



# Respiratory Therapy Student Handbook

## TABLE OF CONTENTS

	<b>Page</b>
<b>PROGRAM CURRICULUM.....</b>	<b>4-5</b>
<b>COURSES SEQUENCE.....</b>	<b>6-8</b>
<b>ADMISSION/ACADEMIC REQUIREMENTS.....</b>	<b>8-11</b>
GENERAL ADMISSION REQUIREMENTS.....	8-9
PROGRAM'S ADMISSION REQUIREMENTS.....	9
RESPIRATORY PROGRAM ADMISSION POLICY.....	9-10
INTERNATIONAL STUDENTS ADMISSION POLICY.....	10
READMISSION TO THE COLLEGE.....	10
READMISSION TO THE PROGRAM.....	10
TRANSFER OF CREDITS.....	10-11
ADVANCED PLACEMENT POLICY.....	11
<b>COVID-19 POLICY .....</b>	<b>11-13</b>
ATTENDANCE OF CAMPUS CLASES AND OFF SITE CLINICAL AND INTERNSHIP ROTATION FOR COVID-19 POSITIVE STUDENTS.....	<b>12</b>
ASSUMPTION OF RISK, WAIVER, AND RELEASE OF LIABILITY.....	<b>13</b>
<b>COHORT POLICIES AND PROCEDURES.....</b>	<b>14</b>
COHORT MODEL .....	14
COHORT ORIENTATION MEETING.....	14
<b>RESPIRATORY COURSE CURRICULAR INFORMATION ...</b>	<b>14-15</b>
RESPIRATORY REMEDIAL COURSE-RES-199 .....	15
<b>PROGRAM'S GOALS.....</b>	<b>15</b>
<b>RESPIRATORY ACADEMIC STANDING POLICY.....</b>	<b>15-16</b>
ACADEMIC WARNING .....	15
ACADEMIC PROBATION .....	15
ACADEMIC EXCLUSION .....	15
STUDENT WITH ACADEMIC EXCLUSION STATUS .....	15
RESPIRATORY ACADEMIC COMMITTEE.....	16
<b>GENERAL ATTENDANCE POLICY.....</b>	<b>16-17</b>
TARDINESS.....	16
ABSENCES.....	17
EARLY DISMISSAL.....	17
HOLIDAYS .....	17
<b>STANDARDS OF CLINICAL BEHAVIOR.....</b>	<b>17-23</b>
CLINICAL OBJECTIVES.....	17-18
STUDENT'S RIGHT AND RESPONSIBILITIES .....	18
INSTRUCTORS' RIGHT AND RESPONSIBILITIES .....	18-19

CODE OF STUDENT CONDUCT.....	19
CLINICAL ATTENDANCE POLICY.....	19
CLINICAL EVALUATION.....	19
PROFESSIONAL ETHICS.....	19-20
CONFIDENTIALITY STATEMENT.....	20-21
MALPRACTICE BLANKET LIABILITY.....	21
EQUIPMENT/DRESS CODE FOR CLINICAL .....	21
SPECIAL CLINICAL ROTATION ORIENTATION .....	21
CRIMINAL BACKGROUND CHECKS.....	21-22
HEALTH FORM PACKAGE FOR CLINICAL ROTATIONS.....	22
REQUIRED RESOURCES AND SUPPLIES.....	22-23
<b>INTERNSHIP ROTATIONS.....</b>	<b>23</b>
GRADING SYSTEM.....	23
ATTENDANCE POLICY.....	23
CODE OF STUDENTS' CONDUCT.....	23
INTERNSHIP EVALUATION SYSTEM.....	23
PROFESSIONAL ETHICS.....	23
INTERNSHIP FORMS / PROCESS .....	23
<b>PROGRAM'S EVALUATION SYSTEM .....</b>	<b>24-26</b>
EVALUATION of DIDACTIC COURSES.....	24
EVALUATION of LABORATORY COURSES.....	24
EVALUATION of CLINICAL COURSES.....	24
EVALUATION of INTERNSHIP ROTATIONS.....	25
EVALUATION OF RES-205 (N.B.R.C. Seminar) .....	25
EVALUATION OF RES-212 (Clinical Case Simulations) .....	25
EVALUATION OF RES-129 (Intro. to Clinical experience) .....	25
PROGRAM GRADING SCALE.....	25
EVALUATIONS GUIDELINES .....	26
EXAMINATION ATTENDANCE POLICY.....	26
EXAMINATION REVIEW POLICY.....	26-27
<b>LEARNING RESOURCES .....</b>	<b>27</b>
<b>ACADEMIC DISHONESTY.....</b>	<b>27</b>
<b>ACADEMIC ADVISING.....</b>	<b>27</b>
<b>PROGRAM PERSONNEL AND FACULTY .....</b>	<b>27</b>
<b>CLINICAL AFFILIATES .....</b>	<b>28</b>
<b>GRADUATION REQUIREMENTS.....</b>	<b>29</b>
<b>ACCREDITATION STATUS.....</b>	<b>29</b>

## **AARC Statement of Ethics and Professional Conduct**

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine. Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

<https://www.aarc.org/wp-content/uploads/2015/05/aarc-statement-of-ethics-and-professional-conduct.pdf>

<b>FIRST SEMESTER (PRE-RESPIRATORY)</b>				
ENG-160	ENGLISH COMPOSITION I	MORNING	4 CR. HRS	
PSY- 101	INTRODUCTION TO PSYCHOLOGY	OR	4 CR. HRS	
MAT-112	INTERMEDIATE ALGEBRA	EVENING	4 CR. HRS	
BIO-115	MEDICAL TERMINOLOGY		3 CR. HRS	15
<b>SECOND SEMESTER (PRE-RESPIRATORY)</b>				
BIO-108	ANATOMY AND PHYSIOLOGY THEORY		4 CR. HRS	
BIO-018	ANATOMY AND 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	
MAA-105	LAW & ETHICS		3 CR. HRS	15
<b>THIRD SEMESTER (PRE-RESPIRATORY)</b>				
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 ANATOMY AND PHYSIOLOGY		4 CR. HRS	
BIO-028	CARDIO-PULMONARY ANATOMY AND PHYSIOLOGY LAB		0 CR. HRS	
BIO-120	INTRODUCTION TO MICROBIOLOGY		4 CR. HRS	
BIO-020	MICROBIOLOGY LABORATORY		0 CR. HRS	
<b>MINIMUM CUM. GPA OF 2.80 IS REQUIRED TO CONTINUE</b>				14
<b>ALL RES COURSES MUST BE TAKEN IN SEQUENCE AS STATED IN THIS CURRICULUM</b>				
<b>FOURTH SEMESTER</b>				
RES-100	FUNDAMENTALS OF RESP. CARE	MORNING OR EVENING (special schedule)	3 CR. HRS	
RES-120	RESPIRATORY CARE PROCEDURES I		1 CR. HRS	
RES-210	MECHANICAL VENTILATION I		3 CR. HRS	
RES-220	RESPIRATORY CARE PROCEDURES II		1 CR. HRS	
RES-201	CARDIOPULMONARY PATHOPHYSIOLOGY		3 CR. HRS	
RES-129	INTRODUCTION TO CLINICAL EXPERIENCE		2 CR. HRS	
RES-239	CLINICAL PRACTICUM I (64 C. HRS)	7:00 A.M- 3:00 PM	1 CR. HRS	14
<b>FIFTH SEMESTER</b>				
RES-211	MECHANICAL VENTILATION II	MORNING OR EVENING (special schedule)	3 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 II (128 C. HRS)	7:00 A.M- 3:00 PM	1 CR. HRS	
RES-259	CLINICAL PRACRICUM III (128 C. HRS)	7:00 A.M.-3:00 P.M.	2 CR. HRS	12
<b>SIXTH SEMESTER</b>				
RES-205	N.B.R.C. SEMINAR	MORNING OR EVENING (special schedule)	2 CR. HRS	
RES-212	CLINICAL CASE SIMULATIONS		2 CR. HRS	
RES-280	CLINICAL INTERNSHIP I (192 C. HRS)	FLEXIBLE	2 CR. HRS	
RES-290	CLINICAL INTERNSHIP II (192 C. HRS)	FLEXIBLE	2 CR. HRS	
RES-300	CLINICAL INTERNSHIP III (192 C. HRS)	FLEXIBLE	2 CR. HRS	

**Note:** THIS CURRICULUM APPLIES TO STUDENTS ENTERING PRE-RESPIRATORY COURSES STARTING SPRING 2022

Revised 1/4/2022

Spring-2022

## **RESPIRATORY THERAPY COURSE SEQUENCE**

### **RES 100 Fundamentals of Respiratory Care (3) (3, 0)**

Introduction to respiratory care with theoretical emphasis in principles of infection control, oxygen administration, aerosol and humidity therapy, chest physical therapy, analysis and monitoring of gas exchange and incentive spirometry devices. Prerequisite: Cum. GPA of 2.67 in Prerequisite Courses (see pages 14, 64); Co-requisite:

### **RES 120 RES 120 Respiratory Care Procedures I (1) (0, 3)**

Laboratory experience in selecting, assembling, using and troubleshooting basic respiratory care equipment including: oxygen administration devices, humidifiers, inhalers, gas cylinders, regulators, reducing valves, flow meters, air oxygen blenders, mucous clearance devices, oximetry monitoring devices, incentive spirometry devices, among others. Prerequisite: Cum. GPA of 2.67 in Pre-Respiratory Courses; Co-requisite: RES 100

### **RES 129 Introduction to Clinical Experience I (2) (0, 8)**

Students are introduced to clinical processes, procedures and practices. Students will be oriented to diagnostic monitoring, computerized charting, hospital safety and standards for infection control. 64 clinical contact hours. Prerequisite: Cum. GPA of 2.67 in Pre-Respiratory courses.

### **RES 199 Topics in Respiratory Care (1)**

This course will review the more important principles, concepts and topics studied in Cardio-Pulmonary Anatomy and Physiology (BIO 208), Applied Physics (AHP 110) and Respiratory Care Pharmacology (AHP 113). The course will help to improve the knowledge skills of students who are in process of getting admitted into the Respiratory Therapy program. Prerequisite: Department consent

### **RES 201 Respiratory Care Pathology (3) (3, 0)**

The acute and chronic cardio-respiratory pathological processes will be covered to include: pathophysiology, patient assessment, diagnosis, treatment and prevention. Pulmonary function interpretation will be discussed. Prerequisite: Cum. GPA of 2.67 in Pre-Respiratory Courses

### **RES 205 N.B.R.C. Seminar (2) (3, 0)**

This course is intended to discuss, review, recall and analyze information regarding the didactic, laboratory and clinical areas of the Certified Respiratory Therapist (C.R.T) and Registered Respiratory Therapist (R.R.T) exams. Prerequisites: RES 211, RES 230, RES 240, RES 250, and RES 249 or department consent.108

### **RES 210 Mechanical Ventilation I (3) (3, 0)**

Principles of mechanical ventilation including: Physiology of ventilatory support, indications, contraindications, complications and physiological effects of mechanical ventilation. Also included are the analysis of arterial blood gases, hemodynamic monitoring and assessment of patients on ventilators. Effective Spring 2005. Prerequisite: Cum. GPA of 2.67 in Pre-Respiratory Courses; Co-requisite: RES 220

### **RES 211 Mechanical Ventilation II (3) (3, 0)**

This course provides students for an opportunity to integrate and develop the theoretical knowledge and skills necessary for the initiation, management, and weaning of mechanical ventilation. In addition, lecture topics include, different operating modes of mechanical ventilation, monitoring parameters and neonatal mechanical ventilation. Prerequisite: RES 210

Spring-2022

### RES 212 Clinical Case Simulations (2) (3, 0)

This course prepares the student to review, recall and analyze basic and advanced information regarding clinical simulation cases for the Registered Respiratory Therapist (RRT) exam.

Prerequisites: RES 211, RES 230, RES 240, RES 250, and RES 249

### RES 220 Respiratory Care Procedures II (1) (1, 2)

Integration of theoretical and laboratory experiences with emphasis on selecting, assembling, using and troubleshooting ventilators as well as ventilator monitoring and weaning techniques. This course also includes selection, assembly, use and troubleshooting of equipment including: IPPB ventilators, suctioning devices, vacuum systems, PEP devices, artificial airways, and patients breathing circuits.

Prerequisite: Cum. GPA of 2.67 in Pre-Respiratory Courses. Co-requisite: RES 210

### RES 230 Neonatal and Pediatric Respiratory Care (2) (3, 0)

An introduction to neonatal and pediatric respiratory care concepts including: placental and fetal circulation, cardiopulmonary events at birth, assessment of newborn, cardio-pulmonary disorders, basics of respiratory care and neonatal mechanical ventilation. (Formerly: RES 202) Prerequisites: RES 100, RES 120, RES 201, RES 210, RES 220, RES 129, RES 239, and RES 249. Co-requisite: RES 240

### RES 239 Clinical Practicum II (1) (0, 8)

Continuation of basic respiratory care procedures under direct clinical supervision. Emphasis on development of new skills, including: airway management, nasotracheal suctioning, chest physiotherapy and hyperinflation therapy. 64 clinical contact hours. Prerequisite: Cum. GPA of 2.67 in Pre-Respiratory courses.

### RES 240 Respiratory Care Procedures III (2) (1, 2)

This course is a continuation of RES 220 through a systematic review of adult mechanical ventilations. Special emphasis is given to the difference between mechanical ventilation of the newborn and adult patient. Also introduces the student to special procedures like chest tubes. Prerequisites: RES 100, RES 120, RES 201, RES 210, RES 220, RES 129, RES 239, and RES 249 Co-requisite: RES 230

### RES 249 Clinical Practicum III (1) (0, 8)

Supervised clinical experience with emphasis in mechanical ventilation in the adult patient and introduction to critical care management. 128 clinical contact hours. Prerequisite: Cum. GPA of 2.67 in previous semesters

### RES 250 Hemodynamics and Cardiac Monitoring (2) (3, 0)

This course reinforces the concepts of cardiovascular anatomy and physiology discussed in previous respiratory courses. Emphasis on techniques and theory necessary for the interpretation and evaluation of hemodynamic measurements and hemodynamic monitoring. Prerequisites: RES 100, RES 120, RES 201, RES 210, RES 220, RES 129, RES 239 and RES 249

### RES 259 Clinical Practicum IV (2) (0, 8)

Clinical practice designed for the advanced respiratory student under direct clinical supervision. Introduction to basic respiratory care procedures and critical care management of neonates and pediatric patients. 224 clinical contact hours. Prerequisites: RES 100, RES 120, RES 201, RES 210, RES 220, RES 129, RES 239, and RES 249

**RES 280 Clinical Internship I (2) (0, 6)**

The purpose of this independent clinical rotation experience is an opportunity for students to gain more practice in the collection, review, analysis and evaluation of non-critical patient data. It is also an opportunity for students to apply principles of equipment manipulation, infection control and quality control. 96 clinical contact hours. Prerequisites: RES 100, RES 120, RES 201, RES 210, RES 220, RES 129 and RES 239

**RES 290 Clinical Internship II (2) (0, 6)**

The purpose of this independent clinical rotation experience is an opportunity for students to gain more practice in the management and monitoring of non-critically and critically ill patients. It is also an opportunity for students to determine the appropriateness of the prescribed respiratory care plan and recommend modifications when indicated. 96 clinical contact hours. Prerequisites: RES 100, RES 120, RES 201, RES 210, RES 220, RES 129, RES 239 and RES 249

**RES 300 Clinical Internship III (2) (0, 6)**

The purpose of this independent clinical rotation experience is an opportunity for students to integrate and develop all clinical competencies and skills learned in previous supervised and non-supervised clinical practices. 96 clinical contact hours. Prerequisites RES 100, RES 120, RES 201, RES 210, RES 220, RES 129, RES 239 and RES 249

## **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:

- Completion of high school or GED
- 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:

- Official high school transcript, (distance high school must be accredited by a regional association)
- 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 an 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:

- Receive minimum cumulative grade point average (GPA) of 2.80 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-112.
- A G.P.A. of 2.80 is required for the admission into the program. The respiratory advisor and/or respiratory committee will determine the course load of each student. In addition to the selected respiratory courses, students may be required to register in **RES-199 (Respiratory Remedial Course)**.
- A student with a **GPA equal to or greater than 2.80** will be admitted as a **full-time or part-time student**. The respiratory advisor will register the student in ALL the corresponding courses of the respiratory curriculum/study plan.

## RESPIRATORY THERAPY PROGRAM – ADMISSION POLICY

The Respiratory Therapy Program curriculum consists of three main areas:

- General education requirements
- Support course requirements
- Major requirements

Students registered in a 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:

- Students have successfully completed all the General Education courses 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-112 (Intermediate Algebra)
- 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.
- G.P.A. calculation is based on the program's General Education and support courses.
- A student with **low G.P.A (less than 2.80)** must retake **any of the support courses** (BIO-208, AHP-110 or AHP-113) in order to meet the 2.80 GPA requirement. Students must see a respiratory advisor/learning facilitator prior to retaking any support courses.
- A student with a **GPA equal to or greater than 2.80** will be admitted as a **full-time or part-time student**. The respiratory advisor will register the student in **ALL** the corresponding courses per respiratory curriculum/study plan.
- Students transferring from another respiratory therapy program will be required to fulfill **ALL** the aforementioned requirements.

### ADMISSION POLICY FOR INTERNATIONAL STUDENTS

Additional admission requirements apply to the International students interested in the respiratory therapy program. International students must request an appointment with a respiratory advisor regarding course/credit hours transfer. Please see the College Catalog regarding admission policies and procedures for international students.

### 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.

**Note:** 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

Any previously-admitted student (4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> semester) who have not registered or attended classes for at least one semester must submit an Appeal Request form for re-admission to the program. Readmission of respiratory students will be handled by the Respiratory Academic Committee.

**Note:** See page 15-16- Readmission due to academic exclusion.

### TRANSFER OF CREDITS TO ST. AUGUSTINE COLLEGE

Prior to registration, a student transferring to St. Augustine College are required to submit official transcripts from other institutions. The Office of Academic Affairs will evaluate

successfully completed coursework 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.**

### **ADVANCED PLACEMENT POLICY**

It is required by the Commission on Accreditation for Respiratory Care (CoARC) to have a policy regarding the admission of **Advanced Placement students**.

CoARC defines Advanced Placement Student as: *"A student entering the program on or after the initial enrollment date for a cohort with prior experience, transfer of respiratory care credits from another institution, and/or credentials in health care that leads to transfer credit. An example of A.P students includes graduates of CoARC accredited CRT-only programs with or without the CRT credentialing"*.

Therefore, a student who is classified as Advanced Placement Student must follow these steps in order to be officially admitted into the program:

- The student must have successfully completed and/or transferred all the General Education courses (ENG-160, ENG-162, PSY-101, BIO-108, BIO-120, CHM- 115, and MAT-112) and support courses (AHP-110, AHP-113, and BIO-208).
- The program will calculate student's G.P.A. in pre-requisite courses.
- If the student's G.P.A. is less than 2.80, the student will not be admitted into the program. Students with G.P.A below 2.80 must retake support course(s) in order to reach the required G.P.A. Student must see a respiratory advisor prior to retaking any support course(s).
- If the student's G.P.A in pre-requisite courses is **2.80 or higher**, student will be admitted. The respiratory advisor and/or respiratory committee will determine the course load of each student. In addition to the selected respiratory courses, students may be required to register in **RES-199 (Respiratory Remedial Course)**. The respiratory advisor will register the student in ALL the corresponding courses per respiratory curriculum/study plan.
- If the student is seeking to transfer any respiratory courses from different institution such courses must be reviewed by advisor and approved by Respiratory Care Committee.

### **COVID-19 POLICY**

All students enrolled in the Respiratory Therapy Program must provide the following documents prior to attending any courses:

- Proof of COVID-19 VACCINATION in the form of CDC Vaccination Record Card with 2 vaccinations and a booster. The vaccination record card must include dates of vaccinations, type of vaccine administered and LOT numbers.
- Completed and signed Assumption of Risk and Release of Liability form
- Students will be required to wear a mask while on campus.

Students exempt from COVID 19 vaccine due to health or religious reasons will be required to submit a copy of the exemption. Such students will be required to submit COVID 19 test results twice a week.

Any student that tested positive with COVID 19 will be required to quarantine at home for at least 5 days and present negative COVID 19 test prior to returning to any activities on campus or clinical/internship rotations.

NOTE: Some of the clinical facilities may perform periodic COVID-19 testing prior to the start of clinical training, and/or while students are in the process of completing clinical rotations regardless of vaccination status.

The program cannot guarantee availability of clinical sites for student to complete clinical or internship rotations if a student is claiming COVID 19 exemption, as a result graduation of such student from the program may be delayed.

#### **Attendance of on campus classes and off site clinical and internship rotations COVID 19 policy.**

- Any student with COVID -19 symptoms or student tested positive but not showing any symptoms is not permitted to attend any activities whether on or off campus until such student receives clearance.
- Student must notify instructor and Respiratory Therapy Program Director or Director of Clinical Education if symptoms are present.
- Student should be immediately tested and a result must be forwarded to Respiratory Therapy Program Director or Director of Clinical Education.
- If the diagnosis is positive student should quarantine at home for at least 2 weeks and if necessary seek medical help.
- Prior to returning to any activities whether on or off campus, student must be tested for COVID -19 and results must be submitted to Respiratory Therapy Program Director or Director of Clinical Education.
- Student must receive clearance from a physician and a copy of negative test result must be submitted to Respiratory Therapy Program Director or Director of Clinical Education prior to returning to any activities whether on or off campus.
- If a student is unable to make up for the lost time a "Incomplete Grade" may be assigned for the missed classes or clinicals/internship rotations.
- In order to resolve incomplete grade student must contact appropriate instructor and in case of clinical or internship rotations, student must contact Program Director or Director of Clinical Education to be placed on schedule for upcoming rotations in the following semester.
- A make-up time and/or schedule of the make-up classes will be under discretion of individual instructor and in case of clinical or internship rotation under discretion of Program Director or Director of Clinical Education and it will be based on availability of instructor and/or clinical site.

### **ASSUMPTION OF RISK, WAIVER, AND RELEASE OF LIABILITY**

- (Please place your initial in every box)

- ☐ I understand and acknowledge that COVID-19 is a global pandemic. On March 13, 2020, the
- President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency. The Governor of the State of Illinois also declared a State of Emergency in the State of Illinois because of COVID-19.
- ☐ I understand and acknowledge that COVID-19 is a public health risk, and St. Augustine College ("SAC") nor its Clinical Affiliates cannot guarantee my safety or immunity from infection.
- ☐ With full appreciation of these facts, I voluntarily agree to participate in the practicum/internship. In consideration for my participation, I knowingly and voluntarily assume all risks associated with my practicum/internship, including but not limited to, the risk of illness, death, bodily injury, disability, or exposure or infection with COVID-19. With full understanding of the aforementioned risks, I knowingly and voluntarily waive and release SAC and/or its Clinical Affiliates from all present and future claims of any type for any harm or loss, including but not limited to, economic loss, personal injury, disease, death, or property damage suffered by me during attending courses on campus, clinical practicum and/or clinical internship.
- ☐ I agree to indemnify, hold harmless, and covenant not to sue the SAC and/or its Clinical Affiliates for any personal injury, death, medical expenses, disability, loss of capacity, property damage, court costs, attorney's fees, or other loss arising out of my practicum/internship. By my signature below,
- ☐ I certify that have read and fully understand this waiver and release and understand that it affects my legal rights. I understand and acknowledge that this waiver and release shall be binding on me, my heirs, family, estate, representatives, and assigns.
- ☐ I also acknowledge and understand that by declining my participation in clinical rotations and/or internship at this time, and/or by lack of availability of the clinical sites due to COVID -19 pandemic, my academic progression toward degree completion may be delayed. I will be given an opportunity to complete the required in-person clinical rotation or internship in an upcoming academic semester, when the clinical site can accommodate a student and also when a clinical site can accommodate a student without negatively impacting the educational experience for all other students, or exceeding the .required instructor to a student ratio (1:6) set by CoARC standards.

- Student's Name (please print):

-

- Signature:

-

- Date:

## COHORT POLICIES AND PROCEDURES

### COHORT MODEL

- Cohorts are available for spring and fall semesters.
  - The maximum number of students per cohort permitted is 35.  
**Note:** 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 in cohort 60/62 will be attending theory/laboratory and clinical classes on Mondays, Tuesdays, and Wednesdays.
  - Students in cohort 61/63 will be attending theory/laboratory and clinical classes on Thursdays, Fridays, and Saturdays.
  - The maximum number of students assigned to a clinical rotation cannot exceed 6 students.
  - Clinical rotations will be offered according to the availability of clinical affiliates. Students are not allowed to attend a clinical rotation in which they are not officially registered.
  - Due to Clinical affiliates limitations and clinical instructor availability, the assignment of students to a particular section (60, 62, 61, 63) will be under the discretion of Director of Clinical Education (D.C.E) and/or Program Director (P.D.).
- NOTE:** The P.D. and D.C.E will use the students' current G.P.A as the selection criteria.
- The respiratory department will develop a Theory/Laboratory and Clinical Schedule for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester. This schedule is subject to change.

### 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 the 3<sup>rd</sup> semester are expected to attend this meeting.  
**Respiratory student orientation meeting-** All students registered in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester are expected to attend this meeting.

### RESPIRATORY COURSE CURRICULAR INFORMATION

According to **CoARC's** (Commission on Accreditation for Respiratory Care), the course content, course objectives, evaluation system, grading scale, course assessment, length of

study, equivalency, clinical practice and scheduling of courses is the sole responsibility of the Program's Key Personnel and faculty.

As a result, it is the sole decision of the Key Personnel and faculty to offer or not offer any respiratory course (RES) course outside of the regular spring or fall semester.

### **RESPIRATORY REMEDIAL COURSE (RES-199)**

This course will review the more important principles, concepts and topics studied in Cardio-pulmonary Anatomy and Physiology (BIO-208), Applied Physics (AHP-110) and Respiratory Care Pharmacology (AHP-113). This course is also designed to improve the cognitive (knowledge) and psychomotor skills of the student who experience academic difficulties, have been admitted to the program as a part-time student and/or have been placed on Academic Probation. (See your Respiratory Advisor for more details)

## **PROGRAM GOAL**

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).

### **RESPIRATORY ACADEMIC STANDING POLICY**

Respiratory students who receive a first failing grade from any respiratory courses (support and RES) will be issued

**ACADEMIC WARNING.**

Respiratory students who receive second failing grade from any respiratory courses (support and RES) will be placed on

**ACADEMIC PROBATION.**

Respiratory students who receive third failing grade from any respiratory courses (support and RES) will be placed on

**ACADEMIC EXCLUSION.**

Respiratory students who either dropped or received Incomplete Grade from any courses (SW, AW, I) **for the first time** while in the program will be issued **ACADEMIC WARNING.**

Respiratory students who either dropped or received Incomplete Grade from any courses (SW, AW, I) **for the second time** while in the program will be placed on **ACADEMIC PROBATION.**

Respiratory students who either dropped or received Incomplete Grade from any courses (SW, AW, I) **for the third time** while in the program will be placed on **ACADEMIC EXCUSION.**

**STUDENT WITH ACADEMIC EXCLUSION STATUS** will not be allowed to register in any respiratory courses. Student may file an appeal with the Respiratory Academic Committee to request readmission into the program. Upon review, Respiratory Committee will make the decision and notify student regarding readmission to the program.

## **RE-ADMISSION POLICY**

- The student must retake and officially register for course/courses (support and RES) determined by the Respiratory Committee to improve academic standing.
- The student must pass all courses and obtain a minimum 2.80 GPA from courses taken.
- Upon fulfillment of the above requirements the Respiratory Committee approve student's readmission to the program.
- Once readmission is granted respiratory advisor will register student in course/courses required for graduation.

## **RESPIRATORY ACADEMIC COMMITTEE**

The Respiratory Academic Committee is formed by the Sciences and Health Department chairperson, respiratory therapy Program Director, Director of Clinical Education, respiratory faculty member and the Vice President of Academic Affairs.

The respiratory academic committee will review and make final decisions regarding students' academic issues, disciplinary issues, and appeal processes. The Committee's decision is final.

## **GENERAL ATTENDANCE POLICY**

Students are expected to attend all didactic, laboratory, clinical rotations and internship rotations. Attendance in 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 at 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.
- The student who is tardy more than three (3) days during one clinical or internship rotation will be dropped from all clinical courses and/or internship rotations in the corresponding semester. The student will be required to repeat dropped clinical or internship rotation in the following semester.
- If a student is more than 30 minutes late for a clinical / internship rotation, the instructor will not allow him/her into the clinical / internship rotation. The student will be marked absent for that day.



## 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 automatically be given failing grade from corresponding clinical rotation course.**
- Respiratory Committee 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 and respectively from 6:30 a.m. to 2:30 p.m. Students must arrange their schedules accordingly.

## HOLIDAYS

- The College will observe the following holidays during the academic year: Labor Day, Thanksgiving Day, Independence Day, Good Friday, etc. For more details, visit the College website at [www.staugustine.edu](http://www.staugustine.edu)
- No didactic or laboratory classes will be offered during observed holidays.
- **Clinical rotations and internship on observed holidays will continue as stated in the course syllabus.**

## STANDARDS OF CLINICAL BEHAVIOR

The respiratory therapy program at St. Augustine College is committed to providing our students with clinical experiences of the highest quality possible, without incident and to the best ability of the St. Augustine College Respiratory Program. 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 the 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 forwarded to the Respiratory Therapy Department by the due date. Late submission of these documents may not allow students to attend clinical courses.
- Students are responsible for the equipment/dress code outlined in the equipment/dress code section (see page # 21).
- 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 form. 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.
- The instructor must complete the assigned clinical hours.
- The instructor must expose students to clinical procedures according to the syllabus and course outline.
- The 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 30 minutes late for a clinical rotation, the instructor will not allow him/her into the clinical rotation. The student will be marked absent for that day.
- As stated in the Adjunct Faculty Agreement, instructors must make a commitment to attend two faculty meetings before and/or during the semester.
- Clinical instructors/preceptors must demonstrate a sufficient level of knowledge, skills, and competencies in topics/clinical rotation they taught. See Instructor qualification/evaluation form.
- Clinical instructors/preceptors must participate in the Program's IRR (Inter-rated Reliability) plan. The IRR training focuses specifically on the accuracy of the assessment of various clinical skills by the clinical faculty who are doing the check-offs using standard programmatic tools.

**CODE OF STUDENT CONDUCT** (For more information please see College's catalog at [www.staugustine.edu](http://www.staugustine.edu))

**CLINICAL ATTENDANCE POLICY** (please see General Attendance Policy- **pages16-17**)

### **CLINICAL TRACKING PROGRAM**

St. Augustine College Respiratory Therapy Program had adopted "Trajecsys" as an online clinical management tracking, reporting and grading system for students during clinical and internship rotation. Specific information regarding sign in, clocking into the system, online completion of the required forms, will be given during pre-respiratory mandatory meeting.

For more information visit [www.trajecsys.com](http://www.trajecsys.com)

### **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 pages # 19-20.

### **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 to 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.
- Personal Cellular phones and pagers must be turned off during patient care. **Personal Cellular phones and pagers are allowed to be used only during breaks. Student caught using a personal cell phone, pager, tablet or laptop while providing care will be dismissed from clinical or internship rotation and excluded from the program.**
- 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, clinical rotations, and internship setting. Students not abiding by this policy will be written up and may be disciplinarily excluded from the program.**

## CONFIDENTIALITY STATEMENT

### SAC Confidentiality Statement for Students Completing Internship

While students are completing internship, practicum or observation hours, they will have access to personal information for clients/patients or children. Students are expected to uphold the confidentiality of clients/patients/children and employees while in the field. This includes properly storing client/patient or children's files at the agency, protecting the identity of individuals served at the agency/organization, and limiting discussions of clients/patients/children to employees of the agency/organization and classroom discussions for educational purposes only. Students are expected to follow confidentiality laws/ethical codes related to their field of study (for example the Health Insurance Portability and Spring-2022

Accountability Act (HIPAA), the Social Work Code of Ethics, and the National Association for the Education of Young Children (NAEYC) Code of Ethics). During classroom discussions, the identity of patients/clients/children should be protected. This includes not using identifiers such as name and address. Students should never take the client/patient or children's files outside of the agency. Additionally, students are expected to know and follow any confidentiality policies that the agency follows such as those for agency accreditation.

### **MALPRACTICE BLANKET LIABILITY**

St. Augustine College provides a student/instructor malpractice blanket liability insurance, which includes any patient-related incident during the 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.
- Stethoscope, watch with a second hand.
- Portable pulse oximeter is highly recommended.
- 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.

### **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 are encouraged to speak with program faculty immediately about any concerns related to the background check.
- Upon admission to the program, students are responsible for knowing that any prior felony conviction may impact the ability to obtain a license to practice respiratory therapy. Students should also understand that the RRT program must inform a potential clinical site if the background check has uncovered any problems that may prohibit the student from beginning a clinical. Students are encouraged to speak with

program faculty immediately about any concerns related to the background check. Questions should be addressed to the appropriate state licensing board.

- Students with any criminal conviction, guilty pleas or a positive result on the drug screen must file an appeal and/or waiver. For more information go to Section 955.260 Application for a waiver at:

<http://www.ilga.gov/commission/jcar/admincode/077/07700955sections.html>

- Students with any criminal conviction, guilty plea or a positive result on the drug screen must have an approved waiver and/or appeal in order to participate in any patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

## **HEALTH FORM PACKAGE FOR CLINICAL ROTATIONS**

- A complete physical form package must be submitted to the Respiratory Department before entering a clinical/internship rotation. The department will give the students the mandatory deadline date. Forms for physical examination are available at the Sciences and Health Department, and in individual clinical and internship courses via Canvas learning platform.
- Students should submit proof of immunity against the following diseases: TB, Mumps, Measles, Rubella, Varicella, and Hepatitis B. Students must also show proof of the annual flu vaccination. If any clinical affiliate has additional immunization requirements, it will be communicated in advance to the students and they have to satisfy these additional requirements before they start that particular clinical rotation.
- In addition to health form package students are required to submit proof of health care coverage prior to clinical/internship rotations.
- Students must complete and successfully pass basic life support course (CPR) copy of BLS/CPR record must submitted prior to entering clinical/internship rotation.
- No student will be permitted to attend a clinical/internship rotation if 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 respiratory meeting.

No student will be permitted to attend a clinical/internship rotation if the student failed to submit above required documents.

## **REQUIRED RESOURCES AND SUPPLIES**

Laptop or desktop computer with webcam and microphone (built-in or external) is required. Zoom will be required to access class sections and exams. Midterm, final and exit exam maybe administered on campus. Google Chrome is preferred browser for students to use. Connection to the network with enough internet speed. Hot spots are not recommended.

Additional computer requirements such as processor, RAM, plugins, cookies enable, operating system, etc. may be required. Please contact the college's IT help desk (773)878-3855 for details.

## **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 the 5<sup>th</sup> semester. In this internship rotation, students are required to complete **192** contact hours. RES-290 and RES-300 internship rotations are scheduled in 6<sup>th</sup> semester. In these internship rotations, students are also required to complete **192** contact hours in each rotation.

Students must complete a total number of **576** 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 and Program's personnel will search for the most appropriate clinical internship sites. However, the program is responsible for approving the site and determining whether the type, length, and variety of clinical experiences are sufficient for students to meet the clinical internship objectives. Students are allowed to complete the required number of contact hours in more than one clinical site.

If a student is an employee of any clinical affiliate, their regular employment hours should not be submitted as internship hours. Students should not be compensated for internship hours.

**GRADING SYSTEM** (please see **page 25**)

**ATTENDANCE POLICY** (please see **pages 16-17**)

**CODE OF STUDENTS' CONDUCT** (Please see College's catalog at [www.staugustine.edu](http://www.staugustine.edu))

**INTERNSHIP EVALUATION SYSTEM** (See Program's Evaluation System on **page 25**)

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** (See **page 19-20**)

## **INTERNSHIP FORMS**

Prior to attending any internship rotations, students are required to complete the following forms included in internship manual.

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

Please contact Director of Clinical Education or Program Director regarding the details.

## 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
- Internship manual

### STEP 2: INTERNSHIP APPROVAL PROCESS

- Completed and signed/approved Internship Information form
- Completed and signed Internship Expectations and Guidelines Form

### STEP 3: INTERNSHIP COMPLETION PROCESS

- Completed and signed Internship Manual

## PROGRAM'S EVALUATION SYSTEM

Didactic, laboratory and clinical courses are evaluated using different evaluation tools, frequency, and percentage weight.

### THE EVALUATION SYSTEM OF DIDACTIC COURSES

The evaluation system of didactic courses includes midterm exams, final exams, quizzes and any other evaluation tool stated by the instructor or department. Each didactic course has a percentage of weight given to each evaluation tool. **For more details, please see course syllabi.**

### THE EVALUATION SYSTEM OF LABORATORY COURSES

The evaluation system of laboratory courses includes Midterm practicum exams, Final practicum exams, daily performances evaluations, quizzes, participation, mandatory tutoring and any other evaluation tool stated by the instructor or department. Each laboratory course has a percentage of weight given to each evaluation tool. **For more details, please see course syllabi.**

### THE EVALUATION SYSTEM OF CLINICAL COURSES

The evaluation system of clinical courses includes:

- Clinical Evaluation at the clinical site (**pre-test**)
- Clinical Evaluation at the main campus (**post-test**)
- Software activities and evaluations
- Clinical case evaluations



Each clinical rotation has a percentage of weight given to each evaluation tool. *For more details, please see course syllabi.*

## **THE EVALUATION SYSTEM OF INTERNSHIP ROTATIONS**

The evaluation system of internship courses includes:

- Completion of 192 contact hours
- Internship Performance evaluation and Internship manual ( completed and signed by a supervisor or assigned person)
- Extracurricular activities

Each internship rotation has a percentage of weight given to each evaluation tool. *For more details, please see course syllabi.*

## **THE EVALUATION SYSTEM OF RES-205 (N.B.R.C seminar)**

The evaluation system of this didactic course includes practice exams (Mock exams), Final Exam (Exit exam), participation, and any other evaluation tool stated by the instructor or department. This course has a percentage of weight given to each evaluation tool. *For more details, please see course syllabi.*

**Note:** Students who failed RES-205 (N.B.R.C Seminar) must repeat the course the following semester.

## **THE EVALUATION SYSTEM OF RES-212 (clinical case simulation)**

The evaluation system of this didactic course includes practice exams (Mock exams), Final Exam, Clinical case simulations, participation, and any other evaluation tool stated by the instructor or department. This course has a percentage of weight given to each evaluation tool. *For more details, please see course syllabi.*

## **THE EVALUATION SYSTEM OF RES-129 ( Introduction to clinical experience)**

The evaluation system for this course includes:

- Software activities and evaluation
- Clinical case simulations

The evaluation system of this course has a percentage of weight given to each evaluation tool. *For more details, please see course syllabi.*

## **PROGRAM GRADING SCALE (DIDACTIC, LABORATORY AND CLINICAL COURSES)**

The following table explains the program's grading system. No Pluses (+) and minuses (-) are used in the program's grading scale.

A = 90% -100%  
 B = 80% - 89%  
 C = 70% - 79%  
 F = 0% - 69%

I (Incomplete grade) **incomplete grade policy (please see the syllabus of the course or college's catalog at [www.staugustine.edu](http://www.staugustine.edu))**

## EVALUATIONS GUIDELINES (MIDTERM, FINAL EXAMS AND EXIT EXAM)

- Midterm, final and exit exam maybe administered on campus.
- Students must bring own their calculator to exams. **The use of cell phones during exams is prohibited.** **Note:** no electronic devices are allowed during the 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" score for the examination that he/she missed and ultimately a failing grade for course.

## EXAMINATION REVIEW POLICY

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 applies to courses offered by the Sciences and Health Department, including all RES courses.

## LEARNING RESOURCES

As of August 2012, St., Augustine College students and faculty have access to online library information and databases (information commons) <http://library.staugustine.edu/home>.

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 **ACADEMIC PROBATION**. (Please see, RESPIRATORY ACADEMIC STANDARDS on **page # 15**).

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, student withdrawal, academic probation, dismissal, student grievances, advanced placement, admission and appeal processes are **only** performed by respiratory advisors.

## PROGRAM PERSONNEL AND RESIDENT FACULTY

Raoul Leon Wolf, M.D., Medical Director

Zbigniew John Swiatkowski, B.S., R.R.T., Program Director, Respiratory Care Program

Victor Lara Rivas, B.A., R.R.T., Director of Clinical Education, Respiratory Care Program

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

Leonard Mugadili, M.S., RRT

Sergio Watanabe, M.D., Adjunct Faculty

Spring-2022

## **CLINICAL AFFILIATES**

University of Illinois Medical Center, Chicago  
 Jesse Brown VA Medical Center, Chicago  
 Community First Medical Center, Chicago  
 Advocate Lutheran General Hospital, Park Ridge  
 Advocate Illinois Masonic Medical Center, Chicago  
 Mercy Hospital and Medical Center, Chicago  
 Norwegian American Hospital, Chicago  
 Saint Anthony Hospital, Chicago  
 Holy Family Medical Center, Des Plaines  
 Kindred Hospital Chicago Central, Chicago  
 Kindred Hospital Chicago North, Chicago  
 Glen Crest Nursing and Rehabilitation Center, Chicago  
 Generations at Elmwood Park, Elmwood Park  
 Mac Neal Hospital, Berwyn  
 Amita Resurrection Medical Center, Chicago  
 Amita St. Francis Hospital, Evanston  
 Amita St. Mary and Elizabeth Medical Center, Chicago  
 Northwestern Memorial Hospital, Chicago  
 Northwestern Medicine, Lake Forest  
 Rush University, Chicago  
 University of Chicago, Chicago  
 La Rabida Children's Hospital, Chicago  
 Loretto Hospital, Chicago  
 Adventist Hinsdale Hospital, Hinsdale  
 Mount Sinai Hospital, Chicago  
 Advocate Good Samaritan Hospital, Downers Grove  
 Advocate Children's Hospital, Park Ridge  
 Vista Waukegan Hospital, Waukegan  
 Warren Barr – The Grove of Elmhurst, Elmhurst  
 Warren Barr – South Loop, Chicago  
 Spring-2022

## GRADUATION REQUIREMENTS

The student is eligible to graduate and obtain the Associate of Applied Science (AAS) degree in Respiratory Therapy if he/she is an active student (currently enrolled or re-admitted), and had fulfilled the following requirements:

- Satisfactorily completed the 74 credit hours in courses listed in the respiratory therapy curriculum which includes general education, support courses, and major requirement.
- Graduating students must resolve incomplete grades and submit all required documentation (e.g. forms, manuals. etc.) by the semester's deadline. Students who resolve incomplete grades, or submit documentation after the semester's deadline will be entered as a graduate of the following semester.
- Student must have a high school or GED official transcript on file. Also, students who have transferred college courses must have an official transcript on file.
- Students must fill out the graduation application form. Academic advisors will help students to fill out these forms. Also, the students must contact their academic advisor at the Sciences and Health Department.
- The student is eligible to graduate and to receive a diploma from the college if he/she has no outstanding debt to the college.

If the student has not fulfilled all the aforementioned requirements, he/she will not be entered into the National Board for Respiratory Care (NBRC) database to be eligible to sit in the National Board Exam (Certification and Registry).

## ACCREDITATION STATUS

The St. Augustine College Respiratory Therapy Program (CoARC ID #200587). holds Continuing Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

CoARC's outcomes webpage: <https://coarc.com/students/programmatic-outcomes-data/>

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented."

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