

# RIVER VALLEY Community College

## Respiratory Therapy Associate Degree Program

### STUDENT HANDBOOK



#### CCSNH Mission

Our purpose is to provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

#### RVCC Mission

River Valley Community College transforms lives by providing a quality and affordable education through innovative personal approaches to lifelong learning and career pathways



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# Respiratory Therapy Associate Degree Program

## Introduction

Welcome to the Respiratory Therapy Program at River Valley Community College. Please use this handbook in conjunction with the RVCC college handbook and catalog.

Respiratory Therapy is an essential and vital portion of patient care, the Respiratory Therapist's role in the health care team is vital. RVCC has developed this program based on the need for competent practitioners in the field of Respiratory Therapy. The program utilizes evidence-based educational principles that are delivered through didactic classroom lectures and activities, laboratory practice, and clinical experiences. Clinical competency is gained through actual hospital experience.

The Respiratory Therapy faculty team is dedicated to providing a healthy academic environment. Students are encouraged to ask questions and engage in debate with their instructors and fellow students. Students are encouraged to work together to build teamwork skills essential for the workplace. Open communication between students and faculty can help avoid conflict and misunderstanding.

The Respiratory Therapy Student Handbook is an important tool to ensure understanding of the program policies and expectations of students; please review carefully. During the first week of class, we will review these policies and answer any questions you may have. Along with this handbook, please review the RVCC Student Handbook for general policies and procedures. Program policies are subject to revision; students are notified by written notice of revisions.

This document is to be used as a reference and a guide for the student during his/her time in the program. RVCC Values every student who attends the College and respects every student's rights and privileges. If for any reason, routine progression through the program is interrupted, the policies in the Student Handbook and College Catalog at the time of readmission will apply.

Your input as a student and later as a graduate, is equally important to this Program, College and Community. Each person at the College is committed to your success- as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you.

After you have read this handbook, please sign the acknowledgement form with this handbook and return the form to the program faculty.

Welcome to the Respiratory Therapy program!

Sincerely,

Kathy Hilliard, RRT RCP BS – Program Director

Kenneth Czechowicz, RRT RCP MS – Clinical Coordinator

## Respiratory Therapy Program Mission Statement

The Respiratory Therapy program shares in the mission of the Community College System and River Valley Community College to fully prepare the individual student to meet the professional needs of the Health Care System. The Respiratory Therapy Program will provide a comprehensive educational experience with varied educational instructional methods, to empower students to meet the needs of the health care system. The Respiratory Therapy Program Teaching Physiology Statement is that the program is committed to the development of competent Respiratory Therapists through academic and clinical learning of mastery competencies, and the stimulation of personal/professional growth. The program will encompass the utilization of all of effective learning domains - cognitive, psychomotor, and affective.

In addition, the Respiratory Therapy program at River Valley Community College is committed to and shall:

- Prepare post-secondary students to practice successfully in the field of Respiratory Therapy, in hospitals, clinics, research, and sales and marketing.
- Foster positive citizenship through community partnerships, assisting the student to become productive and contributing members of the community.
- Provide each student the opportunity to learn skills enabling them to become lifelong learners.

## Student Outcomes/Goals

Upon successful completion of this program, the student will be able to:

- Recognize that the patient is always your first priority.
- Demonstrate the ability to comprehend, apply and evaluate clinical information relevant to their role as a Respiratory Therapist.
- Perform entry-level and advance skills competently as described by the Respiratory Care Scope of Practice.
- Employ effective communication skills within the college and healthcare settings.
- Demonstrate personal behaviors consistent with professional and employer expectations by understanding, accepting, and abiding by the American Association of Respiratory Care (AARC) Code of Ethics.
- Execute safe clinical decision making in respiratory care.

## Program Philosophy

The faculty believe that in order to develop students to their full potential, there must be a curriculum that is responsive and responsible to students and the field. The department stresses cultivation of learning, intellectual curiosity, moral and ethical involvement, technical competence and a high degree of interpersonal communication skills.

The faculty believes that it is their responsibility to instill in each student a desire to achieve their full potential through experiences that requires active participation by the student in the educational process. Dedication to the learning process during training is extremely important and is the key to success in this program.

The nature of the health care field demands an ethical and moral approach to the profession. To care for persons whose health is impaired depends on the expertise and wisdom of practitioners who value the patient's rights to receive the best care possible. Good bedside manner, courtesy and respect for the rights and feelings of others are the keystones that keep the profession's foundation solid.

Contemporary health care involves employing highly technical equipment in the care of seriously ill patients. The degree of knowledge and skill necessary to safely utilize this equipment on patients requires students to remember facts and apply operational principles and judgments to clinical situations.

## Chain of Command

It is the goal of the Respiratory Therapy Program at RVCC to provide a safe and positive environment that is conducive to learning. If a student should happen to have a question or concern, the Respiratory Therapy Program encourages the student to follow the following chain of command:

- Clinical Coordinator
- Program Director
- Department Chair
- V.P. of Academic and Student Affairs
- College President

## College Accreditation

RVCC is accredited by the New England Commission of Higher Education (NECHE).

<https://www.neche.org/institution/river-valley-community-college/>

## Programmatic Accreditation

The Respiratory Therapy Program at RVCC is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The program number is 200249.

The CoARC's main webpage: [www.coarc.com](http://www.coarc.com)

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

If the student feels that the program is not in compliance with CoARC standards, they should speak to the Program Director to try to resolve the concern. If the concern is unresolved a written statement outlining the concerns should be presented to the Program Director. The Program Director will respond to the student within five (5) business days. If the student does not find resolve with the Program Director, the Department Chair will then be contacted and the RVCC Grievance Procedure will take place. See RVCC Student Handbook for more information on the process.

<https://catalog.rivervalley.edu/student-code-of-conduct.com>. If concerns regarding the programs non-compliance with the standards cannot be resolved at the program/college level, the student has the right to contact CoARC. The information/procedure for reporting a concern is located at [www.coarc.com](http://www.coarc.com) website under the Student Tab.

## Americans with Disabilities Act

The Respiratory Therapy Department adheres to the River Valley Community College policy on reasonable accommodations and academic adjustments. In Accordance with section 504 of the 1973 Vocational Rehabilitation Act and the American with Disabilities Act (PL\_101\_336) of 1990. The Respiratory Therapy program of RVCC has established an Essential Function/Technical Standards List to ensure student success in their discipline. These standards are not meant to be admission's criteria, but serve as a guide for successful completion of the clinical aspect of the program. Due to the physical requirements of the job as a respiratory therapist, prospective students should be aware that occasional lifting and moving of heavy objects is part of the profession. Any student with a history of physical limitations is advised to consult a family health care provider prior to enrolling in the program.

<https://catalog.rivervalley.edu/nondiscrimination-policy>

River Valley Community College is committed to providing reasonable accommodations to students with disabilities as defined by the American with Disabilities Act.

1. Students with a documented disability who believe that they may need accommodations in this class are encouraged to contact the Accessibility Services Coordinator as soon as possible to enhance the likelihood that such accommodations are implemented in a timely fashion.
2. Contact: Nickole Milo, Accessibility Services Coordinator-[nmilo@ccsnh.edu](mailto:nmilo@ccsnh.edu) 603-542-7744 extension 5522.

The Respiratory Therapy Program follows the RVCC policy on Pregnancy and



Parenting Accommodations. <https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>

Students who do not create an Individual Reasonable Accommodation Plan (IRAP) with the Accessibility Coordinator will not be eligible to receive reasonable accommodations in the classroom.

NOTE: The Respiratory Therapy program requires successful completion of a clinical placement should be aware that clinical sites are not necessarily required to recognize accommodations contained within an Individual Reasonable Accommodation Plan (IRAP) issued by River Valley Community College (RVCC) designed for use in the classroom setting pursuant to the Americans with Disabilities Act. Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create an undue hardship for them and does not require them to alter the essential functions of the internship agreement and expectations. You are encouraged to discuss the accommodation process with both your site supervisor and your Clinical Coordinator.

<https://catalog.rivervalley.edu/accessibility-services-0>

<https://www.rivervalley.edu/titleix/>

## Essential Functions/Technical Standards List

1. Critical Thinking: Respiratory therapy students should possess critical thinking ability sufficient for clinical judgment. Students must be able to identify cause and effect relationships in clinical situations and develop and/or participate in the development of respiratory care patient plans.
2. Interpersonal Skills: Respiratory therapy students shall possess interpersonal abilities sufficient for interaction with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. A student must be able to establish rapport with patients, families and other health care members.
3. Communication Skills: Respiratory therapy students shall possess communication skills sufficient for interaction with others in verbal and written form. Some examples of this are, explain treatment procedures, initiate health teaching, document and interpret therapeutic interventions and patient/client responses.
4. Mobility: Respiratory therapy students shall possess physical abilities sufficient to transport a patient from one patient care area to another patient care area and maneuver in small spaces, stand and walk extensive periods of time. A student will need to move around in patients' rooms, workspaces and treatment areas, and administer cardiopulmonary procedures.

5. Motor Skills: Respiratory therapy students shall possess gross and fine motor abilities sufficient to provide safe and effective respiratory care procedures. Students will need to set up, calibrate and use equipment, position patients/clients, and perform CPR.
6. Hearing: Respiratory therapy students must possess auditory ability sufficient to monitor and assess health needs. A student must be able to hear monitor alarms, emergency signals, auscultate breath and heart sounds, and hear cries for help.
7. Visual: Respiratory therapy students shall possess visual ability sufficient for observation and assessment necessary for patient care. For instance, observe patient/client responses, visualize calibration and alarms for equipment, and patient assessment.
8. Tactile: Respiratory therapy students shall possess tactile ability sufficient for physical assessment. Some examples are, auscultation, percussion, palpation and the therapeutic modalities related to therapeutic interventions. ABG drawing, suctioning, and CPT treatments on clients.
9. Weight Bearing: Respiratory therapy students shall possess the ability to lift and/or manipulate 40-50 lbs. Position clients/patients, and move equipment.
10. Cognitive abilities: Respiratory therapy students shall possess ability to be oriented to time, person and place, organize responsibilities and make decisions. For example, the student shall assess patient complaints and suggest/ implement appropriate treatment.
11. Occupational exposures: Respiratory therapy students may be exposed to communicable disease and or bodily fluids, toxic substances, medicinal preparations, and shall use appropriate precautions at all times. (Examples are not all inclusive)
12. Standing: Respiratory Therapy students must have the physical stamina to stand and walk up to 12 hours in the clinical setting.

## American Association of Respiratory Care (AARC)

AARC is non-profit organization and is the only professional organization supporting Respiratory Care in the United States. The AARC encourages and promotes professional excellence, advance the science and practice of Respiratory Care, and serves as an advocate for patients, their families, the public, the profession and the respiratory therapist. RVCC's Respiratory Therapy Programs follows all AARC guidelines. All Respiratory Therapy students are highly encouraged to join AARC as students and take advantage of all student membership opportunities. More information is found at [www.aarc.org](http://www.aarc.org).

AARC Definition of Respiratory Care Respiratory Therapy is the health care discipline specializing in the promotion of optimum cardiopulmonary function, health and wellness. Respiratory Therapists are educated, trained and licensed professionals

who employ scientific principles to identify, treat and prevent acute or chronic dysfunction of the cardiopulmonary system.

## AARC Statement of the Ethics and Professional Conduct

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

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

(Effective 12/94 Revised 12/07 Revised 07/09 Revised 07/12 Reviewed 12/14 Revised 04/15, by AARC.)

## AARC Respiratory Care Scope of Practice Standards

Respiratory Care Scope of Practice Respiratory Therapists are health care professionals responsible for the care of patients with deficiencies and abnormalities of the cardiopulmonary system. The scope of practice crosses all patient, client and resident populations and care sites including, but not limited to various in-patient and outpatient settings (e.g. acute care, urgent care, long-term care, sub-acute care, skilled nursing facilities), physician's offices, sleep labs and clinics, vendor and industry venues, and the patient's home. The practice of a respiratory therapist is directed by a licensed independent practitioner and is determined by state licensure laws where applicable.

The practice typically focuses on:

- Patients across the age spectrum – neonatal through geriatric.
- Direct and indirect patient observation and monitoring of signs, symptoms, reactions, general behavior and general physical response to respiratory care and diagnostic interventions.
- Implementation of respiratory therapy procedures, medical technology, and diagnostic procedures necessary for disease prevention, treatment management, and pulmonary rehabilitation.
- Utilization of protocols, guidelines, pathways, and policies driven by evidence-based medicine, expert opinion, and standards of practice.
- Participation in research to evaluate interventions and technology to determine their ability to improve patient outcomes.
- Facilitation and direction of patient rehabilitation programs and the development of disease and care management plans.
- Provision of patient and family education activities to promote knowledge and understanding of the disease process, medical therapy and resources available to assist in the care of the patient.
- Facilitation of health care student learning.
- Support of public education activities focused on the promotion of cardiopulmonary wellness and prevention that is sustainable.

The responsibilities of a respiratory therapist include, but are not limited to:

1. Performance and collection of diagnostic information:

- a. Pulmonary function testing
  - b. Interventional diagnostics
  - c. Sleep studies
  - d. Noninvasive and invasive diagnostic procedures
  - e. Blood gas and other pertinent laboratory analysis
2. Patient assessment
- a. Physical examination
  - b. Diagnostic data interpretation
3. Application of therapeutics to respiratory care
- a. Medical gas therapy
  - b. Humidity therapy
  - c. Aerosol therapy
  - d. Artificial airway insertion, management, and care
  - e. Airway clearance
  - f. Invasive and non-invasive mechanical ventilation
  - g. Vascular catheter insertion, management, and care
  - h. Extracorporeal Life Support (ECMO)
4. Assessment of therapies
5. Disease management of acute and chronic diseases
6. Collaborative support of hemodynamics
7. Discharge planning and case management
8. Provision of emergency, acute, critical and post-acute care, including:
- a. Patient and environmental assessment
  - b. Therapeutic interventions
  - c. Patient land and air transport

(Effective 8/87 Revised 12/07, 12/10, 07/13 Last Revised 11/18 by AARC)

## National Board for Respiratory Care (NBRC)

After graduation all Respiratory Therapy Program graduates will complete the Therapist Multiple-Choice Examination (TMC) to obtain the Certified Respiratory Therapist (CRT) credentials. The TMC examination high cut score determines the graduate's eligibility for the Clinical Simulation Examination (CSE). Successfully, passing the CSE, the Respiratory Therapist will now be a Registered Respiratory Therapist (RRT). One of the primary goals of the program is to prepare the student to successfully obtain both the CRT and RRT credentials. More information can be found at [www.nbrc.org](http://www.nbrc.org).

## Membership in Professional Organizations

All students enrolled in the Respiratory Therapy program are encouraged to join the American Association for Respiratory Care (AARC) and the NH/VT Society for Respiratory Care (NHVTSRC). These organizations can be instrumental in preparing a student for entering the profession. [www.aarc.org](http://www.aarc.org)

## Program Academic Requirements

### Admission Policy

The Respiratory Therapy Program follows the admission process and procedures of RVCC.

Our goal is to:

1. Choose qualified candidates in a non-discriminatory way.
2. Provide a quality education.

The purpose of the Respiratory Therapy admission process is to set the minimum requirements for student selection along with an acceptable academic performance level of each student.

Admission into the Program is a selective process that has been developed to ensure that students have been admitted based on their merit. To be an efficient and competent the applicant/student must have a comprehensive academic background and good moral character. This will allow each candidate to complete in an objective manner without discrimination. Candidates are admitted once a year for the Fall semester. Admission to the Respiratory Therapy Program is limited by the number of faculty, and clinical site facilities. The maximum amount admitted each Fall is 16 students.

**All new applicants must have:**

1. Submitted a completed admission application.
2. Eighteen (18) years of age or older by the starting school year.
3. A cumulative GPA of 2.0 or higher.
4. High school English, Chemistry, and Algebra with a “C” or better.
5. Official High School and College transcripts, if applicable, on file.
6. Schedule and attend a faculty interview and be considered a recommended applicant per faculty determination.
7. Completed the Core Classes of English Composition, Anatomy and Physiology I and Statistics I and/or RVCC equivalent classes with a C or higher grade prior to the start of Fall Respiratory Therapy Courses. Please refer to Respiratory Therapy Program Map.
8. Immunization Records prior to start of Clinical Practicums.
9. A Criminal/Sexual Offender Records Information (CORI/SORI) check prior to the start of Clinical Practicums. Drug testing prior to the start of Clinical Practicums.

**Note:**

Students must complete all classes with a C or greater.

Students with a C- over lower will need to repeat the course and will have (2) two chances to pass with a “C” or higher.

In the case of a “F” or failure grade, students will have one chance to pass with a “C” or better in order to be eligible to continue the program

Note: Meeting minimal admission requirements does not guarantee acceptance to the program. <https://catalog.rivervalley.edu/general-admissions-requirements-and-procedures>

## Curriculum

The curriculum of the program is designed to meet the CoARC and AARC recommended standards and to allow the student to successfully pass the NRBC credentialing examinations. These organizations standardize education and accreditation of all Respiratory Therapy Programs in the United States.

The program strives to provide community with an affordable and accessible 2-year program. All students must complete the curriculum within a three-year duration from the time of acceptance into the Respiratory Therapy Program.

Upon successful completion of the program students will receive an Associate of Science in Respiratory Therapy from the College.

## Polices & Procedures

### Add/Drop and Withdrawal of Courses

The program will follow the policies of add/drop and withdrawal of courses from the Institution. We want to specify that the Respiratory Therapy curriculum is designed in blocks. The student who drops or withdraws from a course will have to wait for the next block in which the course is offered. <https://catalog.rivervalley.edu/dropping-or-withdrawing-from-a-course>

### Transfer Policy

The policy for transfer of credits for matriculated students is described in the RVCC Student Handbook. <https://catalog.rivervalley.edu/transfer-of-credit>

### Refund Policy

Refund policy and dates are set by the RVCC administration and published in the student handbook. <https://catalog.rivervalley.edu/refunds-for-tuition>

### Attendance

Students are expected to attend all scheduled didactic classes and clinical assignments during the semester. The attendance policies for didactic courses are determined by the instructor. The policy will be published in the course syllabus and will be discussed on the first day of class of each semester.

Clinical attendance policy is uniform within the program and is published in each Practicum Syllabus and in the clinical portion of this manual.

Students should be aware that program courses cannot be made up and when a student is absent, the learning experience is lost. Absences may seriously affect the student's final grade.

Student may apply for an extended leave from the program due to a hardship or illness. Student may apply for an extended leave from the program due to a hardship or illness. These cases will be discussed and decided on an individual basis with the Program Director. These cases will be discussed and decided on an individual basis with the Program Director. <https://catalog.rivervalley.edu/medical-leave-policy-michelles-law>

The Respiratory Therapy program follows the RVCC policy on Absence Due to Religious Observation. <https://catalog.rivervalley.edu/absence-due-to-religious-observation>

### Retention, Promotion, and Re-Admission Scholastic Requirements

For retention and promotion in the Respiratory Therapy Program the student must, in the judgment of the faculty, satisfy the requirements of health, conduct and scholastic achievement. Scholastic achievement will be evaluated by standardized testing and student evaluations. In addition to meeting the established criteria of the college, each student must maintain a "C" or better in all Respiratory Therapy courses to continue in the program on schedule. The student must also earn a "C" (2.0) in all core



classes. The core classes may be repeated one time in order to obtain a grade of “C”. Failure to maintain academic requirements will temporarily discontinue the student’s participation in the program.

All students must also successfully pass all clinical lab rotations to continue in the program.

*Re-admission to the program is not guaranteed but depends on the availability of clinical space in the affiliate institutions at the time the student desires re-entry.*

Students enrolled in the respiratory therapy program whose course of study is interrupted and who wish to re-enter the program must reapply through the Admissions Office of the College to be considered for re-admission. Readmission is contingent upon the student’s previous progress, a minimum GPA of 2.0 and available space. Previously enrolled students may be re-admitted according to:

- 1) Reason for withdrawal.
- 2) Meeting current admission criteria (including requirements that may have changed since the student’s previous admission).
- 3) Vacancies available.
- 4) Review and evaluation of the student’s grades and performance while previously enrolled.

To increase student’s chance of being readmitted for the following year, individuals are advised to seek academic counseling from the Respiratory Therapy faculty and/or the RVCC Advising Center. Admission to the program is limited to the initial admission and one re-admission. After one re-admission that results in unsuccessful progression, the student will not be permitted to continue in or reapply to the Respiratory Therapy Program at RVCC. <https://catalog.rivervalley.edu/readmissions>

## Remediation

The faculty of the Respiratory Therapy program at RVCC is available to assist students. Times for didactic or laboratory remediation must be mutually agreed upon by the instructor and students. Students and instructors will come to sessions prepared to ask and answer questions or demonstrate and allow practice time for skills. These sessions may be requested as groups or individual sessions.

The faculty are available by phone, Zoom, and email for specific needs. Please do not hesitate to ask for assistance with problems that arise with didactic, laboratory, clinical requirements or schedules.

If a student is unable to, with these means of extra assistance, meet the course outcomes, the faculty will counsel the student to direct them to resources required for success in the program.

In addition, at any time a student and/or facility can schedule an advisory meeting to review student's progress. This is meant as a scheduled "pause" in the students' program to evaluate academic achievement, and to update as needed, the curriculum map for the student. It is also within these advisory times that registration for the following semester, or preparation for graduation (seniors), can occur.

Courses may be repeated, but because many Respiratory Therapy classes have pre-requisite requirements, the student's progress may be delayed. In cases of this nature, the faculty approves scheduling of the student's classes after counseling with the student. <https://catalog.rivervalley.edu/advising-career-and-transfer-center-act>

### Grading:

The grading scale for the Respiratory Therapy program is based on a percentage relation to a letter grade. Grading is based on a 7-point scale (C=80) and is as follows:

|    |     |          |    |     |         |    |     |         |
|----|-----|----------|----|-----|---------|----|-----|---------|
| A  | 4.0 | 96 – 100 | C+ | 2.3 | 83 – 84 | D- | 0.7 | 70 - 71 |
| A- | 3.7 | 93 – 95  | C  | 2.0 | 80 – 82 | F  | 0.0 | 0 - 69  |
| B+ | 3.3 | 91 – 92  | C- | 1.7 | 77 – 79 |    |     |         |
| B  | 3.0 | 88 – 90  | D+ | 1.3 | 75 – 76 |    |     |         |
| B- | 2.7 | 85 – 87  | D  | 1.0 | 72 – 74 |    |     |         |

### Academic Dishonesty Policy

Students at RVCC are expected to be honest in all academic pursuits, to be honest and forthright and forthright in their academic endeavors, whether class, lab, or clinical. Acts of academic dishonesty are considered unethical and subject to behavior sanctions. Examples of academic dishonesty include, but are not limited to, the following:

1. Sharing information about the content of quizzes, exams, classroom/lab/clinical assignments (scheduled or make-up) without approval of the instructor including, but not limited to, unauthorized copying, collaboration, or use of notes, books, or other materials when preparing for or completing examinations or other academic assignments (scheduled or make-up).
2. Buying, selling, or otherwise obtaining a copy of a quiz, exam, project, term paper, or like document, without approval of the instructor.
3. Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas (from any source) as one's own.
4. Failing to follow approved test taking procedures by performing such acts as the following:
  - a. Looking on another student's test
  - b. Use of unauthorized notes; written, electronic, or otherwise

- c. Changing answers after exam is scored
  - d. Verbal, non-verbal, or electronic communication with another student during an exam
5. Falsifying documentation of clinical hours, preceptor evaluations, or signatures, whether intentional or not

Instructors have the authority to impose a warning, probation, or dismissal from class for acts of academic dishonesty relative to classes under their supervision.

Students have an obligation to report any acts of academic dishonesty to the instructor or appropriate campus authority when reasonable grounds exist for such a report. Students also have a responsibility to cooperate in the investigation of any alleged acts of academic dishonesty. RVCC demands the strictest honesty of students in their various academic tasks. The program follows the RVCC policy on Academic Dishonesty, more information can be found in the Student Code of Conduct section of RVCC student handbook section C. <https://catalog.rivervalley.edu/student-code-of-conduct>

### Academic Integrity

All students are expected to follow RVCC's policy concerning academic integrity and student conduct. Any student found cheating will be immediately dismissed from the program. This includes plagiarism and/or false documentation. Any students falsely accused of such conduct may follow the appeal process outlines in the RVCC student handbook and catalog. <https://catalog.rivervalley.edu/academic-integrity>

### Grievance Policy and Appeal Process

The River Valley Community College's grievance procedure regarding grades or disciplinary proceedings is located within the River Valley Community College Student Handbook. The College Appeal Process can be found in the College Handbook: <https://www.rivervalley.edu/wp-content/uploads/2020/03/RVCC20192020StudentHandbook.pdf>. (page 23).

### Inclement Weather

Please follow procedure for inclement weather presented in the RVCC Student Handbook. The Respiratory Therapy didactic courses will go to the Zoom platform for inclement "snow" days, with the clinical laboratory course time rescheduled so that the student doesn't miss a course lectures and laboratory time.

<https://catalog.rivervalley.edu/cancellation-of-classes-two-hour-delay>

### Student Rights and Responsibilities

1. The student has the responsibility to make decisions that will help achieve their goal.
2. The student has a right to have all rules and regulations explained, including periodic updates of any changes.

3. The student has the right to submit a detailed health physical form for all clinical placements. Students must provide documentation of all required titers and immunizations, including a current year's FLU vaccine, prior to clinical assignment. Additional immunization may be necessary when required by clinical affiliates. Each clinical site has specific requirements. NOTE: A background check and/or drug screening will be required. The costs of these tests are the responsibility of the student.
4. The student has the responsibility to maintain high standards of health practice as they will be involved in direct patient contact.
5. The students must abide by all rules of CCSNH and the clinical affiliates.
6. The student has the responsibility to inform program faculty of any condition, including illness or injury, which may require special accommodations to fulfill student responsibilities. River Valley Community College will not be responsible for the lack of special accommodations, if this information is not disclosed.
7. The student has a right to file a grievance if they believe there is any concern or situation in any aspect of the program that is inaccurate, misleading, or violates the privacy and rights of the student. The grievance policy is explained in the Respiratory Therapy Student Handbook and the CCSNH grievance policy is located on the CCSNH website and the College handbook.
8. The student has the responsibility to meet professional, ethical and moral standards of the AARC Standards and Ethics. River Valley Community College and any affiliated clinical sites have the right to remove any student immediately for any violation of unethical or unprofessional behavior. This behavior may result in dismissal from the program. <https://catalog.rivervalley.edu/student-code-of-conduct>

## Instructional Methods

Each course will follow an outline/syllabus and most classroom presentation include lectures, discussion, case studies, audiovisual material, reading and other assignments. Each course will be evaluated by different methods including written and practical exams, quizzes, oral presentations, projects, etc. The program will follow the college calendar for final exams.

Educational resources are available through the college library and the ACT center.

The college has computer labs for students use.

All required and recommended textbooks for the program are available through the college bookstore. Many of these books are used in more than one course. Because of this and because of the need for study references in preparation for the NBRC certification exam, students are advised to keep all books for future reference.

## Student Records

All students' records are maintained in accordance with the federal family educational rights and privacy act of 1974 (FERPA). All records are considered confidential and will not be revealed to any unauthorized person without the students' knowledge and written consent.

The student has the right to inspect all records kept related to them, as dictated by the Federal Family Education Rights. FERPA form must be signed prior to first clinical site and then initially for each subsequent clinical rotation. <https://catalog.rivervalley.edu/policy-on-access-to-grades-and-transcripts>

## Dismissal from the Respiratory Therapy Program

The Respiratory Therapy Program faculty reserves the right to dismiss from the program any student who fails to meet academic and/or non-academic criteria which include behavioral, attitudinal, ethical, and/or clinical standards. Further, students with physical or emotional health issues that do not respond to appropriate treatment and/or counseling within a reasonable period of time will be dismissed from the program. Students will also be dismissed if they demonstrate behavior that conflicts with safety practices essential to the practice of respiratory care. Dismissal may occur at any point in any course in the program. Actions will be in accordance to the RVCC Student Handbook Code of Conduct. Depending on circumstances, the student may or may not be eligible to reapply to the program. Students have the right to appeal program dismissal. <https://catalog.rivervalley.edu/academic-standards>

## Employment

Employment (either part time or full time) during the course of study is left to the discretion of the student. Any outside employment should not interfere with the responsibilities of the Respiratory Therapy program. Plans for employment should be discussed with the faculty advisor prior to acceptance of a position in the program.

If the student is employed by a health care facility, he/she should be aware that the nature of his/her duties should in no way be related to duties as a Respiratory Therapy student where the responsibilities of patient care is concerned. The hospital and/or health facility must take responsibility for the student employee's actions while on duty. Neither the Respiratory Therapy faculty nor River Valley Community College shall be responsible for any of the student's activities while on duty as an employee. Respiratory Therapy students may not be gainfully employed during assigned clinical hours.

Student employment during the clinical practicum portion of the program: Students may not be considered staff or accept remuneration during scheduled clinical

hours. These activities are educational in nature and are not to be used to replace staff at the clinical facility.

Students may work as respiratory therapy trainees outside of the Clinical Practicum courses when employed by a healthcare facility. RVCC will provide verification that the student is enrolled in the clinical portion of the program to the appropriate licensure board, upon request. Trainee work time is not considered clinical time and the program does not assume any responsibility for the student or their actions during their work time. The student may not represent themselves as students enrolled in the program during their work time. Students misrepresenting themselves as students while working may be subject to disciplinary action by the college.

## Graduation Requirements

To earn an Associate Degree in Radiologic Technology Sciences from River Valley Community College, a student must:

- Successfully complete the didactic and clinical competencies in a maximum length of three years.
- Achieve a cumulative Grade Point Average (GPA) of 2.0 or higher in all courses taken at River Valley Community College (including remedial or developmental coursework/credits).
- Complete the Intent to Graduate Form.  
<https://catalog.rivervalley.edu/graduation-requirements>

# Clinical Practicum Handbook Section

## Student Responsibilities in Clinical Practicums

River Valley Community College (RVCC), as the sponsoring institution for the Respiratory Therapy program, has taken the responsibility of providing competency based, clinical education as well as a well-rounded academic education. In an allied health field such as Respiratory Therapy, there is also a great deal of responsibility placed upon the students in order for them to become mature, professional, competent members of the health-care team.

Health care professionals are always under some degree of stress due to the responsibilities involved in their chosen field of study. There are varying degrees of technical and communication skills necessary in dealing with critically ill or injured patients, patience required to handle children and elderly patients, and the critical procedures involving premature infants, cardiac patients, as well as patients requiring routine procedures. These clinical skills can only be acquired through practice under closely supervised conditions. With these ideas in mind, the student is assigned to the clinical setting to acquire the skills necessary to make them a competent respiratory therapist.

The Coordinator of Clinical Education (DCE) works with each student to assign appropriate clinical sites. Assignments depend on the availability of clinical sites each semester. Students may be required to travel long distances to a clinical site. A car is required for personal transportation to all clinical education experience assignments. The Clinical Preceptors works with the DCE to insure equal like and kind clinical experiences are available to all students.

All students must meet essential/technical standards, dress code standards, grade standards and additional requirements including Drug Testing, Immunizations, CPR certification to be obtained as a freshman first semester, proof of health Insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check. The student will be responsible for those expenses. RVCC provides the students with Liability Insurance.

**Note:**

*Students are required to complete all mandatory clinical rotation documentation/requirements 30 day before start date of actual Clinical Practicum with the exception of the drug testing which must be completed 2 weeks prior to the start date. CastleBranch an electronic Allied Health record keeping system will be purchased and utilized for the clinical requirements. The information will be entered into CastleBranch website <https://portal.castlebranch.com/RH62>. The failure of the student to complete clinical site documentation/requirements will result in the student not being able to participate in the Clinical Practicum. Clinical site requirements are subject to change per clinical site request.*

## Criminal Background Checks

Clinical affiliation sites require a criminal background check on students attending a clinical rotation at their facility. The clinical affiliation site reserves the rights to deny a student the ability to attend the clinical rotation at their site. Denial of a student by a clinical site will jeopardize the student's ability to complete the program. Students are encouraged to disclose any concerns related to the criminal background checks to the DCE prior to being assigned a clinical practicum.

## Facility Orientation

A number of our clinical sites require students to attend a mandatory facility orientation. Students will be given the date and time of the mandatory orientation by the clinical affiliation. The student is responsible to arrange and attend the orientation around their scheduled class time. Failure to attend the orientation could result in the inability of the student to attend the clinical rotation and complete the clinical practicum.

## Health and Physical Examination Requirements

1. The student must provide proof of immunization as stated in the college catalog, as required by any State laws (i.e. NH, VT, Mass), which includes:
  - a. Submit documentation of a Tetanus, Diphtheria & Pertussis (TDaP) - vaccination, administered within the past 10 years.
  - b. Measles, Mumps, Rubella (MMR) - 2 vaccinations or positive antibody titer.
  - c. Varicella (Chicken Pox) - 2 vaccinations or Positive antibody titer
  - d. Hepatitis B – 3 vaccinations or positive antibody titer or declination waiver.
  - e. Tuberculosis Skin Test – 1<sup>st</sup> year student: 2-step TB skin test (administered 1 – 3 weeks apart, OR if positive results, submit a QuantiFERON Gold blood test (lab report required))
  - f. 2<sup>nd</sup> year students: 1-step TB test if positive result, submit a QuantiFERON Gold blood test (lab report required).



Arrangements for the student to have the vaccine may be made through his/her personal physician or at their local Health Department at the student's personal expense.

2. A Drug screen will be required prior to attendance at the clinical affiliates. It will consist of 12 individual screening areas. Refusal to undergo testing or a positive drug test could jeopardize the student's progression in the program.
3. The student will be required to attend in-service(s) defining OSHA standards for health and safety in the workplace, and HIPAA, to protect the patient's privacy while in a healthcare facility.
4. An annual flu shot will be required, unless the student is unable to receive it.
5. The student may be required to submit other clinical site health information to attend clinical affiliation at a specific site.
6. Individual clinical sites may require a COVID-19 vaccination in order to participate. As with all clinical program requirements, the site reserves the right to deny participation to any student who does not meet basic eligibility criteria. CCSNH students who do not meet eligibility criteria for clinical programming may be required to select an alternate course of study in the event that the student cannot obtain the required clinical experience for their chosen course of study. Individual programs of study are not required to secure clinical experience for students who do not meet eligibility criteria.

## Medical Health Insurance

Students enrolled in the Respiratory Therapy Program are required to show proof of Comprehensive Medical Health insurance. The student must provide proof of Medical Health insurance prior to attending their Clinical Practicum assignment.

## Professional Liability Insurance

Malpractice Insurance is required by clinical sites and provided by River Valley Community College for all students in health-related programs. The RVCC group provide coverage to a limit of 1 million per incident to a maximum of 3 million per year. Coverage must be maintained through all semesters in which the student is enrolled. The coverage is in force only when acting as a student, and will not cover any aide, volunteer or paid positions held by the student. Individual personal student professional liability insurance can be purchased by the student.

## Injury or Accident

In the event an injury or accident such as a needle stick or fall occurs while the student is at a clinical affiliate, the preceptor at the affiliate will be notified immediately so that the proper clinical site policy and procedures can be followed. Utilization of

medical services available in the clinical facility will be the responsibility of the student. Also, a RVCC incident report must be completed.

<https://ccsnh.omnigo.one/CESIReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=118>

## Clinical Dress Code

The image projected to patients must be of a clean, caring, and professional individual in order to promote an atmosphere of comfort, security and confidence. In order to project this image, the following dress code has been adopted:

1. The uniform shall consist of a clean dark blue scrub top and bottom with an RVCC student patch sewn on the right sleeve. Footwear should be neat and clean, open toed footwear is not acceptable.
2. An RVCC student identification badge is required at all times while at the clinical facilities, unless the clinical facility has their own student badges.
3. Long hair must be kept clean, neat, and tied back if below shoulder length. Hair color must be of naturally occurring shade (i.e. no hot pink hair). Men will be clean-shaven every day. Mustaches and beards are permitted but must be kept neatly trimmed.
4. Jewelry must be conservative and kept to a minimum. Wedding rings, graduation rings and watches are permitted. Earrings should consist of one stud-type earring per ear. Body piercings, with the exception of earrings, should not be able to be seen. If so, they are to be removed while the student is in the clinical setting. Tattoos should be kept covered and not observable by others. In areas such as neonatal ICU and surgery, jewelry is not permitted.
5. All students should take extra care to maintain the best hygiene possible. No perfumes, colognes, after-shave and/or scented lotions permitted, as they may put a cardiopulmonary comprised patient in danger. Make-up and cosmetics should be in good taste and discreet. Mouthwash or breath fresheners may be necessary during the day. Deodorants/antiperspirants may also be needed so offensive odors do not handicap interaction with patients, family members or other health care professionals.
6. All students must keep their fingernails clean and short. This is to protect both the student and patient from injury. Fingernails may be painted with clear polish. Acrylic or other applied nails are not permitted.
7. Chewing gum is prohibited in the patient care areas. It presents an unprofessional appearance.
8. A stethoscope must be purchased for use during laboratory and clinical practice. Students are required to have their stethoscopes with them during all clinical assignments.

9. Protective eyewear may be purchased to protect the student from exposure to contaminated blood and bodily fluids.
10. Students must have a black ink pen with them during clinical assignments for documentation in the patient clinical record. Never use any other color of ink in a patient's record.
11. Students must have a calculator for use during clinical assignments.
12. A watch with a second hand is required for all clinical assignments for timing of heart rates and respirations.
13. No cell phones are to be carried on the student's person during clinical.

**Note:** Failure to follow these clinical guidelines or showing up to a clinical unprepared my result in the student being asked to leave clinical. The time missed must be made up on a designated make-up day and in coordination with the DCE and clinical site.

## Clinical Attendance Policy

Because of the diversity and spontaneity of clinical experiences available to respiratory therapy students, regular attendance at clinical rotations is essential. Unlike classroom and laboratory experiences, the types of learning experiences available in the clinical setting are often unplanned. Therefore, attendance at all clinical rotations is of utmost importance for the student to gain the most from their clinical practice. Success as a practitioner correlates with the amount of time spent in clinical training. Clinical practice is the central activity through which the components of competence: knowledge, technical skill, values and attitudes, are developed. Students are expected to be present and prompt at all clinically related program activities. In the case that the College is closed due to weather, the student is excused from that clinical day, but must call the clinical site to let them be aware.

A policy regarding absenteeism and tardiness has been established in accordance with the above philosophy and to allow students to develop work habits considered essential for a professional health care employee.

1. Students are required to submit verification for any absence from a clinical day. Excused absences will be limited to: Illness documentation from a physician, death in the immediate family documented by an obituary, vehicle breakdown (receipt for towing/repair must be submitted). Unexcused absences are defined as any absence without proper verification. The final grade for the clinical course will be lowered by 1 letter grade for each unexcused absence.
2. Extended illness or other unusual circumstances leading to absence of more than 2 clinical days will be evaluated on an individual basis by the program faculty.

3. Any absence from clinical (excused or unexcused) must be made up on the student's own time with coordination from DCE and clinical site. Clinical time cannot be "banked" by spreading out time to make up for a previous or future absence.
4. Call-in Policy:  
The Coordinator of Clinical Education (DCE) and clinical site must be notified at least 2 hours prior to starting time if the student is going to be absent. Students should request to speak to the shift supervisor on duty. In the event the supervisor is not available, the student is responsible for recording the name of the person receiving the message. The penalty for violation of the call-in policy will result in a 1-letter grade drop for the clinical course for each offense.
5. Tardiness Policy:  
Students are expected to report to clinical assignments 15 minutes before the scheduled starting time. The clinical site and the Coordinator of Clinical Education must be notified at least thirty minutes before the starting time if the student is going to be late. Frequent or habitual tardiness is disruptive to the delivery of good patient care and will not be tolerated. Students who are habitually late will be counseled by the program faculty in an attempt to remedy the problem. Students are required to punch in and out through the Trajecsys system.
6. Cell Phone Policy:  
Students are expected to deliver quality care to the patients they encounter in the clinical setting. Because personal phone calls are disruptive to patient care, cell phones are not to be carried on your person during clinical hours. During breaks, it is permissible to check for emergency calls that might have come in.
7. Pregnancy: refer to RVCC Student Handbook.  
<https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>
8. At no time will students leave the clinical facility during a scheduled clinical time. Students caught leaving clinical early or reported leaving early by their affiliate will be dismissed from the Respiratory Therapy program. If the student does need to leave a clinical facility due to unforeseen circumstances/emergency situation, the DCE must be contacted immediately.
9. The PD and DCE will review all absences, tardiness, or variances to this clinical attendance policy, to assure fairness and uniform application.

## Incident Weather Related Absences/Tardiness

If River Valley Community College is closed for weather related purposes, a student is not required to go to clinical site. If River Valley Community College has a delayed opening due to weather related purposes, the student is expected to arrive at the assigned clinic when the college opens. For example: a two (2) hour delay means that if clinic starts at 8:00 a.m. the student arrives at clinic at 10:00 a.m. to begin. This missed time must be documented in Trajecsys. Please note canceled clinical days and/or reduce clinical hours must be made up, before the end of the semester. The safety of

our students is paramount and of the utmost importance.

<https://catalog.rivervalley.edu/cancellation-of-classes-two-hour-delay>

Because of the difference in student placement, it is not possible to have a centralized person making decisions regarding weather that may pose undue safety hazards to the student. Therefore, it is the responsibility of the student to objectively evaluate weather conditions and notify the clinical site as early as possible if they deem conditions are too hazardous for safe travel at the time they are begin their shift.

Students should make every attempt to arrive as early as possible at their clinical site that day, or plan on making up days missed due to weather at the discretion and convenience of the clinical facility. Abuse of this policy will affect the final grade for all rotations and may result in dismissal. Listen to radio or television or RAVE system for school closing announcements. Sign up for text, email and phone alerts to be sent to you automatically. Makeup time will be scheduled by the Clinical Site, the student & DCE.

## Evaluation of Clinical Practice

All activities must be performed under the direct supervision of a licensed New Hampshire, Vermont and/or Massachusetts respiratory therapist, acting as a clinical site preceptor. Direct supervision means that the supervising respiratory therapist must be in the room with the student. Students will be evaluated on specific procedures after sufficient clinical practice. The clinical competencies are the same to as the competencies used in the laboratory section of the Respiratory Therapy program.

## Evaluation Process

1. The clinical preceptor observes the student performing a specific procedure.
2. If the student successfully completes the particular competency, the clinical preceptor will sign off as passed for that observed competency.
3. If at any time during the evaluation; whereas, the student fails to complete a step which is essential to the procedure, they will be prompted by the preceptor. Completion of the procedure is up to the preceptor's discretion.
4. If a student does something or fails to do something, which is or could cause harm to the patient or the student, the evaluation will be terminated and the clinical preceptor will complete the procedure. The student will not pass this competency at this time.
5. If the clinical preceptor takes over the performance of the procedure, the student will wait until procedure is completed before discussing the incident. This discussion will take place privately and away from the patient's room. Under no circumstances should a discussion ensue in a patient care area.

6. All procedural competency evaluation will be documented in Trajecsys.

## Trajecsys

Each student will purchase and will utilize Trajecsys an internet based program to maintain records of Clinical Competencies, Daily Log Sheets, Preceptor Evaluations and Clinical Site Evaluations for his/her entire time as a respiratory therapy student. Every modality/experience that the student observes, assists, performs or achieves competency on will be documented in Trajecsys. These records are regularly reviewed by the DCE and PD. RVCC uses Trajecsys to achieve a well-rounded clinical experience. Students are highly encouraged to complete all competences as listed in Clinical Practicums I, II and III syllabus. This will ensure the students will be competent when he/she graduates from the program.

Students will utilize Trajecsys to clock in and out at the clinical site. These punches will be utilized to calculate student's clinical hours. Students can use their cell phone to clock in and out.

In order to evaluate the essential elements of student performance in the clinical setting, the following evaluation tools will be utilized in Trajecsys:

Student Performance Evaluation are designed to enable the Clinical Preceptor to evaluate students in the primary areas of clinical performance and competency with a 5-point grading scale of 1 poor, 2 fair, 3 good, 4 very good, and 5 outstanding on the following topics:

- a. Attendance, Punctuality, and Professional appearance
- b. Professional Conduct and Ethics
- c. Relationships
- d. Dependability and Judgement
- e. Motivation

## Scaling Performance

The rating form is organized into statements describing the dimensions of student clinical effectiveness. The preceptor will provide a rating only for those areas that apply to the student performance and for which the instructor has had adequate opportunity to observe.

The expected level of knowledge and performance is outlined in the course syllabus and outline that the clinical instructor and students are provided with at the beginning of each clinical course.

The instructor is encouraged to provide comments regarding student performance and recommendation for further review/practice in the area provided on the evaluation form.

## Competency Checklist

Each competency consists of a list of tasks/procedures, a definition of acceptable performance, and a scoring scheme for each procedure. The emphasis is primarily on the performance aspects of clinical procedures that define the competent respiratory therapy practitioner.

## Evaluation Process

The student's progression toward clinical competence will be formally evaluated at least twice. These two occasions are referred to as the Lab Evaluation and Clinical Evaluation.

## Lab Evaluation

Following adequate instruction and practice time, the student's performance will be evaluated in the laboratory setting. The student must complete both a peer and an instructor check-offs form. It is the responsibility of the student to be prepared for the evaluation session. The student will not be able to practice a procedure in the clinical setting until he/she has passed the performance evaluation in the laboratory.

## Clinical Evaluation

During this evaluation, the student's performance of a procedure will be evaluated in the clinical setting. These evaluations are scheduled only after the student has completed the lab evaluations in the lab setting.

## The Preceptor's Role

The clinical preceptor is there to evaluate the student's performance of a set of skills. At this point in the clinical rotation, it is assumed that the student can perform most procedures with a minimum amount assistance of any kind. If it becomes necessary for the preceptor to intervene, either to safeguard the patient's welfare or to expedite completion of the procedure, the evaluation session must be repeated after the student has had further practice.

## The Student's Role (*prior* to clinical activity)

1. Review the appropriate performance evaluation.
2. Meet with the instructor to discuss any point of confusion.
3. Review the patient's medical record.
4. Ensure that all necessary equipment is readily available.
5. Be prepared to accept constructive criticism.

## General Responsibilities

1. Students are required to abide by the affiliation agreement for each clinical site.
2. Students are responsible for their own transportation to the clinical sites.  
Carpooling is suggested for convenience and economic reasons.

3. Students will always be directly responsible to the Clinical site to whom they are assigned and be ultimately responsible to the DCE.
4. Students will perform respiratory therapy procedures only when a clinical instructor is in the same area.
5. Student Signatures:
  - a. All students should sign documentation with "SRT" after their name. (Student Respiratory Therapist)
  - b. All student signatures on patient and departmental records should be checked and co-signed by the clinical instructor and/or clinical preceptor.
6. Students are required to fill out daily clinical log sheets.
7. At the end of each clinical rotation, students will complete a clinical instructor evaluation form.
8. The student is expected to conduct himself/herself in a socially acceptable manner at all times. When addressing classmates, instructors and co-workers in the clinical area, an appropriate title and surname are to be used unless hospital policy dictates otherwise.
9. A display of ill temper on the part of any student is inexcusable, even under trying conditions or situations. The student must remain in control of his/her emotions. The quality and tone of the voice should be quiet, pleasant, and assuring. The use of profane or obscene language will not be permitted at any time.
10. Under no circumstances will illegal possession of drugs such as alcohol, marijuana, or narcotics be permitted in the college or hospital. A student found to be a habitual user of such drugs or found under the influence of such drugs while in clinical or class areas will be dismissed from the Respiratory Therapy program. Hospitals have mandatory drug screening and/or police background checks. Students must adhere to these policies. A student who does not adhere to the behavioral and/or personal appearance code may be asked to leave the clinical area. Repeated offenses will be cause to question whether the student is able to accept personal and professional responsibility, and may result in dismissal from the program.
11. Students in clinical training must observe the rules and regulations of the clinical site in which training is taking place. Areas of concern include, but are not limited to, the following:
  - a. Parking
  - b. Fire and Safety
  - c. Dress Code
  - d. Smoking Regulations
  - e. Procedure Policies
  - f. Use and Care of Equipment
  - g. HIPPA
12. Falsification of documentation in the clinical situation or in regards to departmental paperwork is considered unethical conduct and will result in immediate dismissal from the program.
13. Students shall not actively participate in emergency situations (i.e. Cardiac Arrest) unless they are currently certified in Basic Life Support (BLS). Students are expected to demonstrate acceptable work habits, display genuine relationships with people, develop effective communication skills, and demonstrate professional practices and behaviors. Any problems,



concerns, or questions concerning any aspect of the student's clinical experience should be brought to the attention of the Director of Clinical Education.

14. Any student, who directly disobeys his /her instructor or engages in a practice thought to be unsafe and potentially dangerous to patients by the Respiratory Therapy staff, may be dismissed from the program. Any other behavior not specifically mentioned here, but thought to endanger the life of a patient and/or the reputation or credibility of the program will be grounds for dismissal.

## Confidentiality

The medical chart is a legal document. The student while in clinic will have access to confidential patient information. It is imperative that the student remembers that no information about a patient is to be discussed with anyone who is not directly involved with the case. This violates the rights of the patient under law and the Health Insurance Portability and Accountability Act (HIPPA). Therefore, breach of confidentiality will not be tolerated. Violations of the confidentiality policy result in suspension and/or dismissal from the program.

Students will be involved in the day to day operations in several clinical sites. The people, procedures, patients, and staff activities should not be discussed outside that area. This should be treated as confidential information. Refrain from gossip. Remember that these are potential employers for the respiratory therapy student.

## Summary

This manual deals with policies that apply to River Valley Community College students of the Respiratory Therapy Program. Students are also required to abide by the River Valley Community College Student Handbook as well. Students should take their education seriously and show an interest in order to make the most of the opportunity to learn. It is the sincere hope of the College that the student will make use of the numerous talents of the faculty and counselors in those instances where a need arises. Please feel free to contact the program faculty with any questions or concerns regarding the policies contained herein. It is the policy of River Valley Community College to offer all educational and employment opportunities without regard to race, color, national origin, sex, age or disability.

**Last revision: 9/2013,8/2015,10/2020.1/2021,8/2021**

CCSNH Website: <https://www.ccsnh.edu/about-ccsnh/policies/>

RVCC Website: <https://www.rivervalley.edu/current-students/registrars-office/>

RVCC Catalog/Student Handbook: <https://catalog.rivervalley.edu/>



## Respiratory Therapy Program

### Program Policies Acknowledgment Form

I (print your full name) \_\_\_\_\_, acknowledge that I have access to the Respiratory Therapy Student Handbook and have reviewed its contents. I understand that I am accountable for the information and policies contained in this Handbook and have contacted the Respiratory Therapy faculty of areas I would like to review further.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date