



# Respiratory Care Student Handbook

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Associate in  
Applied Science in  
Respiratory Care



at

**GREAT PLAINS**  
Technology Center

**CAMERON UNIVERSITY**  
The Great Plains Technology Center campus

***2023 - 2024 RESPIRATORY CARE PROGRAM***

Dear Respiratory Care Student,

You have chosen to become a Respiratory Therapist because of your desire to make a genuine contribution to the health and happiness of other people. The contents of this booklet are referred to as the Respiratory Care Student Handbook. This handbook provides students with valuable information about the degree program, policies, procedures, and expectations throughout the 16-month course of study.

Thank you for your interest in becoming a valuable member of the healthcare team.

Sincerely,

**Brandon Kuehne, DHA, RRT, RRT-NPS, RPFT**  
Program Director

**Colton Sumpter, BS, RRT**  
Clinical Director of Education

**Trassanee Chatmethuakul, MD**  
Medical Director

## **ADMINISTRATION**

### **CAMERON UNIVERSITY**

President ..... Dr. John McArthur  
Vice President for Academic Affairs ..... Dr. Ronna Vanderslice  
Dean of CU School of Science and Technology ..... Dr. Jennifer Dennis  
Department of Ag., Bio., and Health Sciences Chair ..... Dr. Michael Husak

### **GREAT PLAINS TECHNOLOGY CENTER**

Superintendent ..... Clarence Fortney  
Deputy Superintendent ..... Joelle Jolly  
Director of Health Science Services and STEM Education ..... William Matthey

### **RESPIRATORY CARE**

Program Director ..... Dr. Brandon Kuehne  
Clinical Director of Education ..... Colton Sumpter, BS, RRT

***This handbook has been approved by the Board of Great Plains Technology Center.***

***The Respiratory Care Handbook will manage the Respiratory Care Program.***

*Handbook Revised July, 2023  
Respiratory Care*

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## **MISSION STATEMENT**

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

## **CORE VALUES**

### **WE VALUE:**

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
  - Investing in people: The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes:
  - Stimulating economic development
  - Forming partnerships and collaborative relationships
  - Providing cultural and social development
  - Serving the community and region by sharing our expertise
- Shared governance that includes:
  - Emphasizing teamwork
  - Facilitating open and effective communication
  - Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
  - Providing access to educational and teaching opportunities for all constituents
  - Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
  - Focusing resources to achieve optimal student learning
  - Increasing student access to quality higher education
  - Establishing a reliable stream of public and private revenue
  - Holding administrative costs to a minimum
  - Enhancing alumni involvement
  - Providing accountability in key areas such as student learning and management of resources

## **CAMERON UNIVERSITY EQUAL OPPORTUNITY POLICY**

Cameron University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Cameron University ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by Cameron University.

Cameron University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including, without restriction, those on temporary or part-time status, who believes that he or she has been discriminated against, harassed or retaliated against should file a complaint under the Grievance Procedure. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

A brief summary of applicable laws is provided below.

*Title VI of the Civil Rights Act of 1964 states, “No person in the United States shall, on grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

*Title IX of the Education Amendments of 1972 states, “No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”*

*The Age Discrimination Act of 1975 and implementing regulations states, “The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.”*

*Section 504 of the Rehabilitation Act of 1973 states, “No person or otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

*Title II of the Americans with Disabilities Act of 1990 (ADA) states, “Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity.”*

## **DISABILITY ACCOMMODATIONS**

Students with disabilities have the right to access programs and services at Cameron University as stated in Section 504 of the Rehabilitation Act of 1973, as amended, which states:

“No otherwise qualified disabled individual. . .shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or any program or activity receiving federal financial assistance. . .” and in accordance with the American with Disabilities Act (ADA) of 1990, which states:“. . . no qualified

individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity. . .no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation.”

Students who qualify for classroom accommodations must request accommodations by contacting the Office of Student Development as soon as possible prior to the beginning of the semester. Any student who is currently receiving accommodations and has problems or concerns regarding the accommodations should contact Student Development immediately.

To contact the Office of Student Development: (580) 581-2209, North Shepler 314, [student\\_development@cameron.edu](mailto:student_development@cameron.edu). Visit [www.cameron.edu/student-development/disability-services](http://www.cameron.edu/student-development/disability-services) for more information.

### **CAMERON UNIVERSITY IS ACCREDITED BY:**

#### **THE HIGHER LEARNING COMMISSION**

230 South LaSalle, Suite 7-500

Chicago, Illinois 60602-2504

They can be reached by phone at 800-621-7440, or at <http://www.ncahlc.org>.

### **COMPLIANCE STATEMENT**

#### **NOTICE OF NONDISCRIMINATION**

*Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Great Plains Technology Center also does not discriminate in its hiring or employment practices*

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Title IX Coordinator/Compliance Officers

Lawton campus—Morgan Gould and Joelle Jolly (580) 355-6371

Frederick campus—Mandy Carter and Ken McKee (580) 335-5525

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No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers

Lawton campus—Morgan Gould and Joelle Jolly (580) 355-6371

Frederick campus—Mandy Carter and Jack McKee (580) 335-5525

### **CAMPUS SECURITY ACT**

In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at [www.greatplains.edu](http://www.greatplains.edu). The report lists statistics of the crime committed on Great Plains Campuses over a 3 year period and information/ policies regarding campus crime.

### **NONIMMIGRANT ALIEN STUDENTS**

This school is authorized under Federal law to enroll nonimmigrant alien students.

### **USEPA REQUIREMENTS**

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

### **SB-815**

Great Plains Technology Center will observe one minute of silence each school day pursuant to SB-815. The time will be announced by a designated tone on the public address system.

## CONDITIONAL ADMISSION

Applicants notified of initial **acceptance** into the Respiratory Care Program have a conditional admission pending attendance of mandatory meeting, appropriate BLS/CPR certification, negative drug screen, cleared background check, clinical site privileges, suitable physical exam, and completed financial arrangements prior to the start of class according to the CU academic calendar.

1. **Educational Requirement** – You must be a high school graduate or have obtained a GED and completed the required college prerequisite courses.
2. **Age Requirement** – You must be 18 years of age to attend clinical rotations and sit for the NBRC credentialing exams.
3. **CPR certification** – Only American Heart Association approved BLS/CPR certification will be accepted.
4. **Clinical Site Privileges** – If an applicant is denied clinical privileges at a facility and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the career major and unable to take the certification exam to obtain a respiratory therapy license.
5. **Previous Health Care Employment** – If you previously worked at a health care facility, you must have a favorable record with the facility to be eligible for clinical rotations.
6. **Negative drug screen** – Applicants will submit authorization allowing a facility, designated by the AAS degree program, to test body fluids for the presence of illicit and non-prescription drugs. An applicant with a positive drug screen will be denied admittance. *(You will be notified when and where to have this done.)*
7. **Clear background check** – Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check regarding sex offences, felonies and/or misdemeanors, prior to clinical rotations and throughout the degree program. The results of the background check may also affect the applicant's ability to receive a license to practice respiratory care. Please contact the Oklahoma Board of Medical Licensure and Supervision if you have any questions. *(You will be notified when and where to have the background check.)*
8. **Mandatory meeting** – Applicants must attend a mandatory meeting during the summer to acquire additional information about admission and to initiate their background check. If you are unable to attend the mandatory meeting, contact the Respiratory Care Program Director for alternative arrangements.
9. **Suitable physical exam** – Applicants must submit a physical exam form, provided by the school, complete with laboratory results, immunization records, and physical clearance by a physician. Any health-related problems must be corrected, and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health, as evidenced by the physical exam. Required immunizations are listed below and must be documented on a shot record. ***Titers*** prove immunity for MMR, Varicella, and Hepatitis B will be required if a shot record is not provided.

- 2 TB skin tests ..... You will be notified when to have this done
- Hepatitis B series (series of 3 injections) .....
- MMR (measles, mumps, rubella – series of 2 injections) .....
- Varicella (chicken pox – series of 2 injections) .....
- Tetanus – Tdap only must have received immunization.....Within the last 10 years
- Seasonal Influenza ..... You will be notified when to receive immunization

***All costs are at the student's expense.***

10. **Completed financial arrangements** –Respiratory Care majors will pay tuition and fees to both Cameron University and Great Plains Technology Center. Financial aid will be managed at Cameron University. Students will be responsible for the payment of separate fees to Great Plains Technology.

## **DRUG FREE SCHOOL'S POLICY STATEMENT**

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the AAS degree Program Handbook Student Handbook. Some possible actions include parental contact, suspension, or expulsion.

A copy of the Drug-Free Schools Policy will be available to students online at [www.cameron.edu](http://www.cameron.edu). Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

### **Drug Screen Policy – Adult Medical Programs**

Students notified of initial acceptance into adult medical programs have a conditional admission, pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, suitable physical exam, and payment of tuition and fees prior to the start date of the program.

Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the school policy related to illicit use of substances as stated in the AAS degree program handbook and the Policies and Procedures. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing a facility, designated by the AAS degree program, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

**Initial Drug Screening.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will not be admitted into the program.

**Drug Screening of Existing Students.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the school's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Following school policy, they may be dismissed from the program and may apply for readmission. To be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission. If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.

### **Appeal Procedure**

If a urine drug screen indicates positive for the presence of unauthorized (illegal or non-prescribed) drugs, the student may request a hair follicle drug screen to be performed within 24 hours of receiving the results of their drug test. (If results of urine drug screen are received on Friday, the student will have until Monday of the following week to have a hair follicle drug screen

performed.) The hair follicle drug screen will be at the student's expense, performed at the agency specified by the AAS degree program. While awaiting results of a hair follicle drug screen, the student will not be allowed to attend practicums. If the hair follicle drug screen is negative, the applicant may enter the program or a student enrolled in the program may remain in the program. If the hair follicle drug screen confirms the results of the urine drug screen, the applicant will not be admitted into the program. An existing student will be dismissed from the program and may reapply for admission. All test results will be filed in the Health Careers Office and shall remain confidential.

## **CRIMINAL BACKGROUND CHECKS**

To protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings/clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and the AAS degree program. Schools and clinical education settings reserve the right to review any information that could impact the student's ability to function safely in the clinical education setting.

Each student's background check will be processed by the same background check facility designated by the AAS degree program and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony or misdemeanor, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in the AAS degree. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the AAS degree program. The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the School, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student's identity.

If the student leaves the career major and is later readmitted, another check will be completed only if it has been longer than 30 days.

## I. The Program: Associate in Applied Science in Respiratory Care

### 1. Description

Students in this major will learn about the theory and practice in preparation for the Respiratory Therapist. Respiratory care procedures and the medications used in the treatment of respiratory and cardiac disorders are presented. They will also learn the anatomy and physiology of healthy and diseased cardiopulmonary systems. In addition, students will learn chemistry, physics, biology and microbiology as it relates to respiratory care. Additionally, students are provided the opportunity to use the theory in practical clinical experiences. Students may obtain certification as a respiratory therapist from the National Board of Respiratory Care (NBRC).

This career major is designed to prepare students for employment as a Registered Respiratory Therapist. Respiratory Therapists work in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

This major is part of a partnership between Cameron University and Great Plains Technology Center. Once a student completes the general education and technical support prerequisite courses, they are eligible to apply into the advanced coursework of the major to take courses specific to respiratory care. Upon successful completion of all courses listed in the Cameron University degree plan, an Associate in Applied Science in Respiratory Care degree by Cameron University is awarded. Successful degree candidates will be eligible to sit for the National Board for Respiratory Care exams to become a Registered Respiratory Therapist.

### 2. Philosophy

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that technical education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing the intelligent use of the hands and mind. Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health profession.

### 3. AAS in Respiratory Care Program Goal and Objectives.

**GOAL:** The goal of the Respiratory Care degree program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) domains of respiratory practice as performed by registered respiratory therapists (RRTs).

#### **Program Outcomes:**

- 1.1 Students will operate equipment commonly used in respiratory care procedures.
- 1.2 Students will perform and evaluate common clinical respiratory procedures.
- 1.3 Students will apply gas laws in a variety of situations.
- 1.4 Students will recognize the logarithmic nature of the pH scale and identify regions as acidic, basic, or neutral.

**Additional Objectives:** Upon completion of the program, students will:

- a. Demonstrate appropriate knowledge and the ability to apply it as measured by performance on national credentialing examinations.
- b. Gain employment utilizing skills as defined by the scope of practice within the respiratory care profession.

- c. Demonstrate professional behavior consistent with employer expectations as registered respiratory therapists.
- d. Demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as registered respiratory therapists.
- e. Demonstrate the technical proficiency in all the skills necessary to fulfill their role as a registered respiratory therapist.

#### 4. Clinical Affiliation

- a. Clinical experience is provided by the clinical affiliate. This supervised experience is planned to enable students to gain experience in all areas of respiratory care.
- b. Some affiliates make space available for clinical classes and for personal belongings of Respiratory Care students and faculty. The clinical site is released from any liability, damage, or loss of personal property brought into the facility.
- c. If available, the hospital will provide for the use of instructional and library resource material.
- d. Clinical assignments are made by the Clinical Director of Education. A schedule of classes, clinical hours, days off and holidays will be provided.
- e. Students will always abide by the personnel policies of the clinical affiliate. The clinical affiliate administration and Cameron administration may recommend the withdrawal of a student. However, official, and final action will be taken by Cameron University faculty and administration.
- f. The clinical affiliate will make available emergency medical care to AAS degree students and faculty members who become ill or may be injured while at the hospital. The student or faculty member will pay the cost of such treatment. In all cases, it is the students' responsibility to obtain medical and/or disability insurance to cover them during clinical rotation or ambulance transport rotation for which the student is assigned. Cameron University and Great Plains Technology Center assumes no responsibility for sickness or injury because of students attending their clinical assignment. This includes, but is not limited to: back injury, complications from needle sticks or contracting diseases as a result of contact with blood borne pathogens, viruses, germs, etc.
- g. The student is responsible for his/her own transportation between facilities and attendance to any required off-Campus conferences or events.
- h. If you have an unfavorable record with any health care facility from previous employment, the facility may refuse to allow you to participate in clinical rotation. ***If this applies to you, please see the Clinical Director of Education immediately.***

#### 5. Statement of Ethics and Professional Conduct

*Excerpt from American Association for Respiratory Care:*

In the conduct of their professional activities, the Respiratory Care Practitioner shall be bound by the following ethical and professional principles. Respiratory Care Practitioners shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Actively maintain and continually improve their professional competence and represent it accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within the scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty 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.
- 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.

## II. PROGRAM CONTINUATION

### 1. Withdrawal Procedure

You must complete both Cameron University and GPTC requirements.

#### **GPTC:**

- a. Any student wishing to withdraw from the degree program should contact the AAS in Respiratory Care degree Program Director Adrienne D. Reid at areid@cameron.edu.
- b. Fill out a Withdrawal form.
- c. You must return GPTC badge, all clinical affiliate badges, and all school and clinical affiliate parking permits.
- d. Return any books you have checked out to the library.
- e. Clear any financial obligations.
- f. No withdrawal requests will be accepted by telephone.



- g. Notification to the instructor by the student does not constitute an official withdrawal.
- h. No refunds (if any) will be processed until a withdrawal form is completed.
- i. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's fees at Great Plains Technology Center, regardless of enrollment or funding status. Refer to Cameron University student handbook for tuition and fees policy.

**Cameron:**

- a. Dropping: defined as canceling one or all classes *within* the drop period. Refer to the Academic Calendar for specific dates. Classes that are dropped within the defined drop period, will not appear on the transcript. Dropping can be processed either at the Enrollment Office, at CU-Duncan, or with the faculty advisor.
- b. Withdrawing: Defined as canceling one or more classes while remaining enrolled in at least one class, *after* the drop deadline. See the Academic Calendar for specific dates. Withdrawn classes will appear on the transcript with a grade of W. Withdrawals must be processed at the Enrollment Office or at CU-Duncan.
- c. Complete Withdrawal: Defined as canceling all classes in which enrolled for the semester. If the complete withdrawal is process during the Drop Period, no entry will appear on the transcript. If processed during the Withdrawal Period, classes will appear on the transcript with a grade of W.
  - 1. To process a complete withdrawal, Obtain an OFFICIAL withdrawal form from the Enrollment counter, North Shepler, Room 201A.
  - 2. Obtain all instructors; signatures for all courses in which enrolled if at the 12<sup>th</sup> week of a 16-week session or 6<sup>th</sup> week of an 8-week session.
  - 3. Obtain Financial Assistance Office clearance and signature if receiving financial aid.
  - 4. Return to the Enrollment Office to process the withdrawal.

**\*NO withdrawals are allowed in the final two weeks of a regular semester or proportional period of a special session.**

**2. Dismissal**

Students may be dismissed for:

- a. Grades inconsistent with the school standards as stated in the "Grade Policies" section of this Student Handbook.
- b. Failure to follow school policies as stated in this Student Handbook as well as the Cameron University Policy and Procedure.
- c. Violation of rules and regulations of the clinical affiliates.
- d. Violation of policy, both school and clinical affiliate.

**3. Refund Policy**

- a. Visit [www.cameron.edu](http://www.cameron.edu) for details.
- b. Textbooks purchased at GPTC are non-refundable.

#### 4. Access to Student Records

Great Plains Technology Center:

- a. See GPTC Student Handbook found online at [www.greatplains.edu](http://www.greatplains.edu).
- b. The school will send an official transcript, upon the student's request, to any college or agency, after the student has signed a release form.

Cameron University:

- a. Student records are filed in a variety of offices as listed in the Student Handbook. The administrative officers are responsible for the records under their control and for the appropriate release of information contained in these records. Cameron University forwards educational records on request to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of records.
- b. *Release of Student Information.* Student records are confidential in the sense that the information contained in these records is given voluntarily by the student for the private use of the institution for educational purposes only. The information contained in student records is of two different types:
- c. *Directory Information.* This information may be freely released by University officials without the consent of the student. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "directory information" are available in the Office of the Registrar. This information consists of:
  - Full Name
  - Mailing Address
  - Telephone number
  - Enrollment status
  - Athletic program information
  - Previous institution most recently attended
  - Degrees and awards received
  - Dates of attendance
  - Date of graduation
  - Major
  - Academic classification
  - Participation in officially recognized organizations, activities
- d. *Personally Identifiable Information.* All other information contained in student records and not listed as directory information falls into the second, or restricted category. This type of restricted information is found mainly in
  1. the academic record maintained by the Office of the Registrar and controlled by the Office of the Registrar.
  2. the student conduct record kept in the Office of Student Development.

3. the records of the various other University offices of Financial Assistance, Student Development, Public Safety and Student Housing, supervised by their respective directors.
- e. To protect the rights of the student or graduate, it shall be the policy of the University to release this restricted information to other persons or agencies, only as provided by FERPA. However, a student may choose to release information to a third party by completing a FERPA waiver. Forms and information are available in the:

Office of Student Services  
North Shepler, Room 324  
581-2244

- f. Emergency situations may develop which could necessitate the release of restricted information without the approval of the student or proper legal action. In these emergency situations, where the immediate welfare of the student or the University may be in jeopardy, the administrative official in charge of the office maintaining the requested information will make the decision regarding the release of the information. In cases where the responsible administrator is not available to make the decision, or, if he or she decides not to release the information, an appeal to secure the information may be made to the University President.

### III. CURRICULUM

#### 1. Respiratory Care Course Descriptions

##### FALL

##### RESP 2100 Respiratory Care Recitation I

0 credit hours

Review and integrated discussion of information presented in lecture, labs, and clinical experiences during semester one of the clinical training degree program. Lecture/discussion, 0 hours.

##### RESP 2113 Respiratory Mechanics

3 credit hours

An introduction to respiratory therapy, this course includes instruction covering infection control procedures, the proper sterilization of common respiratory equipment, gas law physics, humidity and bland aerosol administration, equipment used during cardiopulmonary resuscitation, and mock simulation of common respiratory care procedures. Credit hours 3: 2 lecture hours, 2 laboratory hours. Prerequisites: Acceptance into the Respiratory Care Degree Program and departmental permission. Co-requisite: RESP 2100. (Fall)

##### RESP 2113L Respiratory Mechanics Lab

0 credit hours

##### RESP 2123 Respiratory Therapy Procedures I

3 credit hours

Introduction to respiratory therapy including microbiology, infection control, sterilization, physical assessment and chart review, radiologic assessment of the chest, gas physics, medical gas therapy and delivery systems, humidity and aerosol therapy, lung expansion therapy and coughing techniques, secretion clearance techniques, and manual resuscitators. Lecture 2 hours, laboratory 2 hours. Pre-requisite: Acceptance into the Respiratory Care Clinical Training Program and departmental permission. Corequisite: RESP 2123L. Will not satisfy general education science requirements. (Fall)

##### RESP 2123L Respiratory Therapy Procedures I Lab

0 credit hours

##### RESP 2133 Cardiopulmonary Anatomy and Physiology

3 credit hours

Study of the function of the respiratory system, including pulmonary mechanics, circulation, ventilation, gas transport, regulation of breathing, and acid-base balance. Lecture 3 hours. Prerequisites: Admission to the Respiratory Care Clinical Training Program and departmental permission. Will not satisfy general education science requirements. (Fall)

##### RESP 2143 Respiratory Pharmacology

3 credit hours

Comprehensive and practical understanding of current information in respiratory pharmacology. Includes theoretical concepts of the physio-pharmacological functions of the lungs, heart, and kidneys applied to both the chronic pulmonary disease patient and the intensive care patient. A wide range of classes of drugs is considered with emphasis on practical choices in individual situations. Lecture 3 hours. Prerequisites: Admission into the Respiratory Care Clinical Training Program and departmental permission. Will not satisfy general education science requirements. (Fall)

##### RESP 2153 Respiratory Pathology

3 credit hours

Study of specific respiratory disease covering the methods of diagnosis, treatment, clinical manifestation, prognosis, pathology, and incidence of occurrence in the general population. Lecture 3 hours. Prerequisites: Admission into the Respiratory Care Clinical Training Program and departmental permission. Will not satisfy general education science requirements. (Fall)

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### RESP 2161 Clinical Practice I

1 credit hour

Respiratory procedures practiced in specialty areas of the hospital. Course includes 87.5 contact hours of clinical experience. Clinical practice is coordinated to cover adult and pediatric patients, basic airway care, bedside assessment, cardiopulmonary resuscitation, and analysis and critical care monitoring. Clinical Practice/Practicum 5.5 hours. Prerequisites: Admission into the Respiratory Care Clinical Training Program and departmental permission. Will not satisfy general education science requirements. (Fall)

## **SPRING**

### RESP 2200 Respiratory Care Recitation II

0 credit hours

Review and integrated discussion of information presented in lecture, labs, and clinical experiences during semester two of the clinical training degree program. Lecture/discussion, 0 hours. Prerequisites: Completion of RESP 2100, RESP 2113, RESP 2123, RESP 2133, RESP 2143, RESP 2153, and RESP 2161. Co-requisites: RESP 2213, RESP 2222, RESP 2233, RESP 2242, and RESP 2253. (Spring)

### RESP 2213 Respiratory Therapy Procedures II

3 credit hours

A continuation of Respiratory Therapy Procedures I, this course offers information on arterial and capillary blood gas sampling techniques and analysis, arterial line insertions, electrocardiograms, capnography, transcutaneous O<sub>2</sub>/CO<sub>2</sub> monitoring, apnea monitoring, defibrillators, bronchial hygiene, airway management, endotracheal intubation and extubation, pulmonary rehabilitation and home care. Laboratory, 4 hours. Prerequisite: RESP 2123. Co-requisite: RESP 2200. (Spring)

### RESP 2213L Respiratory Therapy Procedures II Lab

0 credit hours

### RESP 2222 Respiratory Clinical Practice II

2 credit hours

Continuation of clinical experience with intensive care involvement. Clinical practice is coordinated to cover adult, pediatric and neonatal critical care, advanced airway care, mechanical ventilation, blood gas sampling techniques and analysis and critical care monitoring. Clinical Practice/Practicum, 87.5 contact hours/credit hour. Prerequisites: RESP 2100, RESP 2113, RESP 2123, RESP 2133, RESP 2143, RESP 2153, and RESP 2161. Co-requisite: RESP 2200. (Spring)

### RESP 2233 Critical Care

3 credit hours

A survey of procedures and principles utilized in the diagnosis and management of the critically ill patient, physical assessment, psychological aspects, fluid and electrolyte balance, clinical laboratory studies, nutrition and hemodynamic monitoring. Lecture, 3 hours. Prerequisites: RESP 2100, RESP 2113, RESP 2123, RESP 2133, RESP 2143, RESP 2153, and RESP 2161. Co-requisite: RESP 2200. (Spring)

### RESP 2242 Pediatric Respiratory Care

2 credit hours

A survey of general introductory concepts to disease states that are specific to the neonatal and pediatric patients, the equipment and theory necessary for providing respiratory care, care during transport and developmental outcomes. Lecture, 2 hours. Prerequisites: RESP 2100, RESP 2113, RESP 2123, RESP 2133, RESP 2143, RESP 2153, and RESP 2161. Co-requisite: RESP 2200. (Spring)

### RESP 2253 Mechanical Ventilation

3 credit hours

This course offers information on the principle of mechanical ventilation and the effects of positive pressure ventilation, including non-invasive ventilation, and the effects of positive pressure ventilation. The operating modes, initiation of and monitoring of mechanical ventilation is also covered. The student will become proficient in interpreting wave forms as well as managing the mechanical ventilation.

Weaning techniques will be covered. Laboratory, 4 hours. Prerequisites: RESP 2100, RESP 2113, RESP 2123, RESP 2133, RESP 2143, RESP 2153, and RESP 2161. Co-requisite: RESP 2200. (Spring)

RESP 2253L Mechanical Ventilation Lab  
0 credit hours

### **SUMMER**

RESP 2313 Respiratory Clinical Practice III  
3 credit hours

Continuation clinical experience with intensive care involvement. Clinical practice is coordinated to cover adult, pediatric and neonatal critical care, advanced airway care, mechanical ventilation, blood gas sampling techniques and analysis and critical care monitoring. 87.5 clinical contact hours per credit hour.

### **FALL**

RESP 2424 Respiratory Clinical Practice IV  
4 credit hours

Continuation of clinical experience with intensive care involvement. Clinical practice is coordinated to cover adult, pediatric and neonatal critical care, advanced airway care, mechanical ventilation, blood gas sampling techniques and analysis and critical care monitoring. Clinical Practice/Practicum, 4 hours. Prerequisites: RESP 2200, RESP 2213, RESP 2224, RESP 2233, RESP 2242, and RESP 2253. (Fall)

RESP 2411 NBRC Test Preparation  
1 credit hour

A comprehensive overview of all introductory concepts learned throughout the Respiratory Care degree program. This online course will prepare students to take the National Board of Respiratory Care's Therapist Multiple Choice Examination and Clinical Simulation Examination post-graduation, to obtain licensure required to practice as a Registered Respiratory Therapist. Online mock exams will test the in-depth study of specific respiratory diseases covering the method of diagnosis, treatment, clinical manifestation, prognosis, pathology, and incidence of occurrence in the general population. There is a CU lab fee of \$390 assigned with this course to pay for both NBRC TMC credentialing exams post-graduation. Lecture, 1 hours. Prerequisites: Admission into the Respiratory Care degree program and departmental permission. (Fall)

### **Evaluation Policy:**

Each individual course as outlined in the Respiratory Care degree major will be given a separate evaluated grade based on the following categories:

Test/Exam Grades	50% of final grade
Quiz Grades	30% of final grade
Homework	10% of final grade
Employability/Attendance	10% of final grade

For clinical courses for following scale applies:

Test/Exam Grades	50% of final grade
Care Plans	30% of final grade
Homework/Clinical Notebook	10% of final grade
Employability/Attendance	10% of final grade

\*For more information please refer to the Student Handbook.

**Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

- A = 93 – 100
- B = 85 – 92
- C = 77 – 84
- D = 70 - 76
- F = Below 70

\* A 77% grade average is necessary to progress from one semester to the next as well as to complete the Respiratory Care Major.

**Make-Up Work Policy:**

**All Make-Up Work Is the responsibility of the student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests, and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Course Requirements and Expectations:**

The general course requirements and expectations include:

- Student Behavior Includes: Students are required to wear uniforms in the classroom and clinical setting.
- Students must be able to bend, walk and stand for long periods of time, lift, carry, push, handle equipment, supplies or patients exceeding 25 pounds.
- Students prior to graduation must pass a NBRC Therapist Multiple Choice self-assessment Practice Exam and Clinical Simulation Practice Exam. The first attempt is paid through student needs fee and should any further attempts be required they will be at the student's expense.
  
- Demonstrate responsibility by being punctual and adhering to daily attendance requirements using Trajecsys Report System as the primary medium.
- Demonstrate responsibility for academic achievement by completing all required course work.
- Uses appropriate language, effective communication skills, avoids gossip and demonstrates patient and peer confidentiality.
- Demonstrate professionalism.
- Demonstrates a positive attitude.
- Accepts responsibility for personal actions.

**Accountability Measures and Assessments:**

Oklahoma State Department of Career and Technology Occupation Test(s):

- There are no state occupational measures and assessments but the students are required to take a mandatory comprehensive self-assessment written exam and computer clinical simulations and pass them before graduating.

NOTE: For additional information or questions regarding the AAS in Respiratory Care degree program policies and procedures, please refer to the Student Handbook and/or the Instructor.

## 2. Curriculum Content and Daily Schedule

### 1<sup>ST</sup> Semester

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**Monday / Wednesday** .....  
RESP 2143 Respiratory Pharmacology 0815 - 0930  
RESP 2123 Respiratory Therapy Procedures I 0945 - 1035  
RESP 2123L Respiratory Therapy Procedures I Lab 1050 – 1140  
Lunch 1140 - 1240  
RESP 2100 Respiratory Care Recitation 1240 - 1500

**Tuesday / Thursday** .....  
RESP 2133 Cardiopulmonary Anatomy and Physiology 0815 – 0930  
RESP 2153 Respiratory Pathology 0945 - 1100  
Lunch 1100 – 1200  
RESP 2113 Respiratory Mechanics 1200 – 1250  
RESP 2113L Respiratory Mechanics Lab 1310 – 1400  
RESP Respiratory Care Recitation 1400 - 1500

**Friday**.....  
RESP 2100 Respiratory Care Recitation 0815 – 1500, 1<sup>st</sup> 8 weeks only  
RESP 2161 Respiratory Clinical Practice I  
Varying day, evening, and overnight 12-hour shifts, 2<sup>nd</sup> 8 weeks only

### 3<sup>RD</sup> Semester

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**Monday - Friday**.....  
RESP 2313 Respiratory Clinical Practice III  
Varying day, evening, and overnight 4, 8, and 12-hour shifts. 263 clinical hours minimum.

Effective Fall 2020. Class schedule is subject to change.

### 2<sup>ND</sup> Semester

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**Monday / Wednesday** .....  
RESP 2233 Critical Care 0815 - 0930  
RESP 2213 Respiratory Therapy Procedures II 0945 – 1035  
RESP 2213L Respiratory Therapy Procedures II Lab 1050 – 1140  
Lunch 1130 - 1230  
RESP 2200 Respiratory Care Recitation 1230 - 1500

**Tuesday / Thursday** .....  
RESP 2242 Pediatric Respiratory Care 0815 - 0930  
RESP 2253 Mechanical Ventilation 0945 - 1035  
RESP 2253L Mechanical Ventilation Lab 1050 - 1140  
Lunch 1140 – 1240  
RESP 2200 Respiratory Care Recitation 1240 - 1500

**Friday** .....  
RESP 2222 Respiratory Clinical Practice II  
Varying day, evening, and overnight 12-hour shifts

### 4<sup>TH</sup> Semester

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**Monday - Friday** .....  
RESP 2424 Respiratory Clinical Practice IV  
Varying day, evening, and overnight 4, 8, and 12-hour shifts. 350 clinical hours minimum.

**Online** .....  
RESP 2411 NBRC Test Preparation



The structure of the curriculum is based on 16 months of full-time study. The maximum number of hours of academic and clinical assignment will not GENERALLY exceed 40 per week. Both the academic and clinical portions of the program are competency based with clearly written objectives for the student to follow.

### 3. Clinical Site Locations

*The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of the student. All students will be required to complete day, evening, and overnight shifts, varying between 4, 8, and 12 hours in length at the discretion of the faculty.*

**Clinical Education Sites:**

Comanche County Memorial Hospital .....	Lawton, OK
Comanche County Memorial Hospital Sleep Lab.....	Lawton, OK
Dr. John Cox, MD, Pulmonologist.....	Lawton, OK
Duncan Regional Hospital.....	Duncan, OK
Grady County Memorial Hospital.....	Chickasha, OK
Integris Baptist Medical Center.....	Oklahoma City, OK
Jackson County Memorial Hospital .....	Altus, OK
OU Medicine.....	Oklahoma City, OK
OU Medicine, The Children’s Hospital.....	Oklahoma City, OK
Reynolds Army Health Clinic.....	Fort Sill, OK
Southwestern Medical Center .....	Lawton, OK
Southwestern Medical Center Sleep Lab.....	Lawton, OK
The Children’s Center Rehabilitation Hospital .....	Bethany, OK

## IV. POLICIES & PROCEDURES ([www.cameron.edu](http://www.cameron.edu))

### In addition to the Policies and Procedures of Cameron University

#### 1. Standards of Conduct and Disciplinary Procedures

Certain acts or behaviors are considered unacceptable and detrimental to the overall objectives of the Respiratory Care Program. The following list is not inclusive, but represents many of the unacceptable modes of behavior:

- a. When one of the following occurs, the students will be given verbal counseling. Upon committing a second offense, the student will be given a written counseling report and will be put on a behavior contract. If the student commits a third offense, he/she will be suspended from class/clinical for up to three days OR if warranted, the student may be recommended for dismissal from the Respiratory Care program. If the student is suspended, he/she will receive a zero on any assignment, including test, and will not be permitted to make up the work. The student will also receive a zero for employability during each day of suspension. The student may also be dismissed upon committing a first offense, if warranted by the Program Director or Clinical Director.
  - i. Disregard of established school or clinical affiliate policies.
  - ii. Creating or contributing to unsafe working conditions.
  - iii. Creating excessive noise, outbursts, or inappropriate comments.
  - iv. Smoking / Tobacco. GPTC, Cameron University and all clinical sites are a tobacco-free facility.
  - v. Disregard of personal appearance, uniform, dress, or hygiene.
- b. When one of the following occurs, the student will be given verbal counseling. Upon committing a second offense, the student will be given a written counseling report and will be suspended from

class/clinical for up to three days. If the student commits a third offense, he/she will be suspended for up to three days OR if warranted, the student may be recommended for dismissal from the Respiratory Care program. If the student is suspended, he/she will receive a zero on any assignment, including tests, and will not be permitted to make up the work. The student also may be dismissed upon committing a first offense, if warranted by the Program Director or Clinical Director.

- i. Discourteous to patients, hospital employee, physicians, the public, or Cameron University and GPTC employees
  - ii. Frequent lateness or absenteeism.
  - iii. Unprofessional conduct including, but not limited to, watching TV in the clinical setting, gossiping, profanity, etc. See statement of Ethics and Professional Conduct on page 11 of this Handbook.
  - iv. Intoxication, drinking alcoholic beverages or being intoxicated on school or clinical affiliate property.
  - v. Dishonesty, cheating, plagiarism, larceny, stealing or theft.
  - vi. Being absent five continuous days with failure to notify a program faculty member.
  - vii. Disclosing confidential information without authorization. If the infraction occurs at a clinical site, the student may be prohibited from returning to that clinical site and therefore may not meet the clinical requirements for graduation.
  - viii. Leaving school before the end of the scheduled shift, without permission from program faculty or supervisor.
  - ix. Insubordination or refusing to carry out directions of a program faculty member or supervisor.
  - x. Developing an intimate or personal relationship with the program faculty or adjunct faculty that may give way to conflict of interest.
- c. Students may be immediately dismissed if one of the following occurs.
- i. Neglecting or abusing (verbally or physically) patients, visitors or fellow workers.
  - ii. Abusing or destroying any property on the school or clinical affiliate's premises.
  - iii. Sleeping at the clinical affiliate during scheduled shift.
  - iv. Accepting or soliciting gifts, gratuities, tips or personal property from patients or visitors.
  - v. Fighting on school or clinical affiliate property.
  - vi. Conviction of an immoral act.
  - vii. Gambling on school or clinical affiliate property.
  - viii. Using, possessing or selling illegal drugs or controlled substances.
  - viii. HIPPA violation
  - x. Falsifying attendance clinical documents or other school records, including signing in or out for another student to sign you in or out.

**2. Appeals Procedure** (Please refer to the Cameron Website:

[www.cameron.edu/current-students/student-services/handbook](http://www.cameron.edu/current-students/student-services/handbook))

A student has the right to request an appeal to review program expulsion, which shall be defined as exclusion from regular classroom instruction for any period exceeding ten (10) days, when a student violates one or more of the Student Codes, or in the case of health related programs, their respective handbook policies.

This appeal must be in writing, within two (2) school days from the date of the hearing using the Student Due Process Appeal form, which will be provided to the student upon request. Students will follow the procedure set forth in sections 6.5, 6.6, 6.7, 6.8, 6.9, and 6.10 of the Student Code in the GPTC Student Handbook.

*The appeal process does not apply to academic termination.*

The student shall continue to participate in regular classroom instruction pending the hearing if he/she properly and timely files an appeal request. If the dismissal is related to a clinical violation, the student will not be allowed to return to the clinical area, until a decision has been reached.

**3. Grievances Procedure** (Refer to Cameron website

[www.cameron.edu/current-students/student-services/handbook](http://www.cameron.edu/current-students/student-services/handbook))

A student shall have the opportunity to contest any action, grading, etc., if so desired.

**4. Miscellaneous School Policies**

**a. Smoking / Tobacco**

- i. Cameron University and GPTC is a tobacco-free facility - No tobacco or vapor on campus.
- ii. No Smoking will be allowed in the clinical affiliate areas. Students should not accompany clinical preceptors to automobiles for the purpose of smoking.

**b. Food & Drinks**

- i. Food and drink in the classroom will be prohibited if it interferes with classroom learning. Food and drink **are not** allowed in the laboratory area. (Program Director may give approval on special occasions).
- ii. The clinical affiliate cafeteria and snack bar are available for use by the student. Trays, dishes and silverware are not to be brought to the respiratory care department. There are carryout containers and plastic silverware for "to-go" orders. If meals or snacks are eaten in the lounge area, please be considerate of others and clean up any mess.
- iii. Food and drinks are not allowed in patient care areas.

**c. Student Use of Phones**

- i. Personal telephone calls are not allowed except in emergency cases. A student phone is located in the north hallway of building 700 (across from the Library), and calls are limited to one minute.
- ii. The departmental phones are for hospital business and must be kept free for the heavy volume of communications needed to provide good patient care. When unavoidable, calls should be limited to 3 minutes.

- iii. All devices, including but not limited to: cell phones, smart watches, and other handheld personal device, must be turned off during class time unless permitted by instructor and are subject to confiscation if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time. Audio recording devices may be used to record lectures upon the approval of the instructor.
- iv. All personal devices will be turned off or placed in a silence mode, collected, and housed in a designated location in the classroom. Students will be able to collect their personal devices on breaks, lunch, and at the end of the day. For emergency contact while the student is on GPTC's campus, the phone number for Medical Office in building 700 should be used: 580-250-5570.

**d. Inclement Weather**

- i. When either campus is closed due to inclement weather, be it Cameron University or Great Plains Technology Center, students in the AAS in Respiratory Care degree program will not meet for scheduled classes.
- ii. Cameron University's emergency broadcasts are disseminated via the student's Cameron Campus Alert phone number on AggieAccess.
- iii. GPTC will broadcast updates (recorded *SchoolReach* messages) to telephones of full-time high school, full-time adult students, and staff in case of an emergency.
- iv. If the decision is made to close the schools, the various radio and TV stations will be advised as soon as possible, but not later than 6:30 a.m. Therefore, unless a radio or TV announcement is made to the contrary, the Respiratory Care program will meet.

**e. No wearing of perfume / cologne / fragrant lotions.**

**5. Attendance**

**a. Academic Classes**

- i. Classes will be scheduled by the program faculty. A schedule will be given to each student. Classes will be of a formal nature. Books, notebooks, and writing instruments must be brought to the classroom. Classroom tracking will take place in Trajecsys Report System.
- ii. All classes must be attended by the student. If for some reason the student will be late for a class or is unable to attend a class, the instructor must be notified prior to class.
- iii. It is the **student's** responsibility to obtain class materials and assignments missed due to absence. The instructor must be contacted prior to class time. If absent or tardy during clinical rotation the student must contact the clinical site and speak with someone within the respiratory department. The Clinical Director of Education must be notified no later than 6:00 a.m. You may leave a message on voice mail.

**iv. Employers want dependable and punctual employees. Therefore, the program has a strict attendance policy. The following are hours allotted for absences:**

Fall Semester:	30 hours (includes classroom and clinical rotations)
Spring Semester:	30 hours (includes classroom and clinical rotations)
Summer Semester:	15 hours (includes classroom and clinical rotations)
Fall semester:	30 hours (includes classroom and clinical rotations)

- v. Classroom attendance is included as part of the employability grade which is computed on a weekly basis.
- vi. Tardies: If you are absent for any part of an hour it will count for the whole hour. (1 minute late = 1 hour tardy)

**Exceeding the maximum number of absences per semester may result in dismissal from the program.**

Absences include arriving late, leaving early, being gone part or all of the day. The attendance policy will be discussed in detail on the first day of class. **There will be NO make-up of class time allowed.**

**b. Clinical Time - NO MAKE-UP DAYS FOR CLINICAL ABSENCES!**

Time on duty will vary according to the student's clinical schedule. The student's schedule will not generally exceed 40 hours per week, which includes clinical and classroom time. Schedules will be given to each student. Clinical tracking will take place in Trajecsys Report System.

- i. Break Time - the students are entitled to the same break time that is granted to the employees of the facility.
- ii. Break time will be determined by the Clinical Instructor, not the students, and need not be concurrent with the employee break time.
- iii. The student will not, under any circumstance, leave the hospital complex for purposes of securing refreshments and/or relaxation during the clinical rotation. This will result in disciplinary action.
- iv. Clinical attendance is worth 100 points of the clinical performance grade. Each clinical hour missed will result in a 2.5-point deduction from the clinical attendance grade.

v. The attendance is worth: *Examples*

HOURS	POINTS
8	20
12	30
<b>TOTAL =</b>	<b>100 Points</b>

**c. Attendance Policies**

- i. Appointments for personal reasons should be made outside of school hours. Please do not schedule appointments during clinical hours.
- ii. Personal needs are to be taken care of during breaks, before class time, and at lunch rather than using class time. Appointments with instructors should be made for breaks, before or after school (not classroom times). Instructors are at school from 7:45 a.m. to 3:45 pm.
- iii. Students are responsible for work and assignments, whether present or absent. The individual instructor will determine make-up assignments.

**It is the student's responsibility to contact the instructor for make-up assignments and/or to turn in scheduled assignments. Assignments must be made-up within one day for each day student is absent. Ex: Student gone 2 days, 2 days to make up work.**

- iv. Any quiz announced or unannounced, that is missed due to an absence will be graded and recorded as a 'ZERO'.
- v. All conferences concerning the attendance policy will be documented and kept in the student's file.

**d. Leave of Absence**

Leave of absence may be granted on an individual need, upon approval of the Program Director. Students in reserve military, required to attend summer encampments, must inform the Program Director as soon as a date has been confirmed.

e. **Vacations and Holidays are determined by Cameron University.**

f. **The following holidays are observed each year:**

Thanksgiving, Christmas, New Year's Day, Martin Luther King, Memorial Day, Independence Day, and Labor Day.

## **6. Studying**

- a. Textbook studying or academic material within the department is allowed only by permission of the Clinical Instructor.
- b. Studying in areas outside the department is allowed only by permission of the Clinical Instructor.
- c. Studying under any circumstances, never takes precedence over clinical responsibilities assigned to the student and any interference of studying with these responsibilities may result in dismissal from the academic program.

## **7. Completion of Assigned Clinical Responsibilities**

- a. Failure to complete any task assigned to a student while at a clinical rotation must be reported by the student to the clinical preceptor.
- b. Any complications or adverse effects of care given to the patient by a student must be reported to the preceptor immediately.
- c. Any suggestions concerning patient care should be expressed to the Clinical Instructor in private, at a time that permits open discussion of that suggestion. Such discussion should not take place in the patient area nor in the presence of other allied health or medical personnel, unless those persons have initiated such discussion.
- d. Failure to report non-completion of, complications of, or adverse reaction to therapy administered by a student may result in dismissal of the student from the academic program.

## **8. Workload**

- a. The student's variety of workload during the clinical should be representative of what an employee of the facility would be expected to perform. The student's patient treatment load will not exceed 12 per any 8-hour shift, or 18 per any 12-hour shift, unless it has been cleared through the Director of Clinical Education.
- b. The quality of the workload that a student is expected to perform should be carefully evaluated by the Clinical Instructor for each individual student. This workload should never exceed what an employee of the facility would be expected to perform.
- c. There is no function within the department's range of duties from which a student, at any time in his training, is exempt. If a student has demonstrated proficiency in a certain aspect of respiratory care, this entitles him/her to less direct supervision of that task.
- d. The workload should be scheduled in such a manner that meets an educational environment. A scheduled lunch is required by the host facility, breaks and rest periods are left to the discretion of that facility.
- e. Students will have sufficient time for relaxation and refreshment, including lunch, as is provided for the employees of the hospital.
- f. While functioning in a student capacity, a student will not, under any circumstance, be compensated monetarily or gratuitously for performance or participation of any procedures, treatments or activities. Any student violating this policy may risk immediate dismissal from the program, with no consideration for re-admission.

*\* This includes any student who may become employed by a clinical affiliate during the duration of the program. Under no circumstance will the student “clock-in” during clinical rotations, nor will he/she attend any employee event as a clinical affiliate employee during clinical rotations. CoARC policy 5.10.*

## 9. Hospitalization and Medical Care/ Clinical Setting Injury

- a. It is extremely important for the school to know the health condition of the student prior to admission into the program. A physical examination is to be completed prior to admission and a copy of the examination report must be submitted to the school. Student must also turn in documentation of all required immunizations on a shot record.
- b. The school does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the school office. The student will not, under any circumstance, ask for medical diagnosis or prescribed medication from the program's medical director or physicians they come in contact with during their hospital rotation.
- c. The student may be asked to contact his/her physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable diseases in the clinical area when deemed advisable by the faculty.
- d. Students in the clinical area will abide by the policies of the facility regarding illness. The clinical preceptor/instructor should be notified if a student becomes ill, while on clinical duty.
- e. A student who incurs an injury or has an exposure to contact with bloodborne pathogens, through body fluids, mucous membranes, or infectious needle sticks, will contact their clinical instructor/preceptor immediately.
- f. Hospitals that are utilized as clinical facilities will make available emergency medical care to Cameron University students if they become ill or injured at the setting. The term “injury” includes physical and injury due to contact with bloodborne pathogens, body fluids, or communicable disease through mucous membranes or via infectious needle sticks. **The cost of such treatment is ultimately the responsibility of the student.**
- g. Incident Reports at Clinical Settings must be filled out within 24 hours post-injury, and student must notify the Clinical Setting's instructor/ preceptor and the Respiratory Care Program's Director of Clinical Education. A copy of Clinical Setting Incident Report will be put in student file at GPTC.
- h. Students absent for 3 or more consecutive days must have a release from their attending physician before returning to duty. The release will be filed in the student's record.

## 10. Uniform Requirements

The **clinical uniform** consists of:

1. Black scrub pants/skirt
2. Royal blue scrub top
  - Students are required to wear their uniform to class and to clinical every day.
  - A nametag is also part of the required uniform and must always be worn.
  - Scrub tops and uniform style pants must be in good shape. Scrub tops may need appropriate undergarments, i.e. all white, black, or gray tee shirts or turtlenecks. Uniforms may be

purchased from Kingdom Medical (580-355-1511), Lawton Medi-Equip (580-355-7655), or any medical uniform supply facility.

- The uniform must be clean and free from stains and wrinkles, free from tears, and worn with foundation garments.
- Socks must be white, black or neutral. Shoes are to provide good support on all sides. Shoes and shoelaces must be kept clean. Crock/mules, open toed, or open heeled shoes are not permissible.
- No wearing of perfume/cologne/fragrant lotions to any clinical sites. Note that Duncan Regional Hospital specifically has a scent-free policy.



- Nails must be kept neat, trimmed, and clean always, and be in a working length – defined by nail technicians and manicurists as being approximately ¼ inch in length from fingertips. Nail polish, nail jewelry and decals are not permissible. **Artificial nails will not be worn.** Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, tapes, and shellac.
- Hair must be neat, brushed, clean, and worn off the face. If hair touches the shoulders, it must be pulled back, **off of the shoulders and away from the face**. If hair does not touch shoulders but is long enough in front to cover facial area while interacting with patients, **front of hair must be pulled/pinned back away from face**. All beards must always be kept neat and clean.
- Jewelry: Wristwatches must always be worn during clinical. This watch must have a second hand. One ring may be worn at your own risk. No other jewelry is allowed, including earrings in cartilage. Body piercing that is visible is **not** allowed, i.e. nose, eyebrows, mouth (inside and out), and face or lips.

### 11. Classroom Dress Code

- a. Black scrub pants and any coordinating scrub top, as long as it does not match any other GPTC medical program's colors. Purple, red and grey scrub tops are not allowed.
- b. Any type of tennis shoe may be worn while attending class at GPTC. No open toed or open heeled shoes may be worn to class.
- c. Nails must be kept neat, trimmed, clean, and be in a working length – defined by nail technicians and manicurists as being approximately ¼ inch in length from fingertips. Nail polish, nail jewelry and decals are not permissible. **Artificial nails will not be worn.** Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, tapes, gel, and shellac.
- d. No body piercing jewelry or adornments (except in ears) may be worn in class.

### 12. Dress Code Disciplinary Procedures

- a. Any violation of, or omission of, articles contained in the dress code will result in the student not being permitted to attend clinical that day.
- b. The third offense of the dress code will be considered grounds for dismissal from the program. After the third offense, the review committee will meet to determine if the student will be dismissed from the program.

### 13. Grading Standards

- a. The following grading system will be used in all program courses (classroom, laboratory, and clinical, unless otherwise noted).

Letter	Grade Percent
A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	Below - 70

- b. Student will receive a grade for classroom, laboratory, and clinical courses. **Student must receive a passing grade of "C" or higher in all classes to continue into the following semester and to graduate.**
- c. In the process of any given classroom course, lab and clinical, should the student's grade fall below "C", the student will be notified and placed on academic and/or clinical probation.
- d. Failure to have a "C" or higher at the end of any given classroom or clinical course is unacceptable, and the student will be dismissed from the program.
- e. If you receive Title IV Federal Funding, you must maintain satisfactory progress before your funding is disbursed (see student handbook).

### 14. Test Requirements

- a. If the student scores below 77% on any unit exam this includes all program courses unless otherwise noted), he/she will:
- Receive a "Student-Instructor Counseling Form" for developing individualized student goals for scholastic improvement, that is to be completed and returned to the instructor.
  - Arrange with the instructor, a convenient day and time to discuss his/her academic problems.
  - Arrange to meet with clinical director and program director if grades do not improve; to evaluate student's academic/clinical standing.

### 15. Examinations

- a. Students who are absent for a scheduled test will contact the instructor the first day back to class or clinical to schedule a time to take the test. The instructor may write a different exam in the same format or write the exam in essay format. If the student does not take the make-up exam, a "0" will be earned. The score earned for a test is final. See further details described under attendance. Should a student be caught cheating on an exam, quiz or homework assignment, the student will receive zero grade and be subject to disciplinary action, up to and possibly including dismissal from the program.

### 16. Criteria for Transfer Credit

- a. Cameron University will offer general education, technical support, and related programs. Cameron University makes the initial determination of course transferability based on the transferring institution's accreditation and the comparability of course work for the Associate in Applied Science in Respiratory Care degree awarded by Cameron University. Successful degree candidates will be eligible to sit for the National Board for Respiratory Care exam to become a Certified Respiratory Therapist and a Registered Respiratory Therapist.

- b. ***The applicant is responsible for contacting prior institutions for transcripts and/or a description of courses, to be evaluated by Cameron University. The transcript(s) must have the school's seal, or signature of administrator or registrar office. The applicant is also responsible for providing Great Plains Technology Center with an "Associate in Applied Science Degree Plan" obtained from their Cameron Advisor.***

## 17. Readmission Policy

- a. Competency reentry examination: upon reentry into the AAS in Respiratory Care degree program, all students will be required to pass a competency exam with laboratory objectives, covering material and skills learned prior to exiting the program.

Students leaving, in good standing:

- i. In good standing is defined as students who voluntarily leave with a good behavior and performance record.
  - ii. A student who withdraws in good standing prior to the end of a semester must reenter the AAS Respiratory Care degree program at the beginning of the semester interrupted. Any change to this policy will be reviewed on a case by case basis by the department chair and program director.
  - iii. If student has withdrawn due to a medical condition, he/she must submit a release and documentation from doctors, counselors, therapists, or treatment centers, or by the applicant themselves if outside help was not sought, and how those problems have been resolved and corrected for the applicant's success in the program.
  - iv. Students leaving before successfully completing the first semester must compete with all other applicants the following year to be slotted in the AAS Respiratory Care degree program.
  - v. Students leaving after completion any semester, must meet with the program director for approval of reentry.
  - vi. Returning students in good standing may have slotting preference upon readmission.
- b. Students leaving, not in good standing:
- i. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.
  - ii. Returning students must compete with other applicants to be slotted in the program.
  - iii. Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met.
- c. Any student applying for readmission who has been out of the program for more than one year must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met.
- d. Students may qualify for readmission only one time.

## 18. Probation

A student may be placed on academic, clinical, attendance or conduct probation.

### a. Academic Probation

Students will be informed of their progress each week via Blackboard. After one unit exam in a course, should the student's grade fall below a 77%, the instructor will enter an Early Alert into Aggie Access. At midterm, after the 8<sup>th</sup> week, should the student's cumulative grade in any course be less than 77%, student will be placed on academic probation. At the end of the semester, if any course grade is below a 77% the student will not progress to the next semester. If the student does not progress and is subsequently dismissed, he/she must reapply and be reaccepted into the program to re-attempt the course.

### b. Attendance Probation

Should the student's attendance exceed 50% of their allotted absences for that semester, he/she will be notified in writing that they have exceeded their absences by 50% or more, and should they exceed the allotted absences in that given semester, they will be dismissed from the program.

### c. Clinical Probation

Should a student fail to complete any of their required clinical skills and/or objectives for Clinical I, II, or III, (the student will be notified of skill/objective exceptions). They will receive a zero for the whole assignment. Students will be required to complete the missing skills and/or objectives the following semester. There is no opportunity to complete skills/objectives after Clinical III. If clinical skills/objectives are not completed in a given semester, the student will be given a written warning. The Clinical Director of Education will monitor student progress of clinical skill/objective completion throughout the semester. Students who are not making sufficient progress completing skills and objectives will receive a verbal warning. Any student who has failed to complete their required clinical skills and/or objectives by the end of the semester, will be given a written counseling and be placed on Clinical Probation. Failure to complete all required clinical tasks may result in the student not being allowed to graduate until all required tasks have been successfully passed.

### d. Conduct Probation

Should a student violate policy at Great Plains Technology Center, AAS Respiratory Care degree program or Clinical Affiliate, the student will receive a verbal warning. Upon committing a second offense, the student will be given a written counseling, and they will be suspended for two days. No make-up time will be allowed, and the student will be put on probation till the end of that trimester. It may be considered grounds for dismissal should the student commit a third offense, or if warranted, he/she may be dismissed upon the 1<sup>st</sup> offense.

**19. Accident Policy**

a. Clinical Location

- i. All clinical facilities require that students be free of any communicable diseases.
- ii. Students in the clinical area will abide by the policies of the facility with regard to illness. The preceptor and Clinical Director should be notified if a student becomes ill while on clinical duty.
- iii. A student who incurs an injury or has an exposure due to contact with blood borne pathogen, through body fluids, mucous membranes or infectious needle sticks, will contact their preceptor and Clinical Director immediately.
- iv. Clinical affiliates make available emergency medical care to students who become ill or are injured while in the clinical setting.

b. School Location

**Steps of Action for weekday GPTC emergencies:** These steps are to be posted in an easy-to-locate area at the front desk. In the event that the Switchboard Operator is absent or gone temporarily, these steps should be pointed out to any replacement employee.

**Step 1 - Call for help:**

- \* Contact Switchboard Operator, dial "0"

**Step 2 - Questions to ask,** upon receiving a call for assistance.

- \* Where is the student / victim located? \_\_\_\_\_

- \* What is the nature of the injury?     Conscious         Responsive         Bleeding  
 Unconscious     Non-responsive     Not

Bleeding

Other: \_\_\_\_\_

- \* What is the student's / victim's name? \_\_\_\_\_

**If Medical Assistance is Needed:**

- \* Great Plains Technology Center Switchboard Operator will call:
  - ❖ Tina Dickson, School Nurse at 250-5571 or on radio.
  - ❖ Karen Shirey at (580) 250-5580 or on radio; or (580) 250-5595.
  - ❖ Rebekah Crespo at (580) 250-5570 or Debbie Gladden at (580) 250-5670 or on radio.
  - ❖ 911 for ambulance or fire department, if necessary.

**Step 3 - Who to notify:**

- \* Building Administrator, or
- \* GPTC Campus Director / Principal (Kirk Mullenix) at (580) 250-5601.
- \* Contact Parent / Guardian / Next of Kin.
- \* GPTC Director of Marketing and Communications (Susan Hardy-Brooks) at cell # (405) 905-9471.

**Step 4 - Contact custodial services to decontaminate the accident scene.**

**Step 5 - Complete Accident/Incident Report, on page 19 of the Emergency Management Plan.**

***\*NOTIFY THE DIRECTOR OF MARKETING AND COMMUNICATIONS WHEN THE INCIDENT REQUIRES OUTSIDE MEDICAL CARE, OR OTHER SPECIAL CONDITIONS OCCUR. OUTSIDE FIRST RESPONDER AGENCIES SHOULD ALSO BE CALLED IF THE SCHOOL NURSE CANNOT TREAT THE STUDENT / VICTIM.***

- c. Respiratory Lab and Classroom Safety Guidelines
- i. Faculty and students must follow all applicable OSHA guidelines in the laboratory setting.
  - ii. Safety Data Sheets (SDS) for chemicals and any other materials encountered within the lab are stored within the lab and the classroom for faculty and student referral in case of an exposure.
  - iii. Basic safety rules apply when utilizing laboratory equipment at GPTC to enhance learning and minimize possible injury to students, faculty or others to include, but not limited to:
    - No use of profanity or unprofessional vocabulary
    - No food or drink containers allowed in the lab
    - Clean and always maintain a sanitary work area
    - Use good hand hygiene
    - Wear personal protective equipment when following standard precautions
    - Utilize eye wash, available when warranted
    - Discard sharps into a sharps container immediately after use
    - Report any electrical equipment damage, and correct problems related to electrical safety
  - iv. Lab rules are posted within the AAS in Respiratory Care lab to remind faculty and students to abide by the laboratory safety rules, basic operations, and slips, trips and falls precautions.
  - v. If a blood borne pathogen exposure occurs, the School Nurse must be notified immediately. ***If the exposure occurs at a clinical facility, through body fluids, mucous membranes or infectious needle sticks, the student should immediately contact the supervisor and the clinical director.***
  - vi. Evacuation maps are appropriately posted within the laboratory/classroom and followed, if needed.
  - vii. Fire extinguisher is located west of the classroom, next to room 705.
- d. Students are responsible for medical expenses resulting from treatment of illnesses or accidents, including injuries at school or in the clinical setting. Each student is encouraged to carry their own health insurance.

An accident/incident form should be completed and given to the appropriate administrator when an accident occurs at any location.

## **V. Student Services**

### **1. Counseling and Guidance**

- a. Faculty members are available during the school day for consultation with students who need educational counseling or help with personal problems. Counseling may involve identifying goals and objectives, obtaining assistance with study problems or dealing with personal problems. When indicated, students may be directed to visit with the school's counselors.
- b. Questions or problems regarding the course should be brought to the attention of the instructor(s).

### **2. Student Activities\*\***

- a. Social and recreational activities depend largely upon the which wishes of the class. Any school-sponsored activity must be approved by the Program Director and the university.
- b. Students will apply for membership in the American Association of Respiratory Care. In order to enhance professional development, the student is encouraged to become active in their State organization. Student membership is required. The associated fee is located on the student cost sheet. The Oklahoma Society of Respiratory Care (OSRC) has an annual meeting in which there are numerous activities for student participation.
- c. The OSRC conference is a mandatory meeting for all AAS in Respiratory Care students. In addition, advisory committee attendance is required to have a student population. CoARC standard 3.04
- d. Students are also encouraged to join Health Occupations Students of America (HOSA).

### **3. Library Facilities**

- a. Students have access to library facilities at both Cameron University and GPTC campuses.
- b. The Health Careers library is located in room 723, across from the Health Careers Secretary's office. It is intended for use by all medical students. Books may be checked out. Students must sign in and out in the library logbook to use the computers in the library. Internet access will be available, but the student must read and sign the Internet User Agreement.
- c. The students also have access to the clinical affiliate library facilities. The students are requested to conduct themselves as professionals when using these facilities.
- d. Students will have access to the library at Cameron University and the library located at Fort Sill. Students will not be allowed to check material out from these facilities.

## **4.**

### **Financial Aid**

- a. All financial aid will be awarded and implemented through Cameron University. The student is required to pay semester related fees to GPTC in addition to tuition/fees at Cameron University.

## **5. Immunizations**

- a. All titers must be completed prior to beginning of class, and student must turn in documentation of all required immunizations on a shot record. All costs are at the student's expense.

If you choose to refuse the Hep B series, you will not be able to rotate through some clinical sites. The result will be that certain proficiencies would be checked as "lab only" on the competency profile.

## 6. Associate in Applied Science in Respiratory Care GPTC Campus Cost Sheet

See the attached GPTC Cost Sheet for Cohort 31 located at the end of the document. \*The cost for Trajecsys Report System has since increased to \$150 due to the extension of the program to 16-months.

## VI. Graduation and Certification

### 1. Graduation

- a. A student is eligible to graduate and receive an Associate in Applied Science in Respiratory Care degree from Cameron University, upon successful completion of the 25 credit of general education, 1-3 credit hours of university requirements, and 42 hours of major course requirements, for a total of 68 credit hour minimum, with a 2.0 GPA or higher.
- b. for major course requirements specializing in respiratory care, the student must earn a passing grade of "C" or better in all classroom, laboratory, and clinical coursework.
- c. All students must pass the NBRC Therapist Multiple Choice Self-Assessment Practice Exam with a raw score of 86 out of 140 questions correct, the current low-cut score on the official NBRC credentialing exam. The cost of the TMC Self-Assessment Exam is \$50/exam. In addition, each student must pass the Clinical Simulation Self-Assessment Exam. The initial cost of the Clinical Simulation Self-Assessment exam is \$70/exam. It will continue to be at the student's expense should any additional exams be required to achieve a passing score on either exam. Exam fees are subject to change and are priced by the NBRC.
- d. Completion of all clinical competencies and proficiencies.
- e. Accomplishing a passing grade in all required support courses through Cameron, towards the Associate in Applied Science in Respiratory Care degree, with a 2.0 GPA or higher.
- f. It should also be noted that the student must have all required Cameron University tuition and fees paid to be granted a degree. Students must also have paid all fees and returned all textbooks checked out from the GPTC campus before being eligible to sit for the NBRC credentialing exams. **Any remaining financial balances on either campus will delay the student's ability to take the NBRC credentialing exams.**
- g. It is the student's responsibility to contact Cameron University and apply for graduation. You will need to have a degree check completed and pay the Cameron University fee. Students should apply for graduation one semester before he/she graduates. You can call Cameron University's Registrar's office for current fees at 580-581-2238.

**NOTE:** *You must have your Associate in Applied Science in Respiratory Care degree to be eligible to sit for your NBRC (National Board for Respiratory Care) exams. This information is reported to the NBRC by the Program Director after graduation.*

### 2. Certification

#### a. Examination Fees

Once awarded an Associate in Applied Science in Respiratory Care degree, graduates will be eligible to take the Therapist Multiple Choice (TMC) and Clinical Simulation examinations. For pricing information and a detailed content outline, please refer to [www.nbrc.org](http://www.nbrc.org)

For more information, please contact:

NBRC Executive Office  
8310 Nieman Road  
Lenexa, KS 66214-1579  
Phone: 913-599-4200

Please note that all students graduating after July 2002 will be required to re-credential in compliance with the NBRC guideline. Visit [www.nbrc.org](http://www.nbrc.org) for more details.



**3. Judicial Policies/Application Refusal** (as stated on NBRC application form)

The Board of Trustees has approved the following items as reasons for which applications of NBRC examinations may be refused: (Further details may be obtained by contacting the Program Director).

- a. Obtaining or attempting to obtain Certification, Registration, Re-certification or Re-registration by fraud, deception, or artifice.
- b. Credentialed practitioners and/or examination candidates may be disciplined for offenses directly related to their practice of respiratory therapy and/or pulmonary technology, which gives cause to question the individual's ability to practice in a safe and competent manner. Such offenses include, but are not limited to:
  - i. Conviction in a court of law, after all appeals have been exhausted, or a drug or alcohol-related offense in connection with the individual's practice.
  - ii. Conviction in a court of law, after all appeals have been exhausted, of an act of physical violence (murder, assault, rape, robbery, etc.) that would cause question as to the individual's ability to appropriately interact with patients and others on the job. For further information, the student can call the NBRC at 1-888-341-4811 or email nbrc-info@nbrc.org.
- c. When applying for an Oklahoma State license, applicants will be required to do a background check.

**4. Student Responsibility for Handbook Information**

- a. Each student is responsible for being familiar with the information appearing in the Cameron University handbook and the AAS in Respiratory Care Handbook. Failure to read the information will not be considered an excuse for non-compliance.
  - i. This program's faculty reserve the right to change policies or revise curriculum as necessary due to unanticipated circumstances. This includes unforeseeable disruptions due to Covid-19.
  - ii. AAS in Respiratory Care handbook is revised each year. Changes in the handbook become effective in August, for both current and new students enrolled the AAS in Respiratory Care program, except for changes to the curriculum, i.e. course changes.

**5. Waiver of Regulations**

- a. The faculty and administration have adopted rules and policies in this handbook. When a student finds that extenuating circumstances might justify the waiver of a particular regulation, the student may petition the Program Director.
- b. Any revised and/or updated handbook will supersede all previous policies and regulations in this handbook.
- c. This handbook has been approved by the Great Plains Board of Education and Cameron University.

**6. The AAS in Respiratory Care program is fully accredited with the following agencies:**

**GREAT PLAINS TECHNOLOGY CENTER IS ACCREDITED BY:**

**COUNCIL ON OCCUPATIONAL EDUCATION  
(COE)**

7840 Roswell Road, Building 300 Suite 325 Atlanta,  
Georgia 30350  
Phone: 800-917-2081  
www.council.org

**COMMITTEE ON ACCREDITATION FOR  
RESPIRATORY CARE (CoARC)**

1248 Harwood Road  
Bedford, TX 76021-4244  
1-817-283-2835  
www.coarc.com

**HIGHER LEARNING COMMISSION**

230 South LaSalle St., Suite 7-500 Chicago, IL  
60604  
1-800-621-7440  
www.hlcommission.org

# Cameron University

## Associate in Applied Science in Respiratory Care

Consortium Sponsor Name: Cameron University

CoARC Program # 200531

### Respiratory Care Program

