



2022-2024

Program & Student Handbook

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Program Chair for Respiratory Care

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**MIDLAND COLLEGE
RESPIRATORY CARE PROGRAM
STUDENT HANDBOOK**

I have reviewed this handbook and understand all the policies and procedures included within. I agree to abide by these policies and procedures while enrolled as a student in the Respiratory Care Program at Midland College.

Student Signature and Date

Student Confidentiality Statement

I am aware of the need and responsibility to protect the confidentiality of all information as it relates to the patients/clients, physicians, and staff/affiliates of the clinical affiliations to which I am assigned. I am also aware of the need for confidentiality as it relates to any and all computerized information within clinical affiliations. I agree to keep this pledge to maintain the trust of the patients/clients, physicians, and staff/affiliates of the affiliations by keeping all information within the confines of the concerned affiliations, as well as within the Respiratory Care Department of Midland College.

I agree to refrain from releasing any patient/client, physician, or affiliation information except in accordance with Midland College Respiratory Care and affiliation policies. I also agree not to install any software in affiliation computers or use any assigned security codes in any capacity except that which they are expressly designed. I also understand that any e-mail or Voice Mail must be reviewed by affiliation staff/affiliates/management and/or Midland College Respiratory Care faculty.

Signature: _____ Date _____ Print
Name: _____

The Midland College Respiratory Care Program (CoARC program #200303) awards an Associate of Applied Science in Respiratory Care on the Midland College campus in Midland, Texas and is accredited by the [Commission on Accreditation for Respiratory Care](#)

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

Click here to view the [programmatic outcomes](#) data for Midland College Respiratory Care. This page must be returned to the Program Director by the end of the first week of class.

WELCOME

The administration, faculty and fellow students of Midland College are happy to extend a warm welcome to each new student.

This handbook is prepared and offered as a guide to assist you in adjusting to the Respiratory Care Program, and to present the rules and regulations of the Program. The student and faculty policies were developed for the purpose of maintaining an environment conducive to learning as well as for student progress. The Program rules and regulations apply to all students and faculty regardless of location of instruction.

It is the responsibility of the student to read and abide by the Respiratory Care policies and to adhere to the rules and regulations set forth in the Midland College General Catalog and Student Handbook so that high standards of education may be achieved.

We are pleased that you have chosen Midland College to assist you in reaching your goal of becoming a Respiratory Therapist.

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Midland, Texas

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MISSION

The mission of the Respiratory Care program is to provide the instruction and resources necessary to enable individuals to develop the knowledge, skills, and attitudes that will allow the student to become successful and competent professional Respiratory Therapists.

VISION

The Respiratory Care Program at Midland College will continue to develop a Respiratory Care program whose graduates and faculty have an excellent reputation in the local and regional community.

GOALS

The goals of the Respiratory Program are

- To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care practice as performed by Registered Respiratory Therapists (RRT's).
- To help satisfy the need in the local and regional communities for proficient Respiratory Therapists.

PHILOSOPHY

The Faculty of the Respiratory Care Program believes that:

- The purpose of the program is to serve students who wish to become Registered Respiratory Therapists; and that by so doing, the program serves the future patients of these students;
- Knowledge, skills, behavior, communication, 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 practitioner, with adequate knowledge in the scientific foundation; critical thinking skills; and strong ethical principles;
- The program faculty and students 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 a noble objective worthy of intense effort.

Program Accreditation

Midland College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

Commission on Accreditation for Respiratory Care
264 Precision Blvd
Teleford, TN 37690
(817) 286-2835

CONCEPT DEFINITIONS

Environment

The environment is comprised of internal and external forces that affect the individual client, families, groups, and communities. Environmental forces influencing everyday life include, but are not limited to, biological, psychological, social, cultural, spiritual, and developmental dimensions.

Caring

Caring is an essential component of respiratory care which involves the therapeutic use of self within the context of respiratory practice. Caring requires a personal, social, moral, and spiritual engagement of the respiratory therapist. Caring actions do not occur in isolation but exist within the socio-cultural context of all individuals involved.

Critical Thinking

Critical thinking is defined as reflective judgment and reasonable thought that focuses on deciding what to believe or do and is a composite of attitudes, knowledge, and skills. Students are required to use knowledge from the natural, behavioral, social and respiratory sciences and humanities to assess, plan, implement, and evaluate care. They need to be able to arrive at decisions that are specific to the particular circumstances of each client, family, group, and community to facilitate health.

Communication

Communication is the means of sending and receiving messages through symbols, words, signs, and gestures. A student brings to the program communication skills learned through life experiences and prior formal education. These are the foundations upon which theory and application necessary for therapeutic interactions and interventions are built. Effectiveness in the respiratory therapist/client relationship is dependent upon the ability to collaborate with nurses and other health care professionals. The student learns the terminology and the processes that support relationships with colleagues. These processes include clear, accurate, timely written and verbal communication. Formal presentations and paper contribute to the development as colleagues and respiratory professionals. Communication skills are applied to individual clients, families, and groups across the life span and among culturally diverse populations. Students explore, analyze, and evaluate communication processes with clients.

Texas Medical Board

All students who plan to practice in the state of Texas are required to obtain a Respiratory Care Practitioner (RCP) license from the Texas Medical Board (TMB). In the event that a student has a criminal history, he/she may not be eligible for a state license. It is the responsibility of the student to contact the TMB to determine his/her eligibility. See Licensing for Respiratory Care Practitioners

Therapeutic Interventions

Therapeutic interventions are concerned with designing, implementing, and evaluating activities and actions that promote, maintain, or restore the health of the individual clients, families, groups, and communities. The goal of therapeutic interventions is to develop methods to foster human choices and independence that lead to health and well-being. The foundation for implementing therapeutic intervention is the respiratory therapist/client interaction and the major expression of therapeutic intervention is client outcome.

PROGRAM COMPETENCIES

On completion of the Midland College Associate Degree Respiratory Program, the graduate will be prepared to function safely and effectively in the roles of provider of care, coordinator of care, and as a member of the respiratory profession.

1. Provider of Care

- Determine the health status and health needs of clients and their families based on interpretation of health data in collaboration with clients, families, and other health care professions
- Formulate goals and plan of care for clients and their families based on nursing diagnoses in collaboration with clients, families, and other health care professionals.
- Implement the plan of care within legal and ethical parameters in collaboration with clients, families, and members of health care professions to assist clients and their families to meet health care needs
- Develop and implement teaching plans for clients and their families concerning the promotion, maintenance, and restoration of health.
- Evaluate the client and family responses to therapeutic interventions.
- Provide for the care of multiple clients and their families in a variety of health care settings either through direct care or assignment and/or delegation of care to other members of the health care team.
- Use clinical data and current literature as a basis for decision making in respiratory care practice.

2. Coordinator of Care

- Coordinate human and mental resources for the provision of care for clients and their families.
- Collaborate with clients, their families, and other health care professionals to provide care.
- Refer clients and their families to appropriate resources when necessary to meet health needs.

3. Member of a Profession

- Assume accountability and responsibility for the quality of respiratory care provided to clients and their families
- Act as an advocate to promote the provision of quality health care for clients and families.
- Participate in activities that promote the development and practice of respiratory care
- Function within the organization's framework of various health care settings in planning and providing care for clients and their families.
- Participate in continuing education
 - As a member of the Respiratory Care Profession, you will be required to participate in continuing education to maintain both your professional license to practice as well as your credentials.
 - The Midland College Respiratory Care Program is designed to help transition the student to the continuing education environment through the use of professional credits. Professional credits must be earned during each semester. Professional credits will not be allowed to carry over into subsequent semesters. Professional credit options and examples can be found in course syllabi and attached at the end of the handbook.

4. Professional Organizations

- The American Association for Respiratory Care (AARC) is the national and international professional association for respiratory care. The AARC encourages and promotes professional excellence, advances and science and practice of respiratory care and serves as an advocate for patients, their families, the public, the profession, and the respiratory therapist.
- The Texas Society for Respiratory Care (TSRC) is a chapter affiliate of the American Association for Respiratory Care. The TSRC improves patient outcomes through education and the advancement of the art and science of Respiratory Care in the state of Texas in cooperation with other healthcare providers, through the continuing review and implementation of the society's strategic plan, goals and objectives

PROGRAM STANDARDS

1. A criminal background check will be conducted on each applicant prior to the beginning of clinicals at the applicant's expense. Results of this report may prevent a student from attending clinical in some areas and from obtaining licensure through the Texas Medical Board. The following histories will disqualify an individual from consideration for clinical rotations (If a licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation)
 1. Felony convictions/deferred adjudications
 2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
 3. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc)
 4. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 5. Registered sex offenders
 6. OIG, GSA, OFAC, and Medicaid Sanctions
 7. U.S. Terrorist suspected list
 8. Pending charges and warrants for arrest
2. All students are subject to a 10-panel drug screening at the time of admission and randomly throughout the year at the student's expense.
3. Prior to beginning clinical rotations, the student must obtain American Heart Association CPR Certification for BLS Provider. A copy of the card must be kept on file in the student's record. The student must maintain a current CPR certification throughout the program.
Failure to maintain CPR will prevent the student from participating in clinical rotation until proof of CPR is provided. Absences will be recorded for any missed clinical.
4. Professional liability insurance is required of all students while enrolled in the program. Professional liability insurance is included with registration fees.
5. A tuberculosis screen, MMR titers/immunizations, TDAP immunizations, influenza immunization, and proof of varicella immunity are required. Hepatitis B is required before patient contact. Students who decline to take the Hepatitis B vaccine must sign a waiver obtained through the DSHS. A second TB screen and influenza vaccination, at the student's expense, will be required before the student's second year of the program . **If at any time, the student's annual limit on the TB or influenza vaccination has been exceeded the student will not be able to participate in clinical rotations until proof is provided. Absences will be recorded for any missed clinical.**

6. Personal health insurance is required of all students while enrolled in the respiratory program. It is the responsibility of the student to obtain and purchase health insurance. Proof of medical insurance must be kept in the student's file. **Failure to maintain health insurance will prevent the student from participating in clinical until proof of insurance is provided. Absences will be recorded for any missed clinical.**
7. In the summer semester a mock TMC test will be administered. In the spring semester prior to graduation a mock TMC and mock CS will be administered. These grades will be recorded as the final exam in its appropriate course(s). Fees for these exams are included with tuition.
8. **Honesty:** It is expected that the respiratory student will adhere to the policies and practices in the Midland College Student Handbook and the [AARC Code of Ethics](#).
9. **Accountability:** Student must take responsibility for their own decisions and actions. This includes acts of commission (what the student chooses to do) and acts of omission (what the student chooses not to do).
10. **Confidentiality:** Respecting the privacy of others is a standard to which all respiratory students must adhere. Each student is expected to safeguard the implicit trust between the respiratory therapist and the client. Protection of the client-related information from discovery is expected. All students will be required to sign the Student Confidentiality Statement located at the beginning of this handbook.
11. **Professionalism:** Respiratory students represent the College and the Respiratory Program at all times and should therefore conduct themselves in a positive manner. This includes being considerate and respectful of others and demonstrating self-respect.
12. **Safety:** Students are expected to conduct themselves in a manner in which they are free of risks and injury. Practice, which provides safety for the student and the client, is expected. Clinical facilities are not responsible for personal safety of the student.
13. **Responsibility:** Reliability and trustworthiness are expected of respiratory students. Each student is responsible to Midland College for policies and behaviors listed in the Midland College Student Handbook and the Respiratory Care Student Handbook. The student is also responsible to the clinical agencies for their policies and procedures which apply to the respiratory therapist practice
14. **Growth:** Respiratory therapist must continually learn and grow in order to maintain a competent practice. The student must be committed to professional growth by self-evaluation of performance, accepting educational feedback, and incorporating new learning into practice.

Several standards are common to all programs. These are listed below, followed by specific requirements of each program. The student must have the ability to:

1. Think critically, with sound judgment, emotional stability, maturity, empathy, and physical and mental stamina.
2. Learn and function in a wide variety of didactic and clinical settings.
3. Communicate effectively, both verbally and in writing, using appropriate grammar, spelling, and vocabulary.
4. Immediately comprehend and respond to auditory instructions or requests.
5. Think clearly and act calmly in stressful situations.
6. Perform up to a 12-hour clinical experience in a single 24-hour period.
7. Work cooperatively, preserving relationships with other members of the health care team.
8. Perform fine and gross motor skills with both hands.
9. Apply adequate pressure to stop bleeding.
10. Perform CPR.

In addition to the above criteria, the following are specific to respiratory care students -

Respiratory care students must have the ability to:

1. Utilize both visual and auditory monitoring equipment safely and effectively
2. Assess and record changes in patient status using visual, auditory, and tactile senses
3. Troubleshoot patient/equipment systems
4. Effectively and appropriately communicate and relate with patients, their families, and members of the health care team using oral and/or written means
5. Possess strength and mobility sufficient to support and transport patients as well as equipment
6. Perform respiratory care procedures while wearing personal protective equipment (mask, gown, gloves, etc.)
7. Safely and effectively prioritize workload
8. Perform CPR (bag and mask ventilation, chest compressions)
9. Utilize intellectual ability to adapt to changing patients' conditions

(Standards 1-9 are published for prospective and enrolled students)

10. Stand, sit, walk, push, pull, squat.
11. Lift and/or carry up to 50 pounds.
12. Reach in forward, lateral, and overhead motions.
13. Climb stairs.
14. Distinguish distance, colors, objects, persons.
15. Complete paperwork.
16. Demonstrate depth perception.
17. Hear conversations, monitor equipment, perform auscultation, use telephone, and distinguish background noise.
18. The student must be able to accurately observe patients from a distance or close at hand, correctly read digital, analogue or graphic gauges, scales and monitors, and recognize biohazardous fluids. The applicant/student must be able to hear audio and see visual alarms. He/she must also be able to hear breath and heart sounds with a stethoscope and see cardiac/pulmonary waveforms on monitoring screens.
19. Distinguish between sharp/dull and hot/cold.
20. Process and communicate information on the patient's status with accuracy in a timely manner for appropriate interaction with physician, supervisors, and other members of the health care team.

PROGRAM CIRRICULUM

Course Number	Course Title	Semester Hours
Prerequisite Courses		
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
		Total 8
Semester I		
HPRS 1106	Essentials of Medical Terminology	1
RSPT 1260	Clinical I	2
RSPT 1340	Advanced Cardiopulmonary Anatomy and Physiology	3
RSPT 1371	Introduction to Respiratory Care	3

RSPT 1410	Respiratory Care Procedures I	4
		Total 13
Semester II		
ENGL 1301	Composition I	3
RSPT 1213	Respiratory Care Pharmacology	2
RSPT 1360	Clinical II	3
RSPT 1411	Respiratory Care Procedures II	4
RSPT 2310	Cardiopulmonary Disease	3
		Total 15
Semester III		
RSPT 1362	Clinical III	3
RSPT 2414	Mechanical Ventilation	4
		Total 7
Semester IV		
RSPT 2362	Clinical IV	3
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
RSPT 2358	Respiratory Care Patient Assessment	3
	Social/Behavioral Sciences	3
		Total 12
Semester V		
	Humanities/Fine Arts	3
RSPT 2230	Respiratory Care Examination Preparation	2
RSPT 2247	Specialties in Respiratory Care	2
RSPT 2139	Advanced Cardiac Life Support	1
RSPT 2363	Clinical V	3
		Total 11
		Grand Total: 66

ACADEMIC STANDARDS

1. Grades are expressed in letters as follows:
A 90-100% B 80-89% C 70-79% F <70%
All students must achieve a **minimum of 70%** to pass any course. All courses must be completed with the minimum score for the student to progress to subsequent semesters
2. Any student having academic difficulty in an individual course will be counseled during the semester. The student will be notified of an academic deficiency in writing and counseled by the instructor of the specific course.
3. To ensure timely access to faculty for academic concerns and problems, please utilize instructor office hours which are posted on the faculty webpages and outside office doors.
4. Bonus points and extra credit should not be expected. This will be the choice of the individual instructor.

5. Any student dismissed for disciplinary/academic reason may appeal through the instructional chain of command and/or the Technical Program Appeals Committee of Midland College. This process will be guided by the Program Director
6. Any respiratory course from which the student withdraws or fails may be repeated only once. (See Readmission Policy)
7. It is the responsibility of the student to obtain information presented in class and/or assignments made when the student is absent.
8. Arriving late and/or leaving early from class or clinical is not acceptable. This behavior may result in academic, as well as disciplinary probation. Three tardies comprise one absence. When a student is tardy from class or clinical more than 15 minutes or leaving more than 15 minutes early, the student shall be counted absent for the entire class period or clinical day.
9. Each student is expected to take exams as scheduled. If an exam is missed for any reason, the student must take the exam on the student's first day back on campus or a grade of "0" will be recorded for the missed exam. Ten percent will automatically be deducted from the make-up exam score. No more than two exams per semester may be made-up (for each course). Exams may not be taken early in any class.
10. Final exams must be taken at the scheduled time without exception.
11. All final exams must be taken to proceed within the respiratory care program.
12. All class and clinical assignments are due on appointed dates at the designated time. Failure to submit an assignment on time will result in a grade of "0" to be given for the assignment. Although a grade of "0" will be given, the individual instructor reserves the right to ask for completion of the assignment. Failure to comply with request will result in incompletion of the course

RESPIRATORY CARE ADVANCED PLACEMENT POLICY

The MC Respiratory Care program does not allow advanced placement. All courses and clinicals are required.

PROGRESSION REQUIREMENTS

Students must enroll and obtain at least a grade of "C" in each respiratory course to continue in the respiratory program. Estimates of tuition, fees and other estimated costs related to the program can be obtained in the back of the handbook. Students must meet the selected criteria for successful completion as outlined in each course syllabus. The course syllabi are available on the course website

APPEAL PROCESS

See Midland College Student Handbook and the Technical Program Appeals procedure
No student dismissal is to be final until all the applicable procedures are observed **should** the student wish to use them.

When dismissed for misconduct from the Respiratory Program, the student's grade will be a "W" or "F" depending upon the point of the semester. Any student dismissed from the Respiratory Program for reasons of misconduct will not be reinstated.

STUDENT WITHDRAWAL

Those students who withdraw of their own accord and have performed satisfactorily to that point will receive a grade of "W". If the student wishes to be reinstated, the student's records will be re-evaluated, provided the student has completed all admission requirements for new applicants. Students are encouraged to follow withdrawal policies as outlined in the Midland College Student Handbook.

Voluntary withdrawal requires the submission of a letter written by the student, which will include the reason for withdrawing. This letter must be submitted to the program director.

If a student is not allowed to progress in the respiratory program due to illness, or has left the program for any reason, for a period more than six months, they must follow the application procedure listed below:

1. Submit an application to return to the program. This must be done within a minimum of 30 days before the semester the student desires to enter. Applicant must follow the normal application procedure for the program.
2. A student may reapply for re-admission one time only. Preference will be given to students that have not attempted the program in the past. The student is required to meet with the Re-admission Committee and this committee will determine acceptance into the program
3. If the application is accepted and the student is eligible for his/her second admission, he/she must meet with the Program Director to discuss degree plan requirements.
4. A written examination and clinical practicum session will be administered to the student. The student will be required to demonstrate a level of didactic and clinical proficiency necessary to enter the semester for which he/she is applying. Both tests must be passed with a minimum of 70%.

HEALTH AND SAFETY

The student's health is of upmost importance to MC Respiratory Care. Information concerning exposure to infectious and environmental hazards will be taught within the curriculum before students undertake any educational activities that would place them at risk.

Students are responsible for their own medical care. The clinical facility, Midland College, and/or Midland College Respiratory Care is not responsible for any student injury that occurs on any premises.

For student safety in the clinical area, faculty must be notified of acute or chronic health problems, prescription and non-prescription medications being taken at any time, and pregnancy.

Certain health conditions may require a doctor's release statement before the student will be allowed to attend or return to clinical. If the condition prevents the student from participating fully, the student will not be allowed to attend or return to clinical until the physician has released the student to full duty. Attendance policy outlined in each course syllabus will be followed.

Students are not allowed to discuss their health problems with physicians on the clinical unit.

If the student is injured or exposed to infectious/environmental hazards while in the clinical setting, the instructor must be notified immediately and measures will be in accordance with policies of the college and the health care agency. The student can be treated at his or her own expense in the hospital's emergency room or at a private physician's office. An incident report must be completed, and a copy will be placed in the student's file. Midland College, faculty, and clinical institution assume no liability for any accidents or injury.

School Related Accidents and Incident Reports

Rules

- Liability coverage is only for the student while attending class or clinicals.
- When an incident occurs, 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 copy 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.
- Follow the CDC guidelines for COVID-19 protection.
 - Handwashing
 - Wear face mask/covering while in any building on the MC campus.
 - Social Distancing.

The College's Liability insurance policy can change at any time due to the type of coverage and company insured with.

Procedure

Responsibility	Action
Student	<ul style="list-style-type: none">• Notifies program faculty as soon as possible. MCRT incident form must be filled out within 24 hours of incident.• Clinical instructor or program faculty will direct student to proper place to seek treatment dependent upon severity of injury.• Gives fully completed incident form to appropriate person. (facility form to respiratory supervisor and school form to program director)• Gives incident summary to program faculty, as well as a copy of the incident form.• Arranges payment for personal injury or sickness
Clinical Instructor	<ul style="list-style-type: none">• Assists student in filling out appropriate forms.• Advises the student to seek medical attention if injured.• Reports documentation to clinical coordinator or program director.
Program Faculty	<ul style="list-style-type: none">• Assists student in filling out forms.• Files summary in student program file.• Reports documentation to Program Director.• Provides student with school accident form.
Chief Tech or Designee	<ul style="list-style-type: none">• Accepts responsibility for student in absence of instructor.• Assists student in filling out forms.
Program Director	<ul style="list-style-type: none">• Reviews all documentation

- A student who becomes ill or is injured at the clinical site must report to the assigned instructor and the Director of Clinical Education as soon as possible. He/She will determine if it is necessary for the student to be seen by the employee health nurse or the emergency department will be made.

- The student is required to fill out an incident report at the school and the facility in the event of an injury or incident. An incident report is written documentation of the facts concerning injury to the patient or student.
- Fill out the incident report as soon as possible no matter how trivial the incident may appear at the time. The form must be completed within 24 hours of the accident or incident.
- A copy of the form will be kept in the student's program file.
- Personal injuries and illness requiring medical treatment are the financial responsibility of the student.
- If the student is required to have continuing medical treatment for a limiting disability or condition, the student is responsible for notifying the program faculty as soon as it is made known to the student.
- It is required that the student maintain individual health insurance coverage.

HEALTH STATUS REPORT

A health status report can be required by the clinical facility or program faculty for the following reasons:

- Any surgical procedure.
- Any injury.
- Any prescribed controlled substance.
- At the request of the clinical site or program faculty.
- Pregnancy
- For any reason that might lead to injury to patient or student.

LIABILITY INSURANCE

All students are required to carry professional liability insurance. Insurance is purchased (annually) when the student enrolls in Clinic 1 and Clinic 5. If re-enrolling in the program the liability insurance is purchased the semester that they re-enroll.

ATTENDANCE FOR CLINICALS

Attendance at clinical is an essential component of the student's clinical education. Students will be supervised at all times during their clinical education coursework and experiences. Students will not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work performed during programmatic clinical course work.

The student must be in his/her assigned area of rotation and prepared for instruction at the SCHEDULED TIME for that rotation. If a student is unable to be present at clinical, it is his/her responsibility to report the intended absence. A call to report an absence must be made to the clinical instructor, in charge of the clinical, **2 hours prior** to the scheduled time for the rotation. **Calls can only be made during the hours of 0400 to 2000. If for any reason the student cannot reach the instructor, the student is to call the Clinical Director's office and leave a voicemail. Texting is not an appropriate method for calling in for clinical rotations or any other communication with your instructors. You must also write an email to the Clinical Director informing them of your absence.** If the absence is not reported in this manner, it will be recorded on the Incident Form and documented as an unexcused absence. If a student does not call and does not show to two clinical rotations, they are automatically dismissed from the program.

Clinical rotations have a maximum of **two** days that a student can miss. Any absence over the allowed number will result in the final clinical grade being reduced by 10% for each additional absence. Absences will not be allowed to carry over into following semesters.

Tardiness is also of equal importance. A student will be considered tardy if they arrive after scheduled start time (up to 30 minutes) or if 15 minutes of the scheduled rotation is lost at any time (i.e. leaving early). Three tardies will comprise one absence. If a student misses more than 15 minutes of the scheduled rotation this will comprise an absence and the student may be sent home.

ATTENDANCE FOR CLASS

Student attendance will count 5% toward course final grade. The attendance requirements are outlined in each course syllabus. See individual course syllabi for rules concerning classroom attendance.

INCLIMENT WEATHER POLICY

Midland College will provide early information for students regarding classes, typically by 6-6:30 am. You can check one of the following information sources to see if classes will be held, canceled or delayed:

- **ONLINE**
A message will be posted on the main page.
- **TELEVISION**
Tune to Channels 2 (KMID/ABC), 7 (KOSA/CBS) and 9 (KWES/NBC)
- **WEATHER INFORMATION**
The National Weather Service office at Midland International Airport is updated timely and is the best source of information for our local weather.

INCLIMENT WEATHER POLICY – CLINICALS

The Clinical Director will be responsible for notifying students if clinicals are canceled due to inclement weather. The decision will be made the morning of clinical rotations, one hour prior to report time.

BEREAVEMENT/BIRTH

If, in the course of any academic semester, the student experiences the death of an immediate family member (spouse, child, parent, sibling, or grandparent) or the birth of a child (the student's or student's spouse), a two day leave will be granted without penalty. This leave is not included within the attendance policy of class or clinical. This leave is primarily for face-to-face classes. The instructor reserves the right to request documentation.

STUDENT RESPONSIBILITY FOR LEARNING

During the course of didactic or clinical time, a student may find that they have completed assigned tasks, before the remainder of their peers. On these occasions, the student will be responsible for initiating his or her own learning experience. During clinical rotations, this time can be filled by thoroughly reviewing the patient's medical record, looking up medications, or studying RESPIRATORY related material. If at any time a clinical instructor/preceptor notices that the student is not using their clinical time responsibly AND the student is not aware of all aspects of their assigned patients' care, the student will be sent home and will be counted absent for the day.

COMMUNICATION

Bulletin boards in the classroom or lab, the Canvas classrooms, and Midland College email are used for some communication between students and faculty. The students should check these frequently for important information.

MEDICAL RECORDS

At times students may find it necessary to review a client's chart in the Electronic Medical Record (EMR). Under no circumstances are students to make copies of client medical records nor print from the EMR. In order to gain access to the EMR (outside of clinical time) in any facility, the student must contact the Clinical Coordinator at least 48 business hours prior to intended time

TRANSPORTATION

Clinical experiences require students to travel to sites off the college campus. Clinical is taught at hospitals and other health care facilities in Midland, Odessa, and Lubbock. Transportation to the clinical site is the responsibility of the student.

Students may be required to attend off-campus seminars, field trips, or other courses scheduled by the faculty. Students may also be required to complete independent study assignments. Transportation to any off-campus event is the responsibility of the student. Failure to complete assignments and/or attend off-campus events will result in a clinical absence.

TELEPHONES, ETC

Telephones or any other electronic equipment etc (gaming devices, devices capable of internet connection, MP3 players) should not disrupt class and will not be utilized in clinical sites. If these items disrupt class or are seen in the clinical facility, the student will be asked to leave class/clinical, may not return for the remainder of that class/clinical, and will be counted absent for the day.

If you have any emergency that requires usage of your phone during clinical rotation, contact your clinical instructor for approval.

Hospital telephones are not to be used for personal telephone calls and may be used ONLY in dire emergencies.

DRESS CODE

1. Classroom:
 1. Clothing that would be appropriate in public can be worn to class.
 2. Clothing should be in good repair
 3. Students are expected to practice good personal hygiene
2. Clinical areas
 1. Complete school uniform must be worn (unless otherwise stated).
 - All students are to wear full length eggplant scrubs, skirt or dress (as deemed appropriate by MC Respiratory Care faculty) Leggings or hosiery must be worn with skirt or dress and color must be deemed acceptable by MC Respiratory Care faculty.
 - An eggplant scrub jacket is required.
 - A MC respiratory care student patch (purchased from the bookstore) must be sewn neatly on the LEFT shoulder 2 inches below the shoulder seam on the scrub top and the scrub jacket.

- A MC nametag is to be worn at all times. Any nametag supplied by the clinical affiliate must be worn according to that affiliate's policy
 - Shirts may be worn underneath the scrub top. Only white shirts will be permitted.
 - 2. For safety and sepsis reasons, only the following jewelry will be permitted
 - A watch with a second hand (or has the ability to count seconds)
 - 1 ring
 - Medical alert bracelet or necklace
 - 4. Any visible body piercing, including tongue and nose, must be removed.
 - 5. No other items, devices, pins, jewelry, campaign buttons, etc. may be attached in any manner to the school uniform or lab coat (unless approved by the faculty).
 - 6. Hair for both male and female students must be neat and clean and must be secured back away from the face and off the collar. Beards and mustaches are to be clean and neatly trimmed. If a beard or mustache is to be grown, it must be grown over a break. Students will not be allowed in clinical setting with partial facial hair growth. Hair clips must be discrete and approved by the respiratory faculty. The only headbands allowed must be navy blue or black elastic.
 - 7. For reasons of asepsis, nails must be neat, clean, and kept no longer than one eighth of an inch above fingertips and be free of nail polish. Artificial nails may not be worn.
 - 8. No cologne, perfume, or aftershave preparations may be worn.
 - 9. A reasonable effort should be made to cover all body art.
 - 10. All students will wear clean, closed toe, closed heel, soft-soled shoes. Athletic shoes are acceptable.
 - 11. Students must adhere to affiliating clinical agencies professional dress codes.
 - 12. Purses should not be taken to the clinical sites
 - 13. Students are expected to be clean and appropriately dressed and groomed at all times when in the role of a Midland College Respiratory Student. A casual or sloppy appearance and extremes in dress, hair, and makeup are not acceptable in the work environment.
 - 14. In addition to the uniform the student must have a watch with a second hand (or ability to count seconds), pen, note pad, calculator, stethoscope, safety glasses, bandage scissors, in his/her possession at all clinical rotations.
 - 15. Additional information and guidance may be obtained from the student's clinical instructor
 - 16. Students are expected to practice good personal hygiene and maintain a professional appearance at all times.
3. Field trips and seminars
1. Scrubs only unless notified otherwise
 2. Scrub coat and name tag is to be worn as directed by clinical faculty
 3. Students are expected to practice good personal hygiene and maintain a professional appearance at all times

LEARNING RESOURCES

The library houses a more than adequate collection of related medical, biological, psychological and sociological collections. The library staff is more than willing to assist the student in locating reference materials and in use of various indexes.

Computers are available for student use for:

- Internet access

- Midland College Virtual Library
- On-line data bases
- Respiratory Care clinical simulation practice and tutorials

Books may be checked out for and are renewable

- Overdue books may be subject to fines.

Student Services

- Job placement
- Counseling for career/personal needs
- Financial aid
- Book loan
- Tutoring

STUDENT SERVICES

Midland College has several resources for students. The Respiratory Care program encourages students to utilize these services at any time. <https://www.midland.edu/services-resources/index.php>

STUDY GUIDELINES

Students are often uncertain about how many courses to take each semester. Before you make this decision, you must recognize that college courses differ in the amount of time and work they require. You must, therefore, manage your class and study time carefully and consider your employment and personal responsibilities before selecting your courses each semester. Listed below are some general rules regarding the number of hours a student should take while working.

1. If you work 40 hours/week, take no more than 6 hours. This is considered half-time enrollment.
2. If you work 30 hours/week, take no more than 9 hours. This is considered part-time enrollment.
3. If you work 20 hours/week, take no more than 12 hours. This is considered full-time enrollment.
4. If you must maintain full-time status, take at least 12 hours.

Think about why you are working. Short-term money might not be worth it, particularly in your first semester. If you must work, limit your school hours accordingly. You will probably complete your studies sooner by pacing yourself rather than by attempting to take too many hours and subsequently dropping a course. At no time will a student be allowed to complete clinical coursework while in an employee status at a clinical affiliate.

STUDENTS GIFTS TO FACULTY

The faculty-student relationship is a professional relationship in which gift giving is neither expected nor encouraged.

GRADUATION REQUIREMENTS

In addition to the graduation requirements listed in the Midland College Catalog, all of the following requirements must be met in order to graduate from the Respiratory Program:

1. Completion of all respiratory courses with a minimum grade of "70%".
2. Completion of all courses outlined the A.A.S. in Respiratory Care Curriculum for Midland College

STUDENT INPUT

Students are provided the opportunity for input into the development of academic policies and procedure, curriculum planning, and evaluation of teaching effectiveness through:

1. Course evaluation
2. Clinical evaluation
3. Graduate surveys
4. Representation at advisory committee meetings (Students have an opportunity to represent the concerns of the group while serving as a student member of the Respiratory Care Advisory Committee)

DISRUPTIVE BEHAVIOR

Students should always consider the effect of their actions on all individuals. Any student participating in an action that disrupts or interferes with regular college classes or a college-sanctioned activity will be asked to leave the classroom (or activity) at the time of the disruption or interference and will not be allowed to return until counseled by the Director of the Respiratory Care Program. Any days missed will be considered absences. Further sanctions will be determined by the policies of the Midland College Respiratory Care Program and/or the Midland College Student Conduct Policy (See Midland College Handbook).

REMEDIATION PROCEDURE

Throughout the program, students will be assessed in the following domains: cognitive (exams), psychomotor, (lab and clinic competencies), as a means to establish proficiency in designated areas. The following information provides the student with avenues for remediation in cognitive, psychomotor, and clinical competencies.

1. Exam Remediation
 - a. All exams will be reviewed in class by instructors
 - b. Afterward, any student failing an exam (<70%) is strongly encouraged to make an appointment for remediation. The student must email the instructor within 24 hours of the exam review to establish the date/time of remediation.
 - c. During this meeting study habits, test-taking strategies, non-school factors, and action plans will be discussed and documented.
2. Lab Competency Remediation
 - a. If a student does not successfully complete a competency after the first attempt, he/she must schedule a conference with the course instructor before attempting the competency again.
 - b. A remediation plan will be developed by the course instructor to include, but not limited to: review of procedures, laboratory practice, and supervised demonstration.
 - c. Once the student has remediated to the satisfaction of the course instructor, the student may then re-attempt the competency in lab
3. Clinical Competency Remediation
 - a. If a student does not successfully complete a competency after the first attempt, he/she must schedule a conference with the DCE before attempting the competency again.
 - b. A remediation plan will be developed by the DCE to include, but not limited to: review of procedures, laboratory practice, and supervised demonstration. Once the student has remediated to the satisfaction of the DCE, the student may then re-attempt the competency in clinic
4. Procedure
 - a. Respiratory faculty will complete the following remediation procedures:

- i. Documentation of remediation on appropriate form
- ii. Student and appropriate instructor signature
- iii. Provide a copy of the form to the student
- iv. Form placed in student file

EXPLANATION OF EVALUATION SYSTEM

This section of your manual is provided in order to help you to better understand just how the laboratory/clinical evaluation system operates and your role as a student. We have anticipated many of your questions and have provided answers or clarifications in these introductory pages. However, we know that many other questions will arise. As questions come to mind, feel free to ask them at any time. This evaluation system will only meet your needs if you thoroughly understand the process.

Lab/Clinical Competencies and their purpose?

Lab/Clinical Competencies consists of a list of performance elements, definitions of acceptable performance, and a performance rating. The performance elements are the specific behaviors to be evaluated. Those elements, which are frequently repeated, and those which refer to obtaining, assembly, and testing of equipment are included through Trajecsyst.

Competencies reflect the faculty's consensus judgment concerning the elements of a lab/clinical procedure and the manner in which they are best performed. The emphasis is placed on the performance aspects of clinical procedures that define the competent respiratory therapy practitioner as well as knowledge base. Several of the performance elements relate to the manner in which you interact with patients or other health care professionals.

During the instructor evaluation the student must satisfactorily PASS the competency evaluation items, including core components. At that time APPROVE will be documented in Trajecsyst and the student will receive a 100% for the competency evaluation. If the student does not satisfactorily PASS the competency evaluation items, including core components, the competency will be documented as NOT APPROVED in Trajecsyst, the student will receive a 50% for that attempt, and may have one attempt at re-evaluation after approved remediation. Upon re-evaluation, the student must satisfactorily PASS the competency evaluation items, including core components; however an average of the two attempts (75%) will be recorded in the grade book. **If the student is unsuccessful on the re-evaluation, they will be removed from the course.**

The Evaluator's Role

The evaluator must perform at least two different roles. These roles involve both instruction and evaluation. As instructors, we provide direct supervision and facilitate learning. As evaluators, our role as instructor is significantly reduced. Therefore, when you feel that you have mastered a competency and have scheduled an evaluation session, we assume that you are fully prepared to demonstrate your mastery **without assistance of any kind**. If it becomes necessary for the evaluator to intervene, either to safeguard the patient's welfare or to expedite completion of the competency, you must practice and repeat the evaluation session.

The Student's Role

Before each formal evaluation session, you should:

1. Review the appropriate competency and definitions of acceptable performance.
2. Observe the competency once and perform it at least two times in the laboratory/clinical setting.

- Should the student feel competent in completing the clinical competency, they may opt not to complete practices. Sufficient documentation of declination of practices will be required.
- 3. After reviewing the competency, meet with your instructor to discuss any points of confusion.
- 4. Practice with a fellow student until you feel confident that you can perform the competency perfectly and without assistance.
- 5. Meet with your instructor and schedule an evaluation session.
- 6. Review the patient's chart before the scheduled evaluation.
- 7. Arrive early to ensure all necessary equipment is readily available.

The evaluator will tell you when to begin the competency and will provide assistance if requested or if he/she judges it necessary. The type and amount of assistance provided will be considered in your overall evaluation.

MIDLAND COLLEGE RESPIRATORY CARE SOCIAL NETWORKING GUIDELINES

Midland College Respiratory Care Program understands that students participate in social networking sites (e.g. Facebook, Instagram, Twitter, YouTube, Snap Chat and LinkedIn), chat rooms, and create and maintain personal websites, including blogs. Midland College respects student's online social networking and personal Internet use. However, your online presence can affect Midland College as your words, images, posts, and comments can reflect or be attributed to Midland College, affiliated medical facilities, patients, staff members or instructors. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Midland College student's online comments and postings can impact Midland College, affiliated medical facilities, patients, staff members or instructors, Midland College Respiratory Care adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

1. **Follow all applicable Midland College Respiratory Care Program policies.** To remain in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Midland College. Posts from Midland College computers and E-mail addresses are the property of Midland College and subject to the policies, rules and regulations of Midland College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
2. **Write in the first person.** Where your connection to Midland College is apparent, make it clear that you are speaking for yourself and not on behalf of Midland College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Midland College." Consider adding this language in an "About me" section of your blog or social networking profile.
3. **If you communicate in the public internet about Midland College or Midland College -related matters, disclose your connection and your role at Midland College.** Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Midland College, and may result in liability for you or Midland College.
4. **Use a personal email address (not your Midland College.edu address) as your primary means of identification.** Do not use your Midland College E-mail address for personal views.
5. **If your blog, posting or other online activities are inconsistent with, or would negatively impact Midland College, affiliated medical facilities, patients or staff member's reputation or**

brand, you should not refer to or identify your connection to Midland College, affiliated medical facilities, patients or staff members.

6. Be respectful and professional to fellow students, instructors, sponsors and patients.
Avoid using unprofessional online personas.
7. Ensure that your blogging and social networking activity does not interfere with your student commitments.

MIDLAND COLLEGE RESPIRATORY THERAPY CARING FOR PATIENTS IN ISOLATION

1. Students should avoid contact with any and all patients in isolation if there is doubt about the medical diagnosis (inconclusive diagnostic tests or unknown results).
2. Students may care for patients in isolation if there is a definitive diagnosis, the patient is not diagnosed or suspected to have a **Category A** pathogen, and with instructor/preceptor approval.
3. Students should notify his/her clinical instructor immediately if a patient with a **Category A** pathogen (or one that has a *possible* diagnosis of **Category A** pathogen) is on the unit to which the student is assigned.

Category A pathogens are those organisms/biological agents that pose the highest risk to national security and public health because they:

- can be easily disseminated or transmitted from person to person
 - result in high mortality rates and have the potential for major public health impact
 - might cause public panic and social disruption -require special action for public health preparedness
- Examples of **Category A** diseases/pathogens are: anthrax, botulism, Dengue, Ebola, and Marburg

4. Students should notify his/her clinical instructor if he/she has had exposure to anyone with a **Category A** pathogen, whether through travel to a foreign country or a visiting family member or friend.
www.niaid.nih.gov

MIDLAND COLLEGE RESPIRATORY CARE ALCOHOL/SUBSTANCE TESTING PROCEDURE

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or drugs (including prescription drugs), the student must submit to a specified 10 panel urine or blood screen and blood alcohol testing at his/her own expense. Failure to submit to the screen will result in dismissal from the program. Suspicion of impairment includes but is not limited to the following:

- Behavioral abnormalities
- Euphoria Excitation Drowsiness Disorientation
- Altered motor skills
Poor perception of time and distance
- Drunken behavior with or without odor
- Constricted or dilated pupils
Altered respiration

Students suspected of being impaired will remain at the school or clinical site until the Program Director or designee arrives to make arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all cost related to the transport and screening. The drug screen must be performed at a specified site in a timely manner. Students that refuse to follow

program directives and /or refuse to submit to a drug/alcohol screening will be immediately dismissed from the program. In addition, students will not be allowed to leave the classroom or clinical site without being transported by a responsible adult. Students that choose to leave without a school supervised transport or a responsible adult transport will be reported to law enforcement. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

If a student is involved in an inaccurate Schedule II/Schedule III controlled substance count at a clinical facility during a clinical rotation, the student will also be subject to submission of drug screening at the student's expense.

The following represents values that are to be considered "positive" for alcohol impairment: Urine specimen 0.02%

Blood specimen 0.01%

Any value higher than 0.00% will be considered as positive for any other drug.

If a student's test results are positive, they will be dismissed from the Respiratory Care program and will not be re-instated to that program. If the student's test results are negative, the accrued absences related to the specific incidence, will be dismissed and the student will suffer no punitive consequences.

This drug testing is not being undertaken for any law enforcement purpose in order to avoid the more stringent requirements of the Fourth Amendment associated with law enforcement related searches.

MIDLAND COLLEGE RESPIRATORY CARE INCIDENT CATEGORIES

Any student committing any Section I offense will be subject to disciplinary action, up to, and including immediate removal from the program. Section I offenses include but are not limited to

Section I

1. Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
2. Representing self as any person other than a Midland College Respiratory Care student to gain access to secured resources intended for instructor uses.
3. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
4. Participating in illegal or unethical acts.
5. Utilizing any resources, including but not limited to study guides, test banks, and/or exam related material without the consent of Midland College Respiratory Care faculty
6. Theft of personal, college, or facility property
7. Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient.
8. Failure to adhere to any written policies and or procedures of Midland College or any affiliated clinical agencies that has the potential for or results in harm to the patient
9. Being under the influence of illegal drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property. Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure)

10. Demonstrating noticeable physical and/or cognitive impairment due to substance misuse while participating in any school sponsored event.
11. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations
12. Failure to demonstrate the ability to function as a team member in class or clinical.
13. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty
14. Involvement in illegal drug use or any of the following:
 - A. Felony convictions/deferred adjudications
 - B. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
 - C. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
 - D. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 - E. Registered sex offenders
 - F. OIG, GSA, OFAC, and Medicaid Sanctions
 - G. U.S. Terrorist suspected list
 - H. Pending charges and warrants for arrest
15. Disruptive or abusive behavior on or off campus during college related activities.
16. Use of foul language
17. Inappropriate display of anger
18. Verbal, mental, or physical abuse including sexual harassment
19. Representing self as Health and Human Sciences student, in clinical facilities/activities when not involved in school sponsored activities.
20. Entering a clinical facility during unapproved hours representing self as a Midland College Respiratory Care student.
21. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
22. Accepting gifts from clients or families
23. Failure to follow program specific clinical absence policy (no call, no show)
24. Academic dishonesty including cheating, collusion or plagiarism
25. A verbal act or physical act of aggression against another person on facility or college premises
26. Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
27. Commits patient and/or clinical assignment abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Midland College Respiratory Care (according to program specific guidelines)
28. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior.

Section II

Any student committing any Section II offense will be subject to the following disciplinary considerations

1st incident – probation

2nd incident – dismissal from the program

Section II offenses include but are not limited to:

1. Causing damage to college, clinical facility or patient property through negligence
2. Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence
3. Insubordination or refusal to obey an order (not resulting in harm to a patient)
4. Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

Section III

Any student committing any Section III offense will be subject to the following disciplinary considerations

- 1st offense – Written reprimand
- 2nd incident – Final Written reprimand
- 3rd incident – Dismissal from the program

Section III offenses include but are not limited to:

1. Leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Midland College Respiratory Care Program (not resulting in patient and/or job abandonment)
2. Complaint from any clinical site or college faculty of inappropriate/unprofessional behavior or appearance
3. Failure to follow Midland College Respiratory Care program policy or clinical facility rules or policies (not resulting in patient harm)
4. Failure to report an absence from clinical rotations in the proper manner (other than no call no show)
5. Failure of a student to maintain personal hygiene and/or dress code

Midland College Respiratory Care Program reserves the right to define additional Section I, II, and III offences on a case-by-case basis as determined Respiratory Care Program Director and the Dean of Health Sciences.

ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE PROGRAM

DUE PROCESS/PROGRAM GRIEVANCE

The program respects the student's right to grievance or appeal decision, which they perceive to be unfair. The program follows the College's Academic Appeals Policy found in the Midland College Student Handbook. Refer to the Academic Dishonesty and Academic Misconduct page located in the Midland College Student Handbook detailed

http://www.midland.edu/students/academics/academic_misconduct/index.php

STUDENT EMPLOYMENT

Students who are enrolled in an accredited Respiratory Care program may be employed as a student Respiratory Care practitioner (RCP).

The Temporary Permit issued by the Texas Medical Board governs the duties of the graduate RCP. The Temporary Permit must be applied for before beginning employment.

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 compensation in exchange for work performed at or during their clinical education, course work, and experiences.

CLINICAL SCHEDULE

- Students are assigned clinical rotations by the Director of Clinical Education and/or the Program Director.
- Students are assigned to rotations at all clinical affiliates equally to ensure exposure to learning experiences. Students should not deviate from the clinical schedule unless required by the instructor.
- The Director of Clinical Education shall be responsible for assuring all students are adequately supervised in all clinical locations. The Director of Clinical Education shall communicate with all clinical sites on a regular basis to assure an adequate number of appropriately trained clinical preceptors shall be available for all clinical rotation. The student to clinical preceptor ratio will never exceed 6:1.
- All Clinical affiliates will be provided with an advanced copy of the clinical schedule as well as clinical objectives for the clinical course prior to students beginning rotations in that facility.
- If a student or preceptor is concerned about the supervision of students within a facility they should contact the Director of Clinical Education. The concern will be investigated and follow up communication given to the individual within two weeks of reporting the concern.
- Students are not scheduled to replace technical staff and their schedule is not to be rearranged in order to cover when the department is experiencing a staffing shortage.

STUDENT PROGRAM AND CLINICAL PROGRESS

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.

- Every Spring and Fall semesters on a scheduled clinical day the students will attend a progress evaluation with program faculty. At that time clinical progress will be evaluated along with overall performance. Questions and concerns will also be addressed by both faculty and students.

GENERAL RULES OF CONDUCT

Students enrolled in the program are entitled to an educational environment free from discrimination, harassment in any form, and intimidation. Students are expected to maintain accepted standards of conduct which includes; courtesy, honesty, respect for the rights of others and orderly behavior and compliance with established college policy. In an effort to ensure an environment conducive to learning, the college has an established code that is expected to be followed by all students (refer to the Midland College Student Handbook)

Classroom and Laboratory Etiquette

- All students are expected to be responsible for maintaining a pleasant and safe classroom and laboratory environment.
- Eating and drinking in the classroom is at the discretion of the instructor. Students are responsible for cleaning up after themselves. Any problems will result in the privilege being revoked. Food and drinks are **not** allowed in the computer laboratory or around the computers in the respiratory classroom.
- The use of tobacco products is not allowed in any classroom, laboratory, or clinical site.
- All cell phones must be turned off or silent during classes. In case of a potential emergency situation, upon requested permission from the instructor they may be answered after being excused from class or patient area.
- Students are responsible for all information discussed in the classroom, laboratory and clinical debriefing.
- If a student is absent they are responsible for contacting the course instructor to obtain any missed work or assignments. Students who are absent and do not contact the course instructor prior to the next class meeting may not receive extra time to complete assignments. The late work policy for the course will be followed.
- Students should not attempt to operate any equipment until they have received appropriate instruction for its use.
- When using equipment, please treat it kindly.
- All equipment should be disconnected from any power source and returned to the appropriate storage area at the end of laboratory sessions.
- All unsafe or malfunctioning equipment should be reported to the instructor immediately so it may be repaired or taken out of service.
- Manual and text guidelines for safety should be followed when handling equipment, medical gases and supplies.

STUDENT FILES

There is a file folder for each student containing all hard copy information pertaining to that student (immunizations, exams, action plans, laboratory competencies, etc). All folders are the property of Midland College. Students may request access to the contents of the folder during office hours when necessary. Folders are stored in a secure location on the campus for a minimum of 5 years after graduation. All records will be destroyed before disposal to maintain confidentiality.

PROFESSIONAL ORGANIZATIONS

The **American Association for Respiratory Care (AARC)** is your professional organization. It is beneficial to hold student membership and be an active member in your professional organization. Student membership is available at a reasonable rate.

The Association is primarily responsible for developing educational opportunities for its members and ensuring that the standards of care and practice in the profession are developed and maintained. One ongoing project of the Association is to develop and upgrade written clinical practice guidelines, or standards, for the Respiratory Care profession as well as for use by government agencies and other health groups. In addition, the AARC develops materials that members can use in their community health promotion and disease prevention activities.

The faculty strongly recommends students become members of their professional organization. The AARC monitors both federal and state legislative and regulatory activity that might affect the health and health care of our nation, such as issues related to Medicare, smoking or hiring practices of health care workers

Benefits include:

- Discounts in registration fees at AARC/TSRC sponsored educational programs
- Respiratory Care — a monthly scientific journal
- AARC Times — a monthly magazine for Respiratory Care Practitioners
- Association with other Respiratory Care students and professionals
- A forum for voicing your concerns for the profession
- Future employers look favorably at graduates who have been and are members of the AARC!

Estimated Program Costs

CastleBranch (National background check and immunization tracking)	\$58.90
Drug Screen	\$43.00
My Clinical Exchange (Semester 1 & 4)	TBD
Persing Review (5 th Semester)	\$195.00 (Review only)
ClassmateLR (2 nd Semester)	\$79.99 (online)

Tuition

SEMESTER	IN-DISTRICT	OUT-OF-DISTRICT
Fall (1 st Year)	\$1,502.00	\$2,230.00
Spring (1 st Year)	\$1,509.00	\$2,349.00
Summer	\$420.00	\$644.00
Fall (2 nd Year)	\$1,382.00	\$2,054.00
Spring (2 nd Year)	\$1,447.00	\$2,063.00

Fees included in tuition

Fee	Course	
\$150	RSPT 1260 (Clinical database)	Trajecsys: All Clinicals
\$100	Testing Fees: RSPT 2230 (midterm & Final)	PSI Testing
\$70	Clinical Simulation Testing Fee: RSPT 2363	PSI Testing
\$164	ACLS fee and certification: RSPT 2139	AHA fee and certification
\$24	Lab fee: RSPT 1371, 1410, 1411, 2414, 2353, 2358, 2230	Courses with labs
\$129	RSPT 2362	Simulation Testing

Estimated Costs Clinical Needs

2 Scrub tops	(\$30-\$40)	\$35.00 each
2 scrub bottoms	(\$25-\$35)	\$30.00 each
Lab Coat	(\$16-\$30)	\$25.00
Stethoscope	(\$20-\$300)	\$50.00

Comfortable Shoes	(\$50-\$100)	\$75.00
Scissors (Optional)	(\$8-\$12)	\$10.00
MC Respiratory Patch		\$7.79
Clipboard (Optional)		(\$30)

Books

Egan's Fundamentals of Respiratory Care (12 th Ed)	Amazon \$133 MC Bookstore \$179.45
Cardiopulmonary Anatomy & Physiology: Essentials of Respiratory Care (7 th Ed)	Amazon \$85.95 MC Bookstore \$150.60
Integrated Cardiopulmonary Pharmacology (5 th Ed)	Amazon \$169.95
Clinical Manifestations and Assessment of Respiratory Disease (8 th Ed)	Amazon \$106
Neonatal and Pediatric Respiratory Care (5 th Ed)	Amazon \$82.63 MC Bookstore \$130.30
Respiratory Care Exam Review (5 th Ed)	Amazon \$78.78
Advanced Cardiac Life Support	AHA \$45.50

Travel (Hotel, Food, Gas)

Convention Registration	
Summer – TSRC Convention	3-4 days/nights
Summer – Lubbock	3-4 days/nights
Fall (2 nd year) – Lubbock	5 days

Other (Memberships)

AARC Student Membership	\$25.00
TSRC Student	

PROFESSIONAL CREDITS

Professional Credits are a requirement for each clinical course in the Respiratory Care Program. You must earn a minimum number of credits each semester to successfully complete each clinical course. The number of required professional credits per semester is as follows:

RSPT 1260	Clinical I	8 Credits
RSPT 1360	Clinical II	8 Credits
RSPT 1362	Clinical III	10 Credits
RSPT 2360	Clinical IV	10 Credits
RSPT 2361	Clinical V	10 Credits

Activities	Credits
Continuing Education (CEU's): Online or in-person	2 credits per hour
Article Summary	2 credits
Original research paper	10 credits
Community service (must obtain permission from faculty before performing community service)	1 credit per hour
TSRC/AARC membership	5 credits
Attend TSRC convention	10 credits
TSRC student volunteer	10 credits
Attend "Better Breathers" club	2 credits per hour
In-services	2 credit per hour
Create instructional video for social media platform (must obtain permission from faculty on topic and video approval)	3 credits per video
Create recruitment video for social media platform (must obtain permission from faculty for video approval)	3 credits per video
Volunteer opportunity directly related to healthcare (must be approved)	2 credit per hour
Respiratory Care Week Activity	5 credits per hour
Welcome Week Activity	5 credits per hour
**Great American Smokeout (Clinic IV and V)	5 credits per hour
**A&P/Microbiology/classroom recruitment (Clinic IV and V)	5 credits per class visit
**Respiratory recruitment/respiratory promotion event (Clinic IV and V)	5 credits per hour
Article Summary from a Respiratory Care publication or Chest, Heart & Lung, etc.	3 credits per article
Attend local RC seminars/symposia	3 credits per hour

Each reported professional credit should be submitted with supporting documentation verifying the professional credit (examples: receipts, copy of membership card, CEU certificates, clinical instructor signature for in services, etc.) The deadline for turning in professional credits and all supporting documentation for each semester is two weeks prior to the last day of class. Failure to turn in

professional credits prior to this deadline will result in a zero for this portion of the grade. Please upload and submit all required professional credit documentation to canvas.

Professional Credits

Name: _____ Semester: _____

Semester: _____

Professional Credit Activities

Credits

Total Credits for the semester: _____

The activates above and the documentation attached represents my Professional Credit activity for this semester

Signature

Date _____

Incident Report Form (Categories I-III)
Midland College – Respiratory Care

During the course of the _____ program it is important that serious problems be documented. This form must be placed in the student's file within 10 business days of the incident.

Student Name _____

Student ID # _____

Date of Incident _____ Location _____

Description of Events/Disciplinary Action

Signature of person filing report _____ Date _____

Category of Incident: I II III

THIS SECTION FOR COLLEGE USE ONLY

Incident appealed: Yes No

If yes, attach results of appeal and the action taken by the college to this sheet.

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Medical Director _____ Date _____
(if incident involves patient care)

Clinical Incident Report Form
Midland College- Respiratory Care

Student Name: _____ Course # & Name: _____

Instructor: _____ Date of Incident: _____

Incident Time: _____ Facility: _____ Unit: _____

Describe the incident: Include pertinent information including any events leading to the incident. Use only patient data that is important to the incident, but NO personal information such as initials, room or hospital numbers, age, admission date.

Describe what happened when the incident was discovered: Describe actions taken regarding the patient, student, staff and/or institution including, but not limited to, incident reports, physician notification, patient care alterations, access to facility services, and collaboration with instructor and staff.

Describe what you would have done to prevent the incident from occurring. What did you learn from this experience?

Student Signature/Date

Faculty Signature/Date

Health Status Report

**Midland College
Respiratory Care Program**

Student _____ Date _____

Respiratory care involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of respiratory care functions. Therefore, respiratory therapists must be able to perform the following physical/technical skills:

- 1. Sufficient visual acuity, such as needed in the accurate preparation and administration of respiratory care meds and the observation necessary for patient assessment and care.**
- 2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, mechanical ventilators, fire alarms, etc.**
- 3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning and lifting patients required in meeting health needs related to respiratory care.**
- 4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's interest.**
- 5. Sufficient intellectual and emotional functions to plan and implement care for individuals.**

To be completed by physician's office.

Please print.

I certify that my patient _____ can perform the skills listed above without restrictions.

Physician signature _____ Date _____

Medical address _____

Phone number _____

Patient's name _____

Accreditation Status

Midland College- Respiratory Care

Commission on Accreditation for Respiratory Care (CoARC) is the accrediting agency for the Respiratory Care program here at Midland College.

(Discussion + Questions and Answers)

I have been informed that Midland College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). I am aware of the programs' accreditation status of continuing accreditation. I have been informed of what this accreditation status means to me, as a student enrolled in this program. I have been supplied with contact information for the CoARC.

Signature

Date

Statement of Understanding
Midland College – Respiratory Care

I have read and understand the information in the Respiratory Care Program Handbook and agree to adhere to these stated policies. I further acknowledge that I have received a written copy, as well as information about online access, of the Midland College Code of Student Conduct.

[Student Rights, Responsibilities & Due Process](#)

Student's/Instructor Signature

Date

Authorization to Release Reference information
Midland College – Respiratory Care

I hereby authorize the Program Director and/or Instructors in the Respiratory Care Program at Midland College to release information concerning my performance while enrolled in the program. This information should only be released to prospective employers that I have given the Program Director and/or Instructors as references.

Student's Signature

Date

Travel Form
Midland College – Respiratory Care

This is to confirm that I understand that the Respiratory Care Program requires some travel as part of the program and that these trips may involve same day travel out of town as well as overnight travel for several days. I will not hold Midland College or any faculty thereof responsible for any accidents or bodily injury that may occur to me as a result of this travel.

Student's Signature

Date

Professional Standards
Midland College – Respiratory Care

A student entering the profession of Respiratory Care must understand that they are entering a field of medicine that requires certain professional standards. Professional dress, appearance, and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a Respiratory Therapist present themselves to all ages, cultures, and various ethnic origins; therefore trendy modes of dress and appearance are not allowed. The program has an established dress code and a code of conduct you must follow throughout the Respiratory Care program. The student will abide by the individual hospital policies.

Your signing of the Professional Standards form indicates that you understand the requirements of the program and that you agree to abide by these standards.

Student's Signature

Date

Declination of Practice Form
Midland College - Respiratory Care

This form is to be completed when a student feels competent in completing clinical a competency but have opted to not complete practice. This form is to inform the student that they have chosen to decline the opportunity to practice, and if the competency is not passed, they will only be granted one more attempt per policy and will not be granted any further practice time.

By signing below you understand and agree to the terms above.

Student Name: _____

Student Signature: _____

Faculty Signature: _____

Date: _____

Student Remediation Form

Midland College – Respiratory Care

This form is to be completed when a student has been notified about deficiencies or problems in their program of study in Respiratory Care. It is to be reviewed with the student and signed by the student, faculty (when applicable), program chair and/or clinical director, and where pertinent, the departmental dean and/or the cooperating site supervisor.

The following presenting problem(s) have been identified. The associated objectives and goals were discussed and agreed upon all parties involved.

Presenting Concerns(s):

Action Plan:

Follow-up:

Student Name: _____

Action Plan Deadline Date (s): _____

Student Signature: _____

Faculty Signature: _____

Department Chair/Clinical Director Signature: _____

Date: _____

Respiratory Course Descriptions

RSPT 1260 - Clinical I

2 Hours (0-0-6)

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite(s): Admission to the program.

RSPT 1340 - Advanced Cardiopulmonary Anatomy and Physiology

3 Hours (3-0-0)

This course will provide an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system. This course will explain advanced concepts of cardiopulmonary anatomy and physiology; describe the neurological control of breathing; differentiate ventilation/perfusion concepts, to include acid-base balance with classification; and summarize principles of gas transport.

RSPT 1410 - Respiratory Care Procedures I

4 Hours (3-3-0)

This course provides students with the essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary diseases and their clinical application. The following areas are discussed in-depth; medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, pulse oximetry, arterial puncture, interpretation, patient assessment skills and medical terminology. Prerequisite(s): Admission to the program.

HPRS 1106 - Essentials of Medical Terminology

1 Hour (1-0-0)

This course is a study of medical terminology, word origin, structure and application.

RSPT 1371 - Introduction to Respiratory Care

3 Hours (3-1-0)

This course is an introduction to the field of respiratory care. This course will outline the history of the respiratory care profession; the organization and function of hospital departments; describe issues in medical malpractice and ethics; identify the respiratory therapists' role in performing basic vital signs, body mechanics, and cardiopulmonary assessment; and specific infection control techniques including health care facility protocols recommended by the Centers for Disease Control. Prerequisite(s): Admission to the program.

RSPT 1213 - Respiratory Care Pharmacology

2 Hours (2-0-0)

This course will provide basic pharmacological principles and practices of cardiopulmonary drugs with an emphasis on classification, routes of administration, dosages/calculations, and physiological interaction. This course will explain the mode of action, clinical indications, dosages, hazards, and side effects of cardiopulmonary drugs; calculate drug dosages; and select optimal drugs used in the practice of respiratory care.

RSPT 1360 - Clinical II

3 Hours (0-0-15)

This course is a health-related work-based learning experience that enables the student to apply

specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

RSPT 1411 - Respiratory Care Procedures II

4 Hours (3-3-0)

This course provides students with essential knowledge of airway care and mechanical ventilation. Set up equipment; describe concepts of mechanical ventilation; perform artificial airway insertion, airway management, manual resuscitation, suctioning, arterial sampling techniques, and blood gas analysis and interpretation; troubleshoot equipment; maintain patient records; and communicate relevant information to members of the health care team.

RSPT 2310 - Cardiopulmonary Disease

3 Hours (3-1-0)

This course will provide a discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

RSPT 1362 - Clinical III

3 Hours (0-0-12)

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

RSPT 2414 - Mechanical Ventilation

4 Hours (3-4-0)

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics.

RSPT 2362 - Clinical IV

3 Hours (0-0-15)

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

RSPT 2353 - Neonatal/Pediatric Cardiopulmonary Care

3 Hours (2-4-0)

In this course the student will study advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

RSPT 2358 - Respiratory Care Patient Assessment

3 Hours (2-4-0)

Integration of patient examination techniques, including patient history and physical exam, lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and noninvasive hemodynamics.

RSPT 2139 - Advanced Cardiac Life Support

1 Hour (1-1-0)

This is a comprehensive Advanced Cardiac Life Support (ACLS) course with an emphasis on airway management. The course is designed to develop skills for resuscitation of the adult. It will include

strategies for managing and stabilizing the cardiopulmonary arrested patient. The course may include certification based on American Heart Association standards.

RSPT 2363 - Clinical V

3 Hours (0-0-15)

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

RSPT 2230 - Respiratory Care Examination Preparation

2 Hours (1-4-0)

This course is a comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

RSPT 2247 - Specialties in Respiratory Care

2 Hours (2-1-0)

This course provides an introduction to emerging and specialty practice in respiratory care.