

Respiratory Therapy Program

Student Handbook




Sciences and Health Department

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St. Augustine College		 ST. AUGUSTINE COLLEGE <i>The bridge to a better future</i> <i>El puente hacia un futuro mejor</i>	
Sciences and Health Department			
Respiratory Therapy Program			
RRT CURRICULUM			
FIRST SEMESTER (PRE-RESPIRATORY)			
ENG-160	ENGLISH COMPOSITION I	MORNING	4 CR. HRS.
EWL-001	EXITO	OR	0 CR. HRS.
PSY-101	INTRODUCTION TO PSYCHOLOGY	EVENING	4 CR. HRS.
MAT-110	MATH FOR HEALTH CAREERS		4 CR. HRS.
			12
SECOND SEMESTER (PRE-RESPIRATORY)			
BIO-108	ANATOMY & PHYSIOLOGY THEORY		4 CR. HRS.
BIO-018	ANATOMY & PHYSIOLOGY LAB	MORNING	0 CR. HRS.
CHM-115	BASIC CHEMISTRY THEORY	OR	4 CR. HRS.
CHM-015	BASIC CHEMISTRY LAB	EVENING	0 CR. HRS.
ENG-162	ENGLISH COMPOSITION II		4 CR. HRS.
			12
THIRD SEMESTER (PRE-RESPIRATORY)			
AHP-110	APPLIED PHYSICS IN RESPIRATORY CARE	MORNING OR EVENING (special schedule)	3 CR. HRS.
AHP-113	RESPIRATORY PHARMACOLOGY		3 CR. HRS.
BIO-208	CARDIO-PULMONARY A & P		4 CR. HRS.
BIO-028	CARDIO-PULMONARY A & P LAB		0 CR. HRS.
BIO-120	INTRODUCTION TO MICROBIOLOGY		4 CR. HRS.
BIO-020	MICROBIOLOGY LABORATORY		0 CR. HRS.
			14
MINIMUM CUM. GPA OF 2.67 IS REQUIRED TO CONTINUE			
FOURTH SEMESTER			
RES-100	FUNDAMENTALS OF RESP. CARE	MORNING (special schedule)	2 CR. HRS.
RES-120	RESPIRATORY CARE PROCEDURES I		2 CR. HRS.
RES-210	MECHANICAL VENTILATION I		2 CR. HRS.
RES-220	RESPIRATORY CARE PROCEDURES II		2 CR. HRS.
RES-201	CARDIOPULMONARY PATHOPHYSIOLOGY		2 CR. HRS.
RES-129	CLINICAL PRACTICUM I (64 C. HRS)	7:00 A.M- 3:00 P.M	2 CR. HRS.
RES-239	CLINICAL PRACTICUM II (64 C. HRS)	7:00 A.M- 3:00 P.M	2 CR. HRS.
			14
FIFTH SEMESTER			
RES-211	MECHANICAL VENTILATION II	MORNING (special schedule)	2 CR. HRS.
RES-230	NEONATAL/PEDIATRIC RESP. CARE		2 CR. HRS.
RES-240	RESPIRATORY CARE PROCEDURES III		2 CR. HRS.
RES-250	HEMODYNAMICS AND CARDIAC MONITORING		2 CR. HRS.
RES-249	CLINICAL PRACTICUM III (128 C. HRS)		7:00 A.M- 3:00 P.M
RES-280	CLINICAL INTERNSHIP I (96 C. HRS)	FLEXIBLE	2 CR. HRS.
			12
SIXTH SEMESTER			
RES-205	N.B.R.C. SEMINAR	SPECIAL SCHEDULE	2 CR. HRS.
RES-212	CLINICAL CASE SIMULATIONS	SPECIAL SCHEDULE	2 CR. HRS.
RES-259	CLINICAL PRACTICUM IV (224 C. HRS.)	7:00 A.M- 3:00 P.M	2 CR. HRS.
RES-290	CLINICAL INTERNSHIP II (96 C. HRS)	FLEXIBLE	2 CR. HRS.
RES-300	CLINICAL INTERNSHIP III (96 C. HRS)	FLEXIBLE	2 CR. HRS.
			10

ADMISSION / ACADEMIC REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

St. Augustine College is an open-admission institution. The Open Admissions Policy sets forth two basic criteria for admission:

1) completion of high school or GED and 2) a minimum age of seventeen (17) years.

To be admitted into the College, all applicants must complete the application for admission together with related forms. Students who have completed high school or its equivalent, or have earned a minimum of 24 transferable semester credit hours (see Transfer of Credits) from other colleges, will be admitted as regular students upon submitting one of the following documents:

1. Official high school transcript, (distance high school must be accredited by a regional association. *)

2. Official transcript of the General Educational Development (GED) Test (Distance GED is *not acceptable*).

Proof of completion of equivalent high school work in a foreign country, or Official College transcript showing at least 24 transferable semester credit hours.

If the applicant cannot submit official documents by the time of registration, the admission will be conditional (maximum for one semester) until the documentation is received by the Admission Office.

* The following regional accrediting agencies are recognized by the U.S. Secretary of Education or the Council for Higher Education (CHEA):

Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges

PROGRAM'S ADMISSION REQUIREMENTS

Additional admission requirements apply to the respiratory therapy program according to curriculum requirements and/or requirements for professional standards. In addition to the General Admission Requirements, applicants interested in this major must meet the following criteria:

- A cumulative grade point average (GPA) of 2.67 in the following pre-requisite courses: ENG-160, ENG-162, PSY-101, AHP-110, AHP-113, BIO-108, BIO-120, BIO-208, CHM- 115, and MAT-110.

RESPIRATORY COHORT ADMISSION POLICY

The Respiratory Therapy Program curriculum

http://www.staugustine.edu/index.php?src=gendocs&ref=academic_programs_respiratory_therapy consists of three main areas:

1. General education requirements
2. Support course requirements
3. Major requirements

Students registered in first, second or third semester are classified as pre-respiratory students. These students take General Education Requirements and support courses. The following are the requirements for pre-respiratory students to become respiratory students.

1. Students have successfully completed all the General Education courses and support courses.
2. Students have transferred all the general Education courses and support courses.
 - Transferred courses such as **AHP-110** (Applied Physics), **AHP-113** (Respiratory Care Pharmacology) and **BIO-208** (Cardio-Pulmonary Anatomy and Physiology) are courses that required special approval by the respiratory therapy department. Any transfer course will require departmental approval.
3. G.P.A. calculation is based on the program's general education and support courses:
 - ENG-160 (Composition I)
 - ENG-162 (Composition II)
 - PSY-101 (General Psychology)
 - AHP-110 (Applied Physics in Respiratory Care)
 - AHP-113 (Respiratory Pharmacology)
 - BIO-108 (Anatomy and Physiology)
 - BIO-120 (Introduction to Microbiology)
 - BIO-208 (Cardio-Pulmonary A& P)
 - CHM-115 (Basic Chemistry)
 - MAT-110 (Math for Health Careers)
4. A cumulative G.P.A average of 2.67 is required to register in any 4th, 5th or 6th semester course.
5. Students who have a low G.P.A (less than 2.67) must retake **any course** from the list of pre-respiratory courses. Students must see a respiratory advisor prior to retaking any support course.
6. Students transferring from another respiratory therapy program will be required to fulfill **ALL** the aforementioned requirements.

RE-ADMISSION TO THE COLLEGE

Any previously-admitted student who has not registered or attended classes for at least one semester must submit an application for Re-admission to the Office of Admissions. If the student has attended any other college or university during that time, official transcripts from the institution must be submitted..

Re-admitted students must abide by the academic policies and program curricula in place at the time of re-admission.

RE-ADMISSION TO THE PROGRAM

Readmission of respiratory students (4th, 5th and 6th semester) will be handled by the Respiratory Academic Committee.

TRANSFER OF CREDITS TO ST. AUGUSTINE COLLEGE

Prior to registration, students transferring to St. Augustine College are required to submit official transcripts from other institutions. The Office of Academic Affairs will evaluate successfully completed course work from accredited institutions. If accepted as satisfying degree requirements, these transferred credit hours will be counted towards graduation, but will not be counted in the calculation of the college GPA. Only courses with a grade of "C" or higher are considered transferable. A transfer student must meet minimum academic residency requirements in order to be eligible for graduation. Transcripts re-evaluations must be addressed to the Dean of Academic Affairs and Student Services.

Note: Transferred courses will be counted in the calculation of GPA for admission into the respiratory program.

COHORT POLICIES AND PROCEDURES

COHORT SCHEDULE

The respiratory department will develop a General Course Schedule http://www.staugustine.edu/clientuploads/General_Course_Schedule_FALL_2012.pdf for 4th, 5th and 6th semester. This schedule is subject to change. Cohorts are available for spring and fall semesters. The maximum number of students assigned to a laboratory or clinical rotation cannot exceed 6 students. The maximum number of students assigned to didactic courses cannot exceed 24. Clinical rotations are assigned according to available clinical affiliates. Students are not allowed to attend a clinical rotation in which they are not officially registered.

COHORT FORMATION

Respiratory cohorts are formed twice per year (spring and fall). The maximum number of students per cohort permitted is 35. The following procedure will be used by the program if the number of qualified pre-respiratory students exceeds the thirty-five (35) limit.

- **The program will admit pre-respiratory students with the top thirty-five Grade Point Averages.**

Students registered in 4th semester will be required to take a sequence of didactic, laboratory, and clinical courses. To comply with all the accreditation standards established by CoARC (Commission on Accreditation for Respiratory Care) these courses/sections must have a limited capacity. Therefore, the program has established the following process to pre-register/register respiratory students in 4th, 5th or 6th semester.

1. The program will offer a maximum of two sections (60 and 61) of theory courses.
2. The program will offer a maximum of four sections (60, 61, 62 and 63) of laboratory courses.

3. The maximum number of clinical sections will be offered based on clinical rotations availability.

Note: RES-280, RES-290 AND RES-300 are clinical internship rotations. Therefore, the program will be offering only one section of these courses.

4. The availability of the aforementioned sections for pre-respiratory students will be based on the following criteria:
 - Clinical rotation availability.
 - Morning pre-respiratory students will be given preference to register/pre-register in Monday-Tuesday-Wednesday sections (60 - 62).
 - Evening pre-respiratory students will be given preference to register/pre-register in Thursday-Friday-Saturday sections (61 – 63).
 - Respiratory GPA.
 - First come first served basis.
5. The availability of sections for part-time students, transferring students and repeating students will be based on laboratory and clinical rotation availability.

COHORT ORIENTATION MEETINGS

- The Sciences and Health Department will schedule two mandatory orientation meetings at the beginning of each semester.

Pre-respiratory student orientation meeting- All students registered in 3rd semester are expected to attend this meeting.

Respiratory student orientation meeting- All students registered in 4th, 5th and 6th semester are expected to attend this meeting.

PROGRAM GOALS

In addition to the aforementioned academic requirements, the program has established a set of goals to comprehensively prepare competent individuals in the respiratory therapy profession. These goals integrate the knowledge, skills, and values/attitudes that will prepare students to become successful respiratory therapists.

COGNITIVE- To prepare students to comprehend, apply, evaluate, and integrate didactic, laboratory and clinical information relevant to their roles as respiratory therapists.

COGNITIVE- To provide students with the essential knowledge base that will allow them to apply their general education skills within the field of respiratory care.

PSYCHOMOTOR- To prepare students to effectively and efficiently perform the diagnostic and therapeutic procedures required to fulfill their roles as respiratory therapists in hospitals, home care and other medical care environments.

AFFECTIVE- To prepare students to demonstrate the ethical, communication and professional behavior consistent with employer expectations.

RESPIRATORY ACADEMIC STANDARDS

Students must maintain standards for good respiratory academic standing in order to avoid respiratory academic warning or respiratory academic exclusion. At the end of each semester, the Sciences and Health Department will inform students of their respective respiratory academic standing.

GOOD RESPIRATORY ACADEMIC STANDING

This classification is for those students who successfully completed all their respiratory courses with a grade equal or greater than "C".

RESPIRATORY ACADEMIC WARNING

Respiratory students who failed any of the respiratory major courses will be placed in ***Respiratory Academic Warning***. Students will be allowed to register the following semester **only** in the corresponding respiratory course(s) that they failed.

RESPIRATORY ACADEMIC EXCLUSION

Students who are placed in warning for a particular course and fail that course for a second time will be automatically placed on ***Respiratory Academic Exclusion***. Students in academic exclusion will not be allowed to register in any respiratory course. Student must file an appeal with the Respiratory Academic Committee to request readmission into the program.

RESPIRATORY ACADEMIC COMMITTEE

The Respiratory Academic Committee is a committee formed by the Sciences and Health Department chairperson, respiratory therapy Program Director, Director of Clinical Education, respiratory faculty member and the Dean of instruction.

The respiratory academic committee will review and make final decisions regarding students' academic issues, disciplinary issues and readmission to the respiratory portion of the program. The Committee's decision is final.

GENERAL ATTENDANCE POLICY

Students are expected to attend all didactic, laboratory, clinical rotations and internship rotations. Attendance to didactic courses is strongly recommended. Laboratory, clinical and internship attendance is mandatory. In case of absence(s) students are responsible and accountable for the content discussed in didactic, laboratory or clinical activities. **Every week, the Program Director and/or Director of Clinical Education will monitor students' attendance to clinical and internship rotations.**

TARDINESS

- Excessive tardiness will not be tolerated. It is recommended that students make arrangements to ensure that they are at their designated clinical site on time and remain until the designated ending time.

- Students who are tardy more than three (3) days during one clinical or internship rotation will be dropped from all clinical courses and/or internship rotations that the students are registered in at the time.

ABSENCE

- Whereas the expectation is that students attend all didactic, laboratory and clinical rotations, we are aware that unexpected circumstances may occur, (e.g. illness, etc.). Therefore, one day absence is permissible for laboratory and clinical activities; 2 days must be justified with proper documentation (e.g. physician's statement, etc.). **Students with two unjustified absences will be withdrawn (SW) from the corresponding clinical/internship rotation.**
- The Program Director and/or the Director of Clinical Education will review the documentation and make a final decision.
- The student will receive a written approval or denial of his/her request.

EARLY DISMISSAL

- No early dismissals are allowed. All clinical hours are from 7:00 a.m to 3:00 p.m. Students must arrange their schedules accordingly.

STANDARDS OF CLINICAL BEHAVIOR

The respiratory therapy program at St. Augustine College is committed to provide to our students with clinical experiences of the highest quality possible and without incident to the best of the St. Augustine College respiratory program's ability. Clinical rotations are faculty supervised clinical activities. The program will assign a qualified respiratory therapist to provide clinical instruction in each clinical section.

CLINICAL OBJECTIVES

- To expose the student to procedures in an actual patient environment.
- To put into practice the information and knowledge the student has obtained in theory and the laboratory setting.
- Collect, review, and evaluate pertinent clinical data in the patient record.
- Select, assemble, use, and troubleshoot equipment.
- Evaluate and monitor patient's objective and subjective responses to respiratory care.
- Independently modify therapeutic procedures based on the patient's response.

- Recommend modifications in the respiratory care plan based on the patient's response.
- Determine the appropriateness of the prescribed respiratory care plan and recommend modifications when indicated.
- Initiate, conduct, or modify respiratory care techniques in an emergency setting.
- Act as an assistant to the physician performing special procedures.
- Initiate and conduct pulmonary rehabilitation and home care within the prescription.

STUDENT'S RIGHTS AND RESPONSIBILITIES

- Students are responsible to obtain a fingerprinting background check and physical exam. They should be forward to the Respiratory Therapy Department by the due date. Late submission of these documents may not allow students to attend clinical courses. **Students with two absences will be withdrawn (SW) from the corresponding clinical rotation(s).**
- Students are responsible for following the equipment/dress code outlined in equipment/dress code for clinical (see page # 13).
- Students are responsible for completing their patient evaluation forms and submit them at the end of each clinical rotation.
- Students must fill out the physician contact forms. A form must be filled out each time the student has had any clinical contact with a physician. (e.g. participation in grand rounds, assisting the physician, discussing a patient. etc.).

INSTRUCTORS' RIGHTS AND RESPONSIBILITIES

- Every instructor must follow the course syllabus and course outline.
- Instructor must arrive at the clinical facility on time.
- Instructor must complete assigned clinical hours.
- Instructor must expose students to clinical procedures according to syllabus and course outline.
- Instructor must report to the Director of Clinical Education/ Program Director any student who violates the code of student conduct and/or clinical guidelines.
- If a student is more than 45 minutes late for a clinical rotation, the instructor will not allow him/her into the clinical rotation. Student will be marked absent for that day.

CODE OF STUDENT CONDUCT (For more information please see College's catalog at www.staugustine.edu)

ATTENDANCE POLICY (please see general attendance policy- pages 9-10)

CLINICAL EVALUATION

During the last week of any clinical rotation, students are expected to return to the College's main campus. The respiratory department will design a schedule of Practicum Evaluations. These evaluations will be performed at the main campus by the respiratory therapy personnel (Program Director and/or Director of Clinical Education). **Please see the evaluation system on page # 16.**

PROFESSIONAL ETHICS

The goal of the St. Augustine College Respiratory Therapy Program is to teach, train, and to prepare students in the most professional way possible. Listed are a number of principles that will help students to conduct themselves in an ethical and professional manner with their peers, other therapists, nurses, doctors, and most importantly, patients.

- Students must become familiar with the HIPAA guidelines provided by the program.
- Never discuss a patient's condition in his/her presence.
- Never discuss a patient's condition with his/her family or friends.
- Besides the type of treatment/medication you are administering, never discuss a patient's medications or treatments in the presence of others. Always refer any questions to your clinical instructor or a respiratory therapist.
- Always use simple terms when discussing therapy with the patient. Never leave a question unanswered, always refer the patient to someone who can assist.
- Always follow the clinical policies and procedures during your clinical rotations.
- A patient's chart is not to be copied. It is a confidential and legal document.
- In times of an emergency, do not talk to the press or family concerning any patient, incident or accident that may have occurred at the clinical site. Always refer them to an administrator.
- Never give a patient anything to eat or drink without the approval of his or her nurse.
- No loitering is allowed on hospital property once the clinical instructor has left the premises.
- Students with long hair must wear it in such a way that it does not fall into the patient's face.

- Students are not permitted to wear earrings to clinical rotations.
- Cellular phones and pagers must be turned off.
- Use of hospital phones is prohibited unless in cases of emergencies.
- Whereas we appreciate the diversity in language among our students. It is the policy of the respiratory therapy department that during instructional time in any respiratory course, English should be the only language spoken in the classroom and clinical setting.

MALPRACTICE BLANKET LIABILITY

St. Augustine College provides a student / instructor malpractice blanket liability insurance, which includes any patient related incident during clinical time.

EQUIPMENT/ DRESS CODE FOR CLINICAL

- Royal blue scrubs: scrub top and bottom may be royal blue or white top and royal blue bottom (all bottoms must be royal blue).
- Clean white or black tennis, or walking shoes.
- All lab coats must be white. A long or short lab coat is acceptable.
- Anyone wearing a dirty or wrinkled lab coat will not be allowed to stay in the clinical rotation.
- Watch with a second hand is mandatory.
- Stethoscope.
- Your St. Augustine College I.D. must be displayed on your outer clothing at all times. Due to security purpose, some hospitals will no longer give temporary ID's.

SPECIAL CLINICAL ROTATION ORIENTATION

- Orientation to certain clinical sites will be done on the first day of that specific clinical rotation, or according to the clinical affiliate policies and procedures.
- When the college is closed in celebration of a holiday, clinical rotations will continue as stated in the course syllabus.

CRIMINAL BACKGROUND CHECKS

- In order to stay in compliance with standards set forth by the Joint Commission on the Accreditation of Healthcare Organizations, it is required that anyone entering a

hospital/clinical setting must submit a certified fingerprint background check.

- Students must be aware that any prior felony conviction may impact the ability to obtain a license to practice respiratory therapy. Questions should be addressed to the appropriate state licensing board.

HEALTH FORM PACKAGE FOR CLINICAL ROTATIONS

- A complete physical form package must be submitted to the Respiratory Department before entering a clinical rotation. The department will give the students the mandatory deadline date. Forms for physical examination are available at the Sciences and Health Department.
- No student will be permitted to attend a clinical rotation if he/she has failed to submit an updated physical exam, a CPR card and an immunization record, a fingerprint background check, and a drug test on or before the established deadline.
- Deadlines to submit the required clinical information will be announced at the mandatory meeting.

INTERNSHIP ROTATIONS

According to the program's RRT curriculum, students must successfully complete three clinical internship rotations. Students are not allowed to start an internship rotation without being officially registered in the course. The RES-280 internship rotation is scheduled in 5th semester. In this internship rotation, students are required to complete 96 contact hours. The RES-290 and RES-300 internship rotations are scheduled in 6th semester. In these internship rotations, students are also required to complete 96 contact hours in each rotation. Students must complete a total number of 288 contact hours of internship rotations in order to graduate. Internship rotations are non-faculty supervised clinical activities. Therefore, the program will not provide a respiratory therapist instructor to any clinical internship rotation. **Students must search for their most convenient clinical internship site.** It is the responsibility of each student to find a clinical site that will allow him/her to complete the required contact hours in each internship rotation. Students are allowed to complete the required number of contact hours in more than one clinical site.

GRADING SYSTEM (please see page #16)

ATTENDANCE POLICY (please see pages 9-10)

CODE OF STUDENTS' CONDUCT (Please see College's catalog at www.staugustine.edu)

INTERNSHIP EVALUATION SYSTEM (please see Program's Evaluation System on page #16) Students must complete the required number of contact hours in each internship rotation. If the number of contact hours is not completed, the student will receive an incomplete grade.

PROFESSIONAL ETHICS (please see page# 12)

INTERNSHIP FORMS

Prior to attending any internship rotations, students are required to complete a set of forms and documents. (Please contact the Program Director/ Director of Clinical Education). The program will provide all students with an internship manual. The following forms are included in this manual.

- Internship Information Form
- Internship Expectations and Guidelines Form
- Internship Performance Evaluation
- Internship Completion Form

The Internship manual must be filled out and signed by the authorized site personnel.

INTERNSHIP PROCESS

STEP 1: INTERNSHIP INITIATION PROCESS

- Students will receive copies of the following documents:
 - Internship Request Letter
 - Internship Information Form
 - Internship Expectations and Guidelines Form

STEP 2: INTERNSHIP APPROVAL PROCESS

- Complete and signed/approved Internship Information Form
- Complete and signed Internship Expectations and Guidelines Form

STEP 3: INTERNSHIP COMPLETION PROCESS

- Complete and signed Internship Manual

PROGRAM'S EVALUATION SYSTEM

Didactic, laboratory and clinical courses are evaluated using different evaluation tools. The evaluation system of didactic courses in the respiratory phase of the program includes:

- 1- Midterm exam- 40%
- 2- Final exam - 40%
- 3- Quizzes- 20%

RES-205 (N.B.R.C. seminar) is a didactic course. The evaluation system of this course includes:

1. Self Assessment Exam (S.A.E) practice – 0%
2. Self Assessment Exam (S.A.E) – 100%

Grading Scale**A=** 140-122 correct answers**B=** 121-104 correct answers**C=** 103- 86 correct answers

- Note:** - Those students who fail RES-205 will be required to re-registered in another RES-205 section.
- RES-205 sections will be offered **ONLY** in spring and fall. No summer or winter sections will be offered.

The evaluation system of laboratory courses include:

- 1- Midterm practicum exam 40%
- 2- Final exam practicum 40%
- 5- Performance evaluations 20%

The evaluation system of clinical courses include:

- 1- Clinical Evaluation **at clinical site- 50%**
- 2- Clinical Evaluation **at main campus- 50%**

The evaluation system of internship rotations include:

- 1- Completion of 96 contact hours = 50% (mandatory)
- 2- Internship Performance evaluation (supervisor or assigned person) = 50%

GRADING SCALE

A = 90% -100%

B = 80% - 89%

C = 70% - 79%

F = 0% - 69%

INCOMPLETE GRADE POLICY (please see college's catalog at www.staugustine.edu)

EVALUATION GUIDELINES (MIDTERM AND FINAL EXAMS)

- Students must bring their calculator to exams. **The use of cell phones during exams is prohibited.** **Note:** calculators are not allowed in RES-205 Exit exam
- Students must place their cell phone in silent mode during classes, tests, exams, etc.
- Midterm and final exams are time limited exams. The time given is based on the number of questions. **(no extra time will be given, unless documented needs exist).**
- All final exams are comprehensive exams. Therefore, all chapters are included.
- If a student arrives late to a test or exam, the student will be allowed to take the exam but **no extra time will be granted.**

EXAMINATION ATTENDANCE POLICY (MIDTERM AND FINAL EXAMS)

- Attendance at all scheduled didactic, laboratory and clinical examinations is mandatory. Individual requests for alternate examination times could be granted if the student provides written documentation (for example: medical excuse, police report, etc.) of the absence.
- The respiratory therapy personnel will review the documentation and make a final decision.
- The student will receive a written approval or denial of his/her request.
- If the student's request is approved, a make-up examination will be administered. This examination will be different from that given at the scheduled time.
- If the student's request is denied. The student will be given a "0" for the examination that he/she missed.

EXAMINATION REVIEW

The Sciences and Health Department believes that academic feedback is an essential element in order for our students to successfully complete the program and pass the N.B.R.C exam. Therefore, students can request a review of their midterm and/or final exams. The request should be submitted to the corresponding instructor in writing. Instructors will schedule an appointment with the student in order to review the exam(s). **Each instructor will determine the most appropriate procedure to review his/her exams. THIS POLICY ONLY APPLIES TO STUDENTS TAKING COURSES OFFERED BY THE SCIENCES AND HEALTH DEPARTMENT. THESE COURSES INCLUDE:**

- AHP 110 (Applied Physics in Respiratory Care)
- AHP 113 (Respiratory Pharmacology)
- BIO 108 (Anatomy and Physiology)
- BIO 120 (Introduction to Microbiology)
- BIO 208 (Cardio-Pulmonary A&P)
- CHM 115 (Basic Chemistry)
- AND ALL RES COURSES (4TH, 5TH, AND 6TH SEMESTER)

MANDATORY REMEDIATION TIME / ADDITIONAL PRACTICE TIME

The 4th, 5th and 6th semester General Course Schedule is available on-line .

http://www.staugustine.edu/clientuploads/General_Course_Schedule_FALL_2012.pdf

Students registered in sections 60-62 are required to attend classes Mondays, Tuesdays and Wednesdays. Students registered in sections 61-63 are required to attend classes Thursdays, Fridays and Saturdays.

All sections are scheduled from week#1 to Week #16. Starting on week#9, each section has one day with no assigned/scheduled courses. For example, Wednesday is the day with no scheduled classes for sections 60-62.

The respiratory department will use this day(s) to schedule **Mandatory Remediation Time** for those students who received a Student Performance Notice.

Respiratory labs at the main campus will be available to students during these days.

Therefore, students are encouraged to use this time as an **Additional Practice Time**.

LEARNING RESOURCES

As of August 2012, St. Augustine College students and faculty have access to online library information and databases. <http://library.staugustine.edu/home>. The library resources include reference books, databases, articles, journals, newspapers, books, e-books, films, videos and interlibrary loan services.

ACADEMIC DISHONESTY

Academic dishonesty includes any type of cheating, plagiarism, falsification of data, using unauthorized aids during a test, looking at another student's paper/answer key during a test, providing false information to an instructor and so on that takes places at any academic activity. Academic dishonesty constitutes a very serious breach of the academic and professional integrity of the program. Therefore, any case of academic dishonesty reported by a faculty member will be investigated by the Respiratory Academic Committee.

Students found guilty of academic dishonesty for the first time will be placed in **RESPIRATORY ACADEMIC WARNING**. (Please see, RESPIRATORY ACADEMIC STANDARDS on page # 9).

Students found guilty of academic dishonesty for the second time will be permanently discharged from the program.

ACADEMIC ADVISING

Department staff and faculty in the Sciences and Health Department provide academic advising to pre-respiratory and respiratory students. Registration of pre-respiratory and respiratory students is only performed by respiratory advisors.

PROGRAM RESIDENT FACULTY

Carlos Ortiz, M.D., M.H.E.A., Associate Professor, chair

German Criollo, M.D., M.S., Associate Professor

Victor Lara, B.A.,R.R.T., Director, Respiratory Care Program

Joseph Roy, B.S.,R.R.T-NPS., Director of Clinical Education, Respiratory Care Program

Sergio Watanabe, M.D., Assistant Professor

Eddy Del Carmen, M.D., Full-time resident faculty

CLINICAL AFFILIATES

Cook County Hospital
LaRabida Children's Hospital
Elmwood Care Nursing Home
St. Anthony Hospital
Sacred Heart Hospital
Jesse Brown V.A. Hospital
Kindred Hospital
Resurrection Medical Center

GRADUATION REQUIREMENTS

In order to graduate with an Associate of Applied Science in Respiratory Care, a student must successfully pass all courses in the respiratory therapy curriculum. Graduation is not automatic even though all course requirements are met. Students must fill out the graduation application form. Academic advisors will help students to fill out these forms. Please contact your academic advisor at the Sciences and Health Department.

ACCREDITATION STATUS

The St. Augustine College Respiratory Program holds Initial Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

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

A.D.A POLICY

Please see College's catalog at <http://www.staugustine.edu/>

DETAILED CLINICAL ROTATION SCHEDULE

http://www.staugustine.edu/clientuploads/CLINICAL_ROTATION_SCHEDULE_FALL-2012.pdf

GENERAL COURSE SCHEDULE

http://www.staugustine.edu/clientuploads/General_Course_Schedule_FALL_2012.pdf

HEALTH FORM PACKAGE FOR CLINICALS

http://www.staugustine.edu/index.php?src=gendocs&ref=academic_programs_respiratory_therapy