduate will be proficient in the following Program Outcomes:

- The student will demonstrate the ability to comprehend, apply and evaluate clinical information relevant to his/her role as a Respiratory Therapist.
- The student will demonstrate the technical proficiency in all the skills necessary to fulfill the role as a Respiratory Therapist.
- The student will demonstrate personal behaviors consistent with professional and employer expectations as a Respiratory Therapist.

SECTION III: PROFESSIONALISM

Academic Integrity

“The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one’s own) and plagiarism (presenting another writer’s ideas, materials, images, or words as one’s own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college’s statement on academic fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Dean of Student Affairs.” ([Academic Integrity \(grossmont.edu\)](https://www.grossmont.edu/academic-integrity))

Plagiarism is using someone else’s ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else’s work or ideas and using it as one’s own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor. An infraction of plagiarism will result in a zero for the assignment.

Plagiarism using the Internet Purchasing research papers on the internet and submitting them as

your own constitutes a gross case of plagiarism. Cutting and pasting from a website without putting the text being used in quotation marks and/or without properly citing the sources also constitutes plagiarism. An infraction of plagiarism on the internet will result in a zero for the assignment.

Cheating is copying of any test or quiz question, problem, or work done in a class that is not the student's own work. It also includes giving or receiving unauthorized assistance during an examination whether it was intentional or not and obtaining or distributing unauthorized unallowable sources of information during an exam. An infraction of cheating will result in a zero for the assignment, quiz, work, or exam.

Quiz and test questions are not to be copied in any way or taken from the classroom. To do so will constitute academic fraud and will be subject to the sanctions outlined in the academic integrity policy including a zero on the quiz or exam and may result in dismissal from the program.

False Data is a fabrication or alternation of data to deliberately mislead. Examples include but are not limited to falsifying vital signs and altering the medical record. Falsifying data will result in dismissal from the Respiratory Therapy Program.

Intentional Deception is the submission of false documentation (absence excuse, proof of attendance, etc.) or falsifying any official college record. A student who misrepresents facts to obtain exemptions from course requirements has committed an act of intentional deception and may be subject to disciplinary action. Intentional deception will result in dismissal from the Respiratory Therapy Program.

Multiple Submission: Use of work previously submitted at this or any other institution to fulfill academic requirements in another class. For example, using a paper from an English 126 Creative Writing class for a Sociology 138 Social Psychology class is academic fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is necessary.

Students who engage in academic fraud will be subject to authorized penalties at the discretion of the instructor of record in the class. Such penalties may range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information contact the office of the Dean of Student Affairs or the Vice President of Student Services, on the Grossmont College website at Grossmont.edu or the instructor of record in the class. Such penalties may range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information contact the office of the Dean of Student Affairs or the Vice President of Student Services.

Social Networking Sites

The Respiratory Therapy Department at Grossmont Community College recognizes that social networking websites are used as a means of communication. **Future employers** often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "**live on**" beyond its removal from the original website and continue to

circulate in other venues.

In your professional role as a caregiver, **do not:**

- Present the personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual.
- Present yourself as an official representative or spokesperson for the Grossmont Community College Respiratory Therapy Department
- Utilize websites and/or applications in a manner that interferes with your clinical commitments.

Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful. The actions listed below are strongly discouraged.

- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Therefore, think carefully before you post any information on a website or application. Photographs are not permitted inside or outside of any clinical affiliate. Clinical group photos may not display any identifying information for any clinical facility. Taking or posting of photographs or protected information on any site is grounds for immediate removal from the program.

Professional Organizations

AARC – American Association for Respiratory Care primary purposes as stated in the AARC bylaws are to: “(1) encourage, develop, and provide educational programs for those persons interested in the field of respiratory therapy; (2) to advance the science, technology, ethics, and art of respiratory therapy through institutes, meetings, lectures, publications, and other materials; and (3) to facilitate cooperation between respiratory therapy personnel and the medical profession, hospitals, service companies, industry, governmental organizations, and other agencies interested in respiratory therapy. (4) Provide education of general public in pulmonary health promotion and disease prevention.”

The Grossmont College Respiratory Therapy program is governed by standards of conduct set forth by the profession set forth by the AARC Code of Ethics.

For more information or to join the AARC contact:

AARC
9425 N. MacArthur Blvd.
Suite 100
Irving, Texas 75063-4706
Phone: (972)243-2272
Email: www.info@aarc.org

CSRC – California Society for Respiratory Therapy is a chartered affiliated State Society of the AARC. The CSRC is divided into smaller geographical regions. Grossmont College maintains a strong relationship with the CSRC and strongly encourages student membership. Objectives of the CSRC are: “(a) to promote and support continuing medical education in the field of respiratory therapy in order to insure a level of quality respiratory care, (b) to coordinate local chapter functions to promote programs and the exchange of ideas concerning respiratory therapy, (c) to safeguard the economic and professional interest of respiratory therapy practitioners, (d) to represent respiratory therapy and respiratory therapy personnel in order to exert an influence on legislation, regarding matters pertaining to respiratory therapy; and the interpretation of the scope and importance of respiratory therapy, (e) to cooperate with other allied health societies, state regulatory agencies, California Thoracic Society, California Lung Association, Cystic Fibrosis Foundation, Heart Association, and all other official and nonofficial organizations relating either directly or indirectly to the management of respiratory care, (f) to further scientific, educational, political, and social aspects of respiratory care, (g) to maintain a close and effective relationship with the AARC.”

For further information please contact the CSRC at:

[CSRC](#)
3868 Howe St #1
Oakland, CA 94611
Phone: (888)730-CSRC (2772)
FAX: (831)763-2814
Email: office@csrc.org

Respiratory Therapy Club

The Respiratory Therapy Club is a subsidiary to the Associated Students of Grossmont College, Inc. The president of the club coordinates the activities of the club in conjunction with the faculty advisor. All activities must have the approval of the advisor and be processed through the student activities office.

Class officers are selected yearly for each class RT club by a class vote and work together to direct and perpetuate the activities of the club and the Associated Students of Grossmont College.

Class officers include a president, vice president, secretary/treasurer, and volunteer coordinator.

Major events may include but are not limited to get acquainted party for 1st year students, campus social gatherings, outreach and education, health and career fairs promoting health and a graduation pinning ceremony.

The graduation pinning ceremony may be held up to 1 week before graduation and up to 2 days following the college graduation. The ceremony may be held on campus or offsite. If planning a ceremony offsite there must not be any alcohol served at the venue. The ceremony will not include alcohol of any kind, even a no host bar. The purpose of the ceremony is to celebrate student hard-work and success. Gifts for instructors are not permitted! The class officers must consult with the program director when planning the pinning ceremony.

All money raised by the club must be deposited in the club bank account.

Officer responsibilities:

President:

- Coordinate fundraising activities
- Coordinate special events
- Attend or have representative attend ICC (ASGC) meetings
- Submit appropriate paperwork to ASG
- Plan and coordinate graduation pinning ceremony

Vice President:

- Work with president to support planned activities
- Attend ICC meetings when needed
- Be prepared to take on president responsibilities when the President is unavailable

Volunteer Coordinator:

- Liaison between faculty, staff, campus community, and students in the RCP club
- Coordinates and advertises volunteer activities

Secretary/Treasurer:

- Collect, deposit, and keep records of class funds
- Submit appropriate paperwork to ASGC to deposit and withdraw funds
- Support planned activities.

SECTION IV: LICENSURE AND PROFESSIONAL EXAMINATIONS

To qualify for the state board licensure exam, students must have completed the Associate Degree and must pass professional examinations. It is the responsibility of the student to meet the degree requirements. The Evaluation Division of Admissions and Records will evaluate each student's transcript to determine eligibility for graduation. Students with advanced placement standing must be sure they have met the requirements and that transfer credits are adequate. The RCB (Respiratory Care Board of California) provides an online application for the RCP License.

The [NBRC](#) (National Board for Respiratory Care) administers all respiratory therapy examinations. Information regarding exams may be obtained from the NBRC website.

Eligible students will receive information on the application process for licensure and examinations during the program, but it is the student's responsibility to be aware of the requirements.

Respiratory Care Practice Act

California law requires that individuals performing respiratory care services be licensed in the form of state certification as mandated in Section 3738, Article 3, of the Respiratory Care Practice Act (RCPA).

Failure to possess and maintain a current, valid license issued by the Respiratory Care Board (RCB) while practicing respiratory care is illegal. Individuals not licensed by RCB will be subject to criminal prosecution. Interested parties may contact the RCB for additional information at:

Respiratory Care Board of California

444 North 3rd Street, Suite 270

Sacramento, CA 95811

Phone: (916)323-9983 or (866)375-0386

FAX: (916)323-9999

Email: www.rcb.ca.gov or rcbinfo@dca.ca.gov

RCB Policy on Denial of Licensure

In addition to the clearance needed for clinical rotations during the RT program, graduates will need to complete a more extensive background check when applying to the state of California, or any other state requiring a license, for a license to practice respiratory therapy. Applicants with a record of substance abuse or conviction of violations of federal, state, or local laws related to controlled substances, alcohol or other drugs, or any offense (misdemeanor or felony) should know that they may not be eligible for licensure as a respiratory care practitioner.

Your primary source for determining the impact of prior convictions on the ability to obtain a respiratory care practitioner license is the Respiratory Care Board of California: www.rcb.ca.gov. Information regarding proposed resolutions for specific case types may be found at: <https://www.rcb.ca.gov/enforcement/forms/inhoussereview.pdf>

The respiratory therapy department is unable to advise you on issues pertaining to background checks, drug screens or clinical affiliate decisions regarding placements based on this information.

In summary, the purpose of the background check and drug screen for RT students is to protect the public. The clinical facilities have the responsibility for protecting their patients, and they will determine whether a student can participate in clinical rotations at their facilities.

The Respiratory Care Board of California is responsible for protecting public safety through the licensing process. The process of completing an Associate Degree program in respiratory therapy will not result in the ability of an individual to practice as a respiratory care practitioner.

All respiratory therapy (RT) students will be required to complete a background check and urine drug screen upon acceptance into the RT program.

Please review the following information prior to submitting an application to the RT program to determine if this requirement will have an impact on your ability to obtain clearance from the clinical facilities required for clinical rotations or the ability to obtain a respiratory therapy license.

The background check and drug screen reports will be shared with the clinical facilities prior to the start of the clinical rotations. Clearance decisions are made on a case-by-case basis by the clinical facilities prior to each clinical rotation you are assigned to following your acceptance into the RT program.

If a background check and/or drug screen is “flagged” as not clear of all convictions and/or drugs, the clinical facilities will review the flagged reports and determine if a student will be allowed to complete a clinical rotation at their respective clinical site. If a clinical facility does not clear a student to be at the site, the student will be unable to complete the clinical component of the RT program. This may occur at any point in the RT program, including the final semester. As a result, the student will be dismissed from the RT program at the time the decision is made by a clinical facility. There are no written criteria for which flagged results will result in the denial of clinical placement by a clinical facility. The decision is made on a case-by-case basis.

SECTION V: ADMISSION TO THE RESPIRATORY THERAPY PROGRAM

Non-discrimination Policy

The Grossmont-Cuyamaca Community College District (District) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. The district strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

Accommodations for Students with Disabilities

Grossmont College and the RT department support the non-traditional student with specialized services and assistive technology. Students who may need accommodations in any class are encouraged to notify the instructor and contact Accessibility Resource Center (ARC) **early in the semester** so that reasonable accommodations may be implemented as soon as possible. Students may contact ARC in person in Griffin Center, by email or by phone at (619) 644-7119 (TTY for deaf).

Prerequisite Classes/Recency of Prerequisites

All prerequisite courses must be completed with a grade of "C" or better. A grade of "C- "is not

acceptable. It is required that these courses be completed within the past **seven** years.

Lab Requirements: A laboratory component must be taken in Chemistry, Microbiology, Anatomy and Physiology.

Repeating Prerequisites: In compliance with the Community College State Chancellor's Office ruling, a student may repeat only one (1) science prerequisite course to improve GPA or recency within a 5-year period. If a student withdraws from one of the science courses and received a "W" these counts as one attempt. The student would then be ineligible to repeat any of the science courses for 5 years.

All other prerequisites: Additional prerequisite requirements are listed on the RT web page.

Renewal of the following requirements must be completed within the stated dates. This may require early renewal. Failure to complete during the designated time frame will result in dismissal from the program.

All new student requirements must be submitted to the RT office at the designated date set by the RT office. Students will be notified of the due date in writing in the New Student Requirements Packet. At any time should a student's TB, malpractice insurance and/or CPR certification expire (in other words, if renewal is not completed before the expiration date), the student is considered non-compliant, and may not attend clinical which may result in dismissal from the program. Appropriate documentation for the flu shot must be provided by the student to the Complio website by the date stipulated to remain in compliance with this requirement. Any student out of compliance cannot attend clinical and this may result in dismissal from the program. It is the student's responsibility to remain current in all requirements and to supply proof to the Complio website **BEFORE** expiration dates.

CPR

Students are required to have a current **American Heart Association Basic Life Support (BLS) for Health Care Providers** card. A copy of the CPR card must be submitted to the Complio website. CPR certification must be maintained while a student in the RT Program. It is the student's responsibility to submit copies of CPR renewal to the Complio website. The student cannot practice in the clinical setting without a current American Heart Association BLS for Health Care Providers card on file at all times. Online CPR classes are acceptable if the course has an online portion **and** a skills validation portion at an authorized **American Heart Association Training Center**.

Malpractice Insurance

Students are also required to have current malpractice insurance and a copy must be submitted to the Complio website. It is the student's responsibility to submit copies of malpractice insurance renewal to the Complio website. The student cannot practice in the clinical setting without current malpractice insurance coverage on file at all times. The **minimum** coverage for professional liability is \$1,000,000/occurrence and \$3,000,000/general aggregate.

Background Checks and Drug Screen

Students are required to undergo a background check and a urine drug screening test before starting the RT program or being placed at a clinical site. The cost of the background check and drug screen are assumed by the student. Should a student's background check be flagged there is a possibility the hospital will deny student placement. Students with a flagged or diluted urine sample will not be allowed to attend Rady Children's Hospital and therefore may be dismissed from the RT program. Annual background check and drug screens are required.

Students absent from the program for greater than 16 weeks will be required to obtain another background check and urine drug screen.

Physical Exam

Students are required to obtain a yearly physical during the designated dates.

Standard physical requirements are required for working in the clinical environment as a student Respiratory Therapist. See detailed list of physical requirements on the following page of this Handbook.

Per hospital policy, students who have prescribed medical marijuana will not be allowed to participate in clinical.

Technical Standards & Essential Skills of the Respiratory Therapy Student

The following describes core skills and activities essential to the practice of respiratory therapy. These skills have been identified as core skills and activities the student respiratory therapist in the Grossmont College RT Program is required to perform, with or without reasonable and appropriate accommodations.

Failure to submit this form and accompanying materials by the stated deadlines will result in withdrawal of acceptance into the Grossmont RT Program. If a student currently in the RT Program becomes unable to perform core skills and activities, the same process for completing the essential Skills form must be followed.

Functional Ability	Core Performance Standard
Gross Motor Skills	• Move within confined space • Sit and maintain balance • Stand and maintain balance • Reach above shoulders • Reach below waist
Fine Motor Skills	• Pick up objects with both hands • Grasp small objects with both hands • Write with pen or pencil • Key/type (use a computer) • Pinch/pick or otherwise work with fingers of both hands • Twist (turn knobs) with both hands • Squeeze with fingers with both hands • Manipulation of precision instruments such as microscopes and bronchoscopes
Physical Endurance	• Stand for extended periods • Stand for extended periods of time with radiation protective device • Sustain repetitive movement (CPR) • Maintain physical tolerance (work entire shift)
Physical Strength	• Push and pull over 50 pounds (transfer, position patients, move heavy equipment) • Support over 50 pounds of weight (transfer/ambulate patient) • Lift over 50 pounds with assistance (transfer patient) • Move light objects up to 10 pounds • Move heavy objects weighing from 10 to 50 pounds • Defend self against combative patient • Carry equipment/supplies • Use upper body strength (CPR) • Squeeze with both hands (fire extinguisher) • Reaching (Full extension – Elbow Flexion) at and above shoulder level
Mobility	• Twist • Turn • Bend • Kneeling • Stoop/squat • Move quickly • Climb (stools, stairs) • Walk • Walk briskly (Emergent situations)
Visual	• See objects up to 20 inches away (alarms, medications labels, measurement devices, patient, and family assessment) • See objects more than 20 feet away (alarms, indicators, patient, and family assessment) • Distinguish scalar markings on instruments calibrated in increments of 0.1 mm • Use depth perception • Use peripheral vision

	• Distinguish color • Distinguish color intensity • Identify positions of controls and digital displays on medical equipment in low light conditions • Ability to recognize and respond to safety issues
Tactile	• Feel vibrations (pulses) • Detect temperature • Feel differences in surface characteristics (skin turgor) • Feel differences in sizes, shapes (palpate vein) • Detect environmental temperature
Verbal	• Ability to communicate in a clear and concise manner during daily duties and emergency situations. (Daily duties include patient and family education training collaboration with physicians and other health care professionals, presenting case information at interdisciplinary meeting or family meeting. Emergency situation includes conveying important patient information to response team.)
Auditory	• Hear normal speaking level sound • Hear faint voices • Hear faint body sounds (BP, Breath Sounds) • Hear in situations not able to see lips (when using masks) • Identify and distinguish between audible signals on medical devices • Hear and understand verbal instructions/cues and respond timely (physician or other health care professional instructions)
Emotional Stability	• Establish therapeutic boundaries • Provide patient and family with emotional support • Adapt to changing environment/stress • Deal with unexpected (crisis) • Focus attention on task (treatment sessions and document with distractions) • Monitor own emotions • Perform multiple responsibilities concurrently (always see everything going on yet concentrate on multiple tasks at hand during treatments and documentation) • Handle strong emotions (grief) • Perform without hesitation and with coordinated control, all elements of the RCP's scope of practice during times of mental stress • Respond positively to correction and modify behavior as required
Analytical Thinking Skills	• Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solves • Prioritize tasks • Use long term memory • Use short term memory

Critical Thinking Skills	• Identify cause and effect relationships • Plan/control activities for others • Synthesize knowledge and skills • Sequence information
Interpersonal Skills	• Negotiate interpersonal conflict • Respect patient differences • Establish rapport with patients and family • Establish rapport with co-workers

1. I, _____ acknowledge that I am able to perform the above core skills and activities without accommodations. This form must be submitted with the letter of intent to enroll in the Grossmont College Respiratory Therapy Program.

Signature: _____ Date: _____

OR

2. I, _____ will be submitting a plan for disability accommodations. The following steps are required to be completed, and this form must be submitted before attending the Respiratory Therapy Program orientation session.
- Submit documentation to the Office for Accessibility Resource Center (ARC):
 - Medical and other factors related to the disability; and
 - Specifications of the reasonable and appropriate accommodations needed.
 - Develop a disability accommodation plan in conjunction with ARC.
 - Schedule an appointment to review this plan with the Respiratory Therapy Program director to discuss the nature of the necessary accommodations.

Signature: _____ Date: _____

In the event that a student currently in the Respiratory Therapy program becomes unable to perform core skills and activities, the same process outlined above in #2 must be followed in order to request accommodations.

SECTION VI: CLASSROOM AND CLINICAL POLICIES

Changes to Personal Information

All students are required to submit changes of personal information (name, address, telephone

number, email address, etc.) to each of the following: the RT Department, and Admissions and Records.

Emergency Contact Number

Students must update any changes in name, address, phone number, email addresses, and emergency contacts as soon as possible through the campus's online system **Web Connect/Web Advisor**, and to the RT Office. All students must provide an emergency contact number to the RT Office and must keep this number up to date.

The privacy and safety of our students and employees is important to us. If you must be reached during class time, either on campus or at a clinical facility, the caller must call the Grossmont College CAPS Team at 619-644-7654. We strongly encourage you to give this phone number to your family for emergency purposes. For student safety and privacy, the RT Office will never confirm student enrollment/presence to someone on the telephone or in person.

E-mail

All students are required to have an email address. The College can provide a student with an email account if necessary. Students are required to submit their email addresses and any subsequent changes to the RT office and to their instructors. All communications from the RT Department will only be conducted by email. Email changes must also be done in **Web Connect/Web Advisor**. Due to difficulties with the Hotmail and Yahoo systems, students with Hotmail or Yahoo accounts may not receive communications from the RT office. Therefore, we require students to obtain a Grossmont College email, Gmail, or an account from any other provider. Faculty and Staff frequently send reminders or information to students as a courtesy. If the email address on file is incorrect the student may miss these announcements. **It is the student responsibility to keep the office updated on current contact information.**

Immunizations

The RT Department requires documentation of immunization/seropositivity for measles, mumps, rubella, diphtheria, tetanus, pertussis (T-DAP), Hepatitis B, seasonal flu, and flu vaccine. Current tuberculin test results, Hepatitis B seropositivity, and a varicella titer must be on file before entering the RT Program. These forms are available from the RT website, <http://www.grossmont.edu/healthprofessions/rtprogram>, under "Application Process". *Respiratory Therapy Program Application*". A low-cost immunization program is available for most of these immunizations through the Grossmont College Student Health Services Department (619-644-7192).

Tuberculosis (TB)

Initial TB Clearance

If you have **never** had a TB test OR if it has been **over 12 months** since receiving your last negative TB test, you have **two options** for initial TB clearance. TB clearance is required even if you have had prior BCG inoculation.

1. A baseline “Two-Step” TB skin test (PPD)
The dates indicated as “placed” and “read” with results reported in “mm” induration, must be included for both skin tests. **A two-step series will take a minimum of 9 days to complete** from the step-one “placed” dated of the 1st skin test to the “read” date of the 2nd skin test.

OR

2. A blood test for TB (Interferon-Gamma Release Assay (IGRA) test such as QuantiFERON-TB Gold). This test will take the place of the 2-step TB skin test.

If you have a history of a positive TB test, or if any of your initial TB tests are positive, please refer to section below addressing positive TB tests.

Positive TB Test

If you previously have had a **positive** TB PPD skin test, you must provide the following:

1. The positive TB skin test report, with the induration measured in “mm”. If the student cannot provide a test indicating positive results, a baseline skin test must be done.
2. A copy of the clear chest x-ray *report* to exclude a diagnosis of TB disease. Once you are admitted to the program, you may be required to repeat the chest x-ray prior to specific clinical rotations. X-rays expire every 5 years.
3. TB Questionnaire (form can be obtained on the program website or in the admission packet). This TB Questionnaire must be done annually.
- 4.

If a TB skin test converts from negative to positive, students may not be on campus or attend class or clinical until submitting a negative chest x-ray report, completing a TB questionnaire, and following up with the Grossmont College Student Health Services office to be cleared to be on campus.

Medical evaluation for possible treatment of Latent Tuberculosis Infection (LTBI) is recommended for those individuals with a recent conversion to a positive TB test.

Annual TB Clearance: You must be in compliance with your TB clearance at all times while in any Health Profession Programs

You have two options for annual TB testing.

1. A TB skin test which needs to be done **PRIOR** to the expiration ("**given**" date, **not "read" date**) of the previous TB skin test. If the interval between the testing is greater than 364 days, the two-step must be repeated.

OR

2. A blood test for TB (Interferon-Gamma Release Assay (IGRA) test such as QuantiFERON-TB Gold). This test will take the place of the 2-step TB skin test.

Refusal to Obtain Immunizations, Titers or TB Requirements

If the student refuses to comply with any or all requirements or, if the student has contraindication(s) to a required immunization, then:

1. The student must sign a Waiver Form indicating the specific immunization(s) or titers or test that is being voluntarily refused and the rationale for the refusal [form available in the RT Office].
2. Secure a letter from your physician indicating the medical reason for not obtaining the required immunizations(s)
3. The student will indicate on the Waiver Form that he/she understands that the Program will make reasonable efforts to secure alternative clinical experiences for the student. Clinical experiences may not be available to the student without proper immunizations and as a result the student may not be allowed to complete the required clinical experiences necessary to graduate.
4. The required immunizations/titers and tests are MMR injections or titer (Measles, Mumps, Rubella); Hepatitis B series and titer; Varicella (proof of positivity, injection, or titer); Diphtheria/Tetanus/diphtheria (T-DAP) injection, H1N1, and seasonal flu. Students should consult his/her healthcare provider regarding possible side-effects/contraindications to these immunizations and skin test.

Standard Precautions and HIPAA Requirements

Each facility has specific requirements regarding completion of educational modules. The Director of Clinical Education (DCE) and or clinical instructor will contact each student before the 8-week rotation begins with specific instructions for completing each required module.

Failure to complete the appropriate modules by the required dates may cause the student to be denied access to the facility. This will count as an unexcused absence and may negatively affect student grades.

When the Student Accepts but does not Attend the RT Program

If an applicant accepts admission to the RT Program and then decides not to attend/begin the

Program, the applicant must reapply to the program meeting all the requirements for entry into the program during the designated application period. Not attending class once admitted to the program will constitute one admission and the student will only be allowed one additional opportunity to return to the RT program.

Alternates and Admission to the RT Program

Program applicants that accept their seat as an “alternate” and continue the first 4 weeks of the semester will be invited into the next program if no seat becomes available during the first 4 weeks of the semester.

Registration

Students must be officially registered for the required RT courses by the designated date set by the RT office. Students will not be allowed in the clinical area if they are not officially registered and do not have current immunizations and TB clearance, CPR certification, malpractice insurance, background check and drug screen, and verification of the required HIPAA and Standard Precautions passing scores. These requirements are contractual with the healthcare facilities.

Transcript Evaluation by the Counseling Department

All students are to have an appointment with the at the beginning of the RT Program (1st semester) and during the 3rd semester, for an evaluation of their General Education and RT Major requirements. Students will need to complete the requirements for the Associates Degree in RT based on the catalog year in which they enter the RT Program. If there are questions or deficiencies, the student has enough time to enroll in the needed classes to graduate. A copy of the evaluation for graduation must be submitted to the RT office prior to the end of the graduating semester.

It is the student’s responsibility to ensure they have met all graduation requirements.

Modification of Major

The student may request that the RT Program evaluate classes taken somewhere other than Grossmont College for acceptance in fulfillment of the RT Major. This is called a Modification of Major (MOM). For instance, a possible applicant took Anatomy at a community college in Oregon and received a “B” grade. If approved by the RT Program for an MOM, that anatomy course will substitute for the anatomy requirement at Grossmont College.

Modifications of Major (MOM) can only be done for courses required in the major [for example, A&P, microbiology, pharmacology]. The course descriptions must be similar for the required course and the requested course. [Course descriptions must be provided with the MOM request.] The course must be taken at an accredited college. International transcripts must first be approved by the Admissions and Records Evaluation Department at Grossmont College before a MOM for classes taken from another country can be granted.

Important Notes: A MOM approval does NOT mean that these courses will then fulfill the General Education (G.E.) requirements for graduation. Transcripts must be evaluated in the

counseling department (as stated under “Transcript Evaluation” above) to determine whether or not all General Education requirements have been met.

Dress Code for Class, Clinical, and Laboratory

Students must wear the Grossmont College Uniform during class, skills lab, clinicals, and while using the health science computer lab. No street attire is acceptable.

The following Dress Code Guidelines are in effect during class, skills lab, clinical and while in the health science computer lab:

- **Uniform:** A specific dye-lot uniform (Caribbean Blue) embroidered with “Grossmont College Respiratory Therapy” in goldenrod letters shall be ordered from Scrub Mart Uniforms. Uniform style is limited to selected school choice. White, black, or gray short or long-sleeved tee shirts may be worn under the scrub top while on campus. Specific instructions for each clinical site will be provided to students by the Director of Clinical Education.
- **Hair:** Neat in appearance. Long hair is to be worn up off the shoulders or tied back with an inconspicuous holder. Hair must not come in contact with the front of the uniform or with patients. Hair may be worn down during lecture classes where there are no safety concerns.
- **Jewelry:** One set of simple, inconspicuous stud or post earrings are acceptable. No dangling earrings or hoops. No ornate rings, multiple chain necklaces or bracelets. Watches with a second hand or digital second indicator are mandatory. Jewelry in any other visible body part, including tongue or nose, is not acceptable and must be removed for clinical.
- **Tattoos:** Rules may differ from site to site, please check with the Director of Clinical Education and your clinical instructor for specific instructions. As a general rule any health facility may deny student access to the site if visible tattoos are considered obscene, discriminatory, insensitive, or offensive. If you are dismissed from a clinical site and we are unable to place you in another site, you may not complete clinical requirements which will result in a failing grade in the course.
- **Shoes:** Clean, low-top, closed toe and heel and preferably rubber-soled.
- **Jackets:** Jackets are chosen by the class officers and Program Director (PD) and are available for sale as a class fund-raiser. Students entering the RT Program are not required to purchase these jackets; however, the only other approved jacket is a solid black jacket with no logo or advertising. Long sleeve gray, white, or black t-shirts may be worn for warmth on campus. Please check with your clinical instructors for specific instructions for clinical sites.

- Nails: Nail extenders, gel nail polish and/or artificial nails are not allowed while providing patient care. If nail polish is worn it must be a light color and without chips. Please check with your clinical instructor for specific information regarding nail polish at specific clinical sites.
- Name Badge: The official Grossmont College student picture identification badge must be always worn on the uniform.
- Badge Buddy: Indicates that you are a Respiratory Therapy Student and must be always worn while in the clinical setting.

NOTE: Professional appearance is always mandatory while on campus or clinical sites.

The Dress Code must be consistent with the dress code of the hospital to which the student is assigned. Modifications of the Dress Code may be made for certain clinical rotations based on the dress policy of the facility utilized. The clinical instructor will discuss such changes. Students questioning the appropriateness of clinical attire should consult with their clinical instructor prior to purchase/wearing. Students will be sent home if infractions of the dress code occur. This will result in a clinical absence.

Classroom Attendance and Conduct

Tardiness is disruptive to fellow students, instructors and is very unprofessional. The Grossmont College Respiratory Therapy Program takes a strong stance on attendance and tardiness. Tardiness is defined by the RT department as arriving AFTER the scheduled start time of a course. If the course is scheduled to begin at 8:00 AM and you arrive at 8:01 – you are tardy! You are also considered tardy if you are not prepared to begin class at the scheduled start time. The student must be in his or her seat and ready to begin class at the scheduled start time. Placing books on the desk and then leaving class to use the restroom or to get coffee, and not sitting in your seat at the start of class will be considered a tardy.

Leaving the class before the scheduled end time is also disruptive and considered unprofessional. For the RT Program Attendance and Tardy Policies leaving early is counted as a tardy occurrence. Leaving the classroom during the scheduled class time should be avoided. Instructors will provide needed breaks according to college policy.

If a student is tardy twice in any course during a semester, they are required to meet with the instructor and a Remediation Plan will be developed.

Arriving tardy or leaving early in the same course two times causes the student to miss valuable learning experiences, and for this reason, two occurrences of any length will be counted as one absence from the specific course.

The Grossmont College Attendance requirements state “When absences exceed the number of hours that a class meets in a week the instructor may drop the student from the class”.

For example, if a class meets for 3 hours a week, you may miss one 3-hour class. If you miss another 3-hour class, you may be dropped from the class. If you have 2 tardies in the class, and then an absence you may be dropped from the class.

It is the student’s responsibility to discuss anticipated absences or tardiness with the instructor and the program director.

Behavioral Remediation for attendance and tardiness are cumulative and the remediation process will be in effect for the entire length of the program. If you are on remediation in semester 2 and are absent or tardy in any course the following semester you may be dropped from the program.

Absences do not relieve the student of the responsibility for completing assigned work. The RT Program does not permit make up for quizzes or lab exams missed due to tardiness or absences.

If a student has extenuating circumstances that prevents them from taking an exam, they must notify the instructor in advance.

The student must attend all clinical/campus lab sessions. Any absence will result in the loss of points for that day. In other words, the student will receive 0 (zero) points on the Daily Evaluation on the day of their absence.

Excessive clinical absences may result in a student not meeting the clinical objectives and constitutes a failure of the RT course.

A student unprepared for that day’s clinical assignment may be sent home by the instructor, and this will be considered a clinical absence. The absence will result in an unsatisfactory grade on the student’s Daily Affective Evaluation on DataArc.

If the student is ill on a clinical day and is unable to report to the clinical facility where assigned, the student is responsible for notifying the clinical instructor and DCE by following the policies established during hospital orientation.

Clinical tardiness: All students are required to arrive at clinical on time, sign into DataArc, and be prepared to begin assignments. If a student arrives late, the student will be marked as tardy, and this tardy will be noted on the DataArc Daily Evaluation. If a student is tardy more than once in an 8-week rotation, the student will receive a score of “2” on the DataArc Daily Evaluation under the objective of “Dependability”. Any student who receives a “2” on the Daily Evaluation for

Dependability will be referred to the Director of Clinical Education and a Remediation Plan will be developed.

For patient and staff safety, students should not come to clinical when ill. The clinical instructor has an obligation to send the student home.

Cell phones and pagers may not be used in the classroom and must be set to “Vibrate” mode. If expecting an emergency message, please discuss this issue with the instructor prior to class.

When in the clinical setting, students must wear their Grossmont College Picture Identification Badge. Should a student inadvertently forget their identification badge, the student will be sent home, and this will count as an unexcused absence.

The College’s “Student Code of Conduct” will be observed. Please see the College Catalog for additional information and consequences for failure to adhere to the “Student Code of Contact”.

Children and infants are not allowed in any lab or lecture classrooms. Please make back-up arrangements for childcare in case your normal arrangements fall through.

Community Service Requirement

Community Service is highly recommended and may be required for individual courses in the RT program. Each instructor has specific guidelines for the type of service required. Please see course syllabus for requirements. A cumulative list of all volunteer service is required for your portfolio in semester 4. Students should keep active lists and certificates from all volunteer activities.

Grading and Tests

California Education Code Section 76224 (a) states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be a grade determined by the faculty member(s) of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

The instructor at the beginning of the course/semester will identify methods of evaluating student performance. These methods may include:

- Computer assisted instruction.
- Simulated clinical experiences.
- Objective quizzes and tests.
- Online proctored and non-proctored exams.
- Critical skills performance as identified on the *Daily Student Clinical Performance Evaluation Form*.
- Written assignments as stated in the course syllabus or discussed at the beginning

- of the course.
- Self-evaluations of clinical performance based on competencies for the course.
- Written and verbal feedback in student/instructor conferences.
- Student presentations/collaborative learning assignments.

Course Grades

The final course grade will be awarded based on meeting all of the following course requirements:

1. Achieve an average of 75% or better on all written work and examinations and
2. Achieve 75% average or better from the major examinations as designated in each course syllabi. Students not achieving an average of 75% or better on designated major exams will receive an “D or F” in the course and will be dropped from the Respiratory Therapy Program
 - a. The average will be calculated by adding the percentages earned on each exam and dividing by the total number of the exams
 - b. Points will not be used when calculating the average exam score in meeting this criterion
3. Satisfactory clinical performance, including non-graded written assignments
4. Completion of all required non-graded assignments

Letter grades are determined by the following percentages:

A = 90 - 100%

B = 80 – 89%

C = 75 – 79%

D = 70 – 74%

F = <70%

*Note: There will be no rounding up of scores when determining the final course grade.
(Example: A score of 79.8 will be recorded as a “C”)

Self-Assessment Exam by NBRC (SAE)

Students in the 4th semester are required to complete the Respiratory Therapy SAE administered by the NBRC. The SAE is considered a course final exam for resp 205 and will be included in the course average for exams.

A fee is charged to the student for the NBRC SAE, (approximately \$50) for each exam.

Additional Grading Notes

- Contracting for course grades and extra credit assignments for points are not

permitted.

- The RT program does not use + or – in the grading of RT courses.
- Failure of any required course will result in removal from the RT program. Students wishing to return to the program must complete all exit and re-entry requirements (see exit and re-entry for additional information).

Incomplete Grades

In accordance with the College's policy, an instructor may award an Incomplete ("I") grade for an incomplete due to unforeseen emergency or unusual circumstances. The student must contact the instructor and complete the College's form for an Incomplete Grade. If the student is granted an "incomplete" for a course, the instructor must complete the proper form for an "Incomplete Grade" available in Admissions and Records. The student must submit a plan for completion of course requirements for review by the instructor. A deadline is set for completion of the course requirements. If the "Incomplete" is not completed within the designated time period, the student is awarded a failing grade for the incomplete course. Please refer to the *Grossmont College Catalog* for further information on incomplete grades.

Note: an "Incomplete" cannot be granted because the student is failing the course.

Tutoring

The faculty will post exam grades within one week after an examination. Tutoring with the course faculty may be arranged for any student who desires additional help with the course material.

Professional expert tutors are available during open lab and by appointment. Please see posted schedules in the individual Canvas Shells. It is the students responsibility to seek help and we encourage tutoring early in the semester.

Examination Makeup

Students are required to attend all course examinations. If a student does not attend and does not notify the instructor of the absence before the exam commences, the student will receive a zero on that exam. If there are extenuating circumstances and if the instructor allows an examination to be made up, the examination will be scheduled in collaboration with the course faculty. Instructors are not required to provide make-up tests or to provide instructional materials from missed classes.

Challenge Exams/Credit By Examination

All RT courses may be challenged by examination. In order to challenge a course, the student must be currently enrolled in the RT Program. Applicants considering this option should review, in addition to this document, the college Credit by Examination Policy in the *College Catalog* and *Class Schedule*.

The student interested in taking a challenge exam will complete the following procedures:

1. Meet with the RT Program Director to discuss advanced placement options, eligibility for the challenge exams, and challenge procedures ***before the course begins***.

Note: the student cannot be enrolled in the course they are planning to challenge.

The student should allow sufficient time to complete the challenge process. If the student does not successfully complete the challenge process, the student must enroll in the desired course.

For eligible candidates, course Syllabus/Syllabi will be provided. An instructor will be assigned to administer the challenge exam. The student must pay the registration fees for the course prior to administration of the challenge exam.

Students who receive a failing grade in a RT course may not challenge the course to re-enter the RT Program. The Re-Entry policy must be followed.

If the student receives a failing grade in any part of the challenge exam, the student is allowed to petition to re-entry on a space available as with all other re- entry students. Should a student fail a challenge exam this constitutes a course failure and constitutes one program attempt. The student would only be allowed to return one additional time for a program attempt on a space available basis.

Students are reminded that whatever grade is earned on the challenge exam (including a failing grade) is entered on the permanent college transcript.

2. The challenge examination for each RT course will consist of 10 – 20 questions. Clinical courses will require student to demonstrate appropriate skills in simulation lab or other clinical setting.

Standards for Written Work

Style and Format

Based on the standard at major institutions offering upper division work, the Grossmont College RT Program requires APA 7th Edition format for all written work.

Late Work

Assigned written work will be due on dates specified by the instructor. This work must be submitted before class or clinical begins. If the written work is late the student will receive either a zero or no credit. If events occur which prevent the student from handing work in on time, special permission for submitting an assignment late may be requested. This request must be submitted in writing to the instructor before the due date stating the reason for the extension and the amount of additional time requested to complete the assignment.

If a student is unable to come to class the day work is due, it is the student's responsibility to contact the instructor according to that instructor's designated manner of communication and make arrangements for submission of the work.

Computer Codes

Computer codes issued to each student by the facility are confidential. Students may ***not*** use their employee computer codes while acting as RT students unless mandated by hospital

policy. Misuse of their employee computer codes while a student will result in dismissal from the RT Program.

Contacting Students

The privacy and safety of our students and employees is important to us. If you must be reached during class time, either on campus or at a clinical facility, the caller must call the Grossmont College CAPS Team at 619-644-7654. We strongly encourage you to give this phone number to your family for emergency purposes. For student safety and privacy, the RT Office will never confirm student enrollment/presence to someone on the telephone or in person.

Work Schedules and Child Care

The RT Program requires a great commitment of time and energy on the part of the student. If it is necessary for the student to work during the Program, the student is expected to arrange the working schedule so that no interference with his/her responsibility to any facet of the RT Program occurs. It is recommended that work hours not be scheduled immediately prior to attendance in clinical or the classroom.

Working a night shift before a clinical shift is strictly forbidden. This is a patient safety issue. If you must work a night shift before a clinical shift, you must call in sick for that clinical shift. You will receive an unexcused absence for that clinical shift.

Since most childcare centers refuse ill children, we advise you to arrange alternatives for your child's periods of illness before the semester begins. **Children and infants are not allowed in classrooms or labs at any time.**

Transportation

Reliable transportation is required. It is virtually impossible to attend the RT Program without the use of an automobile due to the many clinical agencies used for clinical experiences. Carpools may be used, however clinical experiences will not be arranged to accommodate student carpools.

Clinical Flexibility

Students in the RT Program are expected to assume responsibility for and have some degree of flexibility in their schedules. If clinical facilities are not available during the assigned clinical hours, the clinical schedule may be altered. Selected experiences may require student availability at other than regularly scheduled clinical times. These experiences will be discussed as early as possible.

Level of Preparedness

Students will only be expected to perform care and skills for which they have been prepared in the classroom. If assigned to an unfamiliar activity, it is the responsibility of the student to bring to the attention of the instructor or preceptor areas of care and skill for which they have not been formally prepared or previously supervised. Additionally, if a student is required to perform a skill they are not familiar with, they are required to review the facility's policy and procedure manuals before performing any procedure and the clinical instructor must be present and

assisting during the entire procedure.

Student Assignments

Students may be assigned to care for patients with communicable diseases such as AIDS, and hepatitis. Student immunizations must be current. Every student is taught Standard and Transmission-Based Precautions, which include safety measures to avoid contact and/or the spread of infectious organisms. Students are not routinely tested by the clinical facilities for N-95 mask fittings; therefore, they should not be assigned to patients requiring this type of protective device.

Student Responsibilities for Clinical Evaluation

Each student is responsible for:

- Reviewing the clinical student learning outcomes in the course syllabus
- Completing all required DataArc Evaluations in a timely manner
- Collaborating with the instructor when they are having difficulty meeting clinical objectives or when improvement is needed

Use of Daily Clinical Evaluation Form

Faculty document and evaluate clinical performance of the student on the Daily Evaluation and the Affective Evaluation on the Grossmont College DataArc website (www.dataarc.ws). Each clinical day the clinical instructor will complete the Student Daily Evaluation. The Daily Evaluation is based on a 5-point scale for each objective. There are five objectives on the Daily Evaluation. The Daily Evaluation is worth 25 points. The points earned on each Daily Evaluation are applied to the student's total points earned and are applied to the student's grade in clinical.

If a student receives a total score of less than 19 points on a Daily Evaluation, in collaboration with the student, instructor, and DCE, a remediation plan shall be developed, suggesting/requiring resources and activities designed to assist the student to overcome identified deficiencies. Remediation plans may include referral to the practice lab, referral to the computer lab etc. If remediation is required, the student must provide proof to the instructor that remediation has occurred. In the weeks after remediation, the instructor will reevaluate the area of concern. The instructor will then address in the Daily Evaluation whether the student has mastered the area of concern.

At the end of each clinical rotation, the instructor will complete the Affective Evaluation on the Grossmont College DataArc website which will be used to summarize the student's performance during the clinical rotation period. The Affective Evaluation is based on a 5 point scale for each objective. There are 14 objectives on the Affective Evaluation. The Affective Evaluation is worth 70 points. The points earned on each Affective Evaluation are applied to the student's total points earned and are applied the student's grade in clinical.

Clinical Assignments

Students are placed in clinical groups based upon their educational needs. Students are not placed in clinical groups based upon geographic proximity to home. The DCE formulates the make-up of clinical groups.

Every effort will be made to avoid placement of students for clinical experience in the same clinical area in which they are employed. In addition, efforts will be made to avoid placing students in clinical areas in which family members are employed. Students with related family members will not be placed in the same clinical group. If a student is inadvertently scheduled in the same clinical area in which they are employed or where a family member is employed, the student should immediately report this situation to the DCE and PD. At the discretion of the DCE, the student may be transferred to another facility/clinical area.

In order to facilitate equal access to all learning experiences no student will repeat a clinical rotation at the same facility during the same school year.

Patient Confidentiality

Students are expected to act as professionals with the utmost respect for patient confidentiality as an ethical principle but also in accordance with HIPAA (Health Insurance Portability and Accountability) regulations. This means that discussion of patients' problems in public places such as cafeterias and elevators, and any discussion of a patient's problems with fellow students are prohibited. All RT students are required to be familiar with and practice HIPAA confidentiality guidelines at all times during their clinical rotations and class lecture throughout the RT program. Each student must complete the HIPAA competency program prior to the first day of clinical in the student's first and third semesters, or upon re-admission to the RT Program. In addition:

1. Clinical work and assignments must not contain the patient's full name or medical record number; and
2. Students cannot remove any part of the patient's chart, with the patient identifiers, or with the patient identifiers cut off, from the hospital; and
3. All information used during the clinical day with patient information must be disposed of in the appropriate disposal unit (at the hospital) pursuant to hospital policy.

Students who violate the HIPAA confidentiality guidelines will be removed from the Grossmont College RT Program.

Electronic Devices in the Clinical Setting

The clinical facility policies on electronic devices will be adhered to by Grossmont College RT students. See specific course syllabi for more detailed information on electronic devices for specific clinical facilities. Some facilities have a more stringent policy than others. If allowed by the clinical facility and the course instructor, students may use cell phones in staff break areas (including cafeterias) or outside the building only. Cell phones must not be visible or used in any patient care area in the clinical facility **including hallways and elevators**. If the student needs to be accessible by phone during the day, alternative arrangements should be discussed with the clinical instructor. Should a student violate this policy they will be immediately dismissed from

the RT program and may not be eligible for re-entry. Electronic devices may include, but are not limited to, cameras, IPOD's, IPADS, PDAs, and cell phones.

Electronic Devices in the Classroom Setting

Audio recording in the classroom may be permissible under certain circumstances and must be approved by the instructor prior to recording. All recording devices must be always in full view of the instructor. Please refer to the syllabus for each course and arrange to meet with the instructor of the course to request additional information regarding audio recording of lectures and or lab experiences. Video recording is prohibited under all circumstances. All students must complete the audio recording release form by the end of the first week of class.

See appendix A for the technical standards.

Classroom Recording Consent Form

Semester: _____ Year: _____

(Student) _____ is requesting to audio record the class lectures in _____ (Course title/number). I have read and understand the conditions and limitations applying to audio recording lectures listed here and in the RT Student Handbook and fully agree to the following conditions and limitations.

1. Recording of class lectures are solely for the student's personal use in study and preparation related to the class.
2. The student will not share these recordings with any other person at any time, whether or not that person is in the same class.
3. The student will not sell the recording or profit financially from the recording.
4. The student will not publish in any way the recording including but not limited to social media websites, or any video website (such as YouTube).
5. The student acknowledges that the recordings are sources, the use of which is governed by the college's recording policy, course syllabus and Student Handbook.
6. The student will destroy any recordings that are made by the end of the semester.
7. The student will place his/her recording device on the teacher's desk at the start of each class. Students may **NOT** record from their desk. It is the student's responsibility to manage their own recording device at the start and stop of each class (as well as for classroom breaks).
8. Audio recording in the clinical setting is strictly prohibited. Audio recording in the clinical setting may result in dismissal from the program.

9. If a student receives special accommodations from Accessibility Resource Center (ARC – formally known as DSPS) for audio recording, the student MUST complete the proper paperwork from ARC for this accommodation, as well. The Respiratory Therapy Department does not provide the forms for this accommodation.
10. Student's failure to abide by these provisions may result in loss of permission to record future class lectures and or dismissal from the clinical site and/or the Respiratory Therapy Program.
11. A student's violation of this permission may constitute a violation of the Student Code of Conduct as outlined in the Student Handbook and may result in disciplinary action by the College.

Signed _____ Date _____ (Student)

Signed _____ Date _____ (Faculty)

Signed _____ Date _____ (Faculty)

Remediation Policies

The Grossmont College RT Program subscribes to the principles of adult learning. Founded in the principle of adult learning is the following:

- The adult learner is primarily in charge of his or her own learning.
- The instructor's responsibility is to manage the process through which adults learn.
- Adults have accumulated a foundation of life experiences and knowledge.
- Adults are goal oriented.
- Adults are practical.
 - Students are encouraged to assume responsibility for their own learning needs and request appropriate assistance if needed. If a student is not progressing satisfactorily resources are available to assist the student to overcome identified deficiencies. The following is a list of possible referrals that the instructor may utilize for remediation
 - Tutors
 - Open Lab
 - English Dept.
 - Math Dept.
 - Counseling
 - Disabled Student Services
 - EOPS
 - Financial Aid
 - Learning Resource Center

- Health Science Computer Lab

Mandatory Academic Remediation

The Grossmont College RT Program faculty is committed to the success of our students. In addition to student or faculty initiated voluntary remediation, the Grossmont College RT Program has initiated a mandatory remediation process.

The following forms are used by the Respiratory Therapy Department for remediation of academic, clinical, or professional deficiencies. Completed forms are kept in the student's file.

Mandatory Remediation Plan

Academic

1. Student is identified by course faculty for mandatory remediation referral.
 - a. Any student scoring < 75% on a course exam will receive a mandatory remediation referral.
 - b. The course instructor will review this policy describing the Mandatory Remediation plan, and have the student sign and date the acknowledgement statement.
 - c. The student will meet with the course instructor, and the Course Content Action Plan section will be developed in collaboration with the course instructor with follow-up dates delineated. This action plan may include one or more of the following:
 - i. Individual review of failed exam with course instructor.
 - ii. Attendance at group tutoring sessions.
 - iii. Additional assignments to enhance comprehension of material.
 - d. The student will be given a copy of the Remediation form with the Course Content Action Plan completed.
 - e. The General Remediation Action Plan section will be developed in collaboration with the student with follow-up dates delineated. This action plan may include strategies for improvement in one or more of the following areas:
 - i. Test taking skills
 - ii. Evaluation of work hours
 - iii. Personal Issues
 - iv. High Risk Identifiers
 - v. Additional factors identified through discussion with the student
2. Actions must be completed by dates identified.
3. Completed remediation plan with all actions completed must be signed by the student and course instructor for final sign-off by the date specified.
4. A copy of the completed remediation plan will be given to the course instructor, and a copy will be maintained in the student file.

Clinical

1. Student is identified by clinical instructor for mandatory remediation referral.

- a. Any student with unsatisfactory performance in clinical will receive a mandatory remediation referral.
 - b. Clinical instructor will consult with Director of Clinical Education (DCE).
2. Student will meet with clinical and DCE to develop a collaborative Clinical Action Plan.
 - a. The action plan may include strategies for improvement in one or more of the following areas:
 - i. Clinical skills
 - ii. Critical thinking
 - iii. Time management
 - iv. Additional factors determined through discussion with student.
3. Actions must be completed by dates identified.
4. Action plan must be signed by appropriate faculty as indicated.
5. Completed remediation plan will be maintained in student file.

***A MANDATORY REMEDIATION PLAN IS A FORMAL COURSE REQUIREMENT. FAILURE OF THE STUDENT TO COMPLETE THE REMEDIATION PLAN AND OBTAIN APPROPRIATE SIGNATURES BY THE DEADLINE DATES WILL RESULT IN COURSE FAILURE.**

I have read the above policy on the Mandatory Remediation plan, and understand that failure to complete the action plan by the delineated dates will result in course failure.

Student Signature

Date

Mandatory Behavioral Remediation

Behavioral remediation is required whenever an issue regarding unprofessional behavior arises. Behaviors may include but are not limited to: cheating, inappropriate language, tardiness or excessive absences, disruptive behavior, or refusal to accept guidance and recommendations for acceptable behavior in the classroom and clinical facilities. Current Academic and Behavioral Remediation Forms may be obtained from the Student Handbook. Faculty will notify students to schedule an appointment for remediation. Failing to schedule an appointment within the given time frame will be considered unprofessional behavior and may lead to disciplinary action up to and including dismissal from the program.

Remediation forms are available in the Respiratory Therapy Handbook.

Behavioral Remediation is cumulative. Remediation action plans are considered active and must be adhered to until the student graduates from the program.

SECTION VII: STUDENT INPUT

A value deeply rooted in the Grossmont College Respiratory Therapy Program is the right and responsibility of the individual student to evaluate his/her learning needs and provide feedback

to the faculty attempting to meet those needs. Student feedback is solicited throughout the RT program. The faculty welcomes student input and utilizes it as they strive to provide excellence in respiratory therapy education.

Opportunities for Student Feedback

Opportunities for student feedback are available to students throughout the RT program. Students who have issues with an individual instructor should make an appointment with the instructor to discuss the issue. If the issue is unresolved the student may make an appointment with the PD to discuss the issue. Please see grievance procedure in Handbook and on the website for additional information.

Students formally evaluate each course with a written evaluation. Areas to be evaluated include texts, instruction and instructional methods, course content, student learning outcomes, clinical facilities, and clinical experience. Course evaluations are anonymous. These evaluations are completed online and the data are analyzed. During finals week of the graduating year, each senior student is requested to complete an evaluation of the entire RT program. Program evaluations are anonymous and submitted electronically as well. Results are tabulated and a typed report of comments is prepared. Following the submission of final grades, the results of the final Program and individual course evaluations are circulated among the faculty for review. Recommendations for curricular changes based on student feedback are presented to faculty for consideration as needed. Students also electronically evaluate campus facilities at the end of their final semester in the Program.

Program and Course Evaluation Policy

The following steps are used in the processing of all course and program evaluations:

- The student is required to complete the classroom and clinical evaluation prior to the final exam. All evaluations are anonymous and are submitted electronically. Students are given the opportunity to complete the evaluations during class time.
- The PD will review all evaluations once completed. The DCE will review all clinical evaluations.
- The PD will identify trends from all data collected and discuss findings with faculty. PD and faculty will decide if curriculum or policy changes are needed.

SECTION VIII: DISCIPLINARY POLICIES

Dismissal Policy/Procedure

1. A student may be subject to dismissal from the Grossmont College RT Program pursuant, but not limited to, the following:
 - a. Unsafe clinical practice:

Examples of unsafe practice may include (but are limited to) the following:

 - 1) Failure to display stable mental, physical or emotional behavior(s) which may

affect the well-being of others

- 2) Failure to follow through on a mandatory remediation plan
- 3) Acts of omission/commission in the care of patients, such as (but are not limited to): physical, mental or emotional harm, and medication error(s)
- 4) Lack of verbal and/or psychomotor skills necessary for carrying out safe respiratory therapy skills
- 5) Attempting activities without adequate orientation or theoretical preparation or appropriate supervision/assistance
- 6) Behavior that endangers a patient's, staff member's, peer's or instructor's safety.
Note: this does not have to be a pattern of behavior and the student can be subject to dismissal for a single occurrence

b. Violations of professional, legal, or ethical conduct:

Examples of violations may include (but are not limited to) the following:

- 1) Dishonesty
 - 2) Falsification of patient records
 - 3) Interpersonal behaviors with agency staff, co-workers, peers, or faculty which result in miscommunications or disruption of patient care and/or unit functioning
 - 4) Failure to maintain patient confidentiality according to HIPAA regulations
 - 5) Academic Fraud
 - 6) Substance Abuse
 - 7) Any violation of the "Student Code of Conduct" as outlined in the College Catalog
2. The instructor will communicate the problem area(s) to the DCE and PD. Documentation will include a description of the behavior and the status of the patient, if appropriate. The student also may provide written input for review.
 3. If the student is dismissed, the student will have an opportunity to meet with the DCE, PD and the faculty member involved to share his/her perception of the problem.
 4. The instructor, DCE, and PD will then confer and will present recommendations to the student both verbally and in writing.
 5. Should a student display unsafe clinical practice or have a violation of professional, legal, or ethical conduct they will be ineligible for reentry into the Grossmont College RT Program.
 6. All students dismissed from the program will be encouraged to schedule an exit interview with the PD to discuss options.
 7. Following the exit interview, the student will receive a written copy of the exit interview.

Course Failure

A student is subject to a course failure in any of the following circumstances:

- a. Failure to obtain an average of 75% on all exams
- b. A total course grade of less than 75%

- c. A total score of less than 75% in any 8 week clinical rotation
- d. Lack of completion of all required community service hours or required graded/nongraded assignments
- e. Students receiving a course failure must exit the Program and schedule an Exit Interview with the PD. Students forfeit re-entry opportunity if exit interview is not scheduled within one month of exit date, and completed within three months of exit date.

Students failing a RT course who have not been dismissed from the Program due to unsafe clinical practice or a violation of professional, ethical, or legal behaviors will be eligible to reapply to the RT program **one** additional time. Acceptance is subject to space availability.

If the student has not completed the required courses for the major, [English 120 or 124, Math103 or higher, Sociology 114 or 120, Psychology 120, and Communications 120 or 122] the student must do so before reentry will be considered. These courses must be completed within one year of the exit date. See the Re-entry Policy for additional information.

SECTION IX: RT Program EXIT AND RE-ENTRY

1. A student must petition for Reentry into the RT Program if the student:

- Received a failing grade in any course in the RT Major
- Received a failing grade in clinical performance
- Elected to receive a “W”/Withdraw from any course in the RT Major **for any reason.**
 - If the student left due to an illness, injury or childbirth, please refer to the “Pregnancy Policy” and the “Post-Surgery/Extended Illness Policy” in the ***Respiratory Therapy Student Handbook*** for other re-entry requirements.
- Note: should the student is discharged from the RT Program for unprofessional conduct or a violation of legal or ethical standards set forth by the Program, re-entry is not allowed.

2. Limitations to Re-entry:

- Re-entry is neither automatic nor guaranteed. A student who has been dismissed as a result of unsatisfactory clinical performance will require special consideration.
- Student’s eligibility date to return to the Program will be determined by the PD during the exit interview.
- Re-entry to the RT Program will be considered on a “space-available basis.”
- Re-entry is evaluated on an individual basis.
- Students that may be eligible for re-entry to the RT Program will be considered for re-entry only **one time** to complete the RT Curriculum.
- Re-entry is only permitted into the RT program from which the student exited.
- Students must be on the “Re-entry List” so that there is no more than a **one year absence.** The student will be offered one invitation only to re-enter the program. If a student does not accept the re-entry offer, they will be required to re-apply to the RT program. The “Re-entry List” is explained below.

- Student is ineligible for re-entry if the general education courses are not completed. See College catalog for general education requirements.
- Re-entry students are required to take and pass a written exam with a score of 80% or better and to perform selected competency skills with 100% accuracy. The written test and the skills testing may only be taken one time to demonstrate competency. The skills testing will be videotaped. Should the re-entry student not pass the written test or the skills check off, this will count as their second program attempt and they will be ineligible for re-entry into the Grossmont College RT Program.

3. The student starts the Re-Entry process by:

- Scheduling and attending an Exit Interview with the PD as soon as possible after not successfully completing a course or if electing a “W” in a RT course. Students forfeit re-entry opportunity if exit interview is not scheduled within one month of exit date, and completed within three months of exit date.
- The course instructor may also be present or may submit information and recommendations for review during the Exit Interview.
- At the Exit Interview, the reasons for the exit from the Program are discussed. Based on the recommendations and information from the course instructor the PD will make “Recommendations for Remediation” and discuss strategies with the student for future success in the RT Program.
- The student may make verbal and written comments during the Exit Interview.
- The student will receive a written copy of these recommendations and strategies.
- **Note:** an Exit interview is necessary before the Re-entry Process can begin. If a student originally failed to attend an Exit Interview and is considering re-entry, the student can start the process by scheduling an Exit Interview. This step cannot be bypassed. The Exit Interview must be completed within 3 months from the end of the course failed or semester student failed to complete.
- Demonstrating remediation (if necessary) based on the recommendations from the Exit Interview and other sources of counseling;
- Completing and submitting the “Petition for Re-entry to the Grossmont College RT Program.”
- The student may include additional documentation of improvement or add additional documentation if requested by the PD.
- The deadline date for re-entry applicants is the end of the academic semester preceding the requested re-entry.

The approval process for Re-Entry:

- The student’s completed “Petition for Re-entry to the Grossmont College RT Program” is sent to the PD. The Petition for Re-entry form for fall is due by the 1st of June. For spring the Petition for Re-entry form is due by October 31st. Based on the information from the petition and any other additional documentation (if necessary), the PD and full-time faculty make recommendations for acceptance or denial for re-entry.
- If the petition is accepted, then the student’s name is placed on the “Re-Entry” list along with the date of the re-entry request and the course that the student needs.

- Re-entry students are required to take and pass a written exam with a score of 80% or better and to perform selected competency skills with 100% accuracy. The written test and the skills testing may only be taken one time to demonstrate competency. The skills testing will be videotaped. Should the re-entry student not pass the written test or the skills check off, this will count as their second program attempt and they will be ineligible for re-entry into the Grossmont College RT Program.
- As seats become available in the needed courses, the RT Office notifies the student on the "Re-Entry" list on a first come, first served basis.
- If approved for re-entry, the re-entering student must provide documentation of satisfactory physical health, CPR certification, immunization status, TB clearance, Liability Insurance, and Background Check and Drug Screen.
- If the petition is denied, the student will be informed of the denial.
- If the student is permitted re-entry, the student will participate in the RT Program under the admission criteria, rules and regulations in effect ***for the year of re-entry.***

GROSSMONT COLLEGE RESPIRATORY THERAPY PROGRAM
EXIT INTERVIEW FORM

Student Name: _____	Exit Date: _____
Course Name and Number: _____	Semester/Year: _____

Reason(s) for Exit from Program:

Course _____

Excessive work _____ No. of hrs/week _____

Poor Study Habits _____

Did not meet with faculty _____

Did not attend tutoring _____

Other _____

Clinical _____

Unsafe Clinical Practice _____

Did not meet Clinical Competencies _____

Other _____

Recommendation(s) for Remediation (if appropriate):

- ___ Reduce work to _____ hours/week.
- ___ Review all notes from the semester prior to re-entry.
- ___ Present log of study hours and content studies.
- ___ Other:
- ___ Other:
- ___ Other:
- ___ Be evaluated by ARC

- ☐ Set up study group within 1 week of return.
- ☐ Meet with faculty to review exams (except final exams).
- ☐ To return you must have completed all general education courses for the major and if eligible, reapply on a space available basis.
- ☐ Other

Student Comments:

Signature of Instructor/ProgramDirector

Date

Signature of Student

Date

☐ Re-entry Policy from the Respiratory Therapy Handbook has been reviewed with the student (if appropriate).

☐ Student has received a copy of the Exit Interview.

Grossmont College Re-Entry Application
Respiratory Therapy Program

To be considered for re-entry into the Respiratory Therapy Program you must complete and submit this petition form by dates listed in the Respiratory Therapy Student Handbook. You must list the steps that you have completed to modify or resolve the factors that prevented you from continuing in the respiratory therapy Program. You may add additional pages, if desired, to show your efforts to correct these problems. You must attach any documentation requested to show remediation.

Refer to the Respiratory Therapy Re-entry Policy in the Respiratory Therapy Student Handbook for further details about the Re-entry process.

NAME: _____

Date of petition: _____

Home Phone: _____

What is the last date you attended a Respiratory Therapy class at Grossmont College?

Date: _____ Course: _____

Into what course(s) are you seeking entry?

Upon reflection, I believe that my failure to progress in the Respiratory Therapy Program is due to the following reasons:

Describe any steps you have taken or strategies you are using to change the factors, which led to your dismissal/withdrawal, e.g. found reliable child care, saved enough money to work less hours, etc.

Student Signature _____ Date _____

***NOTE: RE-ENTRY IS BASED ON SPACE AVAILABLE**

Office Use Only

Re-admission: granted _____ granted with conditions _____ denied _____ on (date) _____

Reason for denial:

Conditions for granting approval:

Program Director

SECTION X: HEALTH AND SAFETY POLICIES

Students must be able to function fully in the lab and clinical area in order to participate in the Respiratory Therapy Program. Students needing accommodations in order to perform the identified essential functions must complete the process for applying for accommodations (SEE ESSENTIAL FUNCTIONS SECTION). Students who become ill or injured during the RT Program will need to submit a letter from their physician clearing them to return. If cleared with restrictions, the student will need to follow the process for applying for accommodations. As a rule, therapeutic or adaptive devices for acute injuries (such as a walking boot or a shoulder sling) are not allowed in the clinical settings. Once a student's physical restrictions have been lifted, it is the student's responsibility to provide a written statement from their physician to the RT Program Director and Director of Clinical Education.

If a clinical site refuses a student due to waivers, lack of medical health insurance or physical examination issues, the RT Program will make one additional attempt to secure an alternate placement for the student based on site availability. Sites are secured well in advance of the semester they are held. Clinical experiences are necessary to graduate. The clinical site has the final word on all clinical placements. The inability to be placed in a clinical rotation would result in the student's inability to meet course objectives and to complete the RT Program.

Pregnancy Policy – The pregnant student may remain active in the RT Program and is not required to disclose pregnancy if not requiring accommodations. The student must meet all the course and program objectives. If a student decides to not disclose pregnancy and/or accommodation requirements, it is advised that the student educate themselves on the strategies to protect pregnant healthcare workers through research and online resources.

If the student discloses physician ordered restrictions, the student will need to follow the process for applying for accommodations and notify the RT Program Director and Director of Clinical Education. If accommodations are required by a physician, an antepartum clearance letter from a physician must be submitted to RT Office. The student will need to meet the classroom, lab and clinical objectives with or without accommodations.

If a student elects to take a leave of absence during pregnancy, the RT Program Director must be notified at least one month prior to the start of the requested leave of absence. An exit interview with the RT Program Director and request a formal leave of absence in writing must be completed. At the end of the leave of absence, the student may apply to re-enter the RT Program on a space available basis following the required reentry process. Re-entry is not guaranteed to any student who exited the program.

Post-Surgery/Extended Illness Policy – INCLUDING FLU-LIKE SYMPTOMS

The student must submit a written physician's or primary care provider's clearance to the RT Program Director and Director of Clinical Education. The student must be able to meet the classroom, lab and clinical objectives to remain in good standing in the RT Program. The RT Program Director and Director of Clinical Education, with student input, will determine whether imposed medical restrictions allow accomplishment of classroom, lab and clinical objectives.

The Attendance policy of the program will apply unless judged inappropriate to the individual case by the Program Director and Director of Clinical Education.

Students need to immediately report any clinical or classroom injuries or exposure to infections to their RT instructor and PD or DCE. Illness/Injury Accident Report Forms and Worker's Compensation Forms are available on the RT Program website www.grossmont.edu/RT. If an injury is life threatening or urgent, seek medical treatment first.

ALL STUDENTS ARE REQUIRED TO PROVIDE PERMISSION TO RETURN FROM THE PHYSICIAN PRIOR TO RETURNING TO THE RT PROGRAM if they are under a physician's care. **CLINICAL SITES MAKE THE FINAL DECISION REGARDING ALL CLINICAL PLACEMENTS AND RE-ENTRY AFTER INJURY, ILLNESS AND MATTERS RELATED TO PREGNANCY IF DISCLOSED. **

Report of Injury/Exposure to Infection

Students need to immediately report any clinical or classroom injuries or exposure to infections to their instructor, DCE and/or PD. Clinical or classroom injuries or exposure to infections/blood borne pathogens are covered under the Program's Workman's Compensation policy so the necessary forms and referrals must be made. The instructor, PD, or DCE will advise the student how to proceed for prompt treatment and the completion of the necessary forms. If an injury is life threatening or urgent, seek medical treatment first.

FAX

Other Safety Information

Students are responsible for notifying the clinical instructor and DCE of any change in their health status which may impact their own and/or patient safety.

Splash goggles: Students are required to purchase a pair of splash goggles and have them available for use in all clinical areas. Some clinical facilities may require the use of face shields. Students are encouraged to contact the DCE if unable to obtain a face shield when

required.

Flu Shot declination: Students who refuse the annual shot/ flu shot must have a written letter from their physician indicating why they cannot receive the flu shot. Should a student refuse a flu shot or the H1N1 vaccination, some clinical affiliates may not place the student in their facility for a clinical rotation. This may result in the student's inability to complete the RT Program.

COVID Vaccination information – Discussions are ongoing. Information will be relayed to students as it becomes available.

SECTION XI: STUDENT SERVICES

RT Department Offices and Contact Information

The RT Office is in Building 34 North, Room 256 (Health Professions). Phone: 619-644-7448, FAX: 619-644-7910. The RT classrooms and laboratories are in the Health and Physical Science Building 34 South. Office hours are posted on office windows for all full-time faculty. If a student needs to see instructor appointments are recommended. Faculty offices and phone numbers are as follows:

Peggy Wells – Program Director – Office #260, office phone # 619-644-7813

Rebecca Handley – Director of Clinical Education – Office # 276, office phone # 619-644-7896.

Carey Flores – Office # 276, office phone # 619-644-7311.

Fall 2021 – Campus is open on a limited basis and instructors may be holding virtual office hours. Please contact your instructor for additional information.

Health Professions Lab

The Health Professions Technicians [Pat Murray (644-7316) and Dan Lopez (644-7309)] are in Room 34-220.

Health Professions Computer Center

The Health Professions Computer Center is available to all health professions students. A variety of computer programs are available including many RCP practice exams. This center is designed for quiet study. The computer center is closed during Allied Health and Nursing exams.

Counseling Center

The Counseling Center is staffed with professional counselors trained to assist with education and career planning and personal counseling. Counseling Center is in Student Services building 10, the phone number is 619-644-7208.

Student Health Services

Student Health Services is in Griffin Center building 6, the phone number is 644-7192. The

Health Services Office coordinates matters concerning student insurance, illness assessments and treatment, health counseling, first aid, vision and hearing screening, substance abuse and eating disorder counseling health screenings, immunizations, laboratory testing including HIV tests and blood pressure monitoring.

Learning and Technology Resource Center

The Learning and Technology Resource Center (LTRC) is the large building in the center of the campus. It is organized into the Library, the Reserve Reading Room, the TECH Mall, the Media Desk, and the Tutoring Center. Any registered student can use any of the many services. The phone number is 619-644-7361.

The TECH Mall has 160+ computers and the entire library offers wireless Internet access. The student can view audiovisual materials at the Media Center on the second floor. Librarians can assist with research papers and general questions.

Each semester, the student must register at the Tech Mall information desk for use of the computers and other services in the Tech Mall. To register, the student must bring proof of registration and a course syllabus for the course(s) they are currently in. The Tech Mall staff will give a registration/"Add" card after they see the proof of registration and the syllabus.

Tutoring Center

The Tutoring Center is located on the second floor of the Learning and Technology Resource Center. Currently enrolled students may use the Tutoring Center. Academic tutoring is available at no cost. The phone number is 619-784-5576.

Accessibility Resource Center

Accessibility Resource Center is in Griffin Center building 10 the phone number is 619-644- 7112. The Accessibility Resource Center provides services for students who have mobility, visual or hearing impairments; who need speech assistance; or who need assessment, remediation, and individualized tutoring due to a diagnosed learning disability. Also available are special spelling and writing skills classes, test taking assistance, and registration assistance.

Financial Aid

Students may apply for financial aid in the form of grants, scholarships, loans, and work study. Applications for financial aid are available in the Financial Aid Office. Scholarship opportunities are posted in the Financial Aid Office, Student Services building 10. The phone number is 619-644-7129

Veterans Affairs Office

The Veteran's Affairs Office serves the needs of veterans who qualify for educational benefits. It is

located in Griffin Center building 60 and the phone number is 619-644-7165.

Associated Students of Grossmont College (ASGC)

The [ASGC](#) Government Program offers students opportunities in self-government as well as a general means for campus involvement and problem-solving on an intra- and inter-campus basis. It is in Griffin Center building and the phone number is 644-7604.

Many other services are available on campus. Please refer to the *Grossmont College Catalog*, the *Grossmont Student Handbook*, the Counseling Office, or your instructor for additional assistance. We are here to help you succeed in achieving your career goals.

SECTION IX: GENERAL ADMINISTRATIVE POLICIES

Respiratory Therapy Program Forms

All necessary forms may be found in the Student Handbook, the Respiratory Therapy website or by contacting the RT program office: 619-644-7448

Student Records/Files

RT student records are kept in the RT department Office. At least a one-week notice must be provided to the RT secretary prior to receiving a copy of the record. A photocopy of parts of the record may also be requested. Students must sign a form indicating they have received a copy of the requested records.

Confidentiality of Student Information and Grades

In accordance with privacy regulations and College policy, no information can be released except with the permission of the student. Course grades, clinical rotations, and any other document with students' names cannot be posted for public viewing. Course grades can be individually retrieved online through the individual course's Canvas site. Clinical rotations and other course information may be distributed through Canvas or through email.

No personal information, including the student's enrollment, can be released over the phone or in person by any faculty or staff person except with the student's prior written permission. This includes disclosure of information to student's parent, spouses, family members, employers, etc.

If confidentiality is a particular concern for the student, the student is strongly encouraged to discuss this issue with the faculty and staff. Campus Security can also be a valuable resource for students who have confidentiality and safety concerns.

Externships/Student Work Experience

Work experiences/externships provide opportunities to gain additional clinical experience by working in a paid or unpaid status under direct supervision of a clinical preceptor. Placement in a facility for work experience is determined by the hiring facility. A faculty liaison provides guidance through review of objectives, consultation with the preceptor and periodic meetings with the

student. Work experience/externship opportunities may be limited due to facility constraints, lack of preceptors or faculty scheduling conflicts. Students may not be chosen by the facility as an extern without enrolling in Resp 200 or 202 and having a faculty sponsor. Students must contact the faculty liaison before applying for a work experience position.

Requirements for externships:

- Students must complete the first year (two semesters) of the RT program.
- Students must be in good academic standing in order to continue their externship. If a student requires more supervision than is designated in a work experience, the student may not be able to participate in a work experience/externship program.

Before starting extern shifts, the student must

- attend an orientation meeting with the faculty coordinator of the extern program
- have a clinical schedule approved by the faculty coordinator and the extern's preceptor/clinical supervisor.

Gift Policy

Gifts from students to faculty are prohibited.

Transfer Policy

Opportunities exist for transfer from accredited baccalaureate, diploma, or associate degree RT schools into the RT Program at Grossmont College. The RT faculty will evaluate previous coursework and determine its equivalency to related coursework at Grossmont College. Students seeking transfer should review, in addition to this document, the college Transfer Policy in the Grossmont College Catalog.

Transferring into the RT program is on a space available basis. Application for transfer must be received in the RT Office by June 1 for fall semester or October 31 for Spring semester. The transfer applicant must also submit a "letter in good standing" on official letterhead from the Program Director at the previous RT Program. Students who have previously failed RT courses at another college and who are seeking to be admitted as a transfer student will not be considered "in good standing." Students transferring from another college or RT program must have completed all Grossmont College RT Program pre-requisites as well as the general education courses in the RT major before transfer will be considered.

The transfer application form may be obtained from the RT Department office. All requirements for RT program applicants must be met by the transfer student.

- Complete Transfer Application and submit by the deadlines as outlined above. If Transfer Application is accepted, the following requirements must be met:
- Demonstrate with 100% accuracy performance of selected competency skills representative of prior qualifying RT courses. Competency testing may occur in the form of a simulation

experience. Transfer students are only eligible to take the skills test one time. The skills testing will be videotaped.

- Upon acceptance, present evidence of satisfactory physical and health, required immunizations/titers, negative tuberculosis test or negative chest x-ray, current CPR certification and current medical malpractice insurance.

Methods for Addressing Concerns/Issues

Appeals Procedure

A student may request initiation of the appeal process for an unresolved problem involving a departmental rule. A departmental rule is defined as one made by the entire (Program) faculty, which affects more than one individual (program) course, e.g., clinical attendance or readmission policy. Theory and clinical grades are determined by the instructor of the course may not be appealed as per the education code section 76224.

Initiation of an Appeals Hearing

1. The student should first meet with the instructor involved and attempt to resolve the problem at that level.
2. If the issue is not resolved, the student meets with the Respiratory Therapy Program Director within 5 (five) working days of the situation.
3. If the issue is not resolved, the student initiates the appeal process by submitting a letter (see form letter) to the Respiratory Therapy Program Director who will contact the Appeals Committee Chair. The intent to appeal, the nature of the problem and the requested outcome should be clearly stated in the letter.
4. The letter must be received within 5 (five) working days of the situation.
5. The student will be allowed to continue attending lecture/clinical/lab/seminar until the Appeals Committee meets and formulates a decision concerning the appeal.
For issues such as drugs, alcohol, potential criminal conviction, unsafe clinical practice or other behavioral issues, a student may not be allowed to remain in the classroom, lab or clinical. Attendance to class, lab or clinical will be up to the recommendation of the faculty member involved with the issue.
6. The Chair of the Appeals Committee will call a meeting to formally review the appeal within 5 (five) working days of the appeal request made by the student.
7. The Chair of the Appeals Committee will notify the student by phone and email as to the date and time of the appeals hearing.
8. The student may bring a support person to the hearing. The advocate may not participate in the hearing but serves simply as support for the student.
9. The student may call witnesses to the Appeal Hearing. The student must notify the Respiratory Therapy Program Director in writing with the names of the witnesses prior to the scheduled hearing.

Membership

1. The chair of the Appeals Committee will be selected from a member of the full time Allied

- Health and Nursing faculty when the Appeals process has been initiated by a student.
2. Each time the Appeals Committee convenes, the Chair will appoint two faculty members and one coordinator from the Allied Health and Nursing programs.
 3. Neither the chair nor any faculty member serving on the Appeals committee will have been directly involved with the issue being appealed.

Procedures For the Committee

1. Chair duties:
 - a. appoint a recorder
 - b. convene the meeting 30-40 minutes prior to the hearing to review the policy in question and any documents submitted by the student filing the appeal
 - c. introduce committee members
 - d. have all committee members sign a confidentiality statement
 - e. state purpose of meeting and student's request
 - f. facilitate the appeal hearing
 - g. call for a vote based on student's request
 - h. the Chair renders the decision of the Appeals Committee to the Respiratory Therapy Program Director and the student who initiated the appeal.
 - i. maintain minutes of the appeal in a secure file in the Respiratory Therapy Department
 - j. provide a summary of the meeting to include: a list of those on the committee; results of the vote; list of evidence presented by both parties; names of any witnesses that participate in the hearing
2. The student should be prepared to discuss the issue and defend his/her position.
3. The instructor/s directly involved should be prepared to present data related to his/her position concerning the situation under appeal.
4. At the conclusion of the presentation of evidence by both parties, and any closing statements, the Chair will dismiss all participants from the hearing, except for the hearing panel, to begin confidential deliberation on the appeal.
5. The Appeals Committee decision will be made by secret ballot. A majority vote will be required in order to make an exception to departmental policy. If a tie, the Chair will cast the deciding vote.
6. The Chair will inform the Respiratory Therapy Program Director and the faculty member, and the student initiating the appeal in writing of the committee's decision.

Additional Recommendations

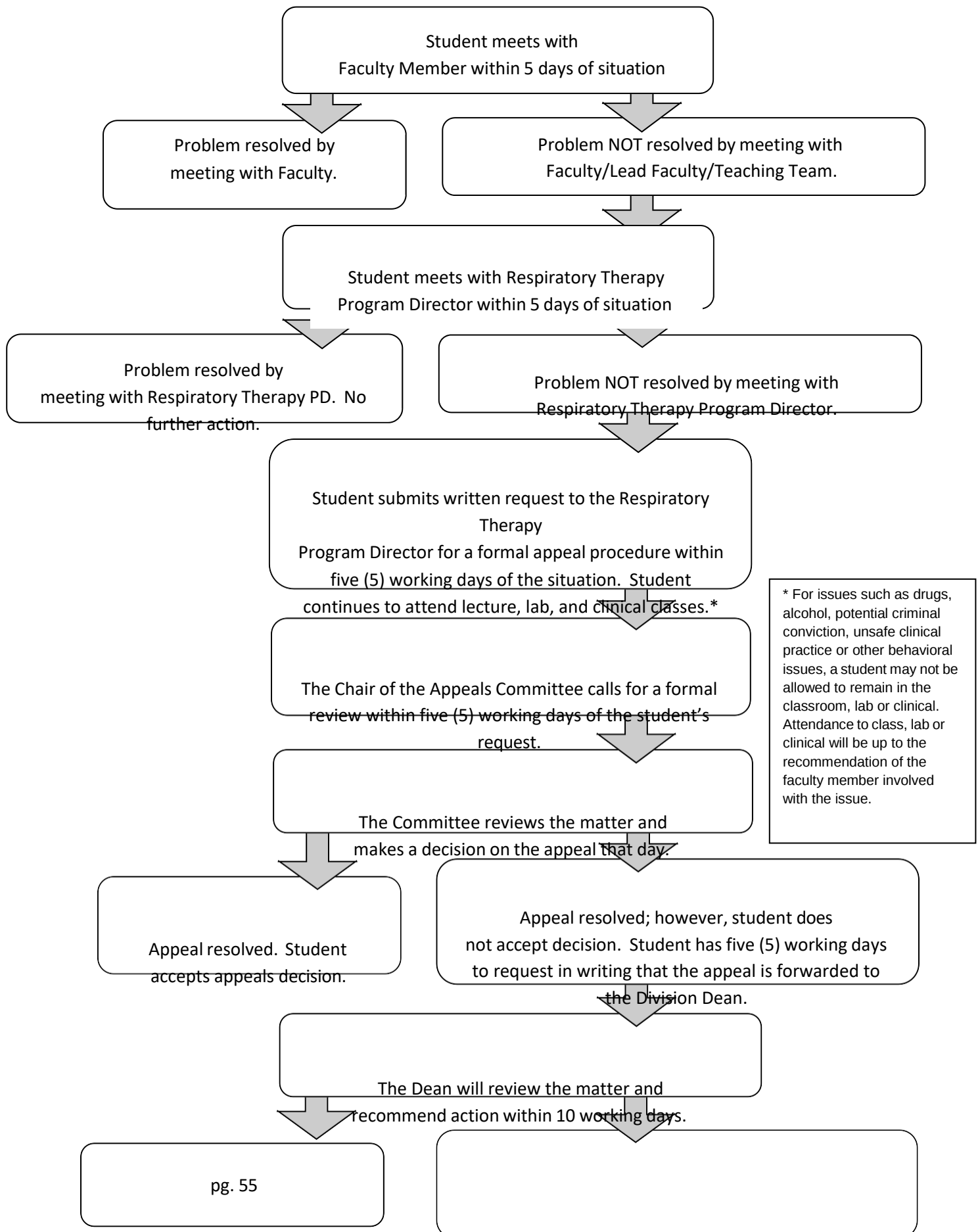
1. The Appeals Committee meeting takes priority over any other meeting.
2. Unresolved issues or any appeals of the hearing panel's decision at the departmental level

may be taken to the Dean of the division with oversight for the program. The student has five (5) working days to make a written request to have the matter referred to the Division Dean.

3. The Division Dean will review and make recommendations for the unresolved issue within ten (10) working days. Any situation remaining unresolved at this point may be taken to the Vice President of Academics or the Vice President of Student Services as appropriate. Any academic issues are forwarded to the Vice President of Academic Affairs office and any student conduct issues are forwarded to the Associate Dean of Student Affairs office. _
Decision made by the chief academic/student services officer is FINAL.

***For issues such as drugs, alcohol, unsafe clinical practice, or other behavioral issues student may not be allowed to remain in the classroom, lab or in clinical.**

- Theory and clinical grades are the sole discretion of the instructor and are regulated by the Education Code and are not subject to grievance.
- No participant in the Appeals Committee or a support person selected by the student may be a licensed attorney or trained as an attorney.
- No attorney may be in attendance during the meeting with the Appeals Committee.
- Refer to Program Appeal Procedure Flowchart (see following page).



services officer for FINAL decision.

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Appeal Process Form

Please Note: The student must complete this form in its entirety and submit it to the Respiratory Therapy Department within 5 working days of the situation.

1. Describe with specific examples exactly what the issue is. Please provide specific examples that support the issue you are appealing.

2. Please state your desired outcome:

Print Name: _____

Date: _____

Signature: _____

PLEASE NOTE:

Theory and clinical grades are the sole discretion of the instructor and are regulated by the Education Code and are not subject to grievance.

No participant in the Appeals Committee or a support person selected by the student may be a licensed attorney or trained as an attorney.

No attorney may be in attendance during the meeting with the Appeals Committee.

Progression in the Program

A map of the curriculum plan by semester for the RT Program is provided below. The map shows the order in which courses are taken.

First Semester:

Resp 105	Cardiopulmonary Physiology and Disease Entities
Resp 108	Basic Respiratory Therapy Equipment, Procedures and Life Support Systems
Resp 112	Supervised Clinical Practicum I
Resp 114	Cardiopulmonary Pharmacology

Second Semester

Resp 116	Assessment in Respiratory Care
Resp 118	Critical Care Life Support Equipment and Procedures
Resp 122	Supervised Clinical Practicum II
Resp 150	Neonatal Pediatric Respiratory Care

Third Semester

Resp 201	Cardiopulmonary Pathology and Pathophysiology
Resp 208	Invasive and Non-Invasive Cardiopulmonary Monitoring
Resp 222	Supervised Clinical Practicum III

Fourth Semester

Resp 205	Professionalism and Career Preparation for Respiratory Therapy
Resp 232	Supervised Clinical Practicum IV
Resp 268	Respiratory Therapy Home Care Techniques

Optional Courses

Resp 202A/B/C	Work Study – 3 rd and 4 th semesters
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Course Prerequisites

Please refer to the Grossmont College catalog and the RT Website for prerequisite information.

General Education Requirements

In order to graduate with an Associate Degree in Respiratory Therapy, the student must complete all the required courses in the RT Major as well as all of the General Education Requirements. Please refer to the Grossmont College catalog for this information.

Commencement

The Respiratory Therapy faculty encourages all eligible students to participate in the Grossmont College Commencement.

Respiratory Therapy Club Graduation Celebration

The Grossmont College Respiratory Therapy Club coordinates a graduation celebration for all students completing the respiratory therapy program. Participation is optional. Club officers in consultation with club advisor and program director plan the celebration. Financing of the celebration is the responsibility of the graduating class. Certificates of completion are provided by the program. Pins may be purchased by the club or by individual students. As this is a college function there will not be ANY alcohol at any time during the celebration.

The graduation celebration may be held on campus, or at an outside facility where no alcohol is present. Gifts to instructors are NOT ALLOWED! Any club funds not used for the celebration should be donated to the Respiratory Therapy Trust as a class gift. The graduation class may purchase a specific gift for the program in the place of a cash donation. Remaining funds after graduation must be turned over to ASGCC and may not be used by the class following graduation for any purpose.

SECTION XII: Advisory Committee and Clinical Affiliates

Advisory Committee

The Advisory Committee serves as a forum for discussion of community, educational and institution concerns that impact the profession and specifically RT education. Meetings are held annually.

Advisory Committee consists of agency representatives, community members, community educators, a student representative, alumni, RT faculty, Division Dean, and Grossmont College President.

Clinical Affiliates

Clinical Affiliate Name	Clinical Affiliate Address and Phone Number
Alvarado Hospital 6655 Alvarado Road San Diego, CA 92120 (619)287-3270	VA Medical Center 3350 La Jolla Village Drive San Diego, CA 92161 (858) 552-8585
Kaiser-Permanente Hospital 4647 Zion Ave San Diego, CA 92120 (619) 528-5000	Rady Children's Hospital 3029 Children's Way San Diego, CA 92123 (858) 966-5427
Sharp Grossmont Hospital 5555 Grossmont Center Drive La Mesa, CA 91942 (619) 740-6000	Sharp Memorial Hospital 7901 Frost Street San Diego, CA 92123 (858)939-3400
Sharp Mary Birch Hospital for Women 7901 Frost Street San Diego, CA 92123 (858)939-7000	UCSD Medical Center – Thorton Hospital 9300 Campus Point Drive La Jolla, CA 92037-7970 (858) 657-7000
UCSD Medical Center – Hillcrest 200 W. Arbor Ave. San Diego, CA 92103 (619) 543-8273	Scripps Mercy Hospital 4077 Fifth Ave San Diego, CA 92103
Scripp's Memorial Hospital 9888 Genesee Ave San Diego, CA 92104	Kaiser Permanente Medical Center 9455 Clairemont Mesa Blvd San Diego, CA 92123

Appendix A- Technical Standards

Technology is an important learning tool and all students must have access to a computer, scanner, and printer. Computers, scanners, and printers are available on campus but during emergency campus closures, students must plan for access off campus. Please notify your instructor with questions or concerns. Better internet connections and the most up-to-date versions of all programs are recommended. Canvas will run with minimum specifications but loading times may be significantly slower. Here are the Canvas specifications:

- Screen Size: Canvas provides the best viewing at a minimum resolution of 800 x 600. It is recommended that if viewing on a smaller screen that you use the Canvas mobile app.
- Operating systems: Windows 7 or newer, Mac OSX 10.6 and newer, Linux – chromeOS 58 or newer
- Mobile Operating System: iOS 7 or newer, Android 4.2 or newer
- Computer: No more than 5 years old. 1 GB of RAM, 2GHz processor
- Internet Speed: 512 kbps
- Screen Readers: VoiceOver, JAWS, NVDA
- Browsers: Chrome 64 or 65, Firefox 58 or 59, Flash 28 or 29, Internet Explorer 11, Edge 40 or 41, Safari 10 or 11

Basic computer specifications for Canvas

Written exams may be taken in person on campus or through Canvas with the use of an on-line proctoring system, such as Proctorio. Below are the additional specifications needed for Proctorio:

- Free Disk Space: 250 MB
- Free RAM: 2 GB
- Upload Speed: 0.092 Mbps – 0.244 Mbps
- Microphone: any internal or external microphone
- Webcam: 320 x 240 VGA resolution, internal or external