



Respiratory Care Program

Student Handbook



3/2017

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WELCOME

The faculty welcomes you to the Bluegrass Community and Technical College (BCTC) Respiratory Care Program.

In our experience of teaching we have come to know that our success is dependent upon your success both in the program and in clinical practice; therefore, we look forward to assisting you in your efforts to become knowledgeable and skillful in your chosen field of study.

The most important goal of the BCTC Respiratory Care program is the graduation of competent respiratory care practitioners to include knowledge, technical skills and professional behaviors. Through the use of National Board for Respiratory Care (NBRC) exam results as well as student, graduate, employer and faculty surveys the program strives to continually improve. To document and assist in maintaining high quality education the program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The CoARC accreditation number for BCTC's Respiratory Care program is 200020. If you have questions/concerns regarding the program's accreditation status you can contact CoARC at:

CoARC
1248 Harwood Road
Bedford, TX 76021-4244
817-283-2835 (Office)
<http://www.coarc.com/>

Information related to the program's success on NBRC exams, job placement as well as other outcomes can be found at the following link: <http://www.coarc.com/47.html> You can search for "Bluegrass Community and Technical College" or "Lexington" to facilitate your search for the program.

The following information has been compiled to help orient you to the program and its policies. We trust that you use this information to become familiar with the program and its policies.

Jim Matchuny, Program Coordinator

Zach Simpson, Director of Clinical Education

James R. McCormick, M.D., Medical Director

Trisha Dang, Faculty

BCTC Mission

Bluegrass Community and Technical College (BCTC) transforms the Bluegrass Region - one student at a time, one employer at a time, one community at a time.

With students at the heart of our mission, BCTC supports access, success, and completion of educational goals through comprehensive and responsive programs and services at campuses across the region and through distance learning. With strong partnerships and excellence in teaching and learning, BCTC:

- Provides a skilled workforce, through high-quality career and technical programs, workforce training, and continuing education.
- Prepares students to transfer for baccalaureate degrees, through general education and literacy and life skills development.

BCTC promotes regional economic vitality and quality of life through diversity and inclusion, cultural and global awareness, critical thinking, civic responsibility, professional competence, and sustainability.

BCTC is a member college of the Kentucky Community and Technical College System and awards associate degrees, diplomas, and certificates.

Endorsed by BCTC Board of Directors - May 28, 2014

Approved by KCTCS Board of Regents - September 19, 2014

Bluegrass Community and Technical College (BCTC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the associate degree. You can contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, <http://sacs.org/>, or call 404-679-4500 for questions/concerns about the accreditation of Bluegrass Community and Technical College.

Bluegrass Community and Technical College does not discriminate based on race, color, religion, national origin, sex, disability, or age in their programs and activities.

Bluegrass Community and Technical College is part of the Kentucky Community and Technical College System (KCTCS). More information about KCTCS can be found at <http://www.kctcs.edu/>.

UNDERSTANDING OF PROGRAM POLICIES AND PROCEDURES

In order to ensure effective education in the Respiratory Care Program, each individual participating in the program must have a full understanding of the responsibility involved. The Respiratory Care Student Handbook is designed to provide the student with the necessary information regarding policies, procedures, and expectations in the Respiratory Care Program. This handbook is meant to be a guide to assist the student in attaining their goal to become a competent Respiratory Therapist. Revision of the handbook is an ongoing process and every effort will be made to keep students advised of any changes to the handbook, as well as to minimize the inconvenience such changes might create. The handbook will be posted on the program's webpage. Students are expected to read the handbook thoroughly. Students will be required to sign an acknowledgement form indicating his/her understanding of the program handbook. Policies and procedures included in the handbook will be reviewed during the program orientation and/or during the first week of classes. Any questions regarding the handbook should be directed to the program faculty.

PROGRAM DESCRIPTION

The Respiratory Care Program prepares the graduate to take an active role in the maintenance and/or restoration of cardiopulmonary homeostasis. The curriculum includes intensive course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area clinical affiliates. Students enrolled in the Respiratory Care Program are required to achieve a minimum grade of "C" in each Respiratory Care course.

Although hospitals employ the majority of respiratory therapists, other employers include homecare providers, medical clinics, nursing homes, and industry. Graduates are qualified to take the National Board for Respiratory Care examination in order to receive the Certified Respiratory Therapist (C.R.T.) credential. Graduates will complete a written examination with two exit points; those who pass the written exam at the lower passing exit will be awarded the CRT credential. Graduates who pass at the higher passing exit will be awarded the CRT credential and be eligible for the Clinical Simulation Exam (CSE) to obtain the RRT credential.

*Note: The Kentucky Board for Respiratory Care may deny mandatory certification for convicted felons. Questions should be directed to the Kentucky Board for Respiratory Care.

PROGRAM GOAL & STANDARDS

To prepare students as competent, advanced-level Respiratory Therapists. Upon completion of this advanced-level program, students will:

- 1.) demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to his/her role as an advanced-level Respiratory Therapist.
- 2.) demonstrate technical proficiency in all the skills necessary to fulfill the role of an advanced-level Respiratory Therapist.
- 3.) demonstrate professional behavior consistent with employer expectations for the advanced-level Respiratory Therapist.

VISION

It is the desire of the program faculty to continue to develop a Respiratory Care Program whose graduates and faculty enjoy a reputation of excellence.

PHILOSOPHY

The Faculty of the Respiratory Care Program believes that:

- the purpose of the program is to serve students who wish to become respiratory therapists; and that by so doing, the program serves the future patients of these students;
- knowledge, skills, behavior and attitude are of equal importance in the development of respiratory care practitioners;
- the graduates of the program should possess competence at the level of the advanced practitioner, with adequate knowledge in the scientific foundation; critical thinking skills; and strong ethical principles;
- the program faculty hold sacred the dignity and worth of all people regardless of race, creed, sex, disadvantage, handicap, or social status;
- becoming a professional respiratory therapist is an objective worthy of intense effort.

PROGRAM ADMISSIONS POLICIES (Taken from KCTCS rules)

Admissions Policy

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to a college or to any program regardless of race, color, religion, gender, marital status, national origin, age, sexual orientation, or mental /physical disability.

Enrollment in the Respiratory Care Program may be limited due to availability of facilities, faculty, and/or resources. The Kentucky Community and Technical College System (KCTCS) Guidelines for Admission will be observed with the following qualifications. Admissions Committee Membership Selection of students for the Respiratory Care Program will be made by the President of Bluegrass Community and Technical College or the President's designee after considering the recommendations of the Admissions Committee. Membership of this Committee will be as follows:

1. Respiratory Care Program Coordinator
2. Director of Admissions
3. Allied Health Assistant Dean of Academic Affairs Faculty Member at Large
4. Faculty Member at Large
5. Respiratory Care Faculty Member

Before the published deadline (obtained from program coordinator or admissions office), all individuals who want to be considered for admission to the respiratory care program must:

- be eligible for regular college admission status. Individuals enrolled or admitted on academic probation are not eligible to be candidates to the respiratory care program until the academic probation is cleared;
- submit results of American College Test (ACT) or the Scholastic Aptitude Test (SAT) if less than 12 credits of college work have been completed. The college courses must be numbered 100 or higher excluding remedial courses; document observation and/or work experience pertaining to respiratory care; and
- attend a pre-admission conference.

Preference may be given to:

- individuals with a 2.5 GPA or better on a 4.0 scale on all college work consisting of at least 12 semester credit hours in non-remedial courses numbered 100 or above in the approved curriculum;
- individuals with an ACT composite score of 19 or above (or equivalent SAT score);
- individuals who have completed the program-required biological science courses with a grade of "B" or better;
- individuals who document work-related experience in the healthcare setting; and
- Kentucky residents.

Admissions Procedure at BCTC (Taken from BCTC Admissions Office website)*

The Respiratory Care program incorporates selective admissions in determining the applicants admitted to the program. The process for applying is a "Complete Application Packet" format. Students must submit all documents below in one envelope to be considered for the program. Even if you have applied before and/or are currently enrolled, we will need all documents resubmitted to the Office of Admissions, room 119 Oswald Building, Cooper Campus by February 15th each year. Only complete packets will be processed and considered for the program. Gather all of the documents required below for consideration to the Respiratory Care Program and place them in one envelope:

- Create a Selective Admissions System account. Once you have an active account you can print a program checklist to begin the process. You must submit the checklist with your packet.

- Students who are currently enrolled in classes at BCTC must submit a complete packet of all documents listed here. Students who are not currently enrolled in classes at BCTC must fill out an application for admission and submit a complete packet of all documents.
- Official scores of the American College Test (ACT) or the Scholastic Assessment Test (SAT) if less than 12 credits of college work have been completed. The college courses must be numbered 100 or higher, excluding remedial courses.
- Official transcripts of all post-secondary education attempted. Transcripts must be submitted from EACH college or university previously attended and must show every period of enrollment. Transcripts from the Kentucky Community and Technical College System do not need to be submitted.
- In order to be considered for admission to the Respiratory Care Program, each applicant must attend a mandatory preadmission conference with the Program Coordinator. Please refer to the preadmission conference website for further information. Additionally, you may view the Admissions Respiratory Care PowerPoint to review admission requirements. However, please note that viewing this PowerPoint does not meet the standard for the required preadmission conference.
- Students interested in submitting a GPA recalculation form can find further information on the Admissions Department website.

Readmission

Continuous enrollment (semesters) in the program and a grade of “C” or better are necessary for successful completion of the Respiratory Care Program. A student who withdraws from or earns lower than a grade of “C” in a Respiratory Care course will be dropped from the Respiratory Care Program.

1. Application for readmission should be made by the program deadline established at each college.
2. Readmission to the Respiratory Care Program will be dependent upon available resources.
3. In order to be considered for readmission by the Respiratory Care Admissions Committee the applicant must:
 - a. submit a written request to the program director presenting evidence to justify readmission; and
 - b. meet current admissions guidelines.
4. If more than two (2) years have elapsed since initial enrollment in the program, the applicant must successfully complete available comprehensive Respiratory Care examinations or repeat the course(s).
5. If one (1) year or more has elapsed since her/his last formal clinical practice, a student must successfully demonstrate competency, or enroll in the appropriate Respiratory Care clinical component(s).
6. A student may be readmitted to the Respiratory Care program no more than two (2) times.

***Students exiting the program during the first semester must reapply to the program following all of the guidelines for admission. Applying to the program does not guarantee readmission. Readmission will be based upon the ranking among the pool of applicants.**

Respiratory Care Advanced Placement Policy

The Bluegrass Community & Technical College Respiratory Care Program does not give advanced placement to any student. All applicants are considered on an equal basis, based on the weighted point system for admission.

Respiratory Care Credit for Currently Practicing CRT’s

Respiratory Care: National Board for Respiratory Care (NBRC) Examination

A student who has passed the NBRC entry-level examination to the Respiratory Care Program will be awarded thirty-seven to thirty-nine (37 – 39) semester hours of credit after completion of at least 15 credit hours of the general education courses in the approved curriculum. The student must also provide evidence of successful completion of the American Heart Association Basic Life Support course for health care providers.

Program Pre-requisites

Pre-requisites which must be taken with a grade of “C” or better prior to taking any of the technical respiratory care courses are: BIO 137 Human Anatomy and Physiology I & BIO 139 Human Anatomy and Physiology II, MA 111 Contemporary Math OR MAT 150 College Algebra OR MAT 110 Applied Math

- **Rational for Pre-requisites**

- Students are required to complete BIO 137 & BIO 139 prior to beginning the Respiratory Care program curriculum. The BIO 137 & BIO 139 courses focus on the interrelationship of structure and function of each body system and overall human cell structure and function. These concepts are vital to the student studying the sciences of respiratory care.
- Students are required to complete MA 111 Contemporary, MAT 150 College Algebra OR MAT 110 Applied Math prior to beginning the Respiratory Care program curriculum. The math course must be completed to assure students have the basic math skills necessary to successfully perform important mathematic calculations once admitted into the Respiratory Care program.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

Some of our clinical affiliates require criminal background checks and drug screening be completed. Once admitted to the program students must complete the following:

- Background Check
- Drug Screen

IMMUNIZATIONS & RELATED DOCUMENTATION

The following immunization records are required for all students entering the Respiratory Care Program. These requirements have been established to help protect healthcare providers and their patients during encounters in clinical settings. Students must have completed all immunizations prior to beginning the program. Your personal healthcare provider will provide you with appropriate documentation for the immunizations.

1. TUBERCULOSIS SCREENING

- Recent TB screening, TB skin test, chest x-ray, or history of any treatment for TB disease. The TB documentation must include the date given, the date read, and the reading in millimeters. It must also be signed by the clinician who performed the read test. If positive, include the physician documentation of the positive test and negative chest x-ray.
- Must be completed annually while in the program

2. MMR

- Written documentation of the individual’s immunity history for measles, mumps and rubella (2 dose series) or documentation by a physician of having had measles, mumps and rubella disease, or documentation of positive measles, mumps, and rubella titers.

3. HEPATITIS B

- Written documentation of Hepatitis B vaccination (3 dose series) or documentation of a positive titer
- The series must be started prior to the first day of classes. Be sure to provide updates to your vaccination injections are completed.

4. VARICELLA (Chicken Pox)

- Written documentation of immunization with the varicella vaccine (3 dose series), or documentation of a positive antibody titer.

5. The series must be started prior to the first day of classes. Be sure to provide updates to your vaccination injections are completed.
6. Written documentation of immunization with the TDap (tetanus, diphtheria, and pertussis) vaccine. (One time only)
7. Influenza vaccine
 - Written documentation of the seasonal flu vaccination during the flu season
 - Must be completed prior to each flu season while in the program.
8. Emerging diseases questionnaire
9. Evidence of Medical Health Insurance (coverage must be in effect during any clinical rotation).
10. Current CPR Card
 - Students must have a current Healthcare Provider CPR card throughout the program.

TRANSPORTATION

Students are responsible for their own transportation to on-campus classes/lab activities and off-campus clinical rotations, as well as other activities such as health fairs, career fairs and service-learning activities. Placement in clinical facilities is based on student needs within the curriculum and not on student preference.

TECHNICAL STANDARDS

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist. Therefore, in order to be successful in the program, a candidate should possess:

1. sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment;
2. sufficient auditory perception to receive verbal communication from patients and members of the healthcare team to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, inhalators and fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement respiratory therapy skills including the manipulation of equipment to meet health needs;
4. sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively; and
5. sufficient intellectual and emotional functions to plan and implement respiratory care.

REASONABLE ACCOMMODATIONS STATEMENT

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course **must** contact a staff member in BCTC's Disability Support Services (DSS) office, 103 Oswald Building. The DSS telephone number is 246-6534. Please do not request accommodations directly from the professor or instructor.

ADVISING

Students who are interested in the Respiratory Care Program and out of developmental classes should be advised by a respiratory care program faculty member. A currently enrolled student may change his/her major between the dates of May 1 - September 15 and December 1 - February 15 in the Records Office or by logging on to PeopleSoft and click on the "Change my Major" link found under "Academics" in your Student Center to make your program change request.

Starfish is the program used by students to schedule appointments with their academic advisors and instructors. To do so, log in either to Student Self Service or Blackboard and click the Starfish link. Currently enrolled students should schedule an advising appointment during advanced registration. During the advising session an advisor will make the student aware of important program information, check on the student's progress towards completion of the Respiratory Care Program curriculum and determine the courses to be taken in the next semester.

AAS ADVANCED PRACTICE RESPIRATORY THERAPIST PROGRAM COMPETENCIES

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Technical Competencies:

- A. Perform cardiopulmonary diagnostic procedures, patient assessment, and respiratory care planning.
- B. Administer therapeutic and life support procedures in the management of patients with cardiopulmonary impairment.
- C. Evaluate appropriateness of prescribed respiratory care and recommend modifications where indicated.
- D. Select, assemble, check, correct malfunctions, and assure cleanliness and calibration of respiratory care equipment.
- E. Maintain an ethical and effective relationship with the healthcare team.
- F. Perform essential elements of patient education.
- G. Demonstrate an awareness of organizational and management principles as related to respiratory care.
- H. Perform and act on the results of advanced patient assessment techniques.

- I. Assist the physician in special procedures of cardiopulmonary care.
- J. Demonstrate skills and attitudes needed to maintain professional and technical competence.
- K. Demonstrate the ability to think abstractly, reason logically, and apply problem solving skills in the practice of respiratory care.

AAS ADVANCED PRACTICE RESPIRATORY THERAPIST CURRICULUM

Course Prefix	Course Number	Course Title	Credit Hours
BIO	137	Human Anatomy & Physiology I*	4
BIO	139	Human Anatomy & Physiology II*	4
MAT	150	College Algebra* OR	3
MAT	110	Applied Mathematics* OR	(3)
MA	111	Contemporary College Mathematics*	(3)
		Oral Communications*	3
		Social Interaction*	3
		Writing I*	3
		Heritage/Humanities*	3-4
		Computer Literacy**	0-3
		General Education Total	23-27
		Technical Courses	
RCP	110	Cardiopulmonary Anatomy & Physiology	3
RCP	121	Respiratory Care Practice I	1
RCP	122	Fundamentals of Respiratory Care	4
RCP	130	Pharmacology	3
RCP	140	Cardiopulmonary Assessment	2
RCP	176	Respiratory Care Practice II	2
RCP	185	Introduction to Mechanical Ventilation	2
RCP	201	Respiratory Care Practice III	2
RCP	195	Patient-Ventilator System Management	4
RCP	210	Cardiopulmonary Pathophysiology	3
RCP	212	Neonatal/Pediatric Respiratory Care	3
RCP	226	Respiratory Care Practice IV	4
RCP	228	Preventive and Long Term Respiratory Care	2
RCP	240	Advanced Cardiopulmonary Evaluation	3
RCP	245	Advanced Cardiac Life Support	2
RCP	251	Respiratory Care Practice V	4
RCP	260	Respiratory Care Seminar	1
		Technical Course Credits	45
		Total Credits	68-72

*General Education Course

**The Kentucky Community and Technical College Systems has added a computer literacy requirement.

<i>Recommended Additional Course(s)</i>			
ENG	102	Writing II	3
BIO	226	Principles of Microbiology OR	(4)
BIO	225	Medical Microbiology	3
AHS	115	Medical Terminology OR	3
CLA	131	Medical Terminology from Greek & Latin	(3)

SAMPLE PROGRAM SCHEDULE

Summer I

*Applied Mathematics OR College Algebra OR Contemporary College Mathematics	3
*BIO 137 Human Anatomy & Physiology I	<u>4</u>
	7

Summer II

*BIO 139 Human Anatomy & Physiology II	4
ENG 101 Writing I	<u>3</u>
	7

Fall

RCP 110 Cardiopulmonary Anatomy & Physiology	3
RCP 122 Fundamentals of Respiratory Care	4
RCP 121 Respiratory Care Practice I	1
RCP 130 Pharmacology	3
Computer Literacy	<u>0-3</u>
	11-14

Spring I

RCP 140 Cardiopulmonary Assessment	2
RCP 176 Respiratory Care Practice II	2
Oral Communications	<u>3</u>
	7

Spring II

RCP 185 Introduction to Mechanical Ventilation	2
RCP 201 Respiratory Care Practice III	2
Social Interaction	<u>3</u>
	7

Fall

RCP 195 Patient-Ventilator System Management	4
RCP 210 Cardiopulmonary Pathophysiology	3
RCP 212 Neonatal/Pediatric Respiratory Care	3
RCP 226 Respiratory Care Practice IV	<u>4</u>
	14

Spring

RCP 228 Preventive & Long-term Respiratory Care	2
RCP 251 Respiratory Care Practice V	4
RCP 240 Advanced Cardiopulmonary Evaluation	3
RCP 245 Advanced Cardiac Life Support	2
RCP 260 Respiratory Care Seminar	1
Heritage/Humanities	<u>3-4</u>
	15

Total 68-72

*The math and human anatomy and physiology I & II are pre-requisite to taking the respiratory care program courses. A grade of "C" or must be obtained

Recommended courses include Medical Terminology, Microbiology, Writing II

The Kentucky Community and Technical College Systems has added a computer literacy requirement.

CERTIFICATE - ELECTROCARDIOGRAPHIC AND CARDIAC MONITORING TECHNICIAN (EMBEDDED)

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

- B. Intellectual and practical skills, including
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving

- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning

- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Technical Competencies:

- A. Perform cardiopulmonary diagnostic procedures including electrocardiograms, and patient assessment.
- B. Recognize and interpret common cardiac rhythms and determine the need to communicate changes.
- C. Perform emergency initiation of cardiopulmonary resuscitation.
- D. Assemble, check, correct malfunctions, and assure cleanliness of cardiac monitoring equipment.
- E. Maintain an ethical and effective relationship with the healthcare team.
- F. Assist the physician in special procedures of cardiopulmonary.

Program Title: Electrocardiographic and Cardiac Monitoring Technician

Course Prefix	Course Number	Course Title	Credit Hours
BIO	137	Human Anatomy & Physiology I*	4
BIO	139	Human Anatomy & Physiology II*	4
MT	150	College Algebra* OR	3
MT	145	Contemporary College Mathematics* OR	(3)
MT	110	Applied Mathematics*	(3)
Technical Courses			
RCP	110	Cardiopulmonary Anatomy & Physiology	3
RCP	140	Cardiopulmonary Assessment OR	2
RCP	121	Respiratory Care Practice I **	1
Total Credits			17

* General Education Course

** In addition Twenty (20) hours of documented clinical electrocardiographic experience or documented Electrocardiographic & Cardiac Monitoring Competence is required.

RESPIRATORY CARE COURSE DESCRIPTIONS

RCP 110(3) Course ID: 003786

Cardiopulmonary Anatomy and Physiology

Provides an in-depth analysis of the respiratory and circulatory systems with emphasis on the interaction of systems in gas exchange and acid-base balance as well as the structure and function of the chest cage, mechanics of breathing and control of respiration.

Lecture: 3 credits (45 contact hours). Pre-requisite: BIO 137 with a grade of C or better. Co-requisite: BIO 137

RCP 121(1) Course ID: 004832

Respiratory Care Practice I

Emphasizes the health care team and the practice and or performance of techniques of basic respiratory care including airway management and bronchial hygiene. Pre-requisite or Co-requisite: RCP 122 with a grade of C or better; Valid Health Care Provider CPR card . Clinical: 1 credit (60 contact hours).

RCP 122(4) Course ID: 004831

Fundamentals of Respiratory Care

Introduces respiratory care including chest physical assessment, medical gas therapy, humidity and aerosol therapy, bronchial hygiene, airway management, medical asepsis and development of the respiratory care plan.

Pre-requisite: : [(MAT 110 or MAT 146 or MAT 150) BIO 137 and BIO 139] with a grade of C or better] or consent of instructor. Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (60 contact hours).

RCP 130(3) Course ID: 003789

Pharmacology

Provides an in-depth study of pharmacological agents, their use in the practice of respiratory care for patients with cardiovascular or pulmonary impairment as well as accuracy in drug calculations and delivery. Lecture: 3 credits (45 contact hours). Pre-requisite: (RCP 110 and (MT 110 or MT 145 or MT 150) with a grade of C or better).

Co-requisite: RCP 110 and (MT 110 or MT 145 or MT 150).

RCP 140(2) Course ID: 004835

Cardiopulmonary Assessment

Emphasizes blood gas analysis, pulmonary function studies, electrocardiography and chest radiography. Prerequisite: [(RCP 110 and RCP 122 and RCP 130) with a grade of C or better] or consent of instructor. Lecture: 1.5 credits (22.50 contact hours). Laboratory: 0.5 credit (15contact hours).

RCP 176(2) Course ID: 004834

Respiratory Care Practice II

Emphasizes participation in the health care team while practicing techniques of basic respiratory care including airway management and bronchial hygiene Pre-requisite: [(RCP 110 and RCP 122 and RCP 130) with a grade of C or better] or consent of instructor. Pre-requisite or Co-requisite: RCP140 (If taken as a pre-requisite, a grade of C or better is required.) Clinical: 2 credits (120 contact hours).

RCP 185(2) Course ID: 004837

Introduction to Mechanical Ventilation

Introduces the technological aspects of mechanical ventilation including the theory of operation, classification and patient-ventilator system checks. Pre-requisite: [(RCP 140 and RCP 176) with a grade of C or better] or consent of instructor. Lecture: 1.5 credits (22.5 contact hours). Laboratory: 0.5 credit (15 contact hours).

RCP 195(4) Course ID: 004838

Patient-Ventilator System Management

Addresses advanced concepts in ventilatory support including monitoring and management of the patient ventilator system. Pre-requisite: [(RCP 185 and RCP 201) with a grade of C or better] or consent of instructor. Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (60 contact hours).

RCP 201(2) Course ID: 004836

Respiratory Care Practice III

Provides practice in adult mechanical ventilation procedures and airway management in the critical care setting in addition to continued performance of the basic respiratory care skills. Pre-requisite: [(RCP 140 and RCP 176) with a grade of C or better] or Consent of Instructor. Clinical: 2 credits (120 contact hours).

RCP 210 (3) Course ID: 003796

Cardiopulmonary Pathophysiology

Addresses the etiology, diagnosis, clinical manifestations and management of cardiopulmonary disorders as related to respiratory care including the fundamental microbiological principles and their relation to health and disease. Pre-requisite: [RCP 110 or (RCP 201 and RCP 185) with a grade of C or better] or consent of instructor. Lecture: 3 credits (45 contact hours).

RCP 212(3) Course ID: 003797

Neonatal/Pediatric Respiratory Care

Provides a study of the special needs of the neonatal and pediatric patient with focus on fetal cardiopulmonary development, evaluation, assessment and treatment of cardiopulmonary conditions and diseases of the neonatal and pediatric patient, as well as equipment unique to this population. Pre-requisite: (RCP 185 and RCP 201) with a grade of C or better] or Consent of Instructor. Pre-requisite or Co-requisite: RCP 190 with a grade of C or better or Consent of Instructor. Lecture: 2.5 credits (37.5 contact hours). Laboratory: 0.5 credits (30 contact hours).

RCP 226(4) Course ID: 004841

Respiratory Care Practice IV

Provides observation and practice in advanced cardiopulmonary evaluation techniques while improving efficiency in the ventilatory management of adult patients. Pre-requisite: [(RCP 176 and RCP 185) with a grade of C or better] or Consent of Instructor. Clinical: 4 credits (240 contact hours).

RCP 228(2) Course ID: 003800

Preventive and Long-Term Respiratory Care

Covers prevention of cardiopulmonary disorders and care of individuals with long term cardiopulmonary disability. Addresses psychosocial and physical needs of clients with emphasis on improving the quality of life and cardiopulmonary reserve. Pre-requisite: [RCP 110 or (RCP 195 and RCP 210 and RCP 212 and RCP 226) with a grade of C or better] or consent of instructor. Lecture: 2 credits (30 contact hours).

RCP 240(3) Course ID: 004844

Advanced Cardiopulmonary Evaluation

Addresses cardiopulmonary assessment including hemodynamic monitoring, pulmonary and cardiac exercise/stress testing, advanced cardiac procedures, blood chemistry and fluid and electrolyte balance. Pre-requisite: [RCP 195 and RCP 210 and RCP 212, and RCP 226) with a grade of C or better] or consent of instructor. Lecture: 2.75 credits (41.25 contact hours).
Laboratory: .25 credit (15 contact hours).

RCP 245(2) Course ID: 004845

Advanced Cardiac Life Support

Focuses on managing acute cardiovascular emergencies including cardiac arrest, acute myocardial infarction and stroke. Students demonstrating essential knowledge and skills and obtaining 85% or greater on the written exam will receive an American Heart Association ACLS provider card. Lecture: 1.5 credits (22.50 contact hours).
Laboratory: 0.5 credit (30 contact hours).

RCP 251(4) Course ID: 004843

Respiratory Care Practice V

Prepares students to plan, manage, and deliver respiratory care to diverse client populations in various settings. Enables students to practice mechanical ventilation techniques and observe/practice techniques of advanced life support. Pre-requisite: [(RCP 195 and RCP 210 and RCP 212 and RCP 226) with a grade of C or better] or Consent of Instructor. Clinical: 4 credits (240 contact hours).

RCP 260(1) Course ID: 004846

Respiratory Care Seminar

Analyzes material previously studied in the program and prepares students for the National Board for Respiratory Care examination. Addresses job seeking skills. Prerequisite: [(RCP 200 and RCP210 and RCP 212 and RCP 225) with a grade of C or better] or Consent of Instructor. Lecture: 1 credit (15 contact hours).

RETENTION AND PROGRESS IN THE PROGRAM

1. An individual must earn a grade of “C” or better in the program-required mathematics and the human anatomy and physiology courses in the curriculum in order to enroll or to remain enrolled in the program.
2. An individual who withdraws from or earns lower than a grade of ‘C’ in any respiratory care program course will not be permitted to continue in the program.
3. An individual who does not meet the Technical Standards of the program will not be permitted to continue.

EQUITABLE APPLICATION OF PROGRAM POLICIES & PROCEDURES

The Respiratory Care Program at Bluegrass Community & Technical College (BCTC) is a traditional respiratory care program. The Respiratory Care Program can admit up to 20 students per year, based on admission committee recommendations and available resources. All didactic and laboratory coursework will take place on the Cooper campus of BCTC in Lexington, KY. Students will be rotated through clinical rotations at area clinical facilities. Hence, all policies and procedures will apply to all students and faculty regardless of their location.

PROGRAM COSTS

<u>Item</u>	<u>Cost</u>
Tuition	\$147.00/credit hour
Mandatory fees	\$4.00/credit hour
Parking	\$272.00 per year
Medical Malpractice Insurance-	(\$20/year included in tuition)
Textbooks for respiratory care courses	\$1,209.10
CPR certification - American Heart Association Health Care Provider Course "C" (required prior to the first day of class clinical)	\$65.00
Hepatitis B Vaccine	*\$180.00 for series of 3 vaccinations
Hepatitis B Titer	*\$49.00
T.B. Skin Test (required each year)	*\$20.00
MMR records	Free
MMR titer	*\$89.00
MMR vaccine	*100.00
Varicella (Chicken Pox) oral history	Free
Varicella vaccine	*\$45.00 per dose, 2 dose series
Varicella titer	*\$49.00
Flu shot each season	*\$35.00 per shot
Tdap	*\$65.00
Proof of medical insurance coverage	*Variable
Criminal background check (Verified Credentials)	\$40.00
Drug screening (Verified Credentials)	\$40.00
Clinical Uniform/scrubs	\$30.00/pair X 2
Stethoscope	\$20.00 - \$30.00
Watch displaying seconds	\$20.00
Copy/printing (estimated cost throughout program)	\$200.00
Electronic resources with sample board exams and content used in the second year of the program	\$100.00

Kettering Review Seminar (Highly recommended)	\$350.00
NBRC - SAE Registry Exams	approx. \$ 55.00
Student Membership A.A.R.C. (Recommended)	\$100.00 (\$50/per year)
NBRC Board Exams after graduation	
Therapist Multiple Choice	\$190.00
Clinical Simulation exams	\$200.00

Note: The immunization records, vaccinations etc. can be obtained from your physician's office, health department, etc. Urgent Treatment Clinics (UTC) of Central Kentucky offers a discount to BCTC students.

*The costs are quite variable depending on where the testing is completed and the medical insurance plan.

FACULTY

Program Coordinator: Jim Matchuny
Office: 330F Oswald Bldg.
Phone: (859) 246-4246
Email: jim.matchuny@kctcs.edu

Director of Clinical Education: Zach Simpson
Office: 330-C Oswald Bldg.
Phone: 246-6243
Email: zachary.simpson@kctcs.edu

Faculty: Trisha Dang
Office: 330E Oswald Bldg.
Phone: 246-6239
Email: tdang0002@kctcs.edu

Medical Director: James McCormick, MD
Email: jmccorm@email.uky.edu

EVALUATION

A. Grading Scale:

100 - 93	A
92 - 85	B
84 - 77	C
76 - 69	D
below 69	E

A grade of "C" or better is required in all respiratory care courses Human Anatomy and Physiology I & II and the math requirement. Students who do not meet academic standards or withdraw from the program due to personal reasons may be readmitted no more than two (2) times.

A grade of "I" (Incomplete) means part of the work in a course remains undone. This grade will be given ONLY when students have met the requirements for make-up work and there is a reasonable possibility that a passing grade will result from the completion of this work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory to that instructor.

- Various components, including grades, for each course will be determined by individual instructors and will be included in the syllabus for each course.
- Instructors will provide feedback on student progress through tests, assignments and clinical rotation grades. Student cumulative course grades will minimally be provided around mid-term. The student will receive final grades at the end of each semester. It is the responsibility of the student to track their academic progress in courses throughout the program.
- When a student experiences difficulty mastering competencies in any course, he/she is expected to seek help from the instructor of the course.
- A student obtaining less than a 77% on an examination must schedule an appointment with the instructor to determine strategies for improvement.
- Each student is expected to submit his/her own work. See individual syllabi and KCTCS Student Code of Conduct for plagiarism/cheating policies.
- Late work may not be accepted by individual instructors based on his/her policies in each course. For those who do accept late work, a grade reduction penalty may occur at his/her discretion.

EXIT EXAMINATION

The program has a requirement that all students must obtain a threshold score of 55% on the National Board for Respiratory Care (NBRC) Therapist Multiple Choice Self-Assessment Examination. Reaching or exceeding the threshold score of 55% is a requirement for graduation.

PROGRAM GRADUATION

Program Graduation Requirements

- Successful completion of all clinical and program competencies.
- Successful completion of all RCP coursework (and ENG 101, BIO 137, BIO 139 and MT 110/145/150) with a minimum of “C” in each course.
- Successful completion of all required general education course work.
- Successful completion of all required clinical performance evaluations.
- Successful completion of required mock NBRC exam(s).

Graduation Application Process

Program students must complete a graduation application by the deadline of the term in which he/she will graduate. Students must meet with their academic advisor to complete the application and confirm all degree requirements have been met. Return the completed graduation packet to the Associate Dean of Student Affairs by the date on the packet (mid-February for Spring term graduation and mid-September for Fall term graduation). All courses specifically state the required objectives, goals, and outcomes of each course, which will lead to all terminal objectives being met and the program’s mission accomplished.

Degree Offered in Respiratory Care

Associate in Applied Science (AAS)

- Advanced-Practice Respiratory Therapist

EMPLOYMENT OPPORTUNITIES

Career and advancement opportunities in respiratory care are excellent, especially for those willing to travel or relocate. Most states require licensure. Most employers require Certification and/or Registry by the National Board for Respiratory Care. Most graduates work in hospitals, but opportunities exist in home healthcare, nursing homes and physician’s offices. Hourly wage in the Bluegrass area is \$23.35/hour. Nationally the average wage is \$28.12/hour (Bureau of Labor Statistics: *Occupational Outlook Handbook*)

CLASSROOM/LAB POLICIES

1. Plagiarism is an act of copying the ideas or words of another person without giving credit to that person. It will not be tolerated in this program. Any written article, etc. must be clearly referenced, giving credit, "where credit is due." Refer to the KCTCS Student Handbook for information concerning the actions taken in the event of plagiarism.
2. Cheating on exams or any work will not be tolerated. Refer to the KCTCS Student Handbook for a detailed description of what is considered cheating and the actions that may be taken.
3. Sexual harassment of any kind will absolutely not be tolerated in this classroom. Sexual harassment includes, but is not limited to, unwanted advances (spoken or physical), "off-color" jokes or comments, gender negativity, etc.
4. Confrontation of any type between students will not be tolerated, neither verbal nor physical. Students will be removed from the classroom/clinical and KCTCS policies for such actions will be initiated.
5. Students are responsible for completing all assigned reading and other assigned work and coming to class prepared.
6. Students are not to engage in personal electronic communications during class or while in patient care areas during clinical. During lecture all communication devices should be on silent mode. During exams, no use of electronic communications is permitted.
7. Safety in the classroom/lab is the responsibility of all students, faculty, and staff. Please do not attempt to use any equipment on which you have not been instructed. If you note any equipment, etc. that may prove to be dangerous, please report it to an instructor immediately.
8. Food and drinks are allowed in the classroom and lab only when permitted by the faculty member teaching the course.
9. BCTC is a smoke free campus therefore no tobacco use of any kind in the classroom/lab.
10. Dress for the classroom/lab should be moderate and not be distracting or offensive to others.
11. KCTCS email is used for all official communication.

MONITORING OF STUDENT PROGRESS WHILE IN THE PROGRAM

It is essential for all students to be aware of their progress toward course and program competencies/goals. Therefore, the following steps will be taken by program students and faculty to assure all students are aware of their progress and have sufficient time to correct deficiencies.

- Students who do not achieve a grade of 77% on a lecture course examination will be required to meet with the instructor to develop strategies for improvement.
- Students encountering problems completing a procedure in the lab setting will receive feedback for improvement and allowed additional time to practice during OPEN LAB or during a subsequent lab once the planned lab activities are completed.
- In the clinical setting if a student obtains a less than "Meets Expectations" she/he will receive feedback from the clinical instructor on strategies to improve their clinical performance. This may involve instructions to practice at the campus laboratory. Students obtaining a "0" in any clinical rating area must meet with the clinical instructor, the Director of Clinical Education and/or the Program Coordinator to address the area(s) in need of improvement.

- Conferences in the lecture, lab or clinical settings will be documented on the program Academic/Clinical Conference form.
- Documentation of student completion of performance evaluations in lab and clinical settings will be maintained in the program LAB/Clinical Manual. Audits of each student's LAB/Clinical Manual will be completed and transferred into an electronic database throughout the program.
- Near the mid-point of the program the Program Director and Director of Clinical Education will meet with each student to provide an informal conference on the student's overall progress in the program.

PROFESSIONAL LIABILITY INSURANCE

All students are required to carry professional liability insurance while in the program. The cost of the liability is part of the tuition/fees for the clinical courses.

CLINICAL POLICIES

Students are assigned to rotations at clinical affiliates equally to ensure equitable exposure to learning experiences. The Director of Clinical Education shall be responsible for scheduling clinical experiences and assuring students are adequately supervised in all clinical locations. Bluegrass Community and Technical College utilizes paid clinical instructors for nearly all of the clinical instruction. It is the responsibility of the Director of Clinical Education (DCE) to maintain regular communication with the clinical instructors to assure clinical objectives are met. The DCE shall communicate with all clinical sites on a regular basis to assure an adequate number and varieties of procedures are available at all clinical rotations. The student to clinical instructor ratio will not exceed 5:1. Student or clinical instructor questions/concerns about clinical should be directed to the DCE. The concern will be investigated and follow up communication given to the individual within two weeks of reporting the concern.

A. ACADEMIC REQUIREMENTS

1. Students must have passed or be passing and physically attending the Respiratory Care courses which are concomitant with a clinical.
2. A student must document immunization or titers indicating antibodies are present for measles, mumps and rubella (MMR), Hepatitis B, Flu vaccine, T-daP, Varicella (History of chicken pox, vaccination series or titer), tuberculosis testing and successful completion of a Healthcare Providers' CPR course prior to attending clinical.
3. Successful completion of criminal background check and drug screening.
4. Proof of medical insurance.

B. ATTENDANCE

1. No one shall leave the hospital without permission of the clinical instructor.
2. In the event of an absence, the student must notify the instructor before (as determined by each clinical instructor) the beginning of clinical. Fourteen percent will be deducted from the rotation grade for each absence with insufficient notice. Students who are tardy more than thirty minutes will have fourteen percent deducted from their rotation grade and will not be allowed to attend clinical that day. This will count as an absence.

C. DRESS CODE:

The program faculty recognizes that the dress a person chooses reflects his or her uniqueness and we value expressions of individuality which do not restrict the freedom of others. At the same time in the clinical setting we wish to present an image of cleanliness, neatness, and conservatism to our patients and to the hospital staff. In sum, the image we wish to present is one of seriousness and professionalism.

With the above principles in mind we have formulated the following guidelines for clinical appearance:

1. Scrubs must be neatly kept
2. Student ID Badge must be clearly visible at all times.
3. Comfortable shoes for being on your feet all day
 - a. Must be clean and in good condition/appearance
 - b. Socks must be worn
 - c. No holes exposing socks (cros)
 - d. No excessive mesh
4. Stethoscope, pen, paper, watch which can be used when taking pulses
5. Hair
 - a. Must be neatly kept
 - b. Must be naturally colored
 - c. Long hair past shoulder length must be pulled back
 - d. Beards must be neatly trimmed
6. Fingernails
 - a. Should not extend beyond the end of the fingertip
 - b. No artificial nails
 - c. Natural polish only
7. Colognes/perfumes cannot be worn during clinical
8. Jewelry
 - a. Hands (wedding sets only)
 - b. Ears (studs only)
 - c. Face/neck (no jewelry)
9. Tattoos/body art must not be visible
10. Each clinical affiliate may have additional restrictions that must be observed.

D. SMOKING POLICY

All of the hospitals and agencies the program is affiliated have smoke-free and tobacco-free requirements for all employees, medical staff, students, volunteers, patients, and visitors - both inside and outside of the facilities (including cars in the parking areas). Therefore no smoking or use of smokeless tobacco products is allowed while in uniform. The clinical instructor, staff, and patients should not be able to detect the smell of tobacco products on a student while in the clinical setting. Students failing to follow the smoking policy will be sent home resulting in an absence for the day.

E. CONDUCT

Through the affiliate hospitals in cooperation with BCTC, you have been given the opportunity to learn in institutions which are concerned with healing the sick. You are a guest of these hospitals during your clinical rotation. Your appearance, attitude and conduct will reflect not only on you personally, but also on other individuals of the Respiratory Departments and the program. Your best behavior is mandatory.

Misconduct in clinical rotation may result in:

1. Removal from that clinical rotation.
2. Discipline outlined by the KCTCS Code of Conduct.
3. Removal from the program.

Judgments of misconduct and disciplinary actions will be made by program faculty and administration. The following are examples of misconduct:

1. Abuse or inconsiderate treatment of patients.
2. Insubordination, refusing to accept a job assignment or refusing to or failing to obey the order of a superior.
3. Theft.
4. Intoxication on the premises or appearing on the premises or on a job assignment with alcohol on the breath or under the influence of an illicit drug.
5. Conviction of a felony.
6. Fighting during clinic hours or engaged in a fight.
7. Unauthorized departure of hospital premises while on duty.
8. Unlawful possession of an illegal weapon.
9. Gross neglect of duty in the opinion of an administrator, department head or supervisor.
10. Immoral conduct.
11. Willful neglect of duties.
12. Use of narcotics or drugs without proper medical authorization.

ALWAYS Follow HIPAA Guidelines:

- Client information should only be discussed with other members of the healthcare team who have a “need to know”.
- Do not discuss client information with anyone else, including fellow students, employees, and your family members.
- Do not tell unauthorized persons that you saw or have knowledge of a client being admitted or being seen as an outpatient unless the client authorizes you to do so.
- Do not access any client information (i.e. looking up a neighbor’s medical record) unless authorized in your job duties.
- Speak quietly and discreetly so clients, visitors, and others will not overhear your telephone or other conversations with or about clients.
- Do not leave papers containing client information in open view of non-authorized persons.
- Do not leave a computer on the bright screen if you must be away for a moment.
- Do not discard papers containing client information in the trash can without first shredding them.
- Remember that when fellow students, friends, faculty members receive medical treatment, that person is a client and all measures should be taken to protect their confidentiality.
- Ask visitors to step out of a client’s room when conversations take place regarding medical treatment, diagnosis, etc. unless the client authorizes the visitor to be present.

- When you are assigned to handle confidential information of your friends or acquaintances, if possible, ask to be reassigned to another client to protect that person's privacy.
- Do not discuss any confidential matters of anyone's assigned clients unless absolutely necessary to help in the performance of your assignment.
- Should client information be overheard, do not discuss any client information with others.
- Clinical information should NEVER be discussed on any social network (i.e. Facebook, etc.).

Breaching confidentiality could result in prosecution and/or termination from the program.

Personal Electronic Communications

Students are not to engage in personal electronic communications while in patient care areas during clinical.

Challenge of Clinical Evaluation

Should a student believe he/she has received an unfair clinical evaluation he/she should first contact the clinical instructor to discuss the evaluation. If the matter is still unresolved the student should contact the Director of Clinical Education (DCE). The DCE will be responsible for investigating the allegation and serve as a mediator between the student and clinical instructor. If sufficient evidence of unfair evaluation is found the DCE may modify or nullify the clinical evaluation. The DCE will perform necessary follow-up education and monitoring of the clinical instructor as is deemed necessary for the situation. In the event the student believes the DCE has evaluated him/her unfairly, he/she may bring the issue to the Program Director, and further follow the college's chain of command for the grade appeal process.

CLINICAL COURSEWORK STATEMENT

Students who are enrolled in an accredited Respiratory Care program may be employed as a student Respiratory Care Practitioner (RCP) in the state of Kentucky. The Limited Mandatory Certificate issued by the Kentucky Board for Respiratory Care (KBRC) governs the duties of the student RCP. The Limited Certificate must be applied for before beginning employment.

The following are requirements of the program:

- The student must not be on probation for any reason at any time during the time of employment.
- The student must maintain a "C" average in each course and clinical performance must be evaluated as satisfactory.
- The student must complete specific competencies to be eligible.
- The student must maintain regular attendance.
- Employment time cannot be substituted for clinical experience (students cannot be 'on the clock' as an employee during clinical time).
- Clinical performance evaluations may not be completed during the time the student is employed.

DELINEATION BETWEEN CLINICAL TIME AND CLINICAL SITE EMPLOYMENT

While enrolled in and attending the Respiratory Care Program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles; and to that end:

- Students must not be utilized at facilities to substitute for clinical, instruction, or administrative staff.
- Students must not complete clinical coursework while working in an employee status at any clinical site.
- Students may not receive/accept remuneration in exchange for work performed at or during their clinical education, course work, and experiences.

STUDENT GRIEVANCE POLICY

If a disagreement should arise between a student and program faculty member the student should bring this to the attention of the involved instructor. If the student is not satisfied with the outcome of this meeting she/he may bring the matter to the attention of the next higher "level of command" in the following order:

1. Involved Instructor
2. Director of Clinical Education (If the problem involves a clinical instructor.)
3. Program Coordinator
4. BCTC Academic Ombud

STUDENT SUPPORT AND RESOURCES

Student Support

Students enrolled in the Advanced-Practice Respiratory Therapist Program at Bluegrass Community & Technical College (BCTC) have access to a variety of student support services. These include: Advising & Advisement services, Disability Support Services, Financial Aid, Library, Military & Veteran Services, and Tutoring. Contact information for these and other services can be found on the BCTC website under the current students tab.

Learning Resources

The college computers provide students access to the following:

- Internet access
- Kentucky Commonwealth Virtual Library (KCVL)
- BCTC Library
- On-line data bases
- Respiratory Care clinical simulation practice and tutorials
- Practice CRT/WRRT examinations

Hard copy books may be checked out from the library for 4 weeks and are renewable.

Student Services available on the campus include:

- Counseling for career/personal needs
- Financial aid
- Tutoring

Program Faculty and OPEN LAB

Program faculty take pride in being available to help students outside of regularly scheduled class times. Faculty have scheduled office hours each day. In addition students are encouraged to stop by when encountering difficulty in understanding content discussed in class or need more practice performing a procedure in the lab.

Field Trips

During the course of the students' training, field trips may be scheduled. All students are expected to participate in these trips. The trips will be announced in a timely manner to allow sufficient time to make any arrangements that need to be made.

RESPIRATORY CARE FACEBOOK GROUP

1. The program uses a Facebook page to facilitate communication.
2. The name of the program Facebook is "BCTC Respiratory Care"
3. Request to be a member and we will give you access to the group.

ADVISORY COMMITTEE

Role and Responsibilities of the Advisory Committee

The program advisory committee is an advice-giving body assisting the program in meeting the needs of the community in a manner consistent with the college mission. In this context, the committee serves in an advisory capacity to the faculty and administration to ensure the program meets the needs of the community by providing graduates who have the necessary skills and knowledge for success in the workplace.

Composition of Advisory Committee

The Advisory Committee shall be comprised of representatives from area employers, community members, former graduates of the respiratory care program, current students in the respiratory care program, college administrators and faculty members who support the curriculum of the respiratory care program.

(CoARC also requires a member from the general community.)

Two students from each class will be selected to serve on the program's advisory committee. These representatives will be the liaisons between the class and the advisory committee during their tenure in the program.

PARKING

Cooper Campus, students will need to purchase either a "C-6" or "K" parking permit from UK Parking & Transportation Services, located at 721 Press Avenue, off Virginia Avenue. A "C-6" permit is also valid in any "K" lot at Cooper Campus. Parking permits fees are for the academic year, and are issued on a first-come, first-serve basis. In order to cut down on long lines and wait time at Parking & Transportation Services, students must apply for permits online at <http://www.uky.edu/pts> or send parking applications through the mail by the application deadline (see current application deadlines). Walk-in purchases are allowed beginning September 1. Cooper Campus students may purchase a LexTran bus pass for \$50 per semester or \$75 per academic year (see Lextran), or use the UK CATS buses on-campus free of charge. For more information, call (859) 257-5757 or online at <http://www.uky.edu/pts/>

ACCESS TO RECORDS

The records maintained by the program are available only to the student and to college personnel with a legitimate educational need to know. Program related information is kept confidential. Students may schedule a time to view their records including past tests taken while in the program. More information regarding the handling of student records and the Family Educational Rights and Privacy Act (FERPA) can be found at the following website:

https://bluegrass.kctcs.edu/en/kctcshome/Students/Admissions/Academic_Policies/FERPA

STUDENT ILLNESS & ATTENDANCE

Students who are knowingly ill (those with a fever above 101 deg. F, vomiting, or with known microorganism such as strep throat or flu) should refrain from attending class, lab, and most certainly clinical. The student should, whenever possible, or upon the request of the faculty, obtain a physician's 'excuse' for his/her absence.

PREGNANCY POLICY

For the protection of the student and her unborn child, any student who is pregnant upon entry into the program or becomes pregnant during her time in the program, is required to obtain a 'safe practice' note from her physician indicating what is/is not acceptable for the student during the pregnancy. This is especially important in the clinical setting. The documentation must be updated EACH semester and as deemed necessary. The pregnant student is required to meet all class and course objectives the same as other students in her class.

INCLEMENT WEATHER POLICY

In the event of inclement weather, please listen to local radio/TV stations, check the BCTC website, or dial any home campus number and choose selection as indicated per the voice prompt. Website may be accessed at: <http://www.bluegrass.kctcs.edu/>

All students are strongly encouraged to sign for the SNAP notification system. This system provides notification of any campus emergencies or schedule changes due to weather. You may sign up through the campus website or www.kctcs.edu/snap.

Academic

- If classes at Bluegrass Community & Technical College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

Clinical

- Even if classes are not officially cancelled, do not come to class or clinical if you feel the conditions are hazardous to your safety. ALWAYS use your best judgment.
- Students not reporting to clinical due to bad weather are still required to follow the “call in” procedure as indicated in the clinical syllabus.

STUDENTS RIGHT TO KNOW

Students should visit http://bluegrass.kctcs.edu/en/SDEM/Students_Right_to_Know.aspx on the web for information on the following:

- Academic Regulations (KCTCS)
- Academic Ombud
- BCTC Accreditation
- Campus Security Policy and Crime Statistics
- Constitution Day
- Drug Free Policy
- Family Education Rights and Privacy Act
- FSA Student Loan Ombudsman's Office
- HIV/AIDS Facts and Information
- Institutional Policy Regarding Copyright Infringement
- PeopleSoft
- Retention, Completion, and Graduation Rates
- Safety Notification Alert Process (SNAP)
- Student Code of Conduct
- Student Responsibilities
- Students in University of Kentucky Housing
- Textbooks
- Transfer Student Services
- Veterans Resource Center

AARC STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

In the conduct of their professional activities respiratory therapists shall be bound by the following ethical and professional principles. Respiratory therapists shall:

1. Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represent it accurately.
2. Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.
3. Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
4. Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
5. Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
6. Promote disease prevention and wellness.
7. Refuse to participate in illegal or unethical acts, and shall refuse to conceal illegal, unethical or incompetent acts of others.
8. Follow sound scientific procedures and ethical principles in research.
9. Comply with state or federal laws which govern and relate to their practice.

PROFESSIONAL ORGANIZATIONS

The American Association for Respiratory Care (AARC)

The AARC is the professional organization for respiratory care professionals. Students are highly encouraged to hold active Student Membership in the AARC which is available at a very reasonable rate on an annual basis. Some benefits of membership include:

- Your choice of the respiratory care periodical AARC Times or the professional journal Respiratory Care
- Automatic membership in the Kentucky Society for Respiratory Care (KSRC)
- The chance to attend educational programs sponsored by the KSRC and/or AARC at discounted rates
- Association with other Respiratory Care students and professionals
- A chance to fully support your profession

For more information and student registration guidelines, visit the AARC website at www.aarc.org.

Kentucky Board for Respiratory Care (KBRC)

The KBRC is a government agency that regulates respiratory care practitioners and their services. The KBRC was established in 1990 to protect the citizens of the Commonwealth of Kentucky from unsafe practitioners and practices. The updated KBRC website will help therapists find information they need to help answer questions they have and also inform them of vital news such as laws & regulations, CEU information and correct forms & applications.

<http://kbrc.ky.gov/Pages/default.aspx>

Kentucky Board of Respiratory Care
2365 Harrodsburg RD., B #350
Lexington, KY 40504
Office Phone: 859-246-2747
Office Fax: 859-246-2750

DISEASE PREVENTION

All Respiratory Care students, in order to protect themselves, fellow healthcare workers, and patients will comply with each of the following:

- All of the program's clinical affiliate policies regarding infection control will be observed.
- Uniforms/street clothes and lab coats will be fresh each day.
- All equipment will be thoroughly cleaned, disinfected, or sterilized between patients according to appropriate procedures for each piece of equipment regardless of the patient's diagnosis.
- Disposable gloves will be worn in all cases when contact with blood or body fluids is anticipated. Disposable gloves are MANDATORY for all patient transfers.
- Masks will be worn when it is likely that blood or body fluids could splash in the nose or mouth.
- A gown will be worn should a splash of blood or body fluids onto the skin or clothing be anticipated.
- Cuts, scratches, or other non-intact skin will be covered to avoid contact with blood or body fluids.
- Goggles or other eye protection will be worn when a splash of blood or body fluid into the eye is anticipated.
- Blood or body fluid inadvertently coming in contact with the skin should be quickly and thoroughly washed away.
- Students that experience exposure to blood or body fluid will report to their clinical instructor and follow clinical exposure protocol.
- Good hand washing practices will be carried out before and after each patient contact.
- Students with a communicable disease will avoid patient contact until resolved.
- Any student who has or who contracts a communicable disease as so stated by a physician will be dismissed from class and clinical with an excused absence (when he/she follows the proper procedure for being absent from the clinical setting).
- It is the student's responsibility following any absence due to a communicable disease to complete tests and assignments missed during their absence.
- Re-entry following an absence due to a communicable disease is contingent on a signed physician's statement stating the student is no longer communicable.

Tuberculosis Control

Students must have TB testing completed each year in the program. Students should not be assigned to care for patients who have active TB. If the student becomes aware that she/he has been exposed to a patient who has active TB the student should consult with her/his private physician. The Director of Clinical Education should also be contacted.

Bloodborne Pathogens

Prior to beginning clinical experience, the Respiratory Care student will have completed instruction in the policy regarding Bloodborne Pathogens. This instruction will be in accordance with the OSHA Bloodborne Pathogen Disease training standard. Once the clinical experience begins the respiratory care student will abide by the following rules:

- Participate in any clinical affiliate required Bloodborne Pathogen training.
- Follow the clinical affiliate policy and procedure concerning Blood borne Pathogens.
- Report any exposure to blood borne pathogens to the Director of Clinical Education immediately. If he/she is not immediately available contact the clinical instructor and the program director.
- Disposable gloves will be worn in all cases when contact with blood and body fluids is anticipated.

- Masks will be worn when it is likely that blood or body fluids could splash in the nose or mouth.
- Eye protection will be worn when a splash of blood or body fluid into the eye is anticipated.
- Blood or body fluid inadvertently coming into contact with the skin should be quickly and thoroughly washed away.
- Students that experience exposure to blood or body fluid will report to their clinical instructor and the Director of Clinical Education and follow clinical exposure protocol.
- Cuts, scratches or other non-intact skin will be covered to avoid blood and body fluids.

All the program's clinical affiliate policies regarding infection control will be observed.

Student Injury-Exposure to Blood or Bodily Fluid

Each clinical facility is expected to practice universal precautions in the care of all patients. The student respiratory therapist is educated in, and is expected to be knowledgeable in the practice of these precautions in the care of all patients.

Procedure for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks of bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure. If a student sustains a puncture wound:

- Withdraw the needle or other object immediately.
- Immediately wash hands/area of puncture wound using soap and water; follow with application of povidone iodine or alcohol.
- Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
- Wipe away any blood.

If a student receives a spray or splash of body fluids:

- To eyes, nose or mouth – irrigates with a large amount of water.
- To a break in the skin, follow procedure for puncture wound (above).
- The student will report the incident immediately to the Clinical Instructor and the Director of Clinical Education. The student must complete an exposure form according to the policy of the clinical facility and in the clinical handbook.
- The student will follow the clinical facilities procedure for reporting and follow-up of exposure. Any required incident report must be completed before leaving the facility and as indicated in the clinical handbook.
- The student will seek a risk assessment and determination of recommended screening, treatment and follow-up from the Infection Control Practitioner at the healthcare facility.

Hepatitis B Vaccination Information

Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illnesses caused by or related to Hepatitis B are serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely, but about 6 – 10% become chronic carriers and can continue to transmit the virus to others. There may be as many as 0.5 to 1.0 million carriers in the United States.

The CDC has identified respiratory therapists as being at relatively higher risk of exposure to Hepatitis B.

Transmission and Risks

The disease is transmitted chiefly through contact with infected blood and blood products. Healthcare providers are therefore at increased risk of acquiring the disease. The risk for healthcare providers can vary dependent upon the amount and type of patient contact. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower in some facilities due to the low incidence of the disease, the decision to receive or decline the vaccine deserves your careful consideration.

The Hepatitis B Vaccine

Various pharmaceutical companies have developed vaccines that provide protection from Hepatitis B. Field trials have shown 80 –95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of the vaccine. The second and third doses at one and 6 months respectively, after the first.

Flu Vaccine

Many clinical facilities now require all employees, volunteers, and students to obtain the influenza vaccine during the designated time period each year. Respiratory therapy program students will be required to follow clinical policies in regards to the vaccine.

From the CDC...

" CDC recommends a yearly flu vaccine for everyone 6 months of age and older as the first and most important step in protecting against this serious disease. While there are many different flu viruses, the seasonal flu vaccine is designed to protect against the top three or four flu viruses that research indicates will cause the most illness during the flu season. People should begin getting vaccinated soon after flu vaccine becomes available, ideally by October, to ensure that as many people as possible are protected before flu season begins.

In addition to getting vaccinated, you can take everyday preventive steps like staying away from sick people and washing your hands to reduce the spread of germs. If you are sick with flu, stay home from work or school to prevent spreading flu to others."

SAFETY AND SECURITY

Security at BCTC

Bluegrass Community & Technical College (BCTC) is concerned with the safety and security of students, faculty, staff and visitors to all of our locations.

The emergency number is 911 (if calling on a cell phone for Cooper Campus emergencies, dial 257-1616) for Police, Fire and Ambulance assistance. When giving emergency information please include:

Bluegrass Community & Technical College

Campus location

Building name or number

Type of emergency

If it is safe to do so, stay on the line with authorities until you have given all needed information.

For more information about campus safety and security students are directed to the BCTC Safety and Security web page http://bluegrass.kctcs.edu/safety_and_security.aspx

Inclement Weather Policy

In the event of inclement weather, please listen to local radio/TV stations, check the BCTC website, or dial any home campus number and choose selection as indicated per the voice prompt. Website may be accessed at:

<http://www.bluegrass.kctcs.edu/>

All students are strongly encouraged to sign for the SNAP notification system. This system provides notification of any campus emergencies or schedule changes due to weather. You may sign up through the campus website or www.kctcs.edu/snap.

Academic

- If classes at Bluegrass Community & Technical College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

Clinical

- If classes at Bluegrass Community & Technical College are canceled due to inclement weather conditions, clinical rotations will be rescheduled whenever possible.
- Even if classes are not officially cancelled, do not come to class or clinical if you feel the conditions are hazardous to your safety. ALWAYS use your best judgment.
- Students not reporting to clinical due to bad weather are still required to follow the “call in” procedure as indicated in the clinical syllabus.

Liability Insurance

All students are required to carry professional liability insurance. The cost of the liability is part of the tuition/fees for the clinical courses.

Medical Insurance

Students must provide evidence of Medical Health Insurance throughout the program.

School Related Accident and Injury Procedure

- When an incident occurs in clinical, notify a clinical instructor as soon as possible and then notify program faculty.
- An incident report is written documentation of the facts concerning injury to patient or student.
- Fill out a form as soon as possible no matter how trivial the incident may appear to be at the time (within 24 hours).
- In addition to the incident form, submit a summary of the incident to be kept in the student’s program file.
- Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student.
- Student must maintain individual health insurance coverage while in the program.
- All program students are required to maintain current professional liability insurance through the KCTCS liability insurance provider.

Procedure for Responding to an Injury/Blood borne Pathogen Exposure in Clinical

Responsible Person	Action
Student	<ul style="list-style-type: none"> • Notifies clinical instructor or supervisor as soon as possible after incident • Student Injury-Exposure Report form is completed • Notifies DCE/program director as soon as possible. KCTCS incident form must be filled out within 24 hours of incident. • Clinical instructor or program faculty will direct student to seek treatment dependent upon severity of injury. • Gives fully completed incident form to appropriate person.(facility form to respiratory/cardiopulmonary supervisor and school form to DCE/Program Director) • Arranges payment for personal injury or sickness.
Clinical Instructor or Program Faculty	<ul style="list-style-type: none"> • Assists student in filling out appropriate forms. • Advises the student to seek medical attention if injured. • Files summary in student program file. • Reports documentation to DCE/Program Director. • Provides student with school accident form.
DCE/Program Director	<ul style="list-style-type: none"> • Reviews all documentation.

Important Forms

Student Injury-Exposure Report

KCTCS Accident Report Form

Student Injury-Exposure Report

Student Name: _____ Date: _____

Clinical Facility: _____ Clinical Instructor: _____

Description of

injury/exposure: _____

- _____ Completion of required reports and evaluation as required.
- _____ Screening, advice, referral for testing, treatment and counseling.
- _____ Analyze the occurrence regarding implication, if any for future practice.

Student Signature

Date

Instructor Signature

Date

Director of Clinical
Education Signature

Date

Upon completion, this form will be placed in the student's clinical file.

A workable KCTCS Accident Report Form can be found at:

http://bluegrass.kctcs.edu/~media/Bluegrass/Safety_Security/documents/accident_report_form_fm84.ashx



FORM FM84
08/17/2000

ACCIDENT REPORT FORM

(Please Write Legibly)

Name _____ Student Employee Visitor
Dept./Class _____ SSN _____
Facility _____
Address _____

Date of Occurrence ___/___/___
Time of Occurrence ___:___:___ AM PM
Days Lost from School or Work _____

DESCRIPTION OF INJURY

Apparent Nature of Injury

- Abrasion Concussion Puncture
- Amputation Cut Scald
- Asphyxiation Dislocation Scratch
- Bite Fracture Shock
- Bruise Laceration Sprain
- Burn Poisoning Other

Part of Body Injured

- Abdomen Elbow L_R Head
- Ankle L_R Eye L_R Knee L_R
- Arm L_R Face Leg L_R
- Back Finger Mouth
- Chest Foot L_R Other
- Ear L_R Hand L_R

Explain Other: _____

Explain Other: _____

Describe the nature of the injury (cut, third finger, left hand, etc.) _____

Describe medical attention received, by whom, and address: _____

DESCRIPTION OF ACCIDENT

Did accident occur while in an instructional or work activity? __Yes, __No, If no, explain _____

Specify any machine, equipment, or tools involved _____

Were proper machine guards being used? __Yes, __No Was student/employee using Safety Equipment? __Yes, __No

Was student/employee given safety orientation? __Yes, __No Describe Safety Equipment _____

Was student/employee doing assigned work? __Yes, __No If Safety Equipment was not in use, explain: _____

Was this accident due to faulty equipment? __Yes, __No Action taken to prevent recurrence _____

Was supervisor present at accident? __Yes, __No If no, explain: _____

Did student/employee have permission to use equipment? __Yes, __No If no, explain _____

FOR SAFETY SECTION USE ONLY
Degree of injury __Minor __Severe

DESCRIPTION OF ACCIDENT
(continued)

Student's/ Employee's description of accident (specify in detail) _____

Student's/Employee's Signature _____ Date ____/____/____

Was family notified by facility? _____

Witness' description of accident (specify in detail) _____

Witness' Signature _____ Date ____/____/____

Supervisor's description of accident (specify in detail) _____

Supervisor's Signature _____ Date ____/____/____

Administrator's Comments _____

Administrator's Signature _____ Date ____/____/____

List all non-student/non-supervisor witnesses and addresses:

1. _____ 2. _____ 3. _____

Date accident report received by Safety Coordinator ____/____/____

Safety Coordinator: Sign and date original report and forward to Safety Section at:

KCTCS
Safety Section
300 North Main Street
Versailles, KY 40383

STUDENT HANDBOOK ACKNOWLEDGE FORM

I, _____, have received the BCTC Respiratory Care Program Student Handbook and I assume responsibility for being knowledgeable of the content. I agree to be governed by the policies and procedures described within the handbook and to adhere to the rule/regulations of the Respiratory Care Program, Bluegrass Community and Technical College, and the clinical facilities I attend. I am aware that faculty/staff of the Respiratory Therapist Program are available to assist me with understanding the program and college policies, procedures, and practices.

Student Name: _____

Print

Signature

Date

Please print this page out, sign and return to the program coordinator within the second week of classes.