

CAMERON UNIVERSITY

Cameron University
Respiratory Care
Student Handbook
Associate in Applied Science in Respiratory Care
2026-2027

TABLE OF CONTENTS

Welcome 6

Administration 7

Mission Statement 8

Core Values Cameron University 8

Cameron University Equal Opportunity/Policy 9

Disability Accommodations 10

Accreditation 9

Nonimmigration Alien Students 10

Conditional Admission 10

Criminal Background Check 10

Clinical Site Privileges 11

Drug Free Statement and Policy 13

The Associate in Applied Science in Respiratory Care Program Standards 15

AAS in Respiratory Care Program Goals 15

Program Outcomes 15

Additional Program Objectives 15

Clinical Affiliation 15

Statement of Ethics and Professional Conduct 17

Complete Withdrawal 18

Dismissal 18

Refund Policy 19

Access to Student Records 19

Curriculum and Respiratory Care Course Descriptions 21

Evaluation Policy 26

Grading Scale 26

Make -Up Work Policy 27

General Course Requirements 27

Oklahoma Department of Career and Technology Testing 27

Curriculum Content and Daily Schedule 28

Clinical Site Locations 30

Cameron University Policies & Procedures 31

Standards of Conduct and Disciplinary Procedures 31

Appeals Procedures 32

Grievance Procedures 33

Miscellaneous School Policies 33

Smoking/Tobacco 33

Food and Drinks 33

Student Use of Phones 33

Inclement Weather 34

Perfume / Cologne 34

Attendance 34

Classroom 34

Clinical Time 35

Leave of Absence 36

Vacations and Holidays 36

Studying 36

Completion of Assigned Clinical Responsibilities 37

Workload 37

Hospitalization and Medical Care/ Clinical Setting Injury 38

Uniform Requirements 39

Dress Code Disciplinary Procedures 40

Grading Standards 40

Test Requirements 40

Examinations 41

Criteria for Transfer Credit 41

Readmission Policy 41

Probation 42

Accident Policy 43

Respiratory Lab and Classroom Safety Policy 43

Student Services 44

Counseling and Guidance 44

Student Activities 45

Library Facilities 45

Financial Aid 45

Immunizations 45

Statement for Obtaining a Student License 46

Graduation and Certification 46

Graduation 46

Certification 47

Judicial Policies and Application Refusal 47

Student Responsibility for Handbook Information 48

Waiver of Regulations 48

Accreditations 48

WELCOME

Dear Respiratory Care Student,

You have chosen to become a Respiratory Therapist at Cameron University 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 17- month course of study.

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

Sincerely,

Brandon Kuehne, DHA, RRT, RRT-NPS, RPFT

Program Director

Colton Sumpter, MBA, RRT

Clinical Director of Education

Leslie Geisemann, MD

Medical Director

ADMINISTRATION

CAMERON UNIVERSITY

President.....Dr. Shane Hunt

Vice President for Academic Affairs.....Dr. Margery Kingsley

Dean of College of Arts and Sciences.....Dr. Lance Janda

Department of Ag., Bio., and Health Sciences Chair.....Dr. Matt Van Sant

RESPIRATORY CARE

Program Director..... Dr. Brandon Kuehne

Clinical Director of Education.....Colton Sumpter, MBA, RRT

The Respiratory Care Handbook will govern the Policies and Procedures of the Cameron University Respiratory Care Program.

CoARC Program Registry #200531.

Respiratory Care Handbook Revised June, 2026

CAMERON UNIVERSITY 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, of 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. Visit 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 60604-1411

They can be reached by phone at 800-621-7440, or at https://www.hlcommission.org/

NONIMMIGRANT ALIEN STUDENTS

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

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, criminal background check, clinical site privileges, suitable physical exam, and completed financial arrangements prior to the start of class according to the CU academic calendar.

Educational Requirement – You must be a high school graduate or have obtained a GED. Completion with a C or better in a number the required college prerequisite courses. These include foundational courses such as Math, Chemistry and Human Biology. GPA of 2.0 or greater.

Age Requirement – You must be 18 years of age to attend clinical rotations and sit for the NBRC credentialing exams.

CPR certification – Only American Heart Association approved BLS/CPR certification will be accepted.

CRIMINAL BACKGROUND CHECKS

To protect patients and the general public, a clear 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 between each clinic and the AAS degree program. Schools and clinical education settings reserve the right to review any information that could impact a students' ability to function safely in the clinical education setting.

Each student 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 information (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

The program will conduct a background check, which includes sex offender status, felonies, and misdemeanors. This will be done prior to the start of your first year and during your second year.

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

The clinical education setting may deny any student permission to participate in the clinical experience who has a criminal background check record that relates a felony or misdemeanor, or for any infraction 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 to the AAS degree. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is therefore 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, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student's identity.

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.)

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

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 program and unable to take the certification exam to obtain a respiratory therapy license.

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.

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.

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. All costs are at the student's expense.

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

Completed financial arrangements – Respiratory Care majors will pay tuition and fees to Cameron University. Financial aid will be managed at Cameron University. Students will be responsible fees associated with Respiratory Care program.

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. 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 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.

ASSOCIATE INAPPLIED SCIENCE: RESPIATORY CARE STANDARDS

AAS IN RESPIRATORY CARE GOALS

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:

Students will operate equipment commonly used in respiratory care procedures.

Students will perform and evaluate common clinical respiratory procedures.

Students will apply gas laws in a variety of situations.

Students will recognize the logarithmic nature of the pH scale and identify regions as acidic, basic, or neutral.

ADDITIONAL PROGRAM OBJECTIVES

Demonstrate appropriate knowledge and the ability to apply it as measured by performance on national credentialing examinations.

Gain employment utilizing skills as defined by the scope of practice within the respiratory care profession.

Demonstrate professional behavior consistent with employer expectations as registered respiratory therapists.

Demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as registered respiratory therapists.

Demonstrate the technical proficiency in all the skills necessary to fulfill their role as a registered respiratory therapist.

CLINICAL AFFILIATION

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.

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.

If available, the hospital will provide for the use of instructional and library resource material.

Clinical assignments are made by the Clinical Director of Education. A schedule of classes, clinical hours, days off and holidays will be provided.

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 to include barring student from attending clinicals at their facility. However, official, and final program dismissive action will be taken by Cameron University faculty and administration.

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 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.

The student is responsible for his/her own transportation between facilities and attendance to any required off-Campus conferences or events.

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.

STATEMENT OF ETHICAL BEHAVIOR AND CONDUCT

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.

COMPLETE WITHDRAWAL

You must complete Cameron University requirements to withdrawal from the Respiratory Care Program.

Dropping: defined as canceling one or all classes within the drop period. Refer to the Cameron University 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 Academic Advising Center, at CU-Duncan, or with the faculty advisor.

Withdrawing: Defined as canceling one or more classes while remaining enrolled in at least one class, after the drop deadline. See the Cameron University Academic Calendar for specific dates.

Withdrawn classes will appear on the transcript with a grade of W. Withdrawals must be processed at the Academic Advising Center or at CU-Duncan.

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.

To process a complete withdrawal, Obtain an OFFICIAL withdrawal form from the Respiratory Program Director, Burch Hall 202D.

Obtain all instructors signatures for all courses in which enrolled if at the 12th week of a 16-week session or 6th week of an 8-week session.

Obtain Financial Assistance Office clearance and signature if receiving financial aid.

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.

PROGRAM DISSMISSAL

Students may be dismissed for:

Grades inconsistent with the school standards as stated in the "Grade Policies" section of this Student Handbook.

Failure to follow school policies as stated in this Student Handbook as well as the Cameron University Policy and Procedure.

Violation of rules and regulations of the clinical affiliates.

Violation of policy, both school and clinical affiliate.

Students who are at risk for program dismissal will be counseled by faculty in advance of any decision on their program status if possible. Students who are dismissed from the program are not necessarily dismissed from the university.

For complete information regarding Student Rights see the Cameron University Student Handbook: https://www.cameron.edu/current-students/student-services/handbook

REFUND POLICY

Visit https://www.cameron.edu for details.

ACCESS TO STUDENT RECORDS

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.

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:

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

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

the academic record maintained by the Office of the Registrar and controlled by the Office of the Registrar

The student conduct record kept in the Office of Student Development.

The records of the various other University offices of Financial Assistance, Student Development, Public Safety and Student Housing, supervised by their respective directors.

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 424, phone 580- 581-2244

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.

CURRICULUM

Respiratory Care Course Descriptions

Fall Semester

RESP 2100 Respiratory Care Recitation

0 credit hours

Review and integrated discussion of information presented in lecture, labs, and clinical experiences during semester one of the clinical training degree programs. 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

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

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)

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. Prerequisites: Admission into the Respiratory Care Clinical Training Program and departmental permission. Will not satisfy general education science requirements. (Fall)

Spring Semester

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 RESP2161. 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 O2/CO2 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 2313, 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

3 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 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

RESP 2411 NBRC Test Preparation

1 credit hour

A comprehensive overview of all introductory concepts leaned 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 NBRC TMC credentialing mock exams post- graduation. Lecture, 1 hours. Prerequisites: Admission into the Respiratory Care degree program and departmental permission. (Spring and Fall)

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. Prerequisites: RESP 2161 Will not satisfy general education science requirements. (Spring)

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. (Spring)

RESP 2411 NBRC Test Preparation -Remediation for those that did not pass Fall Course

1 credit hour

A comprehensive overview of all introductory concepts leaned 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. (Spring)

EVALUATION

Classroom

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:

Clinical Rotation

Test/Exam 40% of final grade

Homework/Clinical Notebook 30% of final grade

Employability/Attendance 30 % of final grade

*For more information, please refer to the specific course syllabus.

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.

GENERAL COURSE REQUIRMENTS AND EXPECTATIONS

The structure of the curriculum is based on 17 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.

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.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY TESTING

There are no state occupational measures and assessments but the students are required to take a mandatory comprehensive self-assessment written exam before passing.

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.

CURRICULUM CONTENT AND DAILY SCHEDULE

1st Semester (Fall)

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, 1st 8 weeks only

RESP 2161 Respiratory Clinical Practice I Varying day, evening, and overnight 12-hour shifts, 2nd 8 weeks only

2nd Semester (Spring)

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 III Varying day, evening, and overnight 12-hour shifts.

Online

RESP 2411 NBRC Test Preparation

3rd Semester (Summer) l)

Monday – Friday

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

Effective January 2024. Class schedule is subject to change.

4th Semester (Fall)

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 (remediation)

CLINICAL SITE ROTATIONS

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings are 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:

Memorial Health System of Southwest Oklahoma Main Campus. Lawton, OK

Memorial Health System of Southwest Oklahoma Main Campus Sleep Lab. Lawton, OK

Dr. John Cox, MD, Pulmonologist. Lawton, OK

Duncan Regional Hospital. Duncan, OK

Grady County Memorial Hospital. Chickasha, OK

Jackson County Memorial Hospital. Altus, OK

OU Health. Oklahoma City, OK

OU Health, Oklahoma Children's Hospital. Oklahoma City, OK

Memorial Health System of Southwest Oklahoma Lee Campus, Lawton, OK

The Children's Center Rehabilitation Hospital. Bethany, OK

Anadarko Physician Hospital (AVEM) Anadarko, OK

Norman Regional Health System, Norman, OK

CAMERON UNIVERSITY POLICIES & PROCEDURES https://www.cameron.edu

STANDARDS OF CONDUCT AND DISCPLINARY 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.

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.

Disregard of established school or clinical affiliate policies.

Creating or contributing to unsafe working conditions.

Creating excessive noise, outbursts, or inappropriate comments.

Smoking or Tobacco use. Cameron University and all clinical sites are a tobacco-free facility.

Disregard of personal appearance, uniform, dress, or hygiene.

Discourteous to patients, hospital employee, physicians, the public, or Cameron University.

Frequent lateness or absenteeism.

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.

Intoxication, drinking alcoholic beverages or being intoxicated on school or clinical affiliate property.

Dishonesty, cheating, plagiarism, larceny, stealing or theft.

Being absent five continuous days with failure to notify a program faculty member.

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.

Leaving school before the end of the scheduled shift, without permission from program faculty or supervisor.

Insubordination or refusing to carry out directions of a program faculty member or supervisor.

Developing an intimate or personal relationship with the program faculty or adjunct faculty that may give way to conflict of interest.

Students may be immediately dismissed if one of the following occurs.

Neglecting or abusing (verbally or physically) patients, visitors or fellow workers.

Abusing or destroying any property on the school or clinical affiliate's premises.

Sleeping at the clinical affiliate during scheduled shift.

Accepting or soliciting gifts, gratuities, tips or personal property from patients or visitors.

Fighting on school or clinical affiliate property.

Conviction of an immoral act.

Gambling on school or clinical affiliate property.

Using, possessing or selling illegal drugs or controlled substances.

HIPPA violation

Falsifying attendance clinical documents or other school records, including signing in or out for another student to sign you in or out.

APPEALS PROCEDURE

(Please refer to the Cameron Website: https://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.

GRIEVANCE PROCEDURE

(Refer to Cameron website: https://www.cameron.edu/current-students/student-services/handbook.

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

MISSELANIOUS SCHOOL POLICIES

SMOKING/ TOBACCO

Cameron University is a tobacco-free facility - No tobacco or vapor on campus.

No Smoking will be allowed in the clinical affiliate areas. Students should not accompany clinical preceptors to automobiles for the purpose of smoking.

FOOD & DRINKS

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).

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.

Food and drinks are not allowed in patient care areas.

STUDENT USE OF PHONES

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.

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.

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.

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

INCLEMENT WEATHER

When either campus is closed due to inclement weather at Cameron University, students in the AAS in Respiratory Care degree program will not meet for scheduled classes. When Cameron University is closed due to inclement weather, students in the AAS in Respiratory Care degree program will not meet for Scheduled class

Cameron University's emergency broadcasts are disseminated via the student's Cameron Campus Alert phone number on Aggie Access.

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.

PERFUME AND COLOGNE

No wearing of perfume / cologne / fragrant lotions.

ATTENDANCE

CLASSROOM

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.

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.

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.

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)

Classroom attendance is included as part of the employability grade which is computed on a weekly basis

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.

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.

Break Time - the students are entitled to the same break time that is granted to the employees of the facility.

Break time will be determined by the Clinical Preceptor, not the students, and need not be concurrent with the employee break time.

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.

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.

Appointments for personal reasons should be made outside of school hours. Please do not schedule appointments during clinical hours.

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.

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. Example: Student gone 2 days, 2 days to make up work.

Any quiz announced or unannounced, that is missed due to an absence will be graded and recorded as a 'ZERO'.

All conferences concerning the attendance policy will be documented and kept in the student's file.

LEAVE OF ABSCENSE

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.

VACATIONS & HOLIDAYS.

The following holidays are observed each year:

Thanksgiving,

Christmas,

New Year's Day

Martin Luther King

Memorial Day,

Juneteenth

Independence Day

Labor Day.

STUDYING

Textbook studying or academic material within the department is allowed only by permission of the Clinical Instructor/preceptor.

Studying in areas outside the department is allowed only by permission of the Clinical Instructor/preceptor.

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.

COMPLETION OF ASSIGNED TASKS

Failure to complete any task assigned to a student while at a clinical rotation must be reported by the student to the clinical preceptor.

Any complications or adverse effects of care given to the patient by a student must be reported to the preceptor immediately.

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.

Failure to report non-completion of, complications of, or adverse reaction to therapy administrated by a student may result in dismissal of the student from the academic program.

WORKLOAD

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.

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.

There is no function within the department's range of duties from which a student, at any time in his/her 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.

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.

Students will have sufficient time for relaxation and refreshment, including lunch, as is provided for the employees of the hospital or clinical site.

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.

HOSPITALIZATION AND MEDICAL CARE DURING CLINICAL ROTATION

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.

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.

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.

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.

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.

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.

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 Cameron University.

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.

UNIFORM REQUIREMENTS

The clinical uniform consists of:

Black scrub pants/skirt

Royal blue scrub top. Black Embroider Respiratory Therapy Program Jacket with Patch may be worn over Royal Blue Scrub top, however the Blue Scrub top must be plainly visible underneath.

Students are required to wear their uniform to class and to clinical every day.

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.

Wearing of perfume/cologne/fragrant lotions to any clinical sites is prohibited. 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 by 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 lip

DRESS CODE DISCIPLINARY PROCEDURES

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.

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.

GRADING STANDARDS

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.

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.

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.

If you receive Title IV Federal Funding, you must maintain satisfactory progress before your funding is disbursed (see student handbook).

TEST REQUIREMENTS

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.

EXAMINATIONS

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.

CRITERIA FOR TRANSFER CREDIT

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.

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.

READMISSION POLICY

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:

In good standing is defined as students who voluntarily leave with a good behavior and performance record.

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 that was withdrawn. Any change to this policy will be reviewed on a case by case basis by the department chair and program director.

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.

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.

Students leaving after completion any semester, must meet with the program director for approval of reentry.

Returning students in good standing may have slotting preference upon readmission.

Students leaving, not in good standing:

Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.

Returning students must compete with other applicants to be slotted in the program.

Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met.

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.

Students may qualify for readmission only one time.

PROBATION

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

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 8th 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 reaccepted into the program to re-attempt the course.

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.

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 writing 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 require tasks have been successfully passed.

Conduct Probation-Should a student violate policy at Cameron University, 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 1st offense.

ACCIDENT POLICY

Clinical Location

All clinical facilities require that students be free of any communicable diseases.

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.

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.

Clinical affiliates make available emergency medical care to students who become ill or are injured while in the clinical setting.

RESPIRATORY LAB AND CLASSROOM SAFETY POLICY

Faculty and students must follow all applicable OSHA guidelines in the laboratory setting.

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.

Basic safety rules apply when utilizing Cameron University laboratory equipment at Memorial Health System simulation center to enhance learning and minimize possible injury to students, faculty or others to include, but not limited to:

use of profanity or unprofessional vocabulary

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 sharp's container immediately after use

Report any electrical equipment damage, and correct problems related to electrical safety

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.

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.

Evacuation maps are appropriately posted within the laboratory/classroom and followed, if needed.

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.

STUDENT SERVICES

COUNCILING AND GUIDANCE

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.

Questions or problems regarding the course should be brought to the attention of the instructor(s).

STUDENT ACTIVITIES

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.

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.

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

LIBRARY FACILITIES

Students have access to library facilities at Cameron University

The students also have access to the clinical affiliate library facilities. The students are requested to conduct themselves as professionals when using these facilities.

FINANCIAL AID

All financial aid will be awarded and implemented through Cameron University. The student is required to pay semester related fees to Cameron University.

IMMUNIZATIONS

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.

STATEMENT FOR OBTAINING A STUDENT LICENSE

The Cameron University Respiratory Care Program allows student to apply for limited provisional licensing on a conditional basis. A student may request approval from the Program Director (PD) and Director of Clinical Education (DCE.) Both the PD and DCE must agree that the student is ready to work in a limited capacity. Beginning in 2027, several NBRC RTE mock exams will be administered as a required element activity in the NBRC Test Preparation course. If the student can achieve high cut score of 77% or better on at least one the mock NBRC RTE exams and they have successfully completed their clinical competencies, they may petition the Program Leadership Provisional for license approval to the Oklahoma Board of Medicine. Students who fail to achieve both of these requirements will have an additional opportunities to pass another version of the NBRC RTE in the following (final) Fall semester.

GRADUATION AND CERTIFICATION/REGISTRATION

GRADUATION

Students are 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 67-68 credit hour minimum.

For Respiratory courses, the student must earn a passing grade of “C” or better in all classroom, laboratory, and clinical coursework.

All students must take and pass the NBRC Therapist Multiple Choice Self-Assessment Practice Exam with a raw score of 92 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 take 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.

Completion of all clinical competencies and proficiencies.

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.

It should also be noted that the student must have all required Cameron University tuition and fees paid to be granted a degree. Any remaining financial balances will delay the student’s ability to take the NBRC credentialing exams.

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.

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.

CERTIFICATION AND REGISTRY

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 information and a detailed content outline, please refer to https://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 https://www.nbrc.org for more details Judicial Policies/Application Refusal (as stated on NBRC application form)

JUDICIAL POLICIES AND APPLICATION REFUSAL

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).

Obtaining or attempting to obtain Certification, Registration, Re-certification or Re-registration by fraud, deception, or artifice.

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:

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.

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 emailnbrc-info@nbrc.org.

When applying for an Oklahoma State license, applicants will be required to do a background check.

STUDENT RESPONSIBILITIES FOR HANDBOOK INFORMATION

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.

This program's faculty reserves the right to change policies or revise curriculum as necessary due to unanticipated circumstances.

AAS in Respiratory Care handbook is reviewed and 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.

WAIVER OF REGULATIONS

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.

Any revised and/or updated handbook will supersede all previous policies and regulations in this handbook.

This handbook has been approved by the Respiratory Care Advisory Committee and Cameron University.

ACCREDITATIONS

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

COUNCIL ON OCCUPATIONAL EDUCATION (COE) 7840 Roswell Road, Building 300 Suite 325 Atlanta, Georgia 30350 Phone: 800-917-2081 https://council.org/

COMMITTEE ON ACCREDITATION FOR RESPIRATORY CARE (CoARC) 264 Precision Blvd Telford, TN 37690. Telephone: 817-283-2835. Fax: 817-354-8519. Email: WEBMASTER@COARC.COM https://www.coarc.com/

HIGHER LEARNING COMMISSION 230 South LaSalle St., Suite 7-500 Chicago, IL 60604-1411 800-621-7440. www.hlccommission.org

Organizational Chart

Cameron University
Associate in Applied Science in Respiratory Care

Sponsor Name: Cameron University

CoARC Program # 20053

