

in partnership with Great Plains Technology Center



**ADVANCED  
RESPIRATORY THERAPIST  
*STUDENT HANDBOOK***

**Class #27**

**August 2016 – July 2017**

Revised July 5, 2016

# **CAMERON UNIVERSITY**

In partnership with Great Plains Technology Center

## ***ADVANCED RESPIRATORY THERAPIST***

### **WELCOME**

Dear Advanced Respiratory Therapist Student:

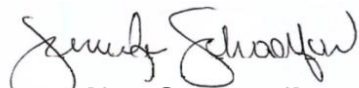
As the Director of the Advanced Respiratory Therapist Program, I want to welcome you to our school.

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. I hope this desire will be met, that you will find happiness and job satisfaction during the 12 months of study, and as a Registered Respiratory Therapist.

At this time, you will have successfully completed the admission requirements. This is indeed an important accomplishment, as you enter this challenging and rewarding field. You, your family, and your friends should be very proud of this accomplishment.

We look forward to the coming months, working side by side with each of you. Again, congratulations, and good luck!

Sincerely,



**Jennifer Schoolfield, B.S., RRT**  
Program Director

**TBA**  
Clinical Director

**Aaron Trachte, 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. Von Underwood  
Department of Biological Sciences Chair..... TBA

### **GREAT PLAINS TECHNOLOGY CENTER**

Superintendent ..... Clarence Fortney  
Deputy Superintendent..... Karen Bailey  
Director of Health Science Services and STEM Education.....Michael Newell

### **ADVANCED RESPIRATORY THERAPIST**

Director..... Jennifer Schoolfield, B.S., RRT  
Clinical Director..... TBA, RRT

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

***The Advanced Respiratory Therapist Handbook will manage the ART Program.***

*Handbook Revised July 5, 2016  
Advanced Respiratory Therapist*

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# **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—James Bishop and Joelle Jolly (580) 355-6371

Frederick campus—Nancy Hasley and Gary Tyler (580) 335-5525

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—James Bishop and Joelle Jolly (580) 355-6371

Frederick campus—Nancy Hasley and Gary Tyler (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 ART Program have a conditional admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, clinical site privileges, suitable physical exam, and completed financial arrangements prior to the start date of the career major / program.

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 clinicals.
3. **CPR certification** – The ART program will accept only Health Care Provider CPR.
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 licensing / certification exam.
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 ART program, to test body fluids for the presence of illicit 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 in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. The results of the background check may also affect the applicant's ability to get 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 this done.)*
8. **Mandatory meeting** – Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.
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. Advanced Respiratory Therapist requires **titers** to prove immunity for MMR, Varicella, and Hepatitis B.

- 2 TB skin tests ..... You will be notified when to have this done
- Hepatitis B series (series of 3 injections) ..... Must submit a positive Titer
- MMR (measles, mumps, rubella – series of 2 injections) ..... Must submit a positive Titer
- Varicella (chicken pox – series of 2 injections) ..... Must submit a positive Titer
- 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** – Applicants must pay tuition and fees. Financial aid will be managed at Cameron University. Students will be responsible for payment of fees to Great Plains Technology Center which are separate from Cameron University's tuition and fees.



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

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

There are three alcohol and drug treatment centers serving Comanche, Tillman, and Kiowa counties—they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, The ART program and Cameron University have a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, The ART program provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use.

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 ART 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 ART 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 ART 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. In order 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 ART 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**

In order 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 ART 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 ART 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 a career major. 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 career major in which he/she has applied. 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 OF ADVANCED RESPIRATORY THERAPIST

### 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, the student is provided the opportunity to use the theory in practical clinical experiences. Students may obtain certification as a respiratory care therapist from the National Board of Respiratory Care (NBRC).

This career major is designed to prepare students for employment as a 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 Great Plains Technology Center and Cameron University. Once a student completes the general education, technical support, and related requirements of Cameron University, the respiratory specialty courses will be completed at GPTC. Upon successful completion of both components the student will be awarded an Associate in Applied Science in Respiratory Care degree 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.

### 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. ART program goal and objectives

**GOAL:** The goal of the Advanced Respiratory Therapist 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).

**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 ART students and faculty. Any damage or loss of personal belongings shall not be the hospital's liability.
- 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. A schedule of classes, clinical hours, days off and holidays will be posted by the Program Director.
- e. Students will abide by the personnel policies of the affiliate at all times. The affiliate administration and Cameron administration may recommend the withdrawal of a student. However, final action will be taken by Cameron University faculty.
- f. The affiliate will make available emergency medical care to ART 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. Great Plains Technology Center and 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 bloodborne pathogens, 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 your clinical instructor 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 and GPTC requirements.

#### **GPTC:**

- a. Any student wishing to withdraw from the program should contact the Advanced Respiratory Therapist Director.
- b. Fill out a Withdrawal form.
- c. You must turn in your GPTC Badge.
- 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 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 tuition and fees, regardless of enrollment or funding status.

#### **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 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 and 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.
- 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 Registrar;
  2. the student conduct record kept in the Office of Student Development; and
  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.

**(Continued on next page)**

### III. CURRICULUM

#### 1. ART Course Descriptions

##### **FALL**

##### **Resp 2111 Ethics and Health Care Systems for Respiratory Care Practitioners 1 hour lecture**

Includes key organizational and operational elements of health care delivery organization and delivery of respiratory care services in the acute care setting. This course also explores the ethics and legal standards applied to the practice of respiratory care.

##### **Resp 2124 Respiratory Therapy Procedures I 4 hour lab/lecture**

An introduction to respiratory therapy, this course includes microbiology, infection control and 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.

##### **Resp 2133 Cardiopulmonary Anatomy and Physiology 3 hour lecture**

An in-depth study of the function of the respiratory system. It includes pulmonary mechanics and circulation, ventilation, gas transport, Neuro-control of breathing and acid base balance.

##### **Resp 2143 Respiratory Pharmacology 3 hour lecture**

This course is a comprehensive and practical understanding of current information in respiratory pharmacology. This course provides a basis of theoretic concepts of the physio-pharmacologic functions of the lungs, heart, and kidneys, applicable to both the chronic pulmonary disease patient and the intensive care patient. A wide range of classes of drugs is given full consideration with emphasis on practical choices of individual situations.

##### **Resp 2153 Respiratory Pathology 3 hour lecture**

An in-depth study of specific respiratory disease covering the method of diagnosis, treatment, clinical manifestation, prognosis, pathology, and incidence of occurrence in the general population.

##### **Resp 2161 Pulmonary Function Testing 1 hour lecture**

An introduction of pulmonary function testing to include: lung volumes and capacities, equipment, calibration and quality control, ATS standards, spirometry and lung volume tests, gas distribution and diffusion tests, exercise testing and bronchoscopy testing.

##### **Resp 2100 Respiratory Care Recitation I 0 hour**

Review and integrated discussion of information presented in lectures, lab and clinical experiences during semester 1 of the clinical training program.

##### **SPRING**

##### **Resp 2213 Respiratory Therapy Procedures II 3 hour lab/lecture**

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.

##### **Resp 2224 Respiratory Clinical Practice I 4 hour clinical**

Respiratory procedures practiced in specialty areas of the hospital with supplemental information received through physician and faculty lectures. The clinical experience is coordinated to cover the areas of infection control and sterilization, physical assessment and chart review, radiologic assessment of the chest, medical gas therapy and delivery systems, humidity and aerosol therapies, pulmonary function



testing, lung expansion therapy and coughing techniques, secretions clearance techniques, and manual resuscitators and CPR.

**Resp 2233 Respiratory Therapy Critical Care 3 hour lecture**

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.

**Resp 2242 Pediatric Respiratory Care 2 hour lecture**

A survey of general introductory concepts to disease states that are specific to the neonatal and pediatric patients, equipment and theory necessary for providing respiratory care, care during transport and developmental outcomes.

**Resp 2253 Mechanical Ventilation 3 hour lecture**

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.

**Resp 2200 Respiratory Care Recitation II 0 hour**

Review and integrated discussion of information presented in lectures, lab and clinical experiences during semester 2 of the clinical training program.

**SUMMER**

**Resp 2313 Respiratory Clinical Practice II 3 hour clinical**

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.

**Resp 2324 Respiratory Clinical Practice III 4 hour clinical**

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.

**Evaluation Policy:**

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

Test Grades	50% of final grade
Performance Grades	25% of final grade
Employability Grades	25% 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.

**Attendance Policy:**

For specific information related to attendance and tardiness refer to Student Handbook.

**Course Requirements and Expectations:**

The general course requirements and expectations include:

- 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 comprehensive exam, the first attempt is paid through student needs fee and should any further attempts be required they will be at the students expense
- Students must take and pass computer written exams and computer clinical simulations

Student Behavior Includes:

- Demonstrate responsibility by being punctual and adhering to daily attendance requirements
- 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 ART program policies and procedures, please refer to the Student Handbook and/or the Instructor.

**2. Curriculum Content**

**FALL**

**Wednesday- Friday**

Pharmacology – Schoolfield

Procedures – Schoolfield

PFT – TBA

PFT – Lab

**Tuesday – Thursday**

Ethics – Schoolfield

Pathology – Schoolfield

Cardiopulmonary A & P- Schoolfield

## SPRING

### Monday – Wednesday

Procedures II – Schoolfield/  
Procedures II Lab  
Clinical I  
Mechanical Ventilation

### Tuesday – Thursday

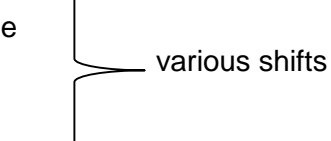
Critical Care – Schoolfield/  
Pediatric – Schoolfield/

### Friday

Clinical I  
Various times

### Summer

Intersession – June  
Clinical II  
June – July  
Clinical III



various shifts

The structure of the curriculum is based on 11 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.

The 11-month course of study is divided into semesters. The courses, which are taken each semester, are shown below:

#### a. 1st Semester:

RESP: Cardio A&P  
RESP: PFT  
RESP: Ethics/Health Care  
RESP: Pharmacology  
RESP: Respiratory Therapy Procedures I  
RESP: Lab

#### b. 2nd Semester:

RESP: Respiratory Therapy Procedures II  
RESP: Lab  
RESP: Clinical I  
RESP: Critical Care  
RESP: Mechanical ventilation  
RESP: Pediatric RC

#### c. 3rd Semester:

Clinical (Monday through Friday)

### 3. Class Schedule

**1<sup>st</sup> Semester** ..... **AUGUST 2016 – DECEMBER 2016**  
**Class time Monday-Thursday**..... **TBA**

**Tuesday / Thursday**.....**J Schoolfield**

08:15 .....	Sign In	12:20 .....	Sign In
09:45 - 10:00 .....	Morning Break	1:15 - 1:30 .....	Afternoon Break
11:20 - 12:20 .....	Lunch	3:00 .....	Dismiss

**2<sup>nd</sup> Semester** ..... **JANUARY 2017 – MAY 2017**

**Class time Monday-Thursday**

08:00 .....	Sign In	12:20 .....	Sign In
09:45 - 10:00 .....	Morning Break	1:15 - 1:30 .....	Afternoon Break
11:20 - 12:20 .....	Lunch	3:00 .....	Dismiss

**Clinical I Thursday-Friday**

## 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 ART 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 ART 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.
  - 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 ART 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 GPTC and Cameron University 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. Falsifying time card, time sheet or other school records, including signing in or out for another student.
  - xi. 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.

**2. Appeals Procedure** (Please refer to the Cameron Website:  
[www.cameron.edu/student-services/handbook/university-policies](http://www.cameron.edu/student-services/handbook/university-policies))

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/student-services/handbook/university-policies](http://www.cameron.edu/student-services/handbook/university-policies))

A student shall have the opportunity to contest any action, grading, etc., if so desired. The student shall adhere to the policy and requirements set forth in the GPTC Student Handbook,

**4. Miscellaneous School Policies**

**a. Smoking / Tobacco**

- i. 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 drinks are NOT allowed in the classroom and/or 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 or drinks are absolutely 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.

All devices 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. Use of photographic equipment shall require advance written administrative approval. Any device confiscated will be turned over to the Campus Director/Principal for disposition.

**d. Inclement Weather**

- i. Weather conditions may occasionally create problems for students. Cameron University may make the decision to cancel classes. On the occasion that GPTC cancels classes but Cameron does not, class will not meet at Great Plains Technology Center. In all instances of inclement weather and or hazardous travel, please use your best judgment concerning your own personal safety before coming to the university.

- ii. GPTC will broadcast updates (recorded *School/Reach* messages) to telephones of full-time high school, full-time adult students, and staff in case of an emergency.
- iii. 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 ART program will meet.
- iv. If you should arrive at the clinical site and learn that Cameron University is closed, you will be supervised in the clinical area by the technician in charge. Due to your attendance on a day when other students were off, you will be compensated with another day off. Choice of day off must meet with the approval of Clinical Director.

**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 implements must be brought to the classroom.
- 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.
- 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 must be notified no later than 6:00 a.m. You may leave a message on voice mail. There is **NO** allowance for texting absence to the school officials.
- iv. Employers want dependable and punctual employees. Therefore, the program has a strict attendance policy.

Fall Semester:	5 days (no clinical)
Spring Semester:	5 days (includes clinical rotations and classroom)
Summer Semester:	4 days (includes 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 trimester will 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 seat 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.

- 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 instructor and Program Director should be made for breaks, before or after school (not classroom times). Instructors are at school from 7:45 a.m. to 4:00 p.m.
- 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 recorded as '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 the ART calendar for the year, not Cameron University. This calendar will be given to the students at the beginning of the school year.**



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

Thanksgiving, Christmas, New Year's Day, 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 on time, or complete at all any task assigned to the student, must be reported to the supervisor immediately.
- b. Any complications or adverse effects of care given to the patient by a student must be reported to the supervisor 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 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 5.14.*

## 9. Hospitalization and Medical Care

- 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 absent for 3 or more days must have a release from their attending physician before returning to duty. The release will be filed in the student's record.
- e. Students in the clinical area are expected to abide by the policies of the clinical affiliate in regard to illness.
- f. Hospitals that are utilized as clinical facilities may make available emergency medical care to the students if they become ill or injured. The cost of such treatment is ultimately the responsibility of the student.

## 10. Uniform Requirements

The school class and clinical uniform consists of:

1. Black uniform pants
2. Royal blue scrub top
3. White lab coat (for clinical only)
  - Students are required to wear their uniform to class and clinical education settings on a daily basis.
  - A nametag is also part of the required uniform and must be worn at all times. The school patch is to be sewn on left upper arm of your lab coat.
  - Scrub tops and uniform style pants must be in good shape and ironed. Scrub tops may need appropriate undergarments, i.e. all white, black, or gray tee shirts or turtlenecks. Dresses and stirrup style pants and are not permissible. Uniforms will be purchased after mandatory information meeting, from **Kingdom Medical 355-1511, Lawton Medi-Equip 355-7655, or any** medical uniform supply facility.
  - The uniform must be clean and free from stains and wrinkles; free from tears; worn with foundation garments.
  - Socks or hosiery must be white, black or neutral, of ankle length. Shoes are to be all black and made of sturdy leather that provides good support on all sides. Shoes and shoe laces must be kept clean and polished at all times. Canvas shoes, clogs or mules are not permissible.

- No wearing of perfume/cologne/fragrant lotions. Duncan Regional Hospital has a scent-free policy.
- Nails must be kept neat, trimmed, and clean at all times, and be in a working length – defined by nail technicians and manicurists as being approximately ¼ “ in length from finger tips. 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 be kept neat and clean at all times. Growing beards must be started on long school breaks or vacations and must be filled in before going to Clinical Education Setting, (i.e. no stubble, etc.) at the Clinical Director’s Discretion. This paragraph applies to the clinical area only.
- Jewelry: Wristwatches may be worn at any time. 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
- b. Any type of tennis shoe must be worn while attending class at GPTC.
- c. 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). Grades are based upon RAW scores:

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 or final exam (this includes all program courses unless otherwise noted), he/she will:
  - i. Receive a "Student-Instructor Counseling Form For Developing Individualized Student Goals For Scholastic Improvement", that is to be completed and returned to the instructor that same day.
  - ii. Arrange with the instructor, a convenient day and time to discuss his/her academic problems.
  - iii. Develop (with the aid of the instructor, if needed) at least three goals for improving academically and/or clinically.
  - iv. Reevaluate, at a later date, the stated student goals to determine effectiveness in learning skills.
  - v. Arrange to meet with instructor and Program Director if grades do not improve; to evaluate student's academic/clinical standing reevaluate goals for grade improvement.

#### 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 of Applied Science Degree Plan" obtained from their Cameron Advisor.***

#### 17. Readmission Policy

- a. 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/trimester must reenter the program at the beginning of that semester/trimester.
  - 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/trimester do not compete with other applicants to be slotted in the program.
  - v. Students leaving after completion of the first semester/trimester must meet with the program director for approval of reentry.
  - vi. Returning students will only be considered for readmission if the class has vacancies.
- 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 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 trimester, 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 trimester, they will be dismissed from the program.

c. Clinical Probation

Should a student fail to complete their required clinical skills for Clinical I, they will not be allowed into Clinical II until they have successfully passed. Failure to complete all required clinical tasks will 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, ART 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 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:**

- \* Switchboard Operator will call:
  - ❖ Tina Dickson, School Nurse at 5571 or on radio.
  - ❖ LaDonna Meyer at 5595 or on radio; Karen Shirey at 5590 or on radio.
  - ❖ Jeannie Baggett at 5570 or Debbie Gladden at 5670 or on radio.
  - ❖ 911 for ambulance or fire department, if necessary.

#### **Step 3 - Who to notify:**

- \* Building Administrator, or
- \* Campus Director / Principal (Kirk Mullenix) at 5601.
- \* Contact Parent / Guardian / Next of Kin.
- \* Director of Marketing and Communications (Glen Boyer’s cell # 917-1910. Secondary cell # 917-1985)

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

**Step 5 - Complete Accident/Incident Report, on page 30 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. Material Safety Data Sheets (MSDS) 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 maintain a sanitary work area at all times
    - ♦ 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 ART 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 on the outside wall of the ART classroom.
- 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. Student officers will be elected to serve the class. Their responsibility will be to hold class meetings regarding class activities and projects.
- b. Social and recreational activities depend largely upon the wishes of the class. Any school-sponsored activity must be approved by the Program Director.
- c. 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. The Oklahoma Society of Respiratory Care (OSRC) has an annual meeting in which there are numerous activities for student participation.

***\*\*This is a MANDATORY meeting for all ART students.***

Students are also encouraged to join Health Occupations Students of America (HOSA).

## 3. Library Facilities

- a. 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.
- b. The students also have access to the clinical affiliate library facilities. The students are requested to conduct themselves as professionals when using these facilities.
- c. 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. Advanced Respiratory Therapist Cost Sheet

**(Continued on next page)**



# GREAT PLAINS Technology Center

## ADVANCED RESPIRATORY THERAPIST COSTS AUGUST 2016 - CLASS # 27

<b>TUITION</b> .....	\$	-
Students will be charged current Cameron University tuition of \$186.00 this includes mandatory fees.		
<b>TEXTBOOKS</b> .....	\$	668.16
Costs are approximate and subject to change. Students are required to purchase textbooks and/or supplemental reference materials. This is a separate cost, not covered by your tuition or students needs fee. Textbooks may be purchased from either the GPTC Bookstore or a vendor of your choice. Text books are required on the first day of class.		
<b>STUDENT NEEDS FEES PAYABLE TO GPTC*</b> .....	\$	944.00
<b>1st Semester Total</b> .....	<b>\$</b>	<b>794.00</b>
iPad 3 with warranty.....	\$	530.00
iPad - Key Board .....	\$	70.00
<i>If you already have iPad w/Keyboard deduct the cost.....</i>		
CareerSafe Online Safety Course .....	\$	12.00
Curriculum.....	\$	37.00
AARC Dues .....	\$	50.00
Registration Fees.....	\$	85.00
Accessories (School Patches & Safety Glasses).....	\$	10.00
<b>2nd Semester Total</b>	<b>\$</b>	<b>150.00</b>
Curriculum .....	\$	35.00
NBRC Assessment Exam Fee.....	\$	50.00
Student Supply Fee (Portfolios & Pictures).....	\$	65.00
<b>CLINICAL UNIFORMS</b> .....	\$	225.00
2 Lab Coats, 3 sets Scrubs, Shoes, Stethoscope and personal pulse oximeter. These are a separate cost, and are not covered by your tuition, textbook cost, or student needs fee.		

**ADDITIONAL COSTS BELOW:** and are not charged against Pell, Post 911 and/or some funding agencies. These are considered out of pocket expenses.

<b>Additional Fees*</b> (You will be instructed when to purchase these items)	\$	962.84
<b>Drug Screen (Upfront Expense)</b> .....	\$	30.00
<b>Background Check (Upfront Expense)</b> .....	\$	159.80
<b>AARC Annual Meeting (Attendance Required, cost is approximate)</b>		
Lodging .....	\$	150.00
Food .....	\$	100.00
Travel .....	\$	75.00
Supplies (Calculator, Pens, etc.) .....	\$	155.04
Replacement Student ID Badge.....	\$	3.00
State License - Provisional .....	\$	100.00
NBRC Exam .....	\$	190.00

**TOTAL COST FOR PROGRAM** ..... **\$ 2,800.00**

*Prices are subject to change without notice.*

Tuition and fees or documentation from your funding agency is due by the first day of class each semester. Students who are enrolled in a career major for more than 10 scheduled school days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.

## **5. Financial Aid**

- a. Students at Great Plains Technology Center have a number of grants, scholarships, and benefits which may be available to them.
- b. Information about financial assistance through the Federal Financial Aid grant (PELL), Great Plains Foundation, VA, Vocational Rehabilitation Service, or any other funding source may be obtained from the Financial Aid office, which is located in Room 107 of Building #100.
- c. In order to receive Title IV Federal Funds at GPTC, a student must maintain satisfactory progress. Please refer to the GPTC Student Handbook.

## **6. Hospital Purchases**

- a. Students may NOT charge items purchased in the hospital. Items are payroll deducted for employees only.

## **7. 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.

## VI. Graduation and Certification

### 1. Graduation

- a. A student is eligible to graduate and receive an Associate's Degree through Cameron University, upon successful completion of the 37 hours of technical related courses at Great Plains Technology Center and the 31 hours of support classes at Cameron University, with a 2.0 GPA or higher.
- b. For respiratory specialty courses, earn a passing grade of "C" or better in all classroom, lab and clinical course work.
- c. Student must pass five clinical simulation exams along with a passing grade of 70% or better on the online NBRC Comprehensive Secured Therapist Multiple Choice Exam. The initial cost of this exam is part of the student needs fees. It will be at the students' expense should any additional exams be required to achieve a passing of 70% or better. The current cost of the exam is \$50.
- d. Completion of all clinical competencies and proficiencies.
- e. From Cameron University: 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 tuition and fees paid in order to be granted their "Certificate of Competency" through the ART program. Students must also have returned all textbooks checked out from the library or instructor.
- 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 581-2238.

**NOTE:** *You must have your Associate of Applied Science in Respiratory Care degree to be eligible to sit for your NBRC (National Board for Respiratory Care) exam.*

### 2. Certification

#### a. Examination Fees

In January 2015, graduates will be eligible to take the Therapist Multiple Choice (TMC) examination. For more 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

- b. 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 1-913-599-4200.
- 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 ART Handbook. Failure to read the information will not be considered an excuse for non-compliance.
  - i. This program faculty reserves the right to change policies or revise curriculum as necessary due to unanticipated circumstances.
  - ii. ART handbook is revised each year. Changes in the handbook become effective in August, for both current and new students attending the ART program.

#### **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 Advanced Respiratory Therapist Program is fully accredited with the following agencies:**

##### **North Central Association Commission on Accreditation and School Improvement (NCA-CASI)**

##### **(National Postsecondary Office)**

HC 33 Box 81 Cedar Lakes Drive  
Ripley, WV 25271  
1-866-548-5833  
[www.ncacasi.org](http://www.ncacasi.org)

##### **(Oklahoma Postsecondary Office)**

2500 N. Lincoln Blvd  
Oklahoma City, OK 73105  
1-405-521-3773

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**Committee on Accreditation for Respiratory Care (CoARC)**

1248 Harwood Road  
Bedford, TX 76021-4244  
1-817-283-2835  
[www.coarc.com](http://www.coarc.com)

**Higher Learning Commission**

230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
1-800-621-7440  
[www.ncahlc.org](http://www.ncahlc.org)

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# CAMERON UNIVERSITY

In partnership with Great Plains Technology Center

## ADVANCED REPIRATORY THERAPIST PROGRAM

