



*CLINICAL PRECEPTOR
HANDBOOK*

After reviewing the Clinical Preceptor Handbook,
complete the Clinical Preceptor
Acknowledgment Form

<http://www.labette.edu/respiratory/preceptor/acknowledgment.html>

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PREFACE

The purpose of this handbook is to provide the student with information regarding regulations, policies and philosophies of the Respiratory Therapy Program of Labette Community College. The members of the respiratory therapy staff developed the information contained in this document in alignment with the guidelines by our accrediting board, the Commission Accreditation for Respiratory Care (CoARC) <http://coarc.com> and the American Association for Respiratory Care (AARC) <http://aarc.org>.

PROGRAM MISSION AND PHILOSOPHY

MISSION

To prepare competent and qualified respiratory therapist who will perform the optimum quality of therapy through guided study in classroom, lab, and clinical studies in the areas of knowledge, clinical proficiency, and professional skills.

PHILOSOPHY

It is the Respiratory Therapy Program's philosophy that learning is an interaction that occurs between the student and the environment that leads to permanent changes in behavior. To maximize the learning process within the program it is imperative that:

- There is a common effort of both student and faculty to achieve the educational objectives of the Respiratory Therapy Program.
- The student is encouraged towards self-actualization and self-direction.
- The student is exposed to meaningful learning experiences in the classroom and the clinical facility.

The Respiratory Therapy Program at Labette Community College has an outcomes based philosophy. Each student must meet standards and demonstrate mastery of specified competencies to successfully complete a course in the program. The student must be registered in a class before attendance in the course or clinical will be allowed for that particular class. A passing grade of "B" must be achieved in all courses of the program. Each course must be taken and passed in sequence for a student to progress in the program.

PROGRAM GOALS

The Respiratory Therapy Program Goal is 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). Through guided study in the classroom and clinical settings, the graduates of the Respiratory Therapy Program are prepared to:

- Take the national credentialing exams administered by the National Board of Respiratory Care (NBRC). Graduates are eligible to take the advanced Level Registry Examinations upon passing the Certification Examination.
- Function as advanced level respiratory therapists performing both routine patient care and critical care procedures in the hospital, clinic, laboratory and home setting.
- Matriculate into a college or university to earn a higher degree.

LABETTE COMMUNITY COLLEGE

VISION STATEMENT

Labette Community College will continue to enhance its standing as an exceptional college by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

CORE VALUES

The vision and mission of Labette Community College reflect a set of core values shared by students, faculty, staff, administration, and Board of Trustees. These core values serve as the guiding principles of the college community as we plan for the future.

- ❖ **Student Learning:** Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.
- ❖ **Education for a Globally Connected World:** Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.
- ❖ **Continuous Improvement:** Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.
- ❖ **Integrity and Transparency:** Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.
- ❖ **Sustainability of the Institution:** Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing guidelines.

Position Statement

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, and beneficial relationships with all health professionals.

Effective 12/94

Revised 12/07

Revised 07/09

Revised 07/12

Position Statement

Competency Requirements for the Provision of Respiratory Care Services

The complexities of respiratory care are such that the public is at risk of injury, and health care institutions are at risk of liability when respiratory care is provided by inadequately educated and unqualified health care providers rather than by practitioners appropriately educated in the specialty of Respiratory care.

All health care practitioners providing respiratory care services to patients, regardless of the care setting and patient demographics, shall successfully complete training and demonstrate initial competence prior to assuming those duties. This training and demonstration of competence shall be required of any health care provider regardless of credential, degree, or license.

Formal education is defined as a systematic educational activity in the affective, psychomotor and cognitive domains. It is intended to develop new proficiencies with an application in mind, and is presented with attention to needs, objectives, activities and a defined method of evaluation.

The education shall be approved by a national accrediting entity. In the allied health fields, this training includes supervised pre-clinical (didactic and laboratory) and clinical activities, as well as documentation of competence accredited by an independent accrediting entity to be valid and reliable. The qualifications of the faculty providing this training shall be documented and also meet accreditation standards.

AARC, therefore, supports recognition of individuals with competencies from the aforementioned accredited formal education programs for the purpose of providing care which includes a subsection of the respiratory care scope of practice with the caveat that such provision be limited to the elements contained within each credentialing examination's matrix respectively.

Effective 11/98
Revised 12/08, 11/11

American Association for Respiratory Care
9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

Position Statement

Respiratory Care Scope of Practice

Respiratory Therapists are health care professionals whose responsibilities include patient assessment, disease management, diagnostic evaluation, management, education, rehabilitation and care of patients with deficiencies and abnormalities of the cardiopulmonary system. The scope of practice includes the application of technology and the use of protocols across all care sites including, but not limited to, the hospital, clinic, physician's office, rehabilitation facility, skilled nursing facility and the patient's home.

These responsibilities are supported by education, research and administration. Diagnostic activities include but are not limited to:

1. Obtaining and analyzing physiological specimens
2. Interpreting physiological data
3. Performing tests and studies of the cardiopulmonary system
4. Performing neurophysiological studies
5. Performing sleep disorder studies

Therapy includes but is not limited to:

1. The application and monitoring of medical gases and environmental control systems
2. Mechanical ventilator management
3. Insertion and care of artificial airways
4. Bronchopulmonary hygiene
5. Administration of Pharmacological agents
6. Cardiopulmonary rehabilitation
7. Hemodynamic cardiovascular support
8. Sleep support

The focus of patient and family education activities is to promote knowledge and understanding of the disease process, medical therapy and self help. Public education activities focus on the promotion of cardiopulmonary wellness.

Effective 8/87
Revised 12/07
Revised 12/10
Revised 07/13

American Association for Respiratory Care
9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

Position Statement

Cultural Diversity

The AARC embraces diversity and multi-culturalism in all of its forms and promotes a professional community established with understanding, respect and cultural competence. The AARC is enriched by the unique differences found among its diverse members, their patients/clients, and other stakeholders. The AARC encourages and promotes a culture where personal and cultural backgrounds are utilized effectively to enhance our profession. The AARC accomplishes this by:

- Demonstrating sensitivity to all forms of diversity and multiculturalism including, but not limited to: age, gender and gender identity, race, color and ethnicity, nationality and national origin, ancestry, religious affiliation and creed, sexual orientation, socio-economic status, political affiliation, physical and mental abilities, veteran and active armed service status, job responsibilities and experience, education and training.
- Acknowledging the varied beliefs, attitudes, behaviors and customs of the people that constitute its communities of interest, thereby creating a diverse and multicultural professional environment.
- Promoting an appreciation for communication between, and understanding among, people with different beliefs and backgrounds.
- Accommodating the needs of the physically disabled at events and activities.
- Using multicultural content and gender-neutral references in documents and publications.
- Promoting diversity education and cultural competence in its professional education programs.
- Recruiting candidates from under-represented groups for leadership and mentoring programs.

Effective 12/94

Revised 12/07

Reaffirmed 07/10

Labette Community College
Health Science Office
Respiratory Therapy Program
200 South 14th
Parsons, Kansas 67357
(620) 820-1157

Labette Community College

President.....	Dr. George Knox	820-1223
Vice President for Academic Affairs.....	Joe Burke	820-1224
Vice President of Finances and Operations	Leanna Newberry	820-1231
Vice President of Student Services	Tammy Fuentez	820-1264

Health Sciences

Dean of Instruction.....	Dr. Mark Watkins	820-1255
Director of Career and Technical Education.....	Susan Brouk	820-1271
Director of Nursing Program	Dr. Delyna Bohnenblust	820-1217
Director of Radiography Program.....	Gale Brown	820-1158
Director of Physical Therapy Assistant Program.....	Jimmy Wilson	423-3349
Health Science Program Assistant.....	Hannah Jack	820-1157
Director of Diagnostic Imaging Program.....	Brian Vediz	820-1181
Director of Dental Assistant Program.....	Leigh Ann Martin	232-5820

Respiratory Therapy Department

Director of Respiratory Therapy	Kara Good	820-1160
Clinical Coordinator.....	Jennifer Harding	820-1161
Respiratory Therapy Marketing Coordinator/Adjunct	Ross Harper	820-1157
Medical Director.....	Dr. Jason Bailey D.O.	620-232-5705

Respiratory Therapy Program Curriculum

General Education Requirements

ENGL101	English Composition I	3
*MATH115	College Algebra	3
BIOL130	Anatomy and Physiology	5
BIOL201	Microbiology	5
BUAD110	Business Communications <i>or</i>	
ENGL 102	English Composition II	3
OTEC124	Medical Terminology	3
LEAR101	College Success Skills (<i>only for first time students</i>)	<u>1</u>
Total General Education Hours		22-23

Fall First Semester Respiratory Therapy

RESP101	Fundamentals of Respiratory Care I	3
RESP158	Fundamentals of Respiratory Care I Lab	1
RESP105	Respiratory Care Pharmacology	3
RESP107	Cardiopulmonary Anatomy and Physiology	2
PSYC101	General Psychology <i>or</i>	
PSYC201	Developmental Psychology	<u>3</u>
Total Semester Hours		12

Spring Second Semester Respiratory Therapy

RESP102	Fundamentals of Respiratory Care II	3
RESP160	Fundamentals of Respiratory Care II Lab	2
RESP115	Introduction to Mechanical Ventilation	3
RESP 205	Respiratory Diseases	3
RESP109	Clinical Practice I	<u>2</u>
Total Semester Hours		13

Summer Third Semester Respiratory Therapy

RESP203	Fundamentals of Respiratory Care III	3
RESP161	Fundamentals of Respiratory Care III Lab	<u>2</u>
Total Semester Hours		5

Fall Fourth Semester Respiratory Therapy

RESP113	Pediatric Respiratory Care	3
RESP213	Respiratory Care Topics and Procedures	3
RESP110	Clinical Practice II	5
RESP153	CRT Review	<u>1</u>
Total Semester Hours		12

Spring Fifth Semester Respiratory Therapy

RESP207	Critical Care Medicine	3
RESP212	Respiratory Care Professional Forum	2
RESP211	Clinical Practice III	5
RESP148	Comprehensive Respiratory Care	<u>2</u>
Total Semester Hours		12

Total Cumulative Hours required for graduation with AAS in Respiratory Therapy hours **76**

*Must have taken and passed within last five years.

RESPIRATORY THERAPY PROGRAM

POLICIES AND INFORMATION

Technical Skills Required for Admission and Retention in Respiratory Therapy

Labette Community College fully subscribes to all principles and requirements of the American with Disabilities Act of 1990 for qualified handicapped individuals. Applicants must self-identify their accommodation needs as part of the admission process. It is important to note that in order to successfully progress through the respiratory therapy curriculum and function as a respiratory care practitioner upon graduation, an individual must be able to perform certain physical and mental activities. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants/students will possess the following core performance standards:

- Critical thinking ability sufficient for clinical judgment; including sufficient intellectual functioning and emotional stability to plan and implement care for clients;
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds;
- Lift up to 50 pounds and carry up to 25 pounds frequently, but occasionally may exceed these limits;
- Stoop, kneel, crouch and/or crawl at appropriate times as needed;
- Ability to sit for long periods of time in a classroom environment;
- Push or pull with hands and arms as needed;
- Stand and/or walk as the job requires in the performance of duties;
- Manual dexterity with the ability to handle small objects and to perceive size, shape, temperature or texture;
- Visual acuity required to assess client's condition, to evaluate test results, to discriminate between colors, and to maintain safe environment;
- Communicate both verbally and in writing, in order to respond to clients, families, and the members of health care team. Read, interpret, and record clinical data appropriately.
- Communicate both verbally and in writing, as necessary to complete theory assignments such as, but not limited to, writing care plans, test-taking, and giving oral reports.
- Hear accurately to perform patient care skills and techniques needed to gather information relevant to patient care within different environments.

If at any time during the program a student is unable to perform the required physical skills, the student may not be permitted to continue his/her education in the clinical setting without a physician's release. The individual will need to notify the Director of Respiratory Therapy in writing so appropriate vocational counseling can be provided. Professional documentation may be requested regarding the individual ability or disability to perform required skills.

Academic Achievement

Grades for classroom and clinical will be "A" through "F" according to the following schedule with the minimum acceptable score being 80% (B). Anything below a "B" will be considered a failing grade.

Grading Scale

<i>Score</i>	<i>Grade</i>
100% - 90%	A
89% - 80%	B
Below 80% -----	Failing
79% - 70%	C
69% - 60%	D
59% - 0%	F

A course grade of "B" or above must be made in required academic and respiratory therapy courses for the Respiratory Therapy Program.

Program Progression

Courses in the program are designed to be taken sequentially. Students will not be allowed to begin class or clinical until formally enrolled before the semester begins. Failure to achieve a course grade of "B" or above in a respiratory therapy course prohibits the student from advancing further in the program. In such a situation, a student may request readmission into the program when the course is next offered. Students must follow steps outlined in the *Readmission Policy*.

Seminars and Field Trips

Continuing education seminars are sometimes held within driving distance. These seminars offer educational and possible employment opportunities, as well as allow the students to become acquainted with respiratory care practitioners from other hospitals. The Respiratory Therapy Club helps defray the cost of seminars when possible.

Seminars: Seminars are mandatory when occurring on scheduled school days. The student will be counted absent if not attending. Students who are not able to attend must submit an alternate assignment determined by instructor. Extra credit may be given if students attend on day school is not in session.

Field Trips: Field trips are mandatory. If the field trip occurs within the normal scheduled class time, the student will be counted absent if not attending. Students who are not able to attend must submit an alternate assignment determined by instructor.

Student Information Changes

All changes in student name, address or phone number will be given to the Health Science Secretary and the Admissions Department by the student immediately.

Health Insurance

Students are strongly encouraged, but not required, to maintain health insurance while enrolled in the program. The college will not be responsible for cost incurred due to injury that occurs during classroom, laboratory activities, clinical rotations, seminars, or fieldtrips. Those without health insurance may have limited clinical site rotations due to clinical facility agreements.

Malpractice Insurance

Malpractice insurance is mandatory and is purchased through the Respiratory Therapy Department. Insurance must be kept active during the entire time the student is in the program.

Cardiopulmonary Resuscitation Certification

Respiratory Therapy students are required to be certified in Basic Life Support for the Health Care Provider through the American Heart Association. Proof of this certification must be presented to the Health Science Program Assistant. CPR cards must remain current throughout the time the student is in the program.

Transportation

Students are responsible for their own transportation to and from class, whether it is clinical, didactic or laboratory. Lack of transportation will not constitute an excused absence. If extenuating circumstances occur, the student may submit an appeal for excuse before the Appeal Committee as outlined in absentee policy for classroom and clinical.

Dress and Grooming

1. If the class occurs within a clinical facility, the clinical standards outlined within this handbook are to be followed.
2. Classroom appearance should be neat, clean and tasteful. Low cut blouse or shirts, short shorts or skirts or other disclosing clothing are not acceptable. Foot apparel will be worn at all times.
3. Personal hygiene must be maintained by all students.

Professional Conduct

1. The Patient

The patient's condition and/or diagnosis is confidential and a student must not relay information pertaining to a patient's condition or diagnosis to anyone without specific permission of the patient's doctor or radiologist.

2. The Physician

The student will show due respect to all house or visiting physicians, and give quick and accurate service to the physician.

3. The Director of Respiratory

The Director of Respiratory is the administrator in charge of the Respiratory Department. The student will show due respect and assist this person when necessary. In the absence of the designated Clinical Instructor, the Director will serve as the Acting Clinical Instructor.

4. Clinical Instructor/Preceptor

The Clinical Instructor is the person that has been designated by the hospital and Labette Community College Respiratory Program to provide supervision and instruction to the students while they are in the clinical setting. The student will show this person due respect. The therapist will be your primary resource during your clinical training.

REMEMBER: WATCH, LISTEN, ASK QUESTIONS, PERFORM, AND LEARN!

5. The Student

You are now entering the most important time period in your respiratory training. You are expected to conduct yourself as a mature, responsible individual. There is no room for unethical behavior.

Student Placement at Clinical Education Site Policy

1. Students will rotate to several clinical sites during the 22 month program.
2. The Clinical Coordinator will decide where the students will be assigned.
3. The Clinical Education Site has the right to request that the program remove an assigned student from their site because of perceived or documented conflict.
4. The Clinical Coordinator will be the only person to communicate with the clinical sites in regards to the reassignment of a student to another clinical site.

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES OF STUDENTS

Student Conduct

As a student at Labette Community College and a member of the respiratory community, you have responsibilities and requirements. You should become familiar with the ethical and legal requirements and responsibilities addressed by the respiratory therapy profession.

General Professional Behaviors

General professional behavior is valued as essential for successful completion of the Respiratory Therapy Program. You need to follow the general criteria below for professional behavior during all activities as a student Respiratory Therapist:

- ❖ Respect for self, peers, faculty, and staff as shown by punctuality, courtesy, honesty, and a cooperative attitude.
- ❖ Neat appearance with consideration for safety around equipment and issues of infection control as evidenced by clean, proper fitting uniform, sensible shoes and appropriate styled hair and nails.
- ❖ Verbal and nonverbal communication that is professional, effective, and relevant, including on social media sites.
- ❖ Accountability and responsibility for actions and behavior revealed by preparing for learning experiences.
- ❖ Accountability and responsibility for actions and behavior revealed by being consistent in attendance and attentiveness.
- ❖ Accountability and responsibility for actions and behavior revealed by maintaining confidentiality.
- ❖ Accountability and responsibility for actions and behavior revealed by ensuing mature and appropriate conflict resolution.
- ❖ Look for new opportunities and have enthusiasm for learning.

Clinical Professional Behaviors

Clinical professional behavior is valued as essential for successful completion of the Respiratory Therapy Program. You need to follow criteria for clinical professional behavior during all activities as a Respiratory Therapy Student.

- ❖ Establishes a respiratory therapist-patient relationship with patient and families.
- ❖ Looks at the whole person and their unique needs and individualizes care.
- ❖ Finds ways to use time wisely even when patient care tasks are complete.
- ❖ Looks beyond the task and uses critical thinking skills.
- ❖ Is efficient and respectful in use of resources.
- ❖ Practices safety precautions for self and others.
- ❖ Provides safe, effective care to patients.
- ❖ Reports actual or potentially unsafe situations to persons immediately to faculty and/or staff.

Student Misconduct

Student misconduct may result in a corrective action, clinical unsatisfactory score, probationary status, suspension, or dismissal from the Labette Community College's Respiratory Therapy Program. Probation, suspension, or dismissal will be based upon the student's level of misconduct. Unsafe or unprofessional behavior in clinical or classroom areas may be grounds for immediate dismissal, regardless of previous academic or clinical performance.

Examples of Unsafe or Unprofessional Behavior:

Examples include, but are not limited to:

- ❖ Inadequate preparation for safe patient care.
- ❖ Failure to seek appropriate assistance with new or unfamiliar procedures.
- ❖ Questionable decision making based on expected knowledge level, lack of insight, and understanding of one's own behaviors and the behaviors of others.
- ❖ Continuous direct and detailed supervision or direction needed to insure safe patient care.
- ❖ Placing patient in a hazardous condition or circumstance.
- ❖ Dishonest or unprofessional interactions with patients, families, staff, faculty, or peers.
- ❖ Engaging in class or clinical practice when not mentally or physically fit.
- ❖ Dishonesty including but not limited to cheating, plagiarism, fabrication, and misrepresentation.
- ❖ Cheating – using or attempting to use unauthorized materials, information, study aids, computer-related information, work completed by others, or other people.
- ❖ Plagiarism – representing the words, data, works, ideas, computer programs or output, or anything not generated in an authorized fashion, as one's own.
- ❖ Fabrication- presenting as genuine any invented or falsified citation or material.
- ❖ Misrepresentation- falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- ❖ Giving or receiving help during an examination, or being suspected of doing so.
- ❖ Attempting to record examination questions or making notes about the exam.
- ❖ Removing or attempting to remove scratch paper from the test site.
- ❖ Sharing information about the test and test questions with unauthorized persons.
- ❖ Disruptive behavior, violence, or incivility.
- ❖ Abusive or profane language, or behavior used with the intent to malign, harm, or discredit another.
- ❖ Use of chemicals or alcohol that lead to impairment (legal or otherwise).
- ❖ Chronic tardiness, chronic absences, and inattention.
- ❖ Being unprepared for class or clinical.

At the discretion of the faculty, you may be asked to leave class, lab, or clinical for the day if your behavior is inappropriate. Habitual unprofessional behavior will be cause for review of your status in the respiratory therapy program.

Unprofessional Conduct

Unprofessional conduct or behavior that warrants immediate dismissal from the LCC Respiratory Therapy program with no opportunity to reapply include, but are not limited to the following:

1. Physical abuse, which is likely to cause harm to a patient or another individual.
2. Verbal abuse resulting in fear, emotional distress, or mental distress to a patient or another individual.
3. Academic dishonesty, cheating, or knowingly aiding another in the act of academic dishonesty.
4. Violating confidentiality of information or knowledge concerning a patient, another student, or program educational material.
5. Unreasonable use of substance that could interfere with the learning process or cause direct or indirect harm to one's self or another individual.

Employment

The faculty of the program strongly recommends that *employment* be held at a maximum of sixteen (16) hours per week. *Employment* may not come before education. Absences or tardies **will not be excused** due to job responsibilities.

Students working in the State of Kansas, Missouri, or Oklahoma as respiratory care practitioners must obtain a permit from the Kansas State Board of Healing Arts, State of Missouri Division of Professional Registration, or Oklahoma Board of Medical Licensure. Application for a permit can be obtained by either writing or calling:

Kansas State Board of Healing Arts
235 South Topeka Blvd.
Topeka, KS 66603
(785) 296-7413
<http://www.ksbha.org/licensure.html>

Oklahoma Board of Medical Licensure
P. O. Box 18256
Oklahoma City, OK 73154-0256
(405) 848-6841
<http://www.okmedicalboard.org>

State of Missouri
Missouri Division of Professional Registration
P.O. Box 1335
Jefferson City, MO 65102-1335
(573) 522-5864
<http://pr.mo.gov/respiratorycare.as>

Students who are practicing respiratory care without a permit are in violation of the law and can be charged with a misdemeanor and/or fined.

Regarding students as employees working in the field of respiratory care:

1. The status of a student who is employed shall be determined by the employing agency.
2. The student may not wear the LCC Respiratory Therapy Program insignia or name badge as an employee.
3. The student may use abbreviation SRCP (student respiratory care practitioner) behind his/her name as an employee only if granted a student permit, as deemed per employing agency.
4. The abbreviation SRT (Student Respiratory Therapist) is recommended for clinical practice.

Tobacco Products

As of July 1, 2010, Labette Community College is tobacco-free. The use of tobacco products will not be allowed either inside or outside of buildings or on the grounds or parking lots of any Labette Community College property.

Grievance Policy

Procedure for filing an *appeals/grievance* can be found in the Labette Community College Student Catalog. Catalogs are located in multiple locations on campus and on LCC website.

Cellular Phones

The respiratory therapy program acknowledges that cell phones may be considered a necessity for some individuals. Cell phone ringers must be turned off or placed on vibrate during class time to avoid disruption. In addition, students are not permitted to take calls during class. In the event an emergency call is received, the student must leave the classroom. Students are encouraged to have others call Health Science Program Administrative Assistant to leave messages during classroom hours. Repeated interruption in class by calls warrants disciplinary action for disruptive behavior.

In most medical facilities, cell phones are **not** permitted in patient areas.

Entry-Level Graduate/CRT Applicants

Applicants who are graduates of an outside accredited entry-level respiratory therapy program may apply to the program to be admitted to the advanced level of the program under the following guidelines:

1. Applicants must meet LCC admission criteria for current catalog year.
2. All required academic courses must be completed to receive the Associate in Applied Science Degree.
3. The applicant will receive credit for entry-level courses if:
 - A. the applicant is a CRT and is able to successfully demonstrate entry-level respiratory therapy competencies. This will take the form of a written and practical exam covering material presented up to the point graduate respiratory therapy level. The exams must be passed upon first attempt. A second exam **will not** be administered. Failure to pass the exams will eradicate application into the program with no credit given for previously completed courses.
 - B. the applicant is a graduate entry-level therapist and is able to successfully demonstrate entry-level respiratory therapy competencies. This will take the form of a written exam similar to the Therapist Multiple Choice credentialing examination. The exam must be passed upon first attempt. A second exam **will not** be administered. Failure to pass the exams will eradicate application into the program with no credit given for previously completed courses.

Academic Honesty Respiratory Therapy Program

Due to the nature of the profession of respiratory therapy, dishonesty of any type cannot be tolerated in a student. Health Care professionals must hold themselves to a high level of integrity. In the clinical setting, respiratory therapists are placed in positions where trust is essential whether dealing with vulnerable people, medications, valuables, or confidential information. Therefore, cheating either on an exam or quiz is not acceptable. In addition, plagiarism on a written assignment is not acceptable. Any student found to be guilty of cheating or plagiarism will be summarily dismissed without warning. As always, such a student is free to file a grievance or appeal as outlined in the Labette Community College catalog.

Testing Policy

1. Students are expected to take tests on the day they are scheduled. Failure to take a test on the scheduled date will automatically result in a 10% deduction.
2. Make-up tests are available but must be taken within two (2) class sessions of the original exam, unless extenuating circumstances exist.
 - If the student believes there are extenuating circumstances, the student must submit a written request for an extension of time beyond the two (2) class sessions.
 - Acceptance to extend the allowed time will be determined by the *Appeals Committee* of the Respiratory Therapy Program.
3. The content of the second exam will be similar.
4. The student is allowed a maximum of one (1) *make-up exam* per semester per course. Subsequent missed exams (tests not taken on scheduled exam date) will result in a score of "0" for the exam.

Attendance and Punctuality

To obtain maximum benefit from a course, regular attendance is necessary for lecture and laboratory sessions. Because of the nature of subject material in respiratory therapy, class presentation is an important part of the learning process. Therefore, a maximum number of allowable absences must be set. Absences from either laboratory or classroom session will be counted as separate absences unless missed during the same day.

1st absence - verbal and written warning

2nd absence - written warning

3rd absence – written warning and course grade will drop “1” letter grade at end of semester.

Each absence after that will result in an additional reduction of “1” letter grade in the course for each absence.

It is the student's responsibility to obtain any material presented during the missed class period. If a student must miss a class, the instructor should be contacted. An excused absence does not excuse the student from missed class work. Tests may be made up under the guidelines as stipulated (see *Make-up Test Policy*). Three (3) tardies will count toward one (1) absence.

IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR AND MAKE ARRANGEMENTS TO FULFILL ACADEMIC RESPONSIBILITIES!

Failure of Respiratory Therapy Program Course

A student will receive a failing grade in a course under the following circumstances.

1. Does not appear for class at all.
2. Has more than three (3) absences in the first three (3) weeks of school regardless of counseling sequence. (The proper counseling sequence cannot be followed if the student is not present to be counseled.)
3. Commits acts of academic dishonesty as outlined in the Academic Honesty Policy.
5. Fails laboratory examination (see Consequences of Failure of Didactic or Laboratory Course).
6. Receives less than 80 percent overall grade in any respiratory therapy course, including Clinical Practice I, II, or III
7. This list is not all-inclusive.

Any and all hospital identification badges must be returned upon withdrawal or dismissal from the respiratory therapy program.

Appealing Failure of Didactic or Laboratory Course

A student may appeal failure of a course.

1. Failure of a course may be appealed through the Appeals Committee on the Respiratory Therapy Program by written application within two (2) school days of notification of action.
 - a. The Appeals Committee may set criteria to be met by the student if the decision is made in favor of the student.
 - b. If the decision is made against the student, the student is free to file a grievance as outlined in the Labette Community College Student Catalog.
2. Failing course grade due to failure of laboratory examination may be appealed through the Appeals Committee of the Respiratory Therapy Program by a written application within five (5) school days of notification of grade. Because this examination is normally applied at the end of the semester, action by the Respiratory Therapy Program may be delayed until the beginning day of the next semester using time lines given.
 - a. The Appeals Committee may set criteria to be met by the student if the decision is made in favor of the student.
 - b. If the decision is made against the student, the student is free to file a grievance as outlined in the Labette Community College Student Catalog.

Consequences of Failure of Didactic or Laboratory Course

Failure to achieve a course grade of "B" or above in a respiratory therapy course prohibits the student from advancing further into the program (see Progression Policy). In such a situation, the student must request readmission into the program. If granted readmission, the student may retake the course when next offered without repeating application process (see Readmission Policy).

1. A student may repeat a respiratory therapy course a maximum of one (1) time. Failure to achieve a "B" or better the second time will result in termination from the program. The student may reapply. Application will not be given special consideration.
2. Failure to achieve a "B" or better in a course may occur for only one semester. If during a subsequent semester, another course is failed, the student will be terminated from the program. The student may reapply. Application will not be given special consideration.
3. A student will not be readmitted to the program if a failing grade is received in a respiratory clinical course.
4. A student will not be readmitted to the program if a failing grade is received in a respiratory simulation or respiratory laboratory course.
5. A student will not be readmitted to the program if there is a failing grade in two or more respiratory therapy courses.
6. A student must pass the laboratory final to achieve a course grade of "B" or above. A student will be allowed one repeat laboratory final per program. The repeat final may cover different information than the original competency final, including but not limited to, written and oral questions, multiple competency check-offs.

Readmission Policy for Didactic and Laboratory Courses

Readmission to the program occurs when a student is not required to repeat the application process to re-enter the program and receives credit for course work already completed. Students seeking readmission may include those students who have received a grade less than "B" in a didactic course in one semester only or who have voluntarily withdrawn from a course or the program. Consideration for readmission may be granted to applicants who have successfully completed the following guidelines:

1. A letter submitted to the program director requesting acceptance for readmission.
2. Applicants for readmission must meet admission criteria for current catalog year.

Readmission for clinical may be withheld if adequate clinical space is not available. Students may be required to meet criteria prior to readmission. Readmission to the program and any readmission criterion will be determined by the Appeals Committee.

Guidelines regarding readmission for students is as follows:

1. Competency appropriate for the level of education must be demonstrated and will be tested prior to re-entering the classroom. This will take the form of a written and practical exam covering material presented up to the point of the student's withdrawal. The exams must be passed upon first attempt. A second exam will **not** be administered. Failure to pass the exams will necessitate reapplication (see Reapplication Policy) into the program with no credit given for previously completed courses.
2. When the student is readmitted, policies and procedures in current handbook will apply, not those of the original handbook.

Reapplication Policy

Reapplication to the program occurs when a student is required to repeat the application process to re-enter into the program and does not receive credit for course work already completed. Students seeking reapplication may include those students who failed a course more than one (1) time or failed more than one (1) semester of didactic courses, also students who failed to meet readmission criteria (see Readmission Policy for Didactic and Laboratory Courses and Readmission Policy for Clinical Courses). Such students will be admitted into the program according to the criteria used for all applicants. Special consideration of the application will not be given. In addition, the Program Director or Clinical Coordinator may set criteria, which must be met prior to consideration of the student's reapplication.

Transfer Student Policy

1. The respiratory program will consider accepting a transfer student from another program if that student can document his/her acceptance and satisfactory performance in the program from which he/she is transferring.
2. The transfer student must be in good standing with the previous program, and have a Grade Point Average (GPA) of at least 3.0.
3. The student must provide references from the previous program.

TRANSFER STUDENT PROCEDURE

1. Acceptance of a transfer request will be based on the availability of an opening in the class into which potential student wishes to transfer.
2. The student must have his/her previous academic and clinical performance records sent to LCC by their previous school prior to being accepted as a transfer student.
3. The student will also be required to take the semester Comprehensive Examinations that have been given in the respiratory program to date. The student must pass the comprehensive examinations in order to continue on in the Labette Community College's Respiratory Therapy Program
4. The student must also complete all program Clinical Competencies before they will be allowed to graduate from LCC.

Health Guidelines

1. In the event of an infection of communicable disease, the student should not attend clinical areas but may attend didactic and laboratory classes if so advised by a physician. A student with an infectious disease must submit a written release from a physician prior to returning to the clinical area.
2. The Center for Disease Control (CDC) recommends that all health care providers follow universal precautions when dealing with body fluids. These are known to be responsible for the transmission of AIDS and Hepatitis B. The CDC believes that universal precautions will prevent the transmission of these diseases.
3. It is strongly recommended that students undergo Hepatitis B vaccination. Students who have not received the complete series of 3 injections, must sign a waiver indicating the date upon which the series will be completed *OR* submit a statement of declination. If a student has received the immunizations but cannot locate documentation, a Hepatitis titer will be accepted.
4. Injuries that occur while in assigned respiratory therapy classes or clinical areas must be reported immediately to the clinical instructor.
5. Students with any of the following illnesses may not participate in clinical experiences. A statement of release from a physician is necessary before returning to the clinical setting. *This list is not intended to be all-inclusive.*
 - a. C-Diff
 - b. Streptococcal infections of the throat
 - c. Herpes simplex*
 - d. Herpes zoster (shingles)
 - e. Dysentery, confirmed organism
 - f. Staphylococcal infections
 - g. Infectious hepatitis
 - h. Tuberculosis
 - i. HIV positive or AIDS
 - j. Fever greater than 101°F
 - k. Influenza
 - l. Acute diarrhea
 - m. Chicken pox, Pertussis, Measles, Mumps, Rubella
 - n. Draining abscesses boils, impetigo
 - o. Scabies

**Restricted from caring for high risk patient until on treatment for 48 hours.*

Students restricted from participation in the clinical experience for any of the above stated infections or diseases (except *) must obtain a statement of release from the student's personal physician before returning to the clinical setting.

6. Students with diseases or disorders that could potentially put them at risk in the clinical setting must submit a release from their doctor to attend clinical on a semester basis. In addition, a letter will be sent to the clinical affiliates advising them of the student's status.
7. Students who are pregnant must submit a release from their doctor to attend clinical at the fifth month of pregnancy.

Guidelines for Immunization Requirements

Prior to starting clinical practice, students must submit the following documentation regarding immunizations. These guidelines are based on requirements from clinical affiliates of Labette Community College health care programs. **Always consult your physician, nurse practitioner, or physician's assistant before receiving any immunizations.**

Measles, Mumps, Rubella (MMR) - ONE of the following must be submitted:

1. Documentation of having received 2 (two) MMR immunizations *OR*
2. Positive Rubella AND Rubella titers
Rubella titers are done as part of the prenatal blood work for all women who have undergone prenatal care in recent years. Contact your OB doctor for records. Rubella titer must be ordered by your physician, and the cost of the titer is approximately \$50.

TB Skin Test

1. This must be 2-step TB testing using the PPD Mantoux Method:
Step 1: Tuberculin skin test (Result must be documented in "mm" – the result written as "negative" is not acceptable).
Step 2: 7-21 days after the first test, repeat TB skin test (Report must be documented in "mm" – result written as "negative" is not acceptable).
2. Positive readings require a note from your physician containing the results of the chest x-ray and any information regarding your plan for taking medication to prevent active disease. A statement from the physician regarding your risk to ill clients is required.

Tetanus, Polio, Pertussis

1. The CDC (Centers for Disease Control) now recommends that all health care workers older than 18 years-old receive a TDaP (Tetanus, diphtheria toxoids, and acellular pertussis vaccine for adults).
2. Evidence of primary series (childhood) of DPT and Polio vaccinations is not sufficient.
3. Students must provide evidence of vaccination that will protect them throughout the length of the program.

Varicella (Chicken Pox) - ONE of the following is required to be submitted:

1. Documentation of having received varicella vaccination *OR*
2. Positive Varicella titer *OR*
3. Documented history of varicella
Varicella is usually more severe in otherwise healthy adolescents and adults than in healthy children. If you have not had contact with persons with active disease, obtaining the vaccine will modify, rather than prevent illness, with the hope of inducing lifelong immunity.

Hepatitis B

1. It is strongly recommended that as members of the health care team, students undergo hepatitis B vaccination.
2. If the series of 3 injections is incomplete, the student will need to sign a waiver declaring the date(s) the remaining injections will be given (see form below).
3. In the event that the student opts not to undergo immunization, a waiver must be signed (see form below).
4. A waiver or documentation of completion of the series must be submitted to the Respiratory Therapy Program before the student begins clinical assignments.
5. In the event that the student has received the complete hepatitis B series but cannot provide the documentation, evidence of a positive hepatitis B titer must be submitted, or a waiver must be signed.

F. Influenza (Flu) Shot

1. It is strongly recommended that as members of the health care team, students have an annual flu shot.

Definitions -

Td = Tetanus and diphtheria toxoids - Adult

DT = Diphtheria and Tetanus toxoids - Pediatric

DTaP = Diphtheria, tetanus toxoids, and acellular pertussis vaccine absorbed (Pediatric)

Tdap = Tetanus, diphtheria toxoids, and acellular pertussis vaccine (Adult)

Contract for Corrective Action

Student contract for corrective action is designed to provide the student with valuable information regarding status in the program by identifying specific deficiencies that may be detrimental to the success in a course or in the program as a whole. It is used to promote, assist, and maintain satisfactory student performance. Students are always given an opportunity to contest, appeal, or grieve the process. Specific behaviors that **require** a student contract for corrective action are identified later in this document. These lists are not intended to be all-inclusive.

Specific Behaviors in the Clinical Setting That Will Require Contract For Corrective Action

This list is not intended to be all-inclusive.

- Causing damage to hospital, patient, student, or visitor property through negligence.
- Leaving the assigned area of the hospital without authorization of the instructor at the site.
- Clinical errors including but not limited to:
 - a. Medication errors
 - b. Administering therapy to the wrong patient
 - c. Significant errors in ventilator care
- Employment which adversely affects performance during clinical rotations
- Personal issues that adversely affect clinical performance or disrupts the workings of the clinical site
- Failure to follow departmental rules or policies
- Failure to follow published programs rules and policies
- Deliberate falsification of program records (including clinical diary, performance evaluations, proof of immunizations, or CPR) either by omission or addition.
- Substandard performance in clinical setting.
- Deliberate falsification of program records (including clinical diary, performance evaluations, proof of immunizations, or CPR) either by omission or addition.
- Insubordination or refusal to obey an order.

There are three exceptions to insubordination:

1. The student is not qualified to perform the task.
2. When proper supervision is lacking.
3. Treatment is contraindicated in accordance with the AARC Clinical Practice Guideline (CPG).

Specific Behaviors in the Clinical Setting That Will Result In Failing Grade For The Course

This list is not intended to be all-inclusive.

- A deliberate action which has the potential to cause harm to the patient.
- Coming to the clinical sites under the influence of any drug that adversely affects the student's performance during the clinical rotation or bringing said drugs into the hospital or consuming drugs on hospital property.
- A verbal or physical act of aggression against another person on hospital premises.
- Theft of hospital, patient, student, or visitor property.

- Deliberate falsification of hospital records either by omission or addition.

Specific Behaviors in the Classroom Setting That Require Contract For Corrective Action

This list is not intended to be all-inclusive.

- Excessive absences or tardies.
- Disruptive behavior. This would include but is not limited to talking, sleeping, telephone calls, exiting and entering the classroom repeatedly.
- Academic dishonesty.
- Violation of college and/or program policies.
- Misuse of program equipment.
- Substandard performance in laboratory and classroom.

DISCIPLINARY ACTION POLICY

The Respiratory Manager, Clinical Instructor, and Clinical Coordinator in the affiliated hospitals have the authority to verbally reprimand or dismiss a student from their department for the day for unethical behavior (such as: smart-mouth, refusing to do an exam, acting unprofessional, etc.) or for not complying with hospital or College policies.

DISCIPLINARY ACTION PROCEDURE

1. The Respiratory Manager, Clinical Instructor, or Clinical Coordinator will fill out a disciplinary action form and 2% will be deducted from the monthly evaluation. One copy will be given to the student, one placed in the student's hospital file and one will be forwarded to the Program Director.
2. The program officials along with the College administration will decide whether to dismiss or to place the student on clinical suspension/probation.
3. Students that have been suspended from clinical as a disciplinary procedure may continue with their academic courses until the student grievance procedures have been completed.
4. Grounds for clinical suspension/probation include being arrested for any felony, theft, or illegal drug usage or abuse. The student will be placed on clinical suspension/probation until legal action is taken.
5. Grounds for immediate dismissal include, but are not limited to: "conviction" of a felony, theft, or illegal drug usage or abuse.

APPEALS POLICY FOR THE RESPIRATORY THERAPY PROGRAM

1. The Respiratory Therapy Program will use Labette Community College's student appeals policy 4.0, found the LCC's Student Catalog.
2. The Respiratory Therapy Program will use Labette Community College's student grievances policy 5.0 found the LCC's Student Catalog.
3. The Respiratory Therapy Program will use Labette Community College's student academic regulations policy 6.0 found the LCC's Student Catalog.

DISCIPLINARY ACTION FOR CLINICAL EDUCATION SITE POLICY

Labette Community College's Respiratory Therapy Program will place a Clinical Education Site on a probationary status if the clinical site fails to abide by Respiratory Therapy Program Policies.

DISCIPLINARY ACTION FOR CLINICAL EDUCATION SITE PROCEDURE

1. The clinical site will receive a verbal and written warning if there is any infraction of program policies.
2. If after receiving verbal and written warning further infractions occur, the Program officials will consult with hospital administration. Any action taken after this consultation may affect future use of the clinical education site.

RESPIRATORY THERAPY LABORATORY POLICIES

Laboratory sessions are designed to introduce the student to techniques and equipment that will be used in the clinical areas. It also provides the student an opportunity to use the learning aids that are available. Prior to performing a task in the clinical setting with hospital staff, the student must satisfactorily complete a performance evaluation in the laboratory.

Rules of Behavior for Laboratory

1. Each student is expected to attend laboratory at the scheduled time. Additional laboratory time is available during open hours. Times will be posted. The student may also attend other scheduled labs after obtaining permission from the instructor. Students of the scheduled lab will have priority for the use of the equipment and audiovisual materials.
2. There will be **NO SMOKING** allowed in laboratory. There are combustible materials and oxygen present.
3. Eating and drinking is not permissible during laboratory sessions.
4. There will be no tobacco allowed in laboratory.
5. Report broken or malfunctioning equipment to the instructor.
6. Due to the expense of the equipment and the potential for accidents, laboratory activities must be supervised by an instructor.
7. Before using an unfamiliar piece of equipment, seek information from an instructor and attend laboratory presentations.
8. Clean-up is the responsibility of **all** students. Return equipment to its original storage place if it is uncontaminated. Dispose of or clean contaminated equipment appropriately.
9. Non-disposable items that are contaminated need to be placed in the clean-up area. Students will be assigned to equipment cleaning and sterilization rotations on a semester basis.

10. Students will treat instructors, other students, and equipment with respect. There will be no use of offensive language, jokes, or gestures. In addition, students will keep their voices at a low level to avoid disruption of other classrooms.
11. Repeated violations of laboratory policies may result in suspension of lab privileges and a failing grade.

Laboratory is designed to be the place where the initial introduction of the student to new skills occurs. It is a controlled setting where ample practice time is available. It is designed so that the student can demonstrate satisfactory skill before being allowed to use that particular skill in the clinical setting. Therefore, **the student must successfully complete the laboratory performance evaluation before attempting the skill in the clinical setting.**

STANDARDS

FOR

CLINICAL

EDUCATION

STANDARDS FOR CLINICAL EDUCATION

Behaviors listed are applicable to clinical courses.

Clinical Dress Code

The student is expected to comply with the standards of dress that are employed at the clinical site. In addition to these, the respiratory therapy student is expected to comply with the following guidelines of the Respiratory Therapy Program without exception.

1. Scrubs will be royal blue tops with royal blue bottoms. A minimum of 2 sets of scrubs is recommended.
2. White lab coat or scrub jacket, hip length is optional.
3. Official Labette Community College name tag identifying individual as a student is mandatory during all clinical rotations, including orientation.
4. The scrubs must be clean and unwrinkled in appearance.
5. Leather or leather-looking tennis shoe is to be worn. They may have a brand name included on the tennis shoes. Tennis shoes must be modest in color.

Personal Hygiene Policy

While working in the hospital with other personnel and sick patients, the student's personal hygiene is of the utmost importance; therefore, the following policies must be followed:.

1. The student's hair should be moderate in length and clean. Long hair must be kept back away from the face, and must not fall in front of the shoulders. No shaggy, unkempt hair styles.
2. Males are to be clean-shaven daily. Males wearing either a mustache or beard must keep them well groomed. The student shall observe hospital policy with regard to wearing mustaches or beards.
3. Excessive jewelry is not to be worn. The only jewelry which is allowed in the clinical areas is: watch, wedding ring, and stud type earrings. This is for the safety of the students and patients.
4. No tongue jewelry.
5. No gauges, plugs, etc.
6. Use of perfume or cologne is prohibited.
7. Use a deodorant and bathe regularly.
8. Good oral hygiene is a must.
9. Finger nails appropriately manicured. No false nails, no nail polish and no long fingernails.
10. No visible tattoos.
11. Undergarments must be worn

Personal Hygiene Procedure

Students failing to abide by the above dress code and personal hygiene policies will be considered in non-compliance with the hygiene policy. The Clinical Instructor will provide documentation of the non-compliance.

Clinical Practice Schedules

Clinical practice schedules are determined by the Clinical Coordinator. To ascertain maximal clinical exposure and to provide a fair schedule for all students, travel to out-of-town clinical sites will be necessary. Every attempt will be made to make schedules as convenient as possible. In addition, weekend, evening and night clinical rotations are sometimes necessary. The student will be given a clinical schedule in advance of the beginning of the semester so that plans can be made. Clinical schedules are sometimes unavoidably changed. Student may not make changes to the clinical schedule. If there is a conflict with the clinical schedule the student is to notify the clinical coordinator.

Notification of Absence or Late Arrival

1. In the event that circumstances necessitate an absence (illness, accidents, family deaths) or late arrival, the student **must**:
 - a. Notify the clinical site at least one (1) hour before the shift begins.
 - b. Notify the Clinical Coordinator the day of absence or late arrival.
 - c. If the student becomes sick while on duty, he/she is to notify the Clinical Coordinator.
 - d. If the student fails to notify clinical site and Clinical Coordinator, he/she will receive a minus 2% deduction from his/her final clinical grade.

Make Up Time Policy

1. All clinical time missed must be made up before the end of the semester.
2. If a prolonged illness or injury occurs, which would not allow a student to make up the time prior to the beginning of the next semester the makeup time will be made up at the end of the school year in which the illness or injury or has occurred. This may also require extending the length of the Program for the student to make up the time missed. Students must have a Doctor's order releasing them to go back to clinical before any time can be made up.
3. Students are not allowed to exceed 40 hours per week, so make up time will be scheduled on clinical off time.
4. Students that do not make up their clinical time before the end of the semester will automatically be placed on clinical probation for the following semester.
5. The Clinical Coordinator will arrange for all make up time and signed documentation must be provided to verify that the time was made up.

Make Up Time Procedure

1. The student must sign a make up time contract with the Clinical Coordinator prior to doing the make-up time. A student that is scheduled for make up time and then does not call nor show up as scheduled will receive a 2% reduction from his/her final clinical course grade.
2. Each absent day not made up by the end of the semester will result in a 10% point reduction in the student's final clinical course grade for that semester.
3. A student who misses clinical due to a prolonged illness, injury, or pregnancy must supply to the Clinical Coordinator and Program Director a Doctor's order releasing him/her to report back to clinical without any limitations before he/she will be allowed to make up time.
4. The following list will be used to schedule clinical make up days:
 - FALL SEMESTER
 - LABOR DAY
 - COLUMBUS DAY
 - VETERANS DAY
 - THANKSGIVING WEEK
 - (FINALS WEEK - check finals schedule)
 - SPRING SEMESTER
 - MARTIN LUTHER KING DAY
 - SPRING BREAK (5 DAYS)
 - GOOD FRIDAY
 - (FINALS WEEK - check finals schedule)
5. It is the responsibility of the student to provide signed documentation that their time was made up. The documentation must be signed by the Clinical Instructor. **Falsification of any documentation will lead to an immediate dismissal from the program.**
6. The Clinical Coordinators may give special considerations for incompletes. These arrangements must be made prior to the end of the semester. If approved, the Clinical Coordinator and the student must file a contract for the incomplete before the end of the semester. The terms of the contract must be completed by the end of the following semester.

Clinical Interpersonal Skills

A student may be withdrawn from a clinical site if exhibiting behaviors that interfere with the efficient operation of the department. The student will receive one (1) written warning for such behavior. The student may be withdrawn from the clinical site. If subsequent incidents occur, the student may be withdrawn from the program. Once a warning has been issued, it will remain in effect for the duration of the program.

Confidentiality

- Confidential information concerning patients is to be treated according to professional standards of respect, dignity and privacy.
- Discussion of personal problems of patients is to be confined to clinical conferences, team meetings, and on-to-one interactions with staff members for the purpose of determining therapeutic measures.

Clinical Site Policies

Students are responsible for abiding by clinical site policies and procedures. Labette Community College and the Respiratory Therapy Program will not be responsible for cost incurred due to damage or loss of any equipment or supplies that occurs as a result of clinical site visits of LCC students. This includes computer viruses as a result of corrupt flash drives or other devices used on clinical site property.

***FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN IMMEDIATE
DISMISSAL FROM THE PROGRAM***

Attendance Requirements

For a student to gain maximum benefit from clinical practice, it is essential that regular attendance patterns be maintained. However, the program faculty recognizes occasions when an absence is unavoidable. Therefore, all students will be permitted to have a maximum of two (2) absences from clinical per semester before the course grade is affected. A third absence will result in a reduction of the course grade by “1” letter grade. Subsequent absences will result in a decrease in the course grade by “1” letter grade for each absence.

All students who are absent from clinical regardless of cause are required to submit a one page, typed, single-spaced article critique. The article must pertain to Respiratory Therapy and be obtained from a scientific journal. A copy of the article is to be handed in with the article critique. The assignment must be turned in one week from the day of absence. Failure to submit the work will result in a 5% reduction of the overall clinical practice grade.

Repeated absences due to illness may necessitate the student taking a leave of absence due to medical reasons. The student will be given an opportunity via the Appeals Committee to take an incomplete in the clinical course until the medical problems are resolved and the physician provides the student with a medical release. The student will be given credit for course work completed up to that point if the course is completed by the end of the semester the clinical course is next offered. A contract for Incomplete Grade must be completed and signed. Upon release from the physician, the student will complete course work as outlined in the contract and according to the clinical schedule provided by the Clinical Coordinator. If the student fails to complete the course work by the end of the semester that the course is next offered, the "I" will

become an "F" and the course will be considered failed (see Consequences of Failing Clinical Course Policy).

All missed clinical days must be made-up. **SCHEDULING WILL BE AT THE DISCRETION OF THE CLINICAL COORDINATOR.**

Failure of Clinical Course

A student may receive a failing grade in a clinical course under the following circumstances:

1. Does not meet testing requirements listed under Clinical Examinations.
2. Does not complete course work as outlined in course syllabi/handbook.
3. Exhibits poor clinical performance as evidenced by failure to complete required performance evaluations, poor clinical evaluations, documented poor clinical performance by clinical instructor(s).
4. Does not follow policies and procedures of clinical behavior outlined in Respiratory Therapy Handbook.
5. Fails to make a course grade of 80 percent or better in clinical practice.

Specific Behaviors in the Clinical Setting That Will Result in Failing Grade for the Course

This list is not intended to be all-inclusive.

- A deliberate action which has the potential to cause serious harm to the patient.
- Coming to the clinical sites under the influence of any non-prescribed drug or alcohol that adversely affects the student's performance during the clinical rotation or bringing said drugs into the hospital or consuming drugs on hospital property.
- A verbal or physical act of aggression against another person on hospital premises.
- Theft of hospital, patient, student, or visitor property.
- Deliberate falsification of hospital records either by omission or addition.

Any and all hospital identification badges must be returned upon withdrawal or dismissal from the respiratory therapy program.

Appealing Failure of Clinical Course

A student may *appeal failure of a clinical course*.

1. Behavioral incidents that lead to failure of a clinical course may be through the Appeals Committee of the Respiratory Therapy Program by written application within five (5) school days of notification of action. If the decision is made against the student, the student is free to file a grievance as outlined in the Labette Community College Student Catalog.
2. Failure due to absences may be appealed through the Appeals Committee of the Respiratory Therapy Program by written application within five (5) school days of notification of action. If the decision is made against the student, the student is free to file a grievance as outlined in the Labette Community College Student Catalog.

3. Failing course grade due to failure of Clinical Examinations may be appealed through the Appeals Committee of the Respiratory Therapy Program by a written application within five (5) school days of notification of action. Because this examination is normally applied at the end of the semester, action by the Respiratory Therapy Program may be delayed until the beginning day of the next semester using time lines given.

If the decision is made against the student, the student is free to file a Grievance, as outlined in the Labette Community College Student Catalog.

Consequences of Failure of Clinical Course

A student will not be readmitted to the program if a failing grade is received in a clinical course.

Readmission Policy for Clinical Course

Readmission to the program occurs when a student is not required to repeat the application process to re-enter the program and receives credit for course work already completed. Students seeking readmission may include those students who have received an "I" grade in a course or who have voluntarily withdrawn from a course or the program. Consideration for readmission may be granted to applicants who have successfully completed the following guidelines.

1. A letter submitted to the program director requesting acceptance for readmission.
2. Applicants for readmission must meet admission criteria for current catalog year.
3. Applicant will finish incomplete or "W" course no later than the end of the semester the course is next offered.

Readmission for clinical may be withheld if adequate clinical space is not available. Students may be required to meet criteria prior to readmission. Readmission to the program and any readmission criterion will be determined by the Appeals Committee. A student with a "W" or "I" course grade who is readmitted will be scheduled for clinical according to Make-up Schedule Policy. If the student has completed all previous clinical courses and is enrolling in a new clinical course, then the following guidelines are used.

1. Clinical competencies must be tested prior to re-entering clinical practice. This will take the form of a written and practical exam covering material presented up to the point of the student's withdrawal. The exams must be passed upon first attempt. A second exam **will not** be administered. Failure to pass the exams will necessitate reapplication (see Reapplication Policy) into the program with no credit given for previously completed courses.
2. When the student is readmitted, policies and procedures in current handbook will apply, not those of the original handbook.

POLICIES AND PROCEDURES



DRUG TESTING POLICY FOR HEALTHCARE STUDENTS

Introduction

It is the policy of Labette Community College that students who enroll in health science programs or allied health courses including, but not limited to, Nursing, Respiratory Care, Radiologic Technology, Physical Therapist Assistant, Diagnostic Medical Sonography, Dental Assisting Programs and Certified Nurse Aide, Certified Medication Aide, and Pharmacy Technician Preparation for Exam courses submit to drug and/or alcohol testing when required by a clinical facility, a specific healthcare program policy, or as directed by a reasonable cause event.

Purpose

Students in LCC Health Science Programs and Allied Health Courses must adhere to the standards of conduct required of healthcare professionals. No student will be allowed in the classroom or clinical area while under the influence of drugs or alcohol. This policy is consistent with the "Student Code of Conduct Policy" in the LCC Catalog--http://www.labette.edu/catalog/Student_Information.pdf. Health Science students found to be involved in any of these activities are subject to disciplinary action up to and including dismissal from their respective health science programs.

Labette Community College Health Science Programs strive to ensure the health and safety of students and patients are not compromised. Education of health science students at Labette Community College requires collaboration between the college and clinical facilities and cannot be complete without a quality clinical education component, generally referred to as a clinical rotation. Clinical facilities are increasingly required by their accrediting agencies, including The Joint Commission (TJC), to provide a drug screen for security purposes on individuals who supervise, care, render treatment, and provide services within the facility, therefore, clinical facilities may require a negative drug screen on each student prior to that student arriving for his/her clinical rotation.



Labette
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PROCEDURE FOR DRUG TESTING HEALTH SCIENCE STUDENTS

Consent to drug testing

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. **This signed document is considered written consent for the duration of the program or course.**

Refusal to be tested

The program director shall be notified of any refusal to be tested. In the case of a pre-clinical test or if there is reasonable suspicion of impairment in a clinical situation, refusal to submit to drug testing will result in ineligibility to complete the required clinical rotation and the student will receive a grade of "F" for that clinical rotation. Refusal to submit to any drug screening (classroom, pre-clinical or clinical) will result in disciplinary action up to and including termination from the program.

Pre-Clinical Testing

Students assigned to a site requiring drug screening must submit to testing. Pre-clinical drug testing will be done at Labette Health in Parsons, KS. Labette Health is accredited by HFAP (Health Facility Accreditation Program). Students must complete an "Authorization for Testing and Release of Records" form available in their respective program offices. Before the clinical rotation begins, a copy of the signed consent form must be returned to the program director or clinical coordinator to be maintained in the student's program file. To be tested, Labette Health requires student identification with current photograph and a copy of the completed form.

The drug screen vendor will perform a specimen validity check, testing, and reporting in accordance with their policies and the policies of Labette Community College Health Science Programs. This policy is available for student review in each LCC health science program student handbook.

*Based on individual program policies, the cost of the pre-clinical drug tests will be paid by the student as part of the course materials fee, or the student may be required to make payment as services are rendered. **Only drug tests conducted by labs approved by the program director will be accepted.**

Reasonable Cause Testing

Students may be asked to submit to a drug and/or alcohol test based on a reasonable suspicion that their ability to perform work safely or effectively may be impaired. Factors that individually or in combination could result in reasonable suspicion drug testing include, but are not limited to, the following:

- Direct observation of an individual engaged in drug- and/or alcohol-related activity;
- Unusual, irrational or erratic behavior or a pattern of abnormal conduct;
- Unexplained, increased or excessive absenteeism or tardiness;
- Sudden changes in work or academic performance;
- Repeated failure to follow instructions or operating procedures;

- Violation of LCC or clinical facility safety policies or failure to follow safe work practices;
- Unexplained or excessive negligence or carelessness;
- Discovery or presence of drugs in a student's possession or near a student's work area;
- Odor or residual odor peculiar to some drugs;
- Involvement in an accident that results in injury to the student or another person while on campus or at a clinical site;
- Secured drug supply disappearance; or
- Information provided either by reliable or credible sources or independently corroborated.

The student is responsible for the cost of any "reasonable suspicion" drug and/or alcohol test and must make arrangements for payment with the provider prior to testing.

Verified evidence that a student has tampered with any drug and/or alcohol test will result in disciplinary action up to and including termination from the program.



Labette
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PROCEDURE FOR DRUG TESTING HEALTH SCIENCE STUDENTS

If a student is suspected of being impaired by drugs or alcohol in the clinical area, the following procedure will be implemented:

- The clinical instructor from the facility will attempt to notify the program director immediately.
- The clinical instructor and one other professional staff person will complete written documentation describing the impaired behavior observed.
- The student cannot leave the site until a drug screening consistent with the policy of that site has been completed and a program representative, family member, or friend arrives to transport the student.
- Once dismissed, a student cannot return to the clinical site until the results of the drug screen have been verified as "negative" by the program director.
- Results of the drug test will be sent through secure channels to the program director and he/she will inform the student. If the result of the drug screen is negative, the student may continue in the program. If the results are positive, the student will be terminated from the program.

In the event a student is suspected of being impaired while attending clinicals at a facility that does not provide drug testing, the program director will determine the lab, and the clinical instructor (or a designated program representative) will transport the student.

If a student is suspected of being impaired by drugs or alcohol in the classroom, the following procedure will be implemented:

- The classroom instructor will attempt to notify the program director immediately.
- The classroom instructor and one other professional staff person (if possible) will complete written documentation describing the impaired behavior observed.
- The student will be transported to Labette Health by a program representative. Labette Health requires student identification with current photograph and a copy of the completed form.
- The student cannot leave Labette Health until the drug screen is completed and the program representative, a family member, or friend must transport the student.
- The student may not return to the classroom until the results of the drug screen have been verified as "negative" by the program director.

- Results of the drug test will be sent through secure channels to the program director and he/she will inform the student. If the result of the drug screen is negative, the student may continue in the program. If the results are positive, the student will be terminated from the program.

In the event a student is suspected of being impaired while attending class at the Cherokee Center, the student will be transported to Via Christi Medical Center in Pittsburg, KS for testing by the classroom instructor or a designated program representative.

Cost of the drug and/or alcohol test for reasonable suspicion is the responsibility of the student. Payment must be made to LCC in the program office prior to testing at Labette Health or before services are rendered at Via Christi Medical Center.

Failure to pay for a reasonable suspicion drug test is considered a refusal to test and will result in termination from the program.



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PROCEDURE FOR DRUG TESTING HEALTH SCIENCE STUDENTS

****Medical review of positive drug test results**

Specimens are screened by immunoassay. Positive results are confirmed by gas chromatography with mass spectrometry (GC/MS) or liquid chromatography with tandem mass spectrometry (LC/MS/MS). All specimens identified as positive on the initial test shall be confirmed by the testing laboratory at no additional charge to the student. Positive test results collected must be reviewed and interpreted by a third party, licensed physician with knowledge of substance abuse disorders. If the testing facility does not have such a system in place, the student is responsible for securing that service and any additional costs incurred. This must be done by a physician other than the student's regular physician or the prescribing physician.

The physician shall examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history or review of any other relevant biomedical factors.

In addition, the physician will review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the physician shall give the student an opportunity to discuss the results and present additional written documentation from the prescribing physician for any prescription medications he/she is currently taking.

Some facilities may require the student to complete a form listing all legally prescribed medications they are taking prior to testing.

Reporting of drug test results

Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy and confidentiality of the information. Written notification indicating either a "NEGATIVE" drug screen or "CONFIRMED POSITIVE" shall be provided by the drug screen vendor to the appropriate

program director at Labette Community College as soon as possible following initial testing and a copy will be placed in the student's secured file. The program director will report the drug testing results to the student as soon as possible after they are received. Students receiving "CONFIRMED POSITIVE" results are responsible for scheduling a physician's review. Students must contact the program director for additional information about the physician's review process.

Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. They may be provided to a contracted clinical facility upon request. Results of any student's drug screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Readmission

Substance abuse is a recognized illness for which prompt treatment should be undertaken. Information regarding available resources can be found in the LCC Alcohol/Drug-Free Campus Policy—

<http://www.labette.edu/catalog/>

Any student, who fails or refuses to submit to a drug test, or admits to the use, possession, or sale of illegal substances, will be immediately dismissed from the respective program, and the dismissal will be considered a clinical failure and/or course failure. If the student is a licensed practitioner, admission of use, possession, or sale of illegal substances and/or a positive drug screen will be reported to the licensing agency, as required by law. Conviction of any criminal drug statute while enrolled in a health science program or allied health course at Labette Community College will be grounds for immediate dismissal from the program or course. The student will not be eligible for readmission.



Labette
Community College

Health Science
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PROCEDURE FOR DRUG TESTING HEALTH SCIENCE STUDENTS

A student may contest disciplinary action based on a drug test result or refusal to submit to a drug test by following the procedure set forth in the Student Grievance Procedure in the LCC Catalog—

http://www.labette.edu/catalog/Student_Information.pdf

*For confidential information regarding
treatment for drug abuse contact:*

Tammy Fuentez
Vice-President of Student Affairs
tammyf@labette.edu or 620-820-1264
(Office--Student Union Building, SU220)

*COST OF TESTING AT LABETTE HEALTH--basic drug test required by most clinical sites--\$22; 10-panel screen that includes tricyclic antidepressants--\$56; breath alcohol test--\$27.

**DRUG CATEGORIES TO BE TESTED—amphetamines, barbiturates, benzodiazepines, cocaine metabolites, phencyclidine, propoxyphene, marijuana metabolites, methadone, opiates, oxycodone, and creatinine—urinary. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

I have received a copy of and have been given the opportunity to ask questions about the Labette Community College Policy and Procedure for Drug Testing Health Science Students. As a Health Science Program or Allied Health Course student I understand and agree that I am subject to drug and alcohol testing at any time and understand the consequences of a positive drug or alcohol test.

Printed Student Name

Date

Student Signature

Date

Program/Course Witness

Date

Criminal Background Check

As required, all applicants to the Allied Health Programs, including Nursing, Radiography and Respiratory Therapy, must submit to a criminal background check. A permit form for a background check will be included in the application packet for these programs and must be signed and dated. The program director also may request additional copies of official documentation of completion of diversion agreements, etc.

The incurred cost of the background check will be the applicant's responsibility and will be assessed at the time of application.

All applicants will have background checks evaluated by the director of the allied health program to which the student is applying, according to the exclusionary criteria of clinical facilities and the state licensing boards. A list of the exclusionary criteria is available upon request from the program director.

Failure to submit to these requirements will disqualify the applicant from admission into an Allied Health program.

Any student with a criminal history who denies that history by answering "no" to the question regarding criminal background on the program application automatically and permanently will be disqualified from the selection process, based on fraudulently presenting her/himself as not having a criminal record.

Students with criminal histories who desire licensure or registration in Allied Health professions are urged to consult the laws governing licensure or certification in the state in which they intend to license/certify prior to application to the respective allied health program.

A violation of any of the statutes on the following page or a pattern of misdemeanors may preclude admissions.

Bloodborne Pathogen Exposure Policy

The allied health and nursing departments are determined to protect the health and safety of students participating in invasive procedures. To that end, efforts to provide lifelike models and other devices for simulated practice in invasive procedures will be provided for student use.

Bloodborne Pathogen Exposure Procedure:

1. Students in classrooms, labs, or clinical settings will not be subject to any invasive procedure, such as injections, intravenous cannulation, or phlebotomy.
2. At clinical sites, respiratory therapy and nursing students will be afforded opportunities, as available, to practice invasive procedures after demonstrating competency in the clinical lab on patient simulation devices.

2. In the event that a student sustains a needle stick or other exposure to a bloodborne pathogen in the clinical area, the clinical instructor will immediately notify the manager of the hospital department or unit. Policies of the clinical setting concerning management of bloodborne pathogen exposure will be immediately undertaken. The cost of the initial treatment of drawing blood on the patient to establish presence of infectious disease will be borne by the clinical facility. The cost of continued monitoring and treatment will be the responsibility of the student. Since continued treatment from exposure to bloodborne pathogens is very costly, every student is strongly urged to maintain personal coverage by health insurance while enrolled as a student in the respiratory, radiography, or nursing program.

PROGRAM PROBATION POLICY

1. Reasons for program probation will be: arrest, deception, chicanery, subterfuge, immoral character, or unprofessional behavior.
2. Students will also be placed on program probation for poor attendance, tardiness, and not following program, school or hospital policies.
3. Any student placed on program probation will forfeit his/her right to any internal awards given by the Respiratory Therapy Program. He/she will also be prohibited from attending any respiratory extra-curricular activities.

PROGRAM PROBATION PROCEDURE

1. The program will follow the LCC Catalog procedures for the reasons listed in policy number one.
2. The student will be given a written warning of their unsatisfactory performance for the reasons listed in policy number two.

PROGRAM DISMISSAL POLICY

1. If a student is placed on academic or program probation, any student action, such as arrest, deception, chicanery, subterfuge, immoral character, unprofessional behavior, absenteeism or tardiness during the academic and program probation, will lead to dismissal of the student from the Respiratory Program.
2. Failure of a clinical course, failure of more than one course, failure of an end of semester comprehensive laboratory exam after the second attempt, falsification of records, and conviction of a felony will also lead to dismissal.
3. A student placed on clinical probation for excessive absenteeism will be dismissed for the third occurrence of excessive absenteeism with no option of reentering the program.

PROGRAM DISMISSAL PROCEDURE

1. The student has already been made aware of the reasons for dismissal prior to the action taking place; therefore, dismissal is the final step in the disciplinary process.

ATTENDANCE CLINICAL PROBATION POLICY

Students with excessive absenteeism during a semester will be placed on clinical probation for that semester.

2. A second probation due to excessive absenteeism will lower the student's final grade by one letter.
3. If a student, while on clinical probation, demonstrates non-compliance with the program's probationary terms, that student will be recommended for dismissal from the program.
4. A third occurrence of excessive absenteeism will lead to dismissal from the program with no option to reenter the program.

ATTENDANCE CLINICAL PROBATION PROCEDURES

1. The student will report to clinical at the regularly scheduled times.
2. The student will provide documentation of reasons for prolonged absences.
3. The student will make up all time missed from clinical before the end of the semester.
4. The student will schedule make up time with the Clinical Instructor.
If the student fails to arrive on a scheduled make up day, then he/she will suffer a 2% point deduction per scheduled day missed from their final clinical course grade for that semester.
5. Any time that is not made up will be deducted from the student's final clinical course grade for that semester at a rate of 10% points for each day or partial day.
6. Students that do not make up their clinical time before the end of the semester will automatically be placed on clinical probation for the following semester. If the student reaches excessive absenteeism during this semester, their grade will be lowered one letter.
7. Students that do not follow the probationary policy and procedure will be dismissed from the program with no option to reenter the program.

LABETTE COMMUNITY COLLEGE

RESPIRATORY THERAPY DEPARTMENT

CLASS ABSENCE RECORD

Student: _____ Date of Absence: _____

Course: _____

_____ *First* absence from respiratory therapy lecture/laboratory sessions. This is a written warning that 3 absences will result in a deduction of one letter grade from the final course grade.

_____ *Second* absence from respiratory therapy lecture/laboratory sessions. This is a written warning that 3 absences will result in a deduction of one letter grade from the final course grade.

_____ *Third* absence. Your course grade will fall by one letter grade at the end of the semester.

_____ *Fourth* absence. Your course grade will fall by two letter grades at the end of the semester.

_____ *Fifth* absence. Your course grade will fall by three letter grades at the end of the semester. You will not be able to pass this course.

The student always has the option of filing a written letter of appeal to the Respiratory Therapy Appeals Committee. See Respiratory Therapy Program Student Handbook or Program Director for additional information.

Student Signature

Date

Instructor's Signature

Date

Please sign one and return to me. Keep one for your records.

LABETTE COMMUNITY COLLEGE

RESPIRATORY THERAPY DEPARTMENT

CLINICAL ABSENCE RECORD

Student: _____ Date of Absence: _____

Course: _____

All students who are absent from clinical are required to submit a one page, typed, single-spaced article critique. The article must pertain to Respiratory Therapy and be obtained from a scientific journal. A copy of the article is to be handed in with the article critique. The assignment must be turned in one week from the day of absence. Failure to submit the work will result in a 5% deduction of the overall clinical practice grade.

_____ *First* absence from clinical practice. This is a written warning that 3 absences from clinical practice will result in a deduction of one letter grade from the final course grade.

_____ *Second* absence from clinical practice. This is a written warning that 3 absences from clinical practice will result in a deduction of one letter grade from the final course grade.

_____ *Third* absence from clinical practice. Your course grade will fall by one letter grade at the end of the semester.

_____ *Fourth* absence from clinical practice. Your course grade will fall by two letter grades at the end of the semester.

_____ *Fifth* absence. Your course grade will fall by three letter grades at the end of the semester. You will not be able to pass this course.

The student always has the option of filing a written letter of appeal to the Respiratory Therapy Appeals Committee. See Respiratory Therapy Program Student Handbook or Program Director for additional information.

Student Signature

Date

Clinical Coordinator Signature

Date

Please sign one and return to me. Keep one for your records.

Student Contract for Corrective Action

Student Name _____ Date _____

Description of Concern:

Corrective Action:

The following steps must be taken to meet program objectives:

Instructor

Signature: _____

Date: _____

I understand that in order to continue successfully in the program, I must complete the corrective steps listed above.

Student

Signature: _____

Date: _____

RESPIRATORY THERAPY DEPARTMENT

STUDENT APPEAL FORM

This form must be submitted to the
Director of Respiratory Therapy Program
within 5 business days of notification of
action.

Name: _____

Student ID#: _____

Date: _____

Description of Action Being Appealed _____

Basis of Appeal _____

Student Signature

Date

LABETTE COMMUNITY COLLEGE RESPIRATORY THERAPY DEPARTMENT

Response to Student Appeal

Student Name: _____

Student ID#: _____

Committee Members: _____

Date of Meeting: _____

Result of Meeting:

Further Action to be Taken:

Labette Community College Procedures

Student Catalog at <http://www.labette.edu>

Academic Honesty: (Procedure 3.07)

Criminal Background Check Procedure (Procedure 3.20)

Use of Cell Phones in Classroom: (Procedure 3.32)

Guests and Children in the Classroom: (Procedure 3.33)

Student Code of Conduct: (Policy 4.08)

Students with Disabilities:

Students who need special assistance should contact Megan Hentzen, ADA Coordinator, by calling the Human Resources office at (620) 421-6700, ext.1230, or visit her in person in the Business Office on the main campus.

WEATHER CANCELLATIONS:

When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC and KKOW, and local television stations, especially KOAM, regarding changes in the schedule. The student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at www.labette.edu. If the radio or television does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

In the event of cancellations, students should hear one of the following announcements:

Day classes are canceled. Evening and extension classes beginning at 5:30 or later will meet on the normal schedule.

Classes are canceled for day, evening, and extension.

Evening and extension classes are canceled.

Announcements regarding day classes will be made after 6:15 a.m. and evening and evening extension classes after 3:15 p.m. Extension classes will not be held if the facility in which they are meeting is closed that day.

I understand that it is **my responsibility** to read and be accountable for the material contained within the Student Catalog at <http://www.labette.edu>

Signature

Date

Signatures Relating to Policies Section

The Policies and Procedures in this handbook have been endorsed by the Respiratory Therapy Program Advisory Committee to ensure the professional conduct of all students

AUTHORIZATION TO RELEASE PERFORMANCE INFORMATION

I hereby authorize the Program Director and/or Clinical Coordinator and staff of the Respiratory Therapy Program of Labette Community College to release information concerning my performance while enrolled in the Program.

This information may be given out by letter or via telephone conversation.

Signature

Date

PERMISSION TO POST GRADES

I agree to grant my *permission* to the faculty of the Labette Community College Respiratory Therapy Program to *post any grades* pertinent to my academic and clinical progress throughout my training period and identify me through the use of my student I.D. Number.

Signature

Date

DRUG SCREENING

Labette Community College clinical education settings require *drug screening*. Therefore, if as a student assigned to a clinical education setting that requires a *drug screening*, he/she must subject himself/herself to the screening. If the student refuses the *drug screening* or if his/her test(s) are determined to be positive, the clinical education site may request that your training status at that facility be voided.

Labette Community College and the Respiratory Therapy Program support the enforcement of the State of Kansas Laws and federal law on controlled substances. Use and/or possession and/or sale of such substances is prohibited on campus or off campus.

Therefore, if you have refused the *drug screening* or have had a positive *drug screen* (unless the drugs are prescription and the student has proper physician documentation), the student will be dismissed from Labette Community College's Respiratory Therapy Program.

Student Signature

Date

STATEMENT OF RESPONSIBILITY

The program recommends that the student have health insurance. However, with or without insurance, the student shall be responsible for any reasonable and customary costs for medical care or hospitalization resulting from illness or injury arising out of or due to the student's education, clinical experiences, or training at each hospital.

Student Signature

Date

STUDENT ACADEMIC/DIDACTIC and CLINICAL HANDBOOK

Upon receiving the **Student Academic and Clinical Handbook**, I understand that it is **my responsibility** to read and be accountable for the material contained within.

The policies and procedures set forth herein may be changed from time to time as the Respiratory Therapy Program officials determine appropriate. Addendums will be provided, which should be added to the handbook, as changes are approved.

Student Signature

Date

STATEMENT OF CONFIDENTIALITY AGREEMENT

LABETTE COMMUNITY COLLEGE RESPIRATORY THERAPY PROGRAM

I understand that confidential care and treatment is the right of all patients in all clinical agencies utilized for my clinical experience as a Respiratory Therapy Student at Labette Community College (LCC). The diagnosis, treatment, and all other information concerning patients are confidential and may not be released to anyone, including family members, without the consent of the patient. I understand that even the presence of a patient in a clinical facility is considered confidential.

I understand that other information I may obtain as part of my student experiences is also confidential. I understand that the concept of confidentiality includes but is not limited to information concerning: 1) a patient; 2) a patient's family or significant other; 3) an employee or job applicant; 4) a physician or other practitioner; 5) peer review or quality of care; 6) the sensitive business plans or finances of the college or clinical facility; 7) computer passwords; 8) other students and instructors; or 9) any other persons who may make use of clinical facilities and services.

I agree that, except as clearly directed by my instructor, I will not at any time during or after my student experiences, disclose or discuss confidential information or any part of my experience, which is of a confidential nature to anyone who does not need that information to perform their duties. I also agree not to seek or obtain information regarding confidential matters not necessary to fulfill my responsibilities as a student.

I recognize that my disclosure of confidential information may cause irreparable injury to an individual, the college, and/or the clinical facility, and may result in a civil lawsuit. I understand that any violation of this agreement or my disclosure of any confidential information in an unauthorized manner can result in my immediate dismissal from the Respiratory Therapy Program. If in any situation I am uncertain or unclear of my responsibilities in protecting confidential information, I will seek the guidance of my instructor or appropriate supervising personnel.

By my signature below, I certify that I have read this Student Confidentiality Agreement, have had the chance to ask any questions I might have, that I understand this Agreement, and agree to be bound by its terms.

Student Signature

Date

Printed Name

STATEMENT OF UNDERSTANDING AND RELEASE

LABETTE COMMUNITY COLLEGE RESPIRATORY THERAPY PROGRAM

I, _____ (Print Name), am a student at Labette Community College (LCC) and am enrolled in a Health Care Program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the health care program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other methods may put me at risk of contracting a blood borne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Labette Community College (LCC), its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health care program, whether caused by negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the college.

Student Signature

Date

Printed Name

Instructor Signature

Date

Added 5/2012

**WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT -
ON/OFF CAMPUS ACTIVITIES**

**LABETTE COMMUNITY COLLEGE
RESPIRATORY THERAPY PROGRAM**

I, the undersigned participant, represent and warrant that I am an adult of 18 years of age or older, and have the legal capacity to enter into this Waiver of Liability, Assumption of Risk and Indemnity Agreement (“Agreement”).

Waiver: In consideration of being permitted to participate in the Labette Community College Respiratory Therapy Program/activity, to the extent permitted by law, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, covenant not to sue, and agree to indemnify and hold harmless Labette Community College, its officers, employees and agents (collectively the “Indemnified Parties”) from any and all liability, loss, claim demands and possible causes of action (including all costs and attorney’s fees incurred by the Indemnified Parties in enforcing this release and indemnification agreement), that may otherwise accrue from any loss, damage or injury (including death) to my person or property, in anyway resulting from, or arising in connection with, or related to my participation in the Labette Community College Respiratory Therapy Program/Activity, whether or not such injury or death is caused by negligence or from any other cause.

Assumption of Risk: Participation in Labette Community College Respiratory Therapy Program/activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks may include, but are not limited to: 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death. I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent. I hereby assert that my participation is voluntary and I knowingly assume all such risks.

Governing Law and Severability: The construction, interpretation and enforcement of this agreement shall be governed by the laws of the State of Kansas. The courts of the State of Kansas shall have jurisdiction over this Agreement and the parties. The undersigned further expressly agrees that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Kansas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and understand that I am giving up my rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release to the greatest extent allowed by law.

Student Signature

Date

Printed Name

Added 5/2012

**VIDEOTAPE/PHOTOGRAPH
CONSENT**

**LABETTE COMMUNITY COLLEGE
RESPIRATORY THERAPY PROGRAM**

I, _____ give Labette Community College (LCC) Respiratory Therapy Program consent to videotape/photograph/audiotape me during classroom, lab, or off campus education experiences for education purposes.

Student Signature

Date

Printed Name

Added 5/2012

**Simulation
Consent**

**LABETTE COMMUNITY COLLEGE
RESPIRATORY THERAPY PROGRAM**

Name of Participant _____

As a respiratory therapy student at Labette Community College (LCC), I understand I will be observing and participating in simulation activities.

I understand confidentiality is of utmost importance in the respiratory therapy profession. I agree to maintain confidentiality regarding the simulation scenarios used in the LCC simulation lab.

I agree to maintain strict confidentiality regarding any performance, mine, or anyone else's during the simulation or during the debriefing.

I agree to allow LCC staff to use video recordings for the purposes including, but not limited to: debriefing, faculty review, educational research, public relations, advertisement, promotional, and/or fund raising activities.

Print name: _____

Signature: _____ Date: _____

Added 5/2012

RESPIRATORY THERAPY STUDENT COMPUTER USAGE STATEMENT

LABETTE COMMUNITY COLLEGE RESPIRATORY THERAPY PROGRAM

I agree to abide by the Respiratory Therapy Program's computer usage policies and Labette Community College's computer usage policies found in LCC's Student Catalog located on the labette.edu webpage.

Student Signature

Date

Added 5/2012

FINANCIAL COMMITMENTS POLICY

1. All students must make arrangements for payment of financial commitments before the end of each semester.
2. If a student is dismissed from the program, or the student withdraws from the program, the student is responsible for all financial commitments.

FINANCIAL COMMITMENTS PROCEDURE

1. Students that have not made arrangements with LCC for payment of their tuition and fees will not be allowed to enroll until those arrangements have been made.
2. Program fees must also be paid before the end of the semester or the student will not be allowed to enroll in the next semester's courses.
3. For accounts that have not been set up for a payment plan, or are not paid in full by the end of the first week of class, a \$50 service fee will be added to the account.

Student Signature

Date

Added 5/2014

AUTHORIZATION TO RELEASE HEALTH RECORDS AND INSURANCE INFORMATION

I hereby authorize the Program Director and/or Clinical Coordinator and staff of the Respiratory Therapy Program of Labette Community College to release information concerning my health records and health insurance (if applicable) while enrolled in the Program.

This information may be given out by letter or via fax to the clinical facilities.

Signature

Date



EXIT INTERVIEW CHECKLIST For Health Science Students

Each LCC Health Science Program and Allied Health Course has specific policies/procedures that pertain to students who are dismissed or leave the program voluntarily. Students should be counseled about and given copies of any program specific policies/procedures during the exit interview (e.g. readmission, reapplication, completion of non-clinical coursework). Please check all boxes that were included in the interview.

- ☐ *Financial responsibility of the student—consequences of a “hold” on his/her account*
- ☐ *Licensure/certification contact information*
- ☐ *LCC Refund Policy*
- ☐ *Governing entity requirements (e.g. Kansas Board of Nursing or Kansas Board of Healing Arts)*
- ☐ *Option to complete non-clinical coursework*
- ☐ *Status as an LCC student in non-program coursework*
- ☐ *Add/Drop Form—withdrawal requirements*
- ☐ *Financial Aid Status*
- ☐ *Return of school and clinical property*
- ☐ *Reminder to notify any campus-related job commitment Opportunities to reenter the program*

By signing this document, all parties agree they were given an opportunity to discuss any/all topics and were referred to the appropriate personnel or agencies for issues outside the scope of the program (e.g. Financial Aid).

Printed Student Name

Printed Program Director Name

Printed Witness Name

Student Signature/Date

Program Director Signature/Date

Witness Signature/Date

TWO COPIES SHOULD BE SIGNED—ONE FOR STUDENT’S FILE AND ONE FOR THE STUDENT

Reviewed 3/1/14



Labette
Community College

Health Science
Programs

**Criminal
Background
Check
Permission
and Release
Form**

Health Science Program applicants are expected to truthfully and accurately share any information related to their criminal history--**information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising therefrom**--as part of the application and enrollment process. Current students are expected to notify their respective program director if any change in their criminal history occurs while enrolled in an LCC Health Science Program.

Please review the disclosure statement included in the program application packet and sign below indicating the following:

1. I have truthfully and accurately reported my criminal history and pending charges (if any) to the LCC

Respiratory Therapy Program Director.

2. I understand that my criminal history may impact progression in the LCC Respiratory Therapy Program, and/or ability to be licensed/certified in my field of study.
3. I agree to notify the LCC Respiratory Therapy Program Director if a change in my criminal history occurs while attending the LCC Respiratory Therapy Program.
4. The LCC Respiratory Therapy Program for which I am applying has informed me of the state licensure/certification requirements for that program.

I, _____, have read and understand that completing a criminal background check is required as part the application process for the LCC Respiratory Therapy Program, and to participate in education courses that include clinical placement.

I authorize Labette Community College to release the results of any criminal background check to any site where I will be placed for any legitimate educational purpose and I waive my privacy rights under the Family Educational Rights and Privacy Act (FERPA) and consent to a background check for this limited purpose.

I hereby release Labette Community College from any liability in the event:

- I am not cleared for placement by the clinical sites and therefore, cannot continue in the program.
- I am unable to obtain the necessary credits to continue in the program due to a criminal charge or conviction that occurred after being accepted into the program.
- I am unable to obtain licensure/certification in my field of study due to adverse results on a criminal background check.

I understand that I cannot be guaranteed placement at a clinical site and if I cannot complete the clinical requirements, I will not be able to graduate from the program.

Print Name: _____

Signature: _____

Date: _____

Please submit this signed form as part of your application to the LCC Respiratory Therapy Program.

Contact the Health Science Program Director for information and direction to the appropriate agency for questions regarding criminal history and licensure/certification.

Reviewed 3/1/14

