



Program Handbook

Respiratory Care, AAS Dublin Campus

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EFFECTIVE: August 16, 2022

PROGRAM HANDBOOK

Respiratory Care

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The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, we reserve the right to change any provision listed in the catalog, including, but not limited to, entrance requirements and admissions procedures, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes/addendums to the OFTC catalog/student handbook can be found at the Oconee Fall Line Tech website <http://www.OFTC.edu>. The web version supersedes all other forms of publications in terms of revisions.

INTRODUCTION

You are entering a very important time in your life. You have chosen to spend the next year in a training program designed to make you an integral part of the healthcare team.

Healthcare careers from the nurse aide to the physician enjoy a certain prestige in the eyes of the general public that other fields of work do not enjoy. This is true because of their responsibilities and privileges of working with human life.

During the next few months, you will be learning not only Respiratory Care but also how Respiratory Therapists play an important role on the healthcare team. We will be looking critically at the healthcare profession and the avenues available to you as a Registered Respiratory Therapist.

The healthcare profession will also be taking a critical look at you. The reputation of our school depends upon the conduct and performance of each student. It is your duty and responsibility to support the standards and ideals of the Respiratory Care profession. As a caregiver, compassion and quality of care is as important as learning the theory of Respiratory Care.

The following pages contain guidelines to assist and acquaint you with the rules, regulations, customs, and procedures necessary for direction and guidance of your time at our college as well as the Respiratory Care Program. All procedures of the college/program are applied consistently no matter the location of class/clinical or the format of instructional delivery.

During the course of the program, you will become good friends with your fellow students and future co-workers. Help each other; praise one another for a good job—that is what teamwork in a hospital setting is all about.

We would like to welcome you to the healthcare field and assure you that we will do as much as possible to help you achieve your goal of becoming a Registered Respiratory Therapist.

Welcome to Respiratory Care

Please carefully read the materials contained in this packet.
If you have any questions, please contact your program advisors:

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Respiratory Care Program

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MISSION STATEMENT

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The College offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

The mission of the Respiratory Care program is to contribute to workplace and workforce development in the diverse communities we serve. We are an educational program that assures opportunities to individuals that will enable them to obtain the knowledge, skills, and behavioral learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). In essence, we provide a highly accessible, high-quality educational program for students to become advanced level Respiratory Therapists.

ACCREDITATION

Oconee Fall Line Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Questions about the accreditation of Oconee Fall Line Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Oconee Fall Line Technical College Associate of Applied Science Degree in Respiratory Care is accredited by Commission on Accreditation for Respiratory Care (CoARC), www.coarc.com, program number 200474. The Respiratory Care Program is offered on the South Campus.

AARC STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

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

- Actively maintain and continually improve their professional competence, and represent it accurately.
- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Seek educational 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 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, and shall refuse to conceal illegal, unethical or incompetent acts of others.
- Refuse to participate and/or conceal 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 creates a conflict of interest, and shall follow the principles of ethical business behavior.

- Promote the positive evolution of the profession, and health care in general, through improvement of the access, efficacy, and cost of patient care.
- Refrain from indiscriminate and unnecessary use of resources, both economic and natural, in their practice.

ROLE MODEL STATEMENT FOR RESPIRATORY CARE PRACTITIONERS

- As health care professionals engaged in the performance of cardiopulmonary care, the practitioners of this profession must strive to maintain the highest personal and professional standards. A most important standard in the profession is for that practitioner to serve as a role model in matters concerning health.
- In addition to upholding the code of ethics of this profession by continually striving to render the highest quality of patient care possible, the respiratory care practitioner shall serve as a leader and advocate of public respiratory health.
- The respiratory care practitioner shall participate in activities leading to awareness of the causes and prevention of pulmonary disease and the problems associated with the cardiopulmonary system.
- The respiratory care practitioner shall support the development and promotion of pulmonary disease awareness programs, to include smoking cessation programs, pulmonary function screenings, air pollution monitoring, allergy warnings, and other public education programs.
- The respiratory care practitioner shall support research in all areas where efforts could promote improved health and could prevent disease.
- The respiratory care practitioner shall provide leadership in determining health promotion and disease prevention activities for students, faculty, practitioners, patients, and the general public.
- The respiratory care practitioner shall serve as a physical example of cardiopulmonary health by abstaining from tobacco use and shall make a special personal effort to eliminate smoking and the use of other tobacco products from the home and work environment.
- The respiratory care practitioner shall strive to be a model for all members of the health care team by demonstrating responsibility and cooperating with other health care professionals to meet the health needs of the public.

RESPIRATORY CARE PROGRAM GOALS

The goals of the Respiratory Care Program are to:

- Prepare graduates with demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

- Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
- Provide an environment that encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.
- Provide education that develops the potential of each student to become a productive, responsible, successful Respiratory Therapist.
- Provide quality Respiratory Care education in an atmosphere that generates interest and enthusiasm for learning.
- Prepare graduates to function as accountable and responsible members of the Respiratory profession. Patients are the customers and the best care should be provided.
- Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.
- Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
- Include employer participation, understanding, and confidence in the instructional process and the competence of the Respiratory Care program graduates.

RESPIRATORY CARE PROGRAM OBJECTIVES

The objectives of the Respiratory Care Program are to:

- Provide current curriculum, instructional materials, and state-of-the-art equipment, which will teach the knowledge, skills, and attitudes needed in the field of Respiratory Care.
- Provide educational facilities, which enhance learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
- Provide academic instruction which supports effective learning within the program and which enhances the professional performances on the job.
- Provide employability skills, which will create work attitudes, and work habits that will enable graduates of the Program to perform as excellent employees.
- Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
- Provide an educational atmosphere, which promotes a positive self-image and a sense of personal well-being.
- Provide education that will develop good safety habits.
- Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
- Provide information to the public regarding the Program that will facilitate recruitment and enrollment of students.
- Promote good public relations via contacts and regular communications with hospital affiliates and the public sector.
- Promote faculty and student rapport and communications to enhance student success in the Program.

Respiratory Care is a program of study which is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are well trained in the underlying fundamentals of Respiratory Care and are well prepared for employment and subsequent upward mobility.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals.

This is a dynamic field that requires extraordinary attention to current curriculum and up-to-date instructional equipment, materials and processes. The Respiratory Care Program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and lifelong learning is paramount in the

Respiratory Care profession. The ability of the graduate to work in teams and in a cooperative environment is critical for any healthcare profession.

The Respiratory Care accredited program prepares students for employment in a variety of positions in today's Respiratory Care profession. The Respiratory Care Program provides learning opportunities which introduce, develop, and reinforce academic and occupation knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive an Associate of Applied Science Degree in Respiratory Care and are eligible to sit for both the Certified Respiratory Therapist Exam and the advanced level Registered Respiratory Therapist Written and Clinical Simulations Exam.

Program Length: Four semesters/Day classes/Clinical - both day & evening
Entrance Dates: Fall semester of each year
Campus Location: Dublin, Georgia
Clinical Affiliates: Within a 150-mile radius of Dublin

Students are required to attend professional organization meetings and workshops as indicated by the Program Director. In addition, field trips will be arranged for students to gain an insight into operations of certain topics to broaden the scope of their understanding. Field trips will usually be during class time, although out-of-town trips may require more than normal classroom hours. Adequate notification will be provided to the student so schedules may be arranged. All mandatory field trips will be scheduled and included in the initial syllabus and schedule handed out at the beginning of each semester. Students are responsible for their own transportation to these meetings. Conferences and meetings are part of the academic process and are required.

ADMISSION REQUIREMENTS

The Respiratory Care Professional (RCP) is a caregiver with the responsibility of providing life supporting therapies and diagnostic services. Implied in this care giving role are essential job functions that require the RCP to demonstrate certain cognitive, psychomotor, and affective skills. The performance of these job functions must be consistent with the expectation that the RCP must not place him/herself, a fellow worker, or the patient in jeopardy because of physical or mental disabilities or impairment.

The purpose of the following is to identify the essential functional requirements of the RCP in the categories of visual acuity, hearing, physical ability, speech, manual dexterity, and mental stress. The examples below are not all inclusive and additional disabilities that prove to prevent the performance of the RCP essential job functions may be considered on a case by case basis.

Visual Acuity

Accommodation: Corrective lenses

1. Distinguish scalar markings on instruments calibrated in increments of 0.1 mm,
2. Identify visually the color and pulsatile differences between venous and arterial blood samples collected by syringe.
3. Visually identify positions of analog controls and digital displays on medical equipment in low light conditions.
4. Identify the correct placement of artificial airways during direct laryngoscopy.
5. Identify and distinguish visually between normal and alarm status indicators on medical devices.

Hearing Acuity

Accommodation: Auditory aids

1. Indirect measurement of blood pressure with a stethoscope.
2. Ability to distinguish between normal and abnormal breath sounds, adventitious sounds, percussion tones, and heart sounds during chest auscultation.
3. Identify and distinguish between audible signals on medical devices that identify their functionality or indicate alarm status.

Physical Ability

Accommodation: Minimal impairment of extremities and lower back.

1. Ability to use equipment including but not limited to the following: flowmeters, mechanical ventilators, large and small medical gas cylinders, and diagnostic devices.
2. Position patients for postural drainage and for patient transport by bed, wheelchair, or stretcher.
3. Provide CPR and other emergency life support services provided by Respiratory Therapists in a safe and timely manner.

Speech Ability

Accommodation: None known

1. To be able to interview patients and ask questions about the patient's condition, history, effects of treatment, or current level of symptoms.
2. To communicate information verbally to others in an appropriate and timely fashion.

Manual Dexterity

Accommodation: Must perform fine motor tasks.

1. Must be able to identify by touch the arterial pulse, tactile fremitus, subcutaneous emphysema and other conditions.

2. To adjust fine incremental controls using dials or touch pads.
3. Manipulation of precision instruments such as microscopes, bronchoscopes, and other instruments.

Mental Stress

Accommodation: None known.

1. Performs without hesitation and with coordinated control, all elements of the RCP's scope of practice during times of mental stress.
2. Displays principles of patient care consistent with the community standard.
3. Responds positively to correction and modifies behavior as required.

CURRICULUM

Subject Number	Course	Credit Hours	Contact Hours
BIOL 2113	Anatomy and Physiology I	3	45
BIOL 2113 L	Anatomy and Physiology I Lab	1	45
BIOL 2114	Anatomy and Physiology II	3	45
BIOL 2114L	Anatomy and Physiology II Lab	1	45
BIOL 2117	Introductory Microbiology	3	45
BIOL 2117L	Introductory Microbiology Lab	1	45
CHEM 1121	Chemistry I	3	45
CHEM 1211L	Chemistry I Lab	1	45
COLL 1060	Introduction to College and Computers	3	50
ENGL 1101	Composition and Rhetoric	3	45
ENGL 2130	American Literature	3	45
MATH 1111	College Algebra	3	45
PSYC 1101	Introductory Psychology	3	45
RESP 1110	Pharmacology	3	60
RESP 1120	Introduction to Respiratory Therapy	3	60
RESP 1130	Respiratory Therapy Lab I	4	120
RESP 1193	Cardiopulmonary Anatomy and Physiology	4	90
RESP 2090	Clinical Practice I	2	90
RESP 2100	Clinical Practice II	2	90
RESP 2110	Pulmonary Disease	3	60
RESP 2120	Critical Respiratory Care	2	45
RESP 2130	Mechanical Ventilation and Airway Management	4	120
RESP 2140	Advanced Critical Care Monitoring	1	30
RESP 2150	Pulmonary Function Testing	1	30
RESP 2160	Neonatal Pediatric Respiratory Care	3	60
RESP 2170	Advanced Respiratory Care Seminar	3	75
RESP 2180	Clinical Practice III	2	90
RESP 2190	Clinical Practice IV	2	90
RESP 2200	Clinical Practice V	3	135
RESP 2220	Clinical Practice VI	7	315
RESP 2270	Rehabilitation and Home Care	1	30

Credit Hours: 81

Contact Hours: 2180

WORK ETHICS

ETHICAL BEHAVIOR

OFTC expects students to assume a professional attitude, which will be reflected in their conduct, appearance, and academic performance as a part of the training for success in their chosen occupations. Habits that are developed during the training period will follow the student into his or her respective work places.

A full explanation of Work Ethics is in the OFTC Student Handbook on the [OFTC web site](#).

PROFESSIONAL ATTRIBUTES INCLUDE, BUT ARE NOT LIMITED TO

1. Adopt a professional manner in attire and conduct.
2. Establish a positive rapport with hospital staff, patients, and families of patients to facilitate the best treatment for patients.
3. Hold in confidence any personal or medical information regarding patients and staff.
4. Work toward increased efficiency and quality by continuing to organize the workload and to continue the learning experience while in the workplace.
5. Accept responsibility for one's own work.
6. Show kindness and empathy toward the patient.
7. Follow established procedures and guidelines of clinical facility where doing clinical rotations.

PERSONAL AND PROFESSIONAL CONDUCT

1. Achieve academic and professional honesty and integrity.
2. Be flexible in order to accommodate changes in procedures, facilities, and staff.
3. Work with other students in order to develop a sense of fraternity. This will foster affiliation with professional organizations after graduation.
4. Do not discuss personal problems with patients and their families. Strive to have a pleasant manner while working with patients and staff.
5. Strive for continuing education experiences within and outside one's own technical field.
6. Emphasize value, technical skills, attendance, dependability, promptness, human relations, and other such work habits.
7. Students will refrain from EATING, DRINKING, CHEWING GUM and SMOKING in the classroom/clinical setting.
8. Students must dress in a manner that does not cause distractions or a safety hazard.
9. Students are expected to practice good personal hygiene. Fads or revealing clothing is not considered professional attire and may be unsafe and/or disruptive to a classroom or training/clinical setting.

10. Leave all work areas and classrooms in order as you complete each class or lab.
11. Respiratory Care program students are required to maintain a professional business attitude at all times.
12. The use of social media to defame the college and/or clinical site is strictly prohibited and may be grounds for disciplinary sanctions, which could result in a dismissal from the program/school/clinical site.

Students who do not adhere to conduct procedure will be sent home from class or clinical and may not be able to make up the time missed. Any student who is sent home from a clinical site for improper conduct will be placed on probation and a written warning will be placed in the student's file. Any further instances during the program may result in the student being dismissed from the Respiratory Care program.

PROFESSIONAL APPEARANCE

Classroom:

Students are expected to maintain proper personal appearance at all times. The attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

Clinical:

In consideration of the patients and employees, and in order to exhibit the professional standards set forth by the American Association for Respiratory Care (AARC), it is mandatory that each student appear at their clinical rotation appropriately dressed, neat and clean in person and clothing. Uniforms are to be worn at all times during the student's clinical assignments. The student should present a neat and professional appearance and abide by the hospital's dress code as may be required by the departments (Ex. Surgery, delivery, etc.). A professional image is to be portrayed while working in the clinical site, while at the same time the uniform will distinguish the student from the regular staff at the respective facilities. Any student not adhering to procedures of appearance and hygiene will be sent home and considered absent for the day.

Clinical Uniform Requirements:

Dark green scrubs with white, mid-thigh length lab coat. Scrub pants must be full length and cover the top of the shoe. No jogger pants are allowed. Shoes should be all white tennis shoes (no high tops). Socks should be white. Name badge should be on left side of lab coat.

Grooming:

Clean personal hygiene is expected of each student. All uniforms and lab coats will display the appropriate arm patch sewn neatly on the upper left sleeve. The following dress codes will apply to every student within the Respiratory Care program without exception.

Ladies Dress Code:

- Short hair, clean and dry, styled conservatively and not covering the face.
- Long hair, clean and dry, styled conservatively and pulled back in a barrette or ponytail.
- No jewelry except a watch and class/wedding rings are to be worn. No long necklaces or dangling earrings may be worn– only small stud earrings are allowed. Only one earring per ear in bottom of earlobe. No visible body art or piercings. (This includes tongue rings, tattoos, etc.)
- Minimal, conservative makeup; no eyelash extensions.
- Nails clean and well-manicured with natural color/clear polish only. No artificial nails (acrylics, overlays, SNS, dip powders, etc.) and nails must be trimmed short.
- No perfume, scented body lotions or fragrant hair sprays.
- Makeup: natural, especially eye shadow, mascara, rouge, etc.

Gentlemen's Dress Code:

- Hair clean and dry, styled conservatively and of short length (above the collar).
- Facial hair short and neatly trimmed or clean shaven.
- No cologne scented lotions or fragrant hair sprays.
- No jewelry except a watch and class/wedding rings are to be worn. No earrings or long necklaces.
- No visible body art or piercings. (This includes tongue rings, tattoos, etc.)
- Nails clean and well-manicured. Nails must be trimmed short.

DEPARTMENTAL PROCEDURES

PROCEDURE STATEMENT

Departmental Procedures are established for all Respiratory Care students to ensure a high level of competency and to assure the status of a controlled

learning environment. All students are expected to comply with established school procedures as detailed in the OFTC Respiratory Care Program Handbook.

ATTENDANCE PROCEDURE

The demanding curriculum of programs at this institute requires that a student attend all classes and clinical sessions. Successful completion of the Respiratory Care Program requires a building of knowledge often predicated upon material already covered. The intensity of program material will not allow students to "get behind" and easily catch up.

Students are expected to attend class regularly and to be on time for each class. Instructors keep accurate records of absence and tardiness and attendance records will become part of the student's Work Ethics grade and may affect their course grade as well.

Regular attendance is an important part of preparing a student for employment and is sometimes a critical factor when employers review a student's transcript. Additionally, absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. The student is never excused from meeting the academic requirements of the course. He or she is still responsible for preparing assignments for the next day and for completing the work missed. The student should be prepared to submit assignments or take tests on the next class day he/she returns to class from an absence.

Attendance and punctuality include the beginning of the clinical/class period, return from breaks, and remaining until class/clinical completion. Classes start promptly on the hour, and students reporting later will be responsible for material covered prior to arrival. Tardy appearances distract your fellow students and should be avoided at all costs. Appointments with physician, dentists, or other necessary personal activities should be made outside of class hours. Students with religious beliefs that may interfere with class or clinic attendance must notify the Program Director prior to the beginning of the semester, and other arrangements must be made through alternative scheduling with the instructor.

A student's job cannot be considered a basis for excused absences or tardiness. *Attendance is mandatory! Please note that this procedure does not entitle a student to any absences, tardies, or early dismissals from scheduled clinical or classes.*

CLASSROOM/CLINICAL ATTENDANCE

PLEASE NOTE!!! Students are expected to provide documentation for all absences. Absences must not total more than 10% of class time, or the student

will be administratively withdrawn. Absences are strongly discouraged except in cases of illness or emergencies. It is very easy to fall behind, so every attempt should be made to be present for all classroom, lab, and clinical activities. It is extremely important to be present for class/ lab/clinical/tests/lectures. The information is critical and you are expected to be present. Due to the nature of the information and skills taught within any medical program, there are stricter guidelines which must be followed for clinical and testing attendance. The program's Attendance Procedure has been developed to take these factors into account.

Some clinical facilities require a mandatory orientation. It is the student's responsibility to attend all required orientations and complete all needed paperwork. Failure to attend a scheduled orientation or submit required documents (physical, TB, CPR card, etc.) will result in the student being dismissed from the clinical site. **Any student dismissed from a clinical site for any reason (including failure to attend required orientation, hospital procedure violation(s), request of the clinical site for behavior issues, positive drug testing or problems with background check) may be dismissed from the program. This is not an all-inclusive list of reasons students may be dismissed from a clinical site.**

CLASS ATTENDANCE

Attendance and punctuality include being present at the beginning of class period, returning from breaks on time and staying until class is dismissed. Any student who misses more than one-third (33%) of a scheduled class session will be counted as absent for the entire class session. Three class tardies or early dismissals are equivalent to one absence. Whenever a student's absences exceed 10% of the total scheduled contact hours for the class, the instructor will perform an administrative withdrawal of the student from the class. The only exceptions would be military leave and summoned court appearance with prior notification and written documentation. Any student who has TWO PROGRAM DISMISSALS will not be eligible for re-application to the Respiratory Therapist Program.

Attendance is crucial to fostering good student and employee habits and documentation should be provided for all absences.

CLINICAL ATTENDANCE

Students are expected to attend and to be on time for each clinical rotation. Instructors keep accurate records of absences and tardies, and attendance records will become part of both the student's course grade as well as their Work Ethics Grade. In the event of an unavoidable absence, the student is required to complete a "Variance from Prescribed Clinical Schedule" form on the day of

returning to class (usually the very next day) and the following notification guidelines must be utilized:

1. The student is required to notify the clinical site at least one hour before the start of the shift if he or she must be absent. The student must talk to the Respiratory Therapy Supervisor or the Charge Therapist.
2. The student must notify the Director of Clinical Education on the same day of absence between the hours of 7:30 a.m. and 11:00 a.m. Pre-notification and arrangements are preferred for known absences. It is the student's responsibility to complete the paperwork correctly and to set up his/her own makeup clinical dates.
3. If the student fails to contact either the clinical site or the Director of Clinical Education, the student will be placed on program probation and a written warning will be placed in the student's file. Any student who falsifies being present at the clinical site or leaves early without approval from the Director of Clinical Education or the Program Director will be dismissed from the program.
4. The Director of Clinical Education is equipped with a cell phone that should be utilized for contacting him/her in the event of an unavoidable absence or emergency.
 - a. **At least two (2)** attempts should be made to contact the Director of Clinical Education by cell phone.
 - b. In the event that a response is not received within 30 minutes of the **first** effort, the student should then phone the Allied Health Department (800-200-4484 ex. 5195) and leave a voicemail message for the Director of Clinical Education on his/her office number.
 - c. This message **must include**:
 - 1 The student's name.
 - 2 The clinical site student was originally scheduled to attend.
 - 3 A complete explanation of the reason for the absence.
 - 4 A number where student may be contacted by the Program Director and/or Director of Clinical Education.
5. Failure to provide appropriate notification for ANY absence, regardless of circumstances, will result in the student being placed on mandatory probation. Any further occurrences may result in immediate dismissal from the program. This means that the student must notify both the Clinical Site and the OFTC program faculty in order to fulfill proper notification. The responsibility lies solely with the student to complete a Variance Sheet, set up a makeup date with the clinical site, and bring the completed paperwork to the Director of Clinical Education on the day of return to class.

If the student has unavoidable circumstances **and** proper notifies procedures are followed, the student will be allowed to miss **one (1)** clinical day without any academic penalty. Each clinical absence thereafter in the same semester will result in a reduction of the student's final course grade by 10 points.

PUNCTUALITY

Punctuality means being on the job, ready to work at the scheduled time. Arriving late for a scheduled clinical rotation is unacceptable behavior. The student must plan carefully to arrive at the clinical area in ample time. Clinical attendance is mandatory and provides the student with the total hours of attendance needed to satisfy program requirements.

1. The student is responsible for notifying the clinical site and the Director of Clinical Education immediately upon realization they will be late for a rotation.
2. All missed hours must be made up at the following specified rates after completion of a "Variance from Prescribed Clinical Schedule" form and with prior approval from the Director of Clinical Education.
 - a. All tardies must be made up on the next convenient day after arrangements have been made with both the Director of Clinical Education and the appropriate Clinical Site.
 - b. Students missing from 1 to 15 minutes of any scheduled shift will be required to make up two (2) hours of clinical time.
 - c. Students missing from 15 to 30 minutes of any scheduled shift will be required to make up four (4) hours of clinical time.
 - d. Students missing in excess of 30 minutes of a scheduled shift will be counted as absent and will be required to make up the entire shift at the rate of two hours for each originally scheduled clinical hour missed.
3. Three (3)-tardies/early departures from Clinical will be equivalent to one (1) absence.

The Director of Clinical Education reserves the right to have students who are absent for unapproved reasons make up clinical hours at a double time rate. All students must turn in their variance forms the NEXT class day. Any student failing to turn in required clinical paperwork will have their Clinical Handbook grades reduced by 10 points for every day the paperwork is late. Remember the student may only miss 10% of class time. This means that a student may only miss two days of a class that meets for two hours on two days of the week.

EARLY DISMISSALS

Students may not ask permission to leave the clinical site for personal errands or other unexcused absences. Program faculty must approve any change in the clinical rotation schedule including early dismissal. Students will be provided

with a clinical schedule prior to the beginning of clinical rotations. This schedule will not be changed without the approval of the Director of Clinical Education. Students must follow the rotation schedule with any changes to be made only with prior approval by the clinical coordinator and the preceptor at the clinical site. It is a serious offense to not be at the clinical site with your preceptor when scheduled.

EXTRACURRICULAR REQUIREMENTS

There are several scheduled field trips, which the students are required or may volunteer to attend. These "trips" count for either class or clinic time and are mandatory. Failure to attend may result in a failing grade in the course for which the credit was intended. Student must provide written documentation of absence or have approval by the Program Director prior to the event. For excused absences only, additional work (essay, clinical time, etc.) may be required to fulfill student obligation.

Students who miss required seminars will be required to complete a paper on an assigned topic and to complete additional clinical time.

Students may also have the opportunity to do community service during the program. Falsification of time records related to community service or clinical attendance is considered an academic dishonesty. A failing project grade as well as points off of the work ethics score will result. Instructors verify that time records are accurate.

REMEDICATION

Extra work is not given out in order for students to "raise" their grades. Homework assignments and worksheets may be given out to offer the students extra practice. All assignments are individual and neither paper assignments nor clinical simulations should be done as a team. Students are assigned computer simulations and homework to assist them with difficult concepts. All classwork and clinical work should be given your full attention. Take advantage of any "open labs." Most student underestimate the amount of study time needed for lab, clinical, and traditional classes.

The instructors are here to assist you and to help you transition from student to "Graduate Respiratory Therapist." Do not hesitate to come to them for help or extra time as soon as you notice you are having difficulty with material. Ocone Fall Line Technical College also offers tutoring services free of charge for students. We can't help you unless you ask.

Both the Program Director and the Director of Clinical Education have an open-door procedure meaning you can come to them at any time for any reason. Hard work and perseverance are the keys to success.

Use study groups and the resources available to you. Ask for tutoring or extra time with the instructor as soon as you see you are having difficulty mastering the information or are not scoring where you believe you could on exams or quizzes. Don't wait until the middle or the end of the semester to ask for help. The instructors are willing and excited to assist you with learning. We will provide as much instruction and one-on-one time as you will allow us. However, you do need to schedule extra time with the instructor at least one (1) week prior to the session. Time is provided after class as well as on Fridays for one-on-one lab time.

Students should make every attempt to use this time for additional instruction. Don't hesitate to come to one of us for help. We want you to succeed, and our success depends on your success. Ask for hints on studying or doing research. Find students who are doing well and ask to study with them. Make a note of all important information covered during class. Above all, if you put forth the effort, you will be successful. You should plan on spending at least two (2) hours studying each night/evening for every hour of class material covered. Most students need 6-8 hours of additional study time each day.

ACADEMIC REGULATIONS

Students must maintain a Grade Point Average (GPA) of 2.0 on a scale of from 0 to 4.0 in order to progress in the program. Refer to the Student Handbook for methods of computing GPA. A grade of "C" or higher will also be required for all courses that are required for graduation.

Students are expected to follow the general rules and regulations of the school (OFTC) as written in the current Student Handbook. Disciplinary actions and appeals processes described in the Student Handbook will be followed. It is important that the student read the school's Student Handbook, which explains students' rights and expected conduct.

RE-ENTRY

If a final grade lower than a "C" is made in a RESP course, the student will be **dismissed** from the program. **Re-entry into the program is limited to one time.**

Each semester's theory and clinical practicum are courses essential to each other and should be taken concurrently for the student to be successful. Therefore, the Respiratory Care Department requires that if a student should fail either (RESP 1110) Pharmacology or (RESP 1193) Cardiopulmonary A&P, the

student must enroll in both RESP 1110 and RESP 1193 when re-entering the Respiratory Care program.

ACADEMIC DISHONESTY

Academic dishonesty has many forms. These forms include, but are not limited to, cheating on tests, plagiarism, and collusion. All forms of dishonesty including cheating and falsification of information will automatically result in disciplinary action. A serious breach of honesty also includes the student health form. Required information on this health form is necessary to protect both the student and the patients with which the student comes in contact. Please see the OFTC Handbook for more explanation on Academic Dishonesty/Misconduct.

NOTE: Possession of ANY old exams is considered unauthorized possession

Falsifying any records including time cards is also an academic irregularity and may result in failure of the course and dismissal from the program.

PROBATION

Students may be placed on probation for reasons other than academic. Any student placed on probation as a result of clinical or behavioral issues will be on probation for the rest of the program. Any further issues including attendance, academic, or behavior may result in the student's dismissal from the program. Any student who is dismissed from a clinical site will be immediately dismissed from the program. Probation is for violations that do not necessarily result in program dismissal such as (receiving more than one (1) anecdotal form during a semester, failing to notify a clinical site or staff member of tardy or absence, verbal disruption during class, more than two (2) clinical tardies or absences, and more than one (1) complaint from a clinical site during a semester.

BEHAVIOR

You are to work cooperatively with the physician(s), staff, students, and patients. You must demonstrate a professional attitude at all time by arriving to work on time, beginning work promptly, working diligently and working well with others, accepting constructive criticism(s) well and showing initiative and the desire to learn.

Follow the rules and regulations of the Clinical or Externship facility. Consumption of alcohol and drugs while "in uniform," during or between classes, or before/during clinical time will not be tolerated. This includes while attending any seminar or school related function or activity.

CLASSROOM

All materials in the Respiratory Care Resource Room will remain in that room unless special permission in writing is given by an instructor and the material is signed out in the proper manner.

Any disruption of the learning environment by any student will result in disciplinary measures. This action may be in the form of removal from the classroom, probation, dismissal, suspension, or expulsion, In accordance with OFTC procedure.

MEDICAL PROCEDURES REQUIRED BEFORE CLINICAL TRAINING

Each department may require specific medical procedures for students before beginning clinical training. A physical examination must be performed before the student begins clinical. Immunization against Hepatitis B (or a signed waiver) and a current PPD (test for tuberculosis) must be included in this examination or by separate arrangements.

Clinical rotations may be performed during daytime or evening hours. All students must report to the clinical site to which they are assigned at the appropriate time. Failure to adhere to the clinical rotation schedule will greatly inconvenience the student, as he or she will be sent home at the discretion of the Director of Clinical Education or Preceptor.

Any student who is dismissed or asked to leave any clinical site will be administratively withdrawn with either a "W" or "F" depending on what point in the semester the infraction occurs. A final grade of "0" in work ethics will also be assigned.

In order to continue in clinical, students must obtain a 2nd PPD skin test. It should be performed yearly after their initial PPD. Specific information will be provided during the appropriate semester. All students are forbidden to accept monetary remuneration for the experience of a clinical assignment. If a student accepts any such compensation, he/she will be dismissed from the Program immediately.

The Student's Clinical Handbook and its accuracy is the responsibility of the student. Submission for grading is the student's acknowledgment as to its accuracy. Any falsification of any clinical paperwork will be subject to the disciplinary procedures as described in the OFTC's school procedures.

CLINICAL PROCEDURES

Students will perform procedures as they are outlined in the procedure manuals provided by the clinical sites. Preceptors at the clinical sites will complete the check-off sheets for evaluating and verifying clinical performance.

CPR TRAINING

In most clinical settings, all personnel encountering patients are required to be certified in Basic Life Support procedures. CPR training will be offered during the first semester of Program instruction at OFTC. A physical must have been performed, with a current PPD skin test, before taking this training.

Other training courses, such as Basic Life Support (BLS), Advance Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) are required critical competencies. These courses are offered at no charge to the students, with the exception of the cost of participation cards. Should the student fail, it will be at his or her own expense to retake the course. All required courses must be completed during the assigned semester for successful program completion. It is the student's responsibility to complete BCLS, PALS, NRP, and or ACLS with an outside source should they fail the course offered free of charge at OFTC. Neonatal Resuscitation Protocol (NRP) is the student's responsibility to complete with an outside agency at their own expense.

UNIFORMS

Students must be in a clean, well-pressed uniform when reporting to the clinical area and when in uniform at school. Mandatory colored scrubs will be purchased along with a white thigh-length lab coat. Refer to the clinical uniform requirements for detailed description.

All Respiratory Care students will wear lab jackets while engaged in clinical lab practice as scheduled through OFTC. This requirement is intended to protect the student when he or she is handling potentially contaminated materials.

For the clinical phase, the students should wear the acceptable standard uniform chosen for Respiratory Care students at OFTC. Clinical training sites may have specific dress codes and safety regulations. In addition to those requirements established by OFTC, students will be required to conform to the dress code and safety regulations while training at each particular clinical site.

Only white or skin tone undergarments may be worn with scrubs. No bikini, thong, stripes, polka dots, etc., are to be worn. Socks must be clean and white. Shoes must be white, kept clean and worn with clean white shoestrings. Jewelry: wedding band, watch with second hand, and one pair of stud earrings.

Bracelets are not to be worn. No dangle earrings. Necklace may be simple eighteen inch.

Hair should be clean, neat and arranged simply. Barrettes and hair scrunches are acceptable as long as color complements scrub color.

Cosmetics should be a natural appearance. Do not wear bright colors to clinical sites.

Fingernails should be clean and well-manicured with soft color of nail polish. No bright colors will be acceptable. Natural fingernail length should not extend $\frac{1}{4}$ inch beyond fingertips as this may hinder your work.

Perfume and cologne will not be allowed.

An effective deodorant to prevent body odor and mouth care to prevent halitosis is required.

The OFTC name badge is to be worn at all times. It should be worn on the outside of a lab coat or scrubs, etc.

STUDENT NAME TAGS AND SCHOOL EMBLEM PATCH

Students must wear the appropriate name badge approved by OFTC administration at all times, whether on campus or at clinical. The school emblem patch will be worn to identify the worker as a student and to identify the school affiliation. The school emblem patches will be purchased at the beginning of the academic year, as students enter the program. OFTC will provide each student with their initial name badge. If a student loses his/her name badge, there will be a \$10.00 fee to replace it. **STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASSES OR CLINICAL WITHOUT THE APPROPRIATE NAME BADGE.**

Any time a student is at a clinical site, proper dress code is required. Even if the student is not scheduled for clinical time, scrubs, name badges, and lab coats should be worn. It is never appropriate to go to a clinical site dressed in jeans or shorts. You should dress professionally at all times whether attending class, field trips, clinical sites, or any other school related activity.

GRIEVANCE PROCEDURES

See the OFTC Student Handbook on the [OFTC website](#).

HEALTH SERVICES/ EMERGENCY INFORMATION

First aid supplies and personnel trained in the aid are available. In the event of injury or other medical emergencies, the nearest instructor or staff member and the administrator on duty at that time should be notified. Professional

emergency care, if needed, will be secured by the administrator on duty. In case of serious accident or injury, the college will refer the student to the nearest hospital (or hospital of the student's choice) or ambulance service for emergency care.

OFTC'S EMERGENCY NUMBERS

Position

OFTC's Main Campus
Help Desk/ Campus Police
Laurens Co. Police, Fire, or Ambulance

Office Number:

(478) 275-6589 or (800) 200-4484
(478) 275-6589
911

GRADE AVERAGE

All quizzes, tests, and final exams are weighted. The grading system for each Respiratory Care course is outlined in its syllabus.

TESTING FORMAT

Quizzes or test may include matching, multiple choice, true-false, completion, and essay items. Any student absent on the day of an examination without prior notification and approval from the Instructor, will not be permitted to reschedule the exam and will receive an automatic "0" grade for that exam. Make-up examinations are at the Instructor's discretion and are only given under extenuating emergency circumstances. The instructor reserves the right to request a physician's note for any absence due to illness on the day of an exam. An alternate version of the exam will be administered under these circumstances. Assuming prior notification is received for an unapproved absence, the Instructor may agree to allow opportunity to take a retest with the highest grade possible being a 70%. In the event the instructor does allow a make-up examination to be administered, the student must be prepared to complete it immediately upon his/her return.

GRADING SYSTEM

When grade averages reflect 0.1 – 0.9, these tenths of points will not be calculated when averaging grades. Grades will be assigned according to the following scale:

A:	90–100
B:	80–89
C:	70–79
D:	60–69
F:	59 and below

The grading system of the Respiratory Care program requires the minimum course grade of a "C" for progress from specified courses to more advanced courses. Therefore, a student with a final average below seventy (70) in a RESP class will not be allowed to progress in the Respiratory Care program.

GRADE CHANGES

Any discussions and/or changes in the grades of any examination or homework will be made within one (1) day after the return of the test. The student is

responsible to bring any concerns to the attention of the Instructor before this time. After this time has occurred, the assigned grade will not be changed.

JOB PLACEMENT

The Instructor and the Director of Job Placement will try to help you find employment. However, it is the student's responsibility to find a job after completing the program.

LAB PRACTICE

After lab practice, a student will be checked off for that competency before moving to the next phase of training. A competency check-off which is failed must be repeated and passed as quickly as possible. You should use all lab time for practicing competencies and studying for upcoming lab examinations. All examinations are cumulative so you should not only practice and study the current competency, but also any prior material.

LIABILITY INSURANCE

All Allied Health professions students have medical professional liability insurance. OFTC students pay a nominal cost for limited malpractice coverage during clinical training.

MEDICOLEGAL RESPONSIBILITIES

The unauthorized or unsupervised performance of procedures during clinical (practicum) training will result in immediate disciplinary action, which may lead to dismissal from the program or course. This activity is against regulations as a physician or other person authorized to treat patients must request procedures before performance of the procedure. Unauthorized procedures will also refer to using a computer code assigned to someone else, allowing someone else to use the computer code assigned to you, and performing any procedure within the clinical setting which has not been successfully completed in the laboratory with the corresponding appropriate documentation.

The student, may only perform procedures for which he/she has been trained. The student may not perform any procedure in any clinical setting that have not been checked off on in lab.

The student, may defer a treatment/procedure for which you have not been trained to more experienced personnel with the request that you be able to observe the procedure in order to become familiar with it; thereby enhancing your educational pursuits.

You are an adult and are responsible for your own actions.

You, as a student, can still be sued.

Failure to comply with this rule (scope of practice violation listed above) will result in mandatory probation and could mean dismissal from the program.

EMPLOYMENT IN THE PROFESSION

Students in the Respiratory Care Program are not allowed to be employed in their profession as a Respiratory Care Therapist. Career Services are available to students seeking employment after graduation.

PROBLEMS AND CONCERNS

Discuss problems or matters of concern with the Instructor and not with others who are unable to help resolve the problems. Please follow the chain of command when trying to solve a problem -- Instructor, Division Chair of Allied Health, etc. Your work ethics grade will reflect your ability to follow the chain of command and refrain from discussing inappropriate material at the clinical site or in the presence of other students or people.

VACATION AND HOLIDAYS

Students are allowed vacation and holidays as scheduled by OFTC's academic calendar. However, there are several scheduled field trips, which the students are required to attend. These "trips" count for either class or clinic time and are mandatory. Failure to attend will result in a failing grade in the course for which the credit was intended.

INCLEMENT WEATHER

Occasionally, OFTC might be closed due to inclement weather. If conditions do not permit attendance, time missed will be made up at a later date.

INCLEMENT WEATHER PROCEDURE FOR CLINICAL PRACTICALS

The student will determine the status of classes, both OFTC and clinical site training, by relying on the media, i.e., radio or television. If classes are "canceled," there will be NO classes or clinical site experiences for that day during any shift. There will be no credit given for appearing when classes have been canceled. Careful attention should be given for news related to reporting on a delayed basis. It is possible that school or clinical site opening would be delayed during inclement weather conditions or certain other mitigating factors. You may also contact your instructors for information or call the main OFTC phone number.

OFTC STUDENT HEPATITIS B VACCINATION SERIES

INFORMATION & CONSENT

Hepatitis is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment for this disease. The outcome of Hepatitis B is variable but it can be lethal, and 5-10% of infected people will become carriers. Vaccination is strongly recommended for health care workers, allied health faculty, and students as well as others whose jobs or training programs involve an inherent potential for skin or mucous membrane contact with blood, body fluids, body tissues or a potential for spills or splashes of these items.

PURPOSE

The purpose of the vaccination series is to provide prophylactic HBV protection to those faculty members and students in program areas which have the potential of exposure to blood or other potentially infectious body materials (OPIM). Clinical facilities/work sites may require Hepatitis B vaccination for both faculty members and students prior to any patient/client contact.

PREPARATION

The vaccine is safe, immunogenic and effective in preventing Hepatitis B.

VACCINE

The vaccine is produced in yeast cells, purified by a series of physical and chemical methods and is free of any human blood products.

DOSAGE AND ADMINISTRATION

Given IM only into the deltoid muscle. Three doses of 1ml. each: 1st dose; 2nd dose one month later; 3rd dose six months after 1st dose. The duration of the protective effect is unknown at the present time.

ADVERSE REACTIONS

1. As with any vaccine, an anaphylactic reaction may occur. (<1.0%)
2. Redness, swelling, warmth, and soreness at the injection site.
3. Low grade fever (< 101F) is usually confined to the 48-hour period following the injection.
4. Malaise, headache, nausea, dizziness, and aching, usually limited to the first few days following the injection.
5. Urticaria (rash) rare.
6. In a small number of people, neurologic reactions, including the Guillain-Barre syndrome, have occurred in the period following Hepatitis B vaccination. The rate of occurrence of Guillain-Barre syndrome is not thought

to be significantly increased above that observed in normal adults. These reactions are not thought to be related directly to the Hepatitis B vaccine.

CONTRAINDICATIONS

If any of the following are present, the vaccine should not be taken:

1. Hypersensitivity to yeast.
2. Hypersensitivity to any component of the vaccine.

PRECAUTIONS

If any of the following are present, the student should consult their private physician before starting the vaccination series:

1. Serious, active infection, or illness.
2. Severely compromised cardiopulmonary function.
3. Pregnancy or lactation.

Warning: Students who are immunocompromised or receiving immunosuppressive therapy should consult their private physician for guidance and dosages before starting the vaccination series.

PROCEDURES – TESTING

Each student and faculty member in a covered occupational area should have a tuberculin skin test at the time of employment or prior to assignment to clinical or work site area respectively unless a previously positive reaction can be documented or after completion of appropriate preventive therapy or adequate therapy can be documented.

Any covered faculty member or student with a history of Bacillus of Calmette and Guerin (BCG) vaccination should also have the tuberculin skin test. Any covered faculty member or student who exhibits a first-time positive reaction to the skin test must be cleared by a physician before further contact with students or patients/clients. Clearance must be documented in writing. Personnel with documented, active TB disease should be also offered HIV antibody testing.

Covered faculty members and students with a documented history of a positive skin test (PPD) or adequate treatment of latent infection or active diseases are to have a chest x-ray.

Initial and follow up tuberculin skin tests should be administered and interpreted according to current CDC guidelines.

Periodic retesting of PPD-negative faculty members and students should be conducted to identify persons whose skin tests convert to a positive status. The

frequency of retesting is risk-dependent. The schedule for persons performing high-risk procedures is every six months. In general, faculty and students should be tested annually. Students are responsible for the cost of their skin tests.

DRUG AND CRIMINAL BACKGROUND CHECKS

Clinical facilities also require criminal background checks as well as drug testing. You must comply with and pass any of the required testing in order to successfully complete the Respiratory Care program. Any required testing will be at the student's expense. Students will not be allowed to attend clinical practice if they have unsatisfactory results on either of the above tests. Any student who fails either a drug test or a criminal background check will be dismissed from the Respiratory Care program. Due to licensing and clinical site requirements, it is not possible to pass a student who has an unsatisfactory drug or criminal background test.

Information will be given to the student prior to the beginning of the clinical rotation regarding necessary testing and expense.

Medicare and Medicaid requirements are strict regarding patient care and students are required by the facilities to take and have satisfactory results for the above tests. All results are confidential and will not be disclosed to other students or to personnel that do not have an immediate need to know. This is required for all students and no student will be exempt from these requirements.

Students are also not allowed to possess weapons, drugs, or alcohol at clinical sites since this is a school related activity. Vehicles may be searched at the discretion of OFTC or hospital personnel. OFTC has a zero tolerance for any weapons, drugs, or alcohol and possession of any of these substances would mean that the student would be immediately dismissed from the Respiratory Care program with a failing clinical grade.

WEAPONS ON CAMPUS

See the OFTC Student Handbook on the [OFTC web site](#).



STUDENT HANDBOOK/WORK ETHICS PACKET RECEIPT FORM

I, _____, have received my
(Please print name)

copy of the Respiratory Care Program Student Handbook and the Oconee Fall Line Technical College's Work Ethics Packet. I have read both of these in their entirety. I fully understand the policies and procedures outlined within and agree to comply with them. I further understand that failure to comply with the policies and procedures could result in my dismissal from the Respiratory Care program.

Signature

Date