



2023-2024

# Respiratory Care Program Student Handbook

*Associate of Applied Science Degree*

*CoARC # 200239*

\*Revised August 9, 2023

\*The College is currently updating the Health Careers Student Handbook. Until the new version is released, this version will be the source of all current information.

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## DISCLAIMER STATEMENTS

### NON-DISCRIMINATION POLICY

It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race (including traits associated with race such as hair texture and protective hairstyles), religion, color, national origin/ethnicity, sex, sexual orientation, gender identity, gender expression, pregnancy, disability, genetic information, age, height, weight, familial status, veteran status, marital status, citizenship, or any other status or characteristic protected by law, in its programs, services, employment or activities.

The Vice President for Campus Planning and Operations has been designated to handle inquiries regarding the non-discrimination statement.

### HEALTH CAREERS STUDENT HANDBOOK DISCLAIMER

This handbook is intended to supply accurate information to the reader. The College is currently updating the Health Careers Student Handbook. Until the new version is released, this version will be the source of all current information.

This handbook is a supplement to the [Kalamazoo Valley Community College's Student Handbook](#). The Kalamazoo Valley Student Handbook should be referenced as the first source of information. If any provision or application of this handbook is found contrary to the law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full-force effect. Additional information about topics addressed in this handbook, as well as more information about college programs, departments, curriculum, facilities and services are available on the [Kalamazoo Valley Website](#).

### HEALTH CAREERS PROGRAMS POLICY STATEMENT

Kalamazoo Valley Community College's policies and the Health Careers Programs' academic and clinical policies apply to all students and faculty, regardless of site of instruction.

All activities associated with the Health Careers Programs, including personnel and student policies, student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations.

# ACCREDITATION INFORMATION

## The Respiratory Care Program Accreditation:

The Kalamazoo Valley Community College  
Respiratory Care Program #200239 is accredited by the  
Commission on Accreditation for Respiratory Care (CoARC)

[www.coarc.com](http://www.coarc.com)

(817) 283-2835

(817) 354-8519 (fax)

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. The Accreditation Programmatic Outcome Data can be found:

<https://coarc.com/students/programmatic-outcomes-data/>

## Kalamazoo Valley Community College Accreditation

**The Higher Learning Commission of the North Central Association of Colleges and Schools**

230 South LaSalle St., Suite 7-500

Chicago, Illinois 60604-1413

<https://www.hlcommission.org/>

Phone: 800-621-7440 / 312-263-7462

Fax: 312-263-0456

# COLLEGE ACADEMIC POLICY SECTION



## **Enrollment & Retention Status**

Students must be registered in order to attend class. Students who fail to attend the first class or who fail attendance requirements may be administratively removed from a program. Federal reporting of attendance and participation is required for financial aid recipients. This is reported through Banner for all enrolled students, so the instructor is not informed who receives aid and who does not. An enrollment report reflecting absence or non-participation could negatively impact your future financial aid award.

If you sense an academic, financial, or other problem developing that may cause barriers toward successful completion of your program of study, please contact a faculty member. When faculty see you struggling with academic, attendance or other issues they may file a “early alert” with the Student Success Center. In that case a counselor will reach out to you. Counseling can help with a variety of issues such as time management skills, participation in the Valley Food Share program, transportation assistance, and more.

## **Withdrawal Policy**

Due to sequencing and limited seat availability, students in Health Careers Programs are encouraged to talk with the Program Director before deciding to withdraw from any course within their program of study.

When considering whether or not to withdraw, the student should understand that having withdrawals may have financial implications. Students who are receiving financial aid, scholarships or loans, should contact the financial aid office before withdrawing courses. Withdrawing from a course does not affect student’s GPA, however tuition charges may apply.

## **Suspension & Dismissal**

Kalamazoo Valley prides itself on the quality of graduates it produces; after all, you reflect the program and Kalamazoo Valley as a whole. The clinical aspect is essential to your success in the program and your future career. When you are attending a clinic, you are acting not only as a representative of Kalamazoo Valley but of that clinical agency as well; therefore, you have a duty to these affiliates to be professional in your appearance, conduct and individual responsibility. Failing to meet these obligations may be grounds for suspension and even dismissal from the clinical program. You may be suspended from the clinical for any inappropriate actions in addition to the criteria outlined in these policies. Suspension and/or dismissal may be the recommendation of the Preceptor, Clinical Affiliate, Program Director or Dean of Health Careers & Sustainable Foods.

Inappropriate actions are defined as any act of omission or commission that has the potential to or causes harm to a patient or co-worker. If such an act is performed the following steps shall be taken.



1. The student will be informed of the action and if warranted asked to leave the patient care areas as soon as reasonable. Preceptors/clinicians will make every effort to avoid reprimanding the student in front of the patient or other bystanders.
2. Should the preceptor or clinical affiliate desire the complaint or allegation may be forwarded to the Program Director in a verbal nature. A single verbal complaint shall not jeopardize the students standing in the program. It will be documented as a verbal complaint using the professional counseling form and placed in the students file. The receipt of a second verbal complaint will produce a written complaint on the professional counseling form which should be reviewed to determine if probation or dismissal is appropriate.
3. Some actions may be egregious enough to warrant immediate suspension of clinical privileges pending a review of the complaint.
4. The action will be documented within 5 business days:
  - a. From the clinical faculty or preceptor's perspective
  - b. From the student's perspective
5. The Program Director will review the documentation and decide if the student may return to the clinical areas or if dismissal is appropriate. The Program Director may decide that a probationary period is warranted. A probationary period is in effect for the remainder of the semester. A second violation or repeat occurrence of inappropriate actions can result in dismissal from the program.
6. A follow up meeting with the preceptor or affiliate representative, the student and the Program Director may take place to let the student know of their status with the program.
7. Reasons for immediate dismissal
  - a. Unsatisfactory clinical performance
  - b. Unsatisfactory attendance or punctuality
  - c. Inability to maintain physical and mental health for the essential functions of the program
  - d. Unethical, unprofessional behavior; behavior which compromises relations with clinical partners
  - e. Refusal to participate in procedures
  - f. Unsafe practices that compromise patient safety
  - g. HIPAA, patient confidentiality violations
  - h. Violation of social media policy

- i. Academic dishonesty violations
- j. Violation of the standards of conduct as outlined in the student handbook
- k. Violation of the college's sexual harassment policies
- l. Failure to report or disclose changes in criminal background status

If an instructor recommends dismissing a student from the program, the recommendation must be reviewed and approved by the Program Director and Student Relations Coordinator. The Director and Student Relations Coordinator should meet with the student face to face and provide in writing the reasons for dismissal and provide an opportunity for response.

Suspension of clinical privileges remains in effect until the appeal is resolved. Suspension, or revocation of clinical privileges by a clinical affiliate has the power to remove students from a class or program, delay on time graduation, or terminate a student's progress in the program entirely and permanently. Affiliate suspension or revocation of privileges is not under the control of Kalamazoo Valley nor its faculty and is not open to appeal.

## **Student Grievance Process**

The program follows the college's grievance procedure which can be found in the [Kalamazoo Valley Student Handbook](#)

## **Academic Integrity & Honesty**

Students enrolled in Kalamazoo Valley Health Careers Programs are expected to agree to and abide by all standards outlined in the [Kalamazoo Valley Student Handbook](#). The Health Careers Academic Honesty and Integrity policy provides additional expectations for Health Careers which are related to programmatic accreditation policy and procedure. These standards apply to student behavior during any academic activity, on or off campus, or web based. Additionally, some programs have professional ethical standards that students must abide by. Some programs, especially those with Physician Medical Directors, may have program specific disciplinary actions or appeals processes.

Honesty and integrity are professional characteristics for all health care professionals. With your decision to enroll in a Health Careers Program at Kalamazoo Valley, you have committed yourself to value the learning environment and the genuine pursuit of knowledge by demonstrating honesty and integrity in your academic endeavors. The learning environment cannot thrive if even one student gains unfair advantage over another (or their cohort) by violating the principles of academic honesty and integrity. Plagiarism, cheating, fabrication, or dishonesty in academic performance does not support professional behavior and will not be tolerated. Academic dishonesty precludes the faculty's ability to declare prospective graduates as competent, reliable, and ethical when completing terminal competency forms for accreditation or licensure.

Violations cause the learning process to suffer and Kalamazoo Valley must act to ensure that academic standards retain their integrity. Therefore, it is your responsibility to report any alleged acts of misconduct or dishonesty within your cohorts to your instructor. The stringency of this policy reflects the context of an educational program preparing individuals for a health career where the safety and well-being of the public depend upon the knowledge and ethical behavior of the student-practitioner. Students are encouraged to seek instructors for support and take advantage of available tutorial and counseling services to help them succeed.

Definitions and Examples (not inclusive):

1. Cheating: an act of deceit by which a student attempts to misrepresent their knowledge, skills, or abilities.
  - a. The unauthorized use of notes, references, study aids, technology (such as smart phones and calculators that store formula's), or wandering eyes during an assessment
  - b. Discussing assessment or competencies with students who have not completed the assignment
  - c. Holding copies (printing, copying, or downloading) of an assessment or specific questions outside the time and place of test administration
  - d. Misrepresentation of the care given, clinical errors, or falsifying data in a patient record
2. Collusion: knowingly help another student cheat, plagiarize, fabricate, or falsify any portion of an academic assignment or record
  - a. Enlisting the assistance of, or being a substitute to submit work on behalf of another
  - b. Posing as another student, or soliciting another student to impersonate you during an exam attempt
  - c. Having someone other than the preceptor document or sign clinical evaluations
3. Plagiarism: using another's intellectual property as your own.
  - a. Submitting another's work as your own
  - b. Failure to give proper credit to a source, including improper citation of a work
4. Fabrication: intentional invention of material to complete an academic exercise when that work was not actually performed
  - a. inventing patient records, patient contacts, skills in order to obtain competencies
  - b. utilizing work experiences to meet clinical objectives
  - c. peer reviewers who document a competency that was not attempted, or issuing a passing grade when an attempt was failing
  - d. utilizing a subsequent lab or clinical experience for documenting previous lab or clinical experiences that were not submitted in time
  - e. utilizing generative artificial intelligence (AI) platforms to write coursework or assignments
5. Falsification of Records and documents: (electronic or written)
  - a. Lying on your application to gain admission to a program

- b. Arriving late or leaving early without documenting actual times
- c. Alteration of answers or grades on an assessment

Procedures:

1. Assignments found to be dishonest in the judgment of the instructor, are assigned a grade of zero. Retake or Resubmission is not permitted.
  - a. The effects of a zero grade may impact the overall standing in the class or the program.
2. Students may not withdraw from a course after an academic dishonesty complaint has been initiated.
3. Cases of student misconduct and/or lack of academic integrity will be reported to the Program Director and then referred to the Dean, who then notifies the Provost/ Vice President for Instruction and Student Services. After review, additional sanctions may be issued.
  - a. Grade of zero for the course
  - b. Permanent removal from the program of study (not eligible for reinstatement)
  - c. Suspension from the college
4. Students may appeal either the academic dishonesty charge or the imposed sanction, in writing, within 5 days of receiving notification from the Provost/Vice President for Instruction.

## Accommodations

If you have a disability, including a learning disability, please discuss this with your instructor. The program will honor accommodations that are established through the office of student success. The faculty may also refer when encountering students who they believe may have a disability or need accommodation. Students should recognize that accommodations are not a relaxation of the knowledge, skills, or abilities of the discipline and that students with disabilities are still expected to meet professional standards. Students should realize that licensing and certification boards may not accept accommodations recognized by Kalamazoo Valley and that any accommodation given by the college may not be reciprocated by professional standards organizations. Certifying organizations may not accept accommodations unless they are documented by a licensed psychologist or psychiatrist. Students are encouraged to consult with program faculty regarding the accommodations policies of their discipline and ensure a timely and complete application to licensing and certification boards.

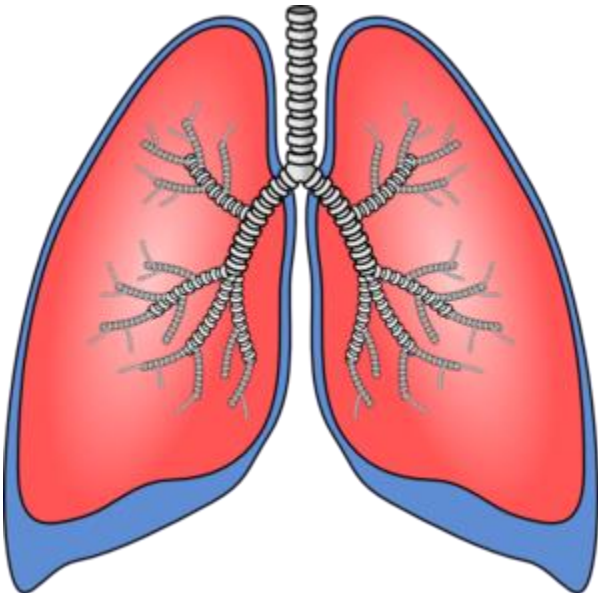
## Record Retention Policy

Kalamazoo Valley retains student records for a period of 8 years from the date of course completion. Records will be destroyed after the 8-year period. The only permanent record is the student's transcript as published by the registrar's office. Some programs utilize third

party software for tracking student progress throughout a program. Exams, competencies, and clinical experience documentation is according to the specific vendors policy. Students should recognize that certification, licensing, and reciprocity issues after graduation often require documentation of course hours, clinical activities, syllabi, or other program and accreditation information that may not be available after the record disposal. In such cases it is the student's responsibility to maintain their own educational records.

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# PROGRAM INFORMATION & POLICY SECTION



## INTRODUCTION

Welcome to the Kalamazoo Valley Community College Respiratory Care Program located at the Culinary and Allied Health Building (CAH), 418 E. Walnut Street, Kalamazoo, MI 49007.

The Respiratory faculty and staff of Kalamazoo Valley Community College are pleased to have you in our Respiratory Care Program. Since you will be new to the program and perhaps to the clinical and hospital environments, it is our desire to provide you with answers to many of the frequently asked questions. This handbook is designed to provide a framework within which the faculty and students can function to meet your educational goals. All policies herein are in effect for the duration of your student respiratory career. However, if changes are made you will be notified in writing and be required to sign a form signifying that you received the new information.

**Faculty are here to assist you in achieving your educational goals. They will provide academic guidance and support to you for successful completion of the program. A positive attitude toward study, classmates, patients, healthcare teams and yourself will be necessary to successfully complete the educational process.**

## CAREER OVERVIEW

According to the Bureau of Labor and Statistics (BLS), the need for respiratory therapists is growing faster than the average for all job growths. It has projected growth of at least 14% from 2021 to 2031. The median annual salary in Michigan is \$65,720 - \$69,010 as of May 2022. (<https://www.bls.gov/oes/current/oes291126.htm#st>).

According to BLS, the increase in demand for respiratory therapists is due to the middle-aged and elderly populations with respiratory conditions such as pneumonia, chronic obstructive lung disease, and other permanent lung disorders. Advances in preventing diseases, improving medications, and sophisticated technology and treatments require more respiratory therapists. Also, according to the BLS, growth in demand is a result from the expanding role of respiratory therapists in case management, disease prevention, emergency care, and early detection of pulmonary disorders.

Respiratory therapists are members of the health care team who work in collaboration to evaluate, treat, and manage patients from birth to end of life with illnesses and cardiopulmonary disorders in a wide variety of clinical settings. Respiratory therapists are involved in clinical decision-making such as patient evaluation, treatment selection, and assessment of treatment efficacy. They are also involved in education, management, and specialist roles. This is a fast-paced career that requires therapists to critically think, make rapid decisions and communicate effectively.

The scope of practice for respiratory therapy includes, but is not limited to:

- Acquiring and utilizing data to assess patients, develop treatment plans, and evaluate appropriateness and effectiveness of therapy, and assess outcomes.
- Performing and/or assisting with diagnostic procedures such as pulmonary function testing, bronchoscopies, blood gas analysis, etc.
- Implementing case management for patients with cardiopulmonary and related diseases.
- Managing life support equipment (ventilators) and airway management.
- Treating patients using oxygen, specialty medical gases, bronchial hygiene techniques, lung inflation techniques, airway clearance therapy, and inhaled medication therapies.
- Promoting cardiopulmonary health and wellness through patient education and disease management.
- Providing lifesaving interventions such as CPR

Career opportunities in the hospital setting for program graduates include respiratory therapist, shift supervisors, department managers, and clinical educators. Additional career opportunities are found in extended care facilities, home care facilities, physician's offices, rehabilitation centers, equipment sales, land/air transport agencies, emergency rooms, adult intensive care units, pediatric intensive care units, and intensive care units for premature babies. Respiratory therapists may also find employment in chronic disease management, conscious sedation, ECMO, and more.

## **PROGRAM MISSION STATEMENT**

The mission of the KVCC Respiratory Care Program is to provide an industry-leading Associate of Applied Science degree in Respiratory Care to meet and exceed the healthcare needs of Southwest Michigan and beyond. The faculty is dedicated to preparing graduates who exhibit the highest levels of professionalism, cultural competence, critical thinking, communication, and skill necessary to advance the profession of Respiratory Care.

## **PHILOSOPHY AND METHODOLOGY**

The philosophical base for the Respiratory Care Program at Kalamazoo Valley Community College is that education is ongoing and continuous. Education creates changes in the affective (behavior), cognitive (knowledge), and psychomotor (skills) domains of the learner. The Respiratory Care Program involves motivation, curiosity, professional fulfillment, and personal satisfaction. It is both challenging and rewarding.

The Respiratory Care Program's curriculum is designed to progress from a simple to a more complex framework. The curriculum provides opportunities to improve communication, professionalism, analytical thinking, inquiry, and information gathering, practical application of healthcare modalities, and psychomotor skills. Communication with faculty, fellow students, physicians, members of the healthcare team, and patients are an essential element of the program. The Program is competency- and outcome-based and follows current national and state guidelines. The result is an outstanding educational program.

Program faculty are committed to excellence in teaching and fostering student success.



## **PROGRAM GOAL**

The goal of the Respiratory Care Program is “To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory therapy practice as performed by registered respiratory therapists (RRTs).” Kalamazoo Valley Community College can meet these goals by offering the Respiratory Care Program as a first-professional degree program and providing the knowledge and clinical skills necessary to function as a registry-eligible respiratory therapist

## **TECHNICAL AND CLINICAL FACILITIES**

The facilities and resources of Kalamazoo Valley Community College are available to all respiratory therapy students. Students may use Kalamazoo Valley Community College libraries, open computer labs, student services, and other academic services. All courses are taught by faculty with advanced degrees in appropriate fields of study.

Clinical experiences are an integral part of the educational experience for all respiratory therapy students. The Respiratory Care Program has affiliation agreements with local hospitals, clinics etc., to provide student-learning experiences. In clinical, students are there for the educational experience, and will not be considered as part of the hospital staff. When attending clinical, students will be dressed in appropriate uniform and wear a clinical ID badge.

Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used as a substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.

## **FACULTY RESPONSIBILITIES**

An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty brings knowledge and expertise to the partnership. Their responsibilities are to create an environment conducive to learning and to promote opportunities for student learning, while respecting the diversity of the student body. Faculty has a professional responsibility to plan and deliver quality instruction as defined by the course objectives and to clearly outline expectations. The program must ensure that course content, learning experiences (didactic, laboratory, and clinical), and access to learning materials are equivalent for each student regardless of where that experience was acquired, this includes, but is not limited to:

- Ensuring all activities associated with the program must be non-discriminatory and in accord with federal and state statutes, rules and regulations;

- Ensuring the health, privacy, and safety of patients, students, and faculty associated with the educational activities and learning environment of the students are adequately safeguarded;
- Ensuring the curriculum and clinical education is in accord with programmatic accreditation requirements
- Ensuring a cohesive learning environment and are responsible for maintaining classroom discipline.
- Evaluating student work in a fair and objective manner, including timely feedback on graded coursework.
- Respecting opinions without demeaning the student;
- Giving help and clarification when needed;
- Being accessible and approachable to students (i.e. maintain posted office hours and arranged appointments);
- Typically, will respond to email within 24 business hours
- Having a positive, caring attitude toward teaching and learning;
- Presenting facts and skills in an organized manner that respects various learning styles;
- Assuring appropriate supervision for students in all locations where instruction occurs;
- Ensuring learning experiences and access to learning materials are substantially equivalent for each student regardless of location;
- Ensuring guidance is available to assist students in understanding and abiding by program policies and practices;
- Ensuring students have timely access to faculty for assistance and counseling regarding their academic concerns and problems.

## **STUDENT RESPONSIBILITIES**

Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of available educational opportunities. Students are also expected to conduct themselves in such a manner as not to interfere with the learning of others. The following list, not meant to be inclusive, further defines the student role:

- Check Kalamazoo Valley email and LMS daily for messages and updates. LMS is an extension of the course syllabus.
- Minimally spend 2-3 hours a week (for each class's contact hour) outside of class time reading, studying, and preparing.
- Submit assignments, exams, and papers (case studies, etc.), and clinical compliance documents by the published deadlines.
- Review the Kalamazoo Valley policy concerning academic dishonesty, and expected student conduct.
- Come to all class sessions prepared and on time.
- Bring the required equipment, supplies, and materials to class, lab, or clinic.

- Display interest in the subject matter through participation, questions, etc.
- Bring forth concerns to appropriate individuals;
  - Instructor
  - Program Director
  - Dean
- Seek help and clarification when necessary (i.e. tutoring, study groups, faculty office hours, and questions).
- Engage in accurate, objective self-assessment of your own work and continually be aware of class standing/performance.
- Understand the instructor’s expectations and methods of assessment; see course syllabus).
- Initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.
- Follow college, program, and affiliate’s policies and procedures
- If applicable, request accommodations each semester through the Office of Student Access
- Contact the instructor, counselor and financial aid office before withdrawing from a course/program
- Volunteering for community services helps to promote a well-rounded healthcare professional and supports professional growth. Programs may solicit student volunteers to participate in activities that help promote the program, Kalamazoo Valley, or the health and well-being of the community at large.

## **FULL TIME COMMITMENT**

The Respiratory Care Program is a full-time program. You will need to budget a minimum of 40 hours/week for attending classes, labs, clinical, studying and completing assignments. Being in the Respiratory Care Program is like working a full-time job.

## **PROGRAM PROGRESSION**

Students progress through the Respiratory Care Program by completing courses in sequential order. For each semester, all the required course work must be successfully completed before progressing to the next semester. A final course grade of 2.0 is required to successfully pass each program course.

If students stop out (drop, withdraw or fail a course) during the first semester, they will not be able to progress to the next semester. If they wish to return, they will need to submit a new application for the next year by the deadline and follow all the application requirements for that year. They will then be competing for a spot with all the first-time applicants. If students are readmitted, then they will be required to retake all respiratory care courses listed in the first semester.

Students who successfully complete the first semester but stop out (drop, withdraw or fail a course) during another semester will not be able to progress in the program. They may petition to return by following steps listed in the reinstatement policy found in this handbook.

Students may repeat a respiratory care course only once. Students who stop out (drop, withdraw or fail a course) a second time or fail more than two different RCP courses in the program will no longer be eligible to reapply for reinstatement. Instead, these students will be advised to meet with an academic counselor to explore a different career direction. Students who are ineligible for reinstatement have the option to pursue a Respiratory Care degree at another college or university.

## GRADUATION REQUIREMENTS

As a candidate for graduation with a degree in associate of applied science (AAS) in Respiratory Therapy, students must satisfy the following requirements:

1. The successful completion of all course requirements as specified for the Respiratory Care Program. Below is a listing of general education and program specific minimum credit requirements in each category:

### Respiratory Care Practitioner Prerequisites

Course	Title	Credits
<a href="#">BIO 110</a>	Basics of Anatomy & Physiology	4
<a href="#">BIO 130</a>	Micro & Infectious Disease	4
<a href="#">BIO 210</a>	Human Physiology	4
<a href="#">CHM 100</a>	Fundamentals of Chemistry	4
<a href="#">HCR 116</a>	Medical Terminology	1
<a href="#">MATH 100</a>	Health Careers Math	1

### RCP Program Required Courses

Course	Title	Credits
<a href="#">RCP 100</a>	Basic Resp Care Procedures	4

<a href="#">RCP 106</a>	Pharmacology/Respiratory Care	3
<a href="#">RCP 107</a>	Cardiopulm Pathphys I	5
<a href="#">RCP 112</a>	Cardiopulm Pathphys II	3
<a href="#">RCP 130</a>	Respiratory Care Sem/Clinic I	9
<a href="#">RCP 200</a>	Advanced Resp Care Procedures	4
<a href="#">RCP 210</a>	Respiratory Care Sem/Clinic II	8
<a href="#">RCP 225</a>	Respiratory Care Sem/Clin III	9
<a href="#">RCP 230</a>	Contemporary Resp Topics	3
	English/Communication	6
	Political Science/Social Science	3
	Wellness/Physical Education	2
<b>Minimum Total Credits: 77</b>		

2. A cumulative grade point average of at least 2.0 for all attempted courses;
3. A grade point average of at least 2.0 for all Respiratory Care courses;
4. Enrollment at Kalamazoo Valley Community College for a minimum of fifteen (15) semester hours of credit;
5. A satisfactory record of conduct;
6. The fulfillment of all financial obligations to the college;
7. The fulfillment of any special requirements which may have been required at the time of admission to the college, admission to a program, or establishment of a program plan;
8. Students cannot graduate out of a catalog term that is greater than 8 years old. When a student has reached the 8 year limit, they will be required to update their catalog term with advising/counseling. The updated catalog term chosen should have the most benefit to the student as possible, whether it be updated to the following catalog term or the current term;
9. An online Petition for Graduation must be submitted by the deadline before a student can graduate.
10. Students petitioning to graduate for a second associate degree must demonstrate completion of an additional fifteen (15) unique college credit hours not applied to any other awarded associate degree. All other associate degree graduation requirements will continue to be applied as specified in the catalog.

## **REMEDICATION AND DISCIPLINARY ACTION**

The program has safeguards in place to identify students who need help with knowledge, skills, or professional behavior. The purpose of these safeguards is to help identify areas of weakness; then help the student by providing counseling and/or remediation.

Students who are struggling with academics or skills must demonstrate initiative and accountability by seeking help from tutors and instructors. Students who have failed an exam or are struggling will be counseled and tutoring and remediation will be required as part of their action plan for success.

A Behavioral Improvement and a Skills Improvement form will be used by faculty and clinical instructors to provide notification and feedback to the student in identified areas that need to be improved. The process allows the student to ask questions for clarification and to seek additional tutoring. The goal is to see the student's skills and/or behavior improve.

If a student continues to struggle, as evidenced when three (3) documented Behavior or Skills Improvement forms have accumulated, a counseling session will be scheduled with the student, DCE and/or PD to reinforce understanding of the professional conduct expectations or develop a skills remediation plan.

After the counseling session, if behavior or skills issues do not improve, the student will be placed on probation. Any further occurrences while on probation will result in academic withdrawal.

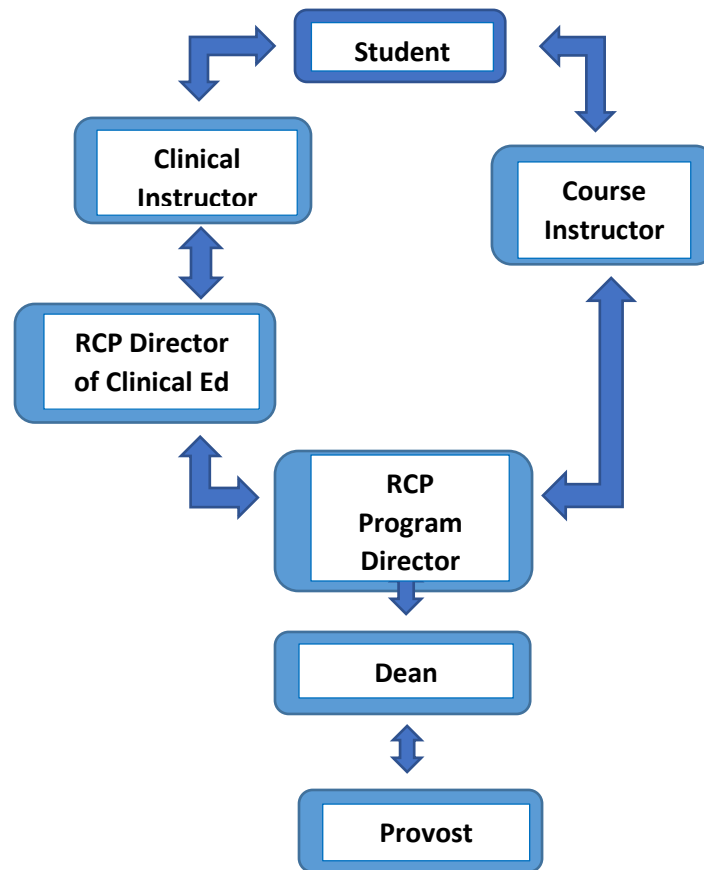
## **PROFESSIONAL COMMUNICATION**

Part of your health care educational training includes demonstrating professional communication skills. While in the program, you are expected to maintain professional communication standards. Here are some examples of what is expected:

1. Professional and respectful tone and civility are used in communicating with fellow learners and the instructors, whether the communication is by electronic means, by telephone or face-to-face.
2. Written communication, both formal and informal, uses Standard English rather than popular online abbreviations and regional colloquialisms.
3. Interactions reflect a respectful tone in verbal communications and body language.
4. Spelling and grammar are correct.
5. Sending email from your Kalamazoo Valley email account or the college's learning management system, email communication must include your full name.
6. Personal phone and text communications are at the instructor's discretion but should be reserved for emergent and time sensitive communications.

## PATHWAY FOR STUDENT COMMUNICATION

Learning to follow the established chain of command is important to your career success. When an employee bypasses their supervisor (or when a student bypasses their instructor), it demonstrates a lack of respect and professional courtesy. In the work environment, this can lead to increased tension with your supervisor, break down in trust and can lead to disciplinary actions. It is important for you to follow the communication sequence listed below to address any question or concerns you may have.



## PROFESSIONAL CONDUCT

As future health care providers, professional conduct is expected in all interactions with classmates, instructors, the college, patients and clinical affiliates. Professional conduct is defined by the following characteristics and behavior.

1. Respect:
  - a. Embrace different cultures, ideas, opinions openly and without ridicule, anger or sarcasm.

- b. Display good class citizenship by contributing actively to the learning of their classmates, initiating interesting discussions in class or helping students understand material outside of class.
    - i. Examples of poor citizenship behavior includes “hogging air time” with comments that are too long-winded, repetitive or irrelevant.
    - ii. Not allowing others a turn to talk.
  - c. Avoid behaviors that are disruptive to the teaching-learning process. This includes, but is not limited to using electronic devices and phones for conducting personal business during class time, sleeping during class, coming to class late, or talking and disrupting your classmates while the instructor is lecturing. Whenever possible, restroom breaks should be taken during the scheduled break time.
2. Professional communication – See communication standards in this handbook
    - a. Examples of unprofessional communication:
      - i. Argumentative
      - ii. Eye rolling
      - iii. Cursing
    - b. Follows college, course, and clinical affiliate rules for social media and online etiquette
  3. Integrity- Do not lie. Tell the entire truth. Be trustworthy and honest. Maintain academic honesty, which includes reporting acts of dishonesty
  4. Ethical Behavior - Follows professional code of conduct and ethical behavior standards set forth by the program and the health care discipline
  5. Adaptability – Is able to problem solve and make the necessary adjustments to a changing environment.
  6. Accountability - Accepts constructive feedback without anger or sarcasm. Takes responsibility for their mistakes, and does not blame others.
  7. Professional Appearance - Follows dress code standards set-forth by the program. Appearance should portray a positive and professional image. Clothing and hair should be clean and well groomed.
  8. Dependability – Is punctual. Properly notifies instructors of an absence before the start of class. Completes assignments or paperwork without having to be reminded. Follows through on commitments
  9. Emotional Control- Remains calm and maintains composure even in challenging situations.
  10. Positive Attitude- Promotes a healthy environment with a positive approach to all situations. Avoids sarcasm, gossip, anger and negative behavior.

Failure to adhere to professional behavior standards may constitute disruptive behavior and be referred to the student relations coordinator. Program level disciplinary action for violation of professional conduct/communication may include suspension from class or clinical activities, request for academic withdrawal, or program removal as determined by the faculty and/or program director. Students have the right to appeal following the due process outlined in the



student handbook, however suspension of clinical privileges may remain in effect until the appeal is resolved. Suspension, or revocation of clinical privileges by a clinical affiliate has the power to remove students from a class or program, delay on time graduation, or terminate a student's progress in the program entirely and permanently. Affiliate suspension or revocation of privileges is not under the control of Kalamazoo Valley nor its faculty and is not open to appeal.

## **PROFFESIONAL ASSOCIATION GUIDELINES**

Respiratory Care Students will be held to the AARC statements *Ethics and Professional Conduct* and *Diversity and Inclusion*. These statements provide a working guideline for how each and every respiratory therapist should conduct themselves throughout their career. If any of these AARC statements are broken, the student will be counseled and written documentation placed in their file and may result in further disciplinary actions.

### **AARC STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT**

*Effective 12/94; Revised 04/15*

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.

- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

## **AARC STATEMENT OF CULTURAL DIVERSITY AND INCLUSION**

*Effective 12/94; Revised 7/18*

The AARC professional community embraces diversity and multi-culturalism in all of its forms and promotes respect, cultural competence, and inclusion in every facet of its mission

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The AARC is enriched by the unique differences found among its diverse members, their patients/ clients, and other stakeholders. The AARC values and embraces equal opportunity, and promotes the use of personal and cultural backgrounds to enhance our profession. The AARC accomplishes this by:

- Demonstrating sensitivity to all forms of diversity and multiculturalism including, but not limited to: age, gender and gender identity, race, color and ethnicity, nationality and national origin, ancestry, religious affiliation and creed, sexual orientation, socioeconomic status, political affiliation, physical and mental abilities, veteran and active armed service status, job responsibilities and experience, education and training.
- Acknowledging the varied beliefs, attitudes, behaviors and customs of the people that constitute its communities of interest, thereby creating a diverse, multicultural, and inclusive professional environment.
- Promoting an appreciation for communication between, and understanding among, people with different beliefs and backgrounds.
- Accommodating the needs of the physically disabled at events and activities. • Using multicultural content and gender-neutral references in documents and publications.
- Promoting diversity and inclusion through education and cultural competence in its education programs.
- Actively recruiting candidates from under-represented groups for leadership and mentoring programs.

## **DRESS CODE**

Health Careers students are highly visible and are expected to project professionalism through their appearance. Appearance plays a crucial role in building rapport and establishing working relationships with patients, families, healthcare team, and instructors. Additionally, the established clinical dress code promotes safety in the workplace and ensures appearance does not detract from the care being provided. Students are expected to wear student uniforms

during patient care activities unless a different policy is specifically defined by the clinical site or agency. Each program has its own specific requirements which are listed below.

Students must abide by any uniform or dress codes set by the clinical site at which they are training. Refer to individual program guidelines and class syllabi for more specific dress code and uniform policies.

Students are expected to project an image of good hygiene and cleanliness. This includes but is not limited to the following: showering daily, using deodorant and wearing clean, wrinkle free, and appropriately fitting clothing. Student identification badges should be worn at all times while in clinical, lab, and some classroom settings. The Kalamazoo Valley identification/name badge must be visible and prominently displayed, at the lapel area. No alterations should be made to the face of the identification/name badge. Agency ID, if provided, should be visible and worn at all times.

### **General Classroom Attire:**

The student is expected to dress clean and professionally. Generally, clothing should be washable to comply with infection control practices. This includes wearing properly fitted clothing that is not revealing. Clothing may not contain profanity, sexually explicit words or images, references to alcohol or drugs, or political affiliations. Avoid language or images that could be considered discriminatory in nature.

The RCP Program requires students to wear uniform attire both in laboratory and clinical settings.

### **Uniform Attire**

#### **Shoes:**

Solid white, black or gray closed-toe shoes that have no lettering or graphic designs other than brand identification are required. Shoe material should either be leather or another cleanable, non-permeable material (e.g., cross-trainers, tennis shoes, sneakers, Danskos). Shoes should be comfortable, have rubber soles, and have closed heels and toes. Styles such as Crocs (without holes), clogs, and mules with heel straps are acceptable. Permeable fabrics like mesh and canvas are prohibited. Shoes must not have any wheels, modifications, or embellishments. Socks / hosiery are required. Open-toe shoes are prohibited.

#### **Grooming & Hygiene:**

Students must be clean and odor-free at all times.

#### **Hair:**

Hair must be clean, neat, and a natural occurring hair color with no extreme streaking or contrast. Hair must be arranged so it does not violate principles of medical or surgical asepsis. Shoulder length or longer hair must be tied back or up to avoid interfering with

job performance. Hair accessories must be unobtrusive. Head and facial coverings are only allowed for religious purposes. Coverings and accessories must be washable to comply with infection control practices.

**Facial Hair:**

Facial hair including beards, sideburns, goatees, and mustaches must be clean and neatly trimmed. Beards must be of appropriate length to properly fit test for respiratory precautions. Students unable to fit test due to facial hair must shave or be required to complete PAPR training and provide PAPR at their own expense.

**Nails:**

Nails should be trimmed to the fingertip and the cuticle should be clean. Clean, neutral, intact polish is acceptable in most clinical environments. All nail applications, including, but not limited to artificial nails, shellac, acrylic, gel, sculptures, wraps, dips, and powder are infection control hazards and are strictly prohibited. Certain clinical affiliates prohibit all nail polish, and students must comply with their policies.

**Makeup:**

Makeup should be worn in moderation.

**Fragrances:**

Due to allergies and other sensitivities, students must refrain from using scented lotions, perfumes, colognes, essential oils, and all forms of tobacco. Students who smell of tobacco will be removed from clinical and will be subject to disciplinary action. Refer to the smoking policy in this handbook.

**Jewelry:**

Jewelry that poses a safety or health risk to employees or patients including dangling earrings and necklaces, loose bracelets or excessive amounts of jewelry is prohibited. Rings, hoops, and other jewelry worn in a non-traditional manner are prohibited. Oral piercings of any kind are prohibited. Stud inserts or stud piercings may be used for nose or eyebrow piercings. Flesh-colored, clear stud inserts or ball/gems may be used for other non-traditional piercings. In addition, gauged ears must have flesh-colored inserts and be no larger than 6mm or 1/4 inch. Some clinical sites do not allow any jewelry. The best practice is to not wear jewelry as it must often be removed for handwashing or tucked out of sight for safety purposes. The use of adhesive bandages is not acceptable to cover a body piercing.

**Tattoos:**

Visible tattoos must not contain profane, sexually explicit, or discriminatory content. Tattoos containing such content must be appropriately concealed by clothing or adhesive bandages. For infection control purposes, newly inked tattoos may be required to be concealed by adhesive bandages during the healing process.

## Uniforms/Scrubs:

- Students must purchase their own scrubs. Scrub colors for the Respiratory Care Program are as follows:
  - Navy scrub pants or skirts
  - Gray scrub tops
  - Gray scrub jacket (optional)
- Students must wear visible KVCC name badges on their scrub tops and jackets in all clinical settings. The Director of Clinical Education will facilitate name badge ordering.
- Students may be required to wear photo ID badges at certain clinical affiliates. Students may acquire these at the affiliate. The cost for the badges is the responsibility of the student.
- Lab coats are not required at this time; however, students may be required to wear short (hip length) white lab coats at some events. Lab coats must be worn over either dress clothes or approved scrubs. Gray scrub jackets may be used as a substitute for lab coats. Students will be notified in advance of events that require lab coats.
- Dress clothes must be worn for meetings and volunteer events. Students may wear short sleeve “polo” type shirts. Students may not wear denim, t-shirts, sweat pants, yoga pants, Capri pants, cargo pants, or off-shoulder tops.
- No sleeves below the elbow are allowed in the Corewell Health West or Bronson Methodist Hospital Neonatal Intensive Care Units.

## Clinical/Lab Accessories:

- **Required items:** Stethoscope and blue or black ink pen.
- **Recommended items:** bandage scissors and washable watch with second hand.

**Note:** If a change is made to the dress code policy by the program or an affiliate institution, students will be informed and will be expected to comply. Any attire not mentioned above is considered inconsistent with the dress code and therefore is not permitted.

## ATTENDANCE RECORDS

Students must be registered for the class to attend. Attendance will be taken for each class, lab, and clinical session. Students who do not meet the attendance requirement as determined by the instructor may be removed from the course, will not be able to progress in the program, and may also risk loss of financial aid. Federal Reporting of attendance and class progress is required for financial aid recipients. Absences and tardiness can impact financial aid status.

## ATTENDANCE POLICY

Students are expected to attend every class, lab and clinical session and be on time. This is a vital part of the educational experience and becoming a professional employee. Attendance habits developed in this program often carry over into the graduate’s professional life. Clinical

affiliates take notice of attendance patterns as a determination factor regarding hiring prospective employees.

Respiratory classes are very challenging and even one missed session can lead to academic stress. Absences for personal appointments, vacations, and work obligations are considered *unexcused* and should be scheduled on non-class/clinical days or during college-scheduled breaks.

Students who have a pattern of being tardy or absent throughout the program will be counseled and may be recommended for dismissal.

## **Class & Lab Attendance and Tardiness**

Students are responsible for all work, instruction, and announcements whether present or not. It is the student's responsibility to request a classmate to take notes and collect handouts.

College protocol requires classroom doors to be closed once class begins. Interrupting class with late arrivals or wandering in and out of class is disruptive and unprofessional. Students who arrive late will need to wait until break to enter the classroom.

All respiratory classes are face-to-face, and not all classrooms are capable of virtual broadcasting. Instructors will attempt to broadcast lectures at the request of students *in advance of an excused absence*. Instructors cannot guarantee that virtual broadcast lecture technology will work properly and are not responsible for technological function. As a back-up, it is important to request a classmate take notes for you.

- **Class/Lab Attendance Notification:** Students are required to notify the instructor before the start of class by phone, email, or other instructor-designated means of communication for any anticipated tardiness, early departure, or absence. The instructor will document all attendance issues on a Behavior Improvement Form.
- **Class/Lab Tardiness:** Two (2) *unexcused* occurrences of being late or leaving early from class or lab will be considered one (1) absence.
- **Class /Lab Absences:** One (1) unexcused absence will result in student counseling. A second unexcused absence or excessive absenteeism (excused or unexcused) will result in a failing grade of 1.5 for the course. Refer to the course syllabus for the number of absences as it relates to each course's meeting times.

## **Clinical Attendance and Tardiness**

Students are expected to attend all scheduled clinical shifts and be on time. This means clocking in and being ready to receive patient reports 10 minutes prior to the start of the shift. All clinical attendance policies apply for events scheduled on clinical days (conferences, presentations, career fairs, etc.).

- **Clinical Tardiness:**  
Students are considered tardy if they have not clocked in and are not ready to receive patient report by the start of the shift. Two (2) tardy occurrences during the semester will result in one (1) unexcused absence. Tardies affect overall clinical grades in the Affective Evaluation. Tardies may also result in dismissal from clinical for that day per affiliate discretion.  
  
Arriving more than 30 minutes late or leaving more than 30 minutes early without prior approval from the Director of Clinical Education is considered an unexcused absence.  
  
Three (3) tardy occurrences will result in a failing grade of 1.5 for the course.
- **Clinical Attendance:**  
One (1) absence will result in a counseling session.  
Two (2) absences will result in being placed on probation.  
Three (3) absences will result in a failing grade 1.5 for the course.
- **Clinical Call-Off Procedure:**  
Students are required to notify their Director of Clinical Education, Clinical Instructor, and Clinical Affiliate Supervisor/Charge Therapist for all anticipated tardiness, early departures, or absences a minimum of one (1) hour before the start of the shift. This is considered the proper call-in procedure. The Clinical Instructor or DCE will document all attendance concerns on a Behavior Improvement Form.
- **Improper Call-Off:**  
Improper call-off procedures will result in a 'no call, no show'. No call, no shows require that students meet with their DCE and/or PD to discuss a behavior improvement plan. A second no call, no show can result in program dismissal.
- **Clinical Make-Up Days:**  
All absences – excused and unexcused – require an equal-time make-up. Students are responsible for arranging make-up dates and times with the clinical affiliate where the absence(s) occurred. Make-up time is at the convenience of the clinical affiliate. Once students have coordinated a make-up day and time, they must fill out a Clinical Make-Up Day form and submit it to the DCE for final approval no later than seven (7) calendar days after the absence. Students may not reschedule a make-up shift. The Clinical Make-Up Day form can be downloaded from the Learning Management System (Canvas) for that course.
- **Inclement Weather:**  
Should the college close due to inclement weather clinical/field shift will be cancelled for that day. In the event of such a cancellation you may be required to make up that

clinical at a later date, dependent on the clinical affiliate's availability. Should closing occur prior to the shift the clinical event is cancelled and you will be rescheduled. Should the cancellation occur after you arrive for your assigned shift you may be dismissed. Because the clinical began before the closing you have the option to stay and complete the shift, or you may leave in which case the rescheduling will apply. Please use your discretion about traveling at that time, include road conditions and the distance you need to travel. You may decide to obtain lodging in the area: the expenses associated with it are your responsibility.

### **Attendance Exceptions:**

Extenuating circumstances will be evaluated on an individual basis. Students must contact the DCE and/or PD as soon as possible if they have an extenuating and documented situation. Contacting program faculty about missing days does not automatically mean your situation is extenuating. If the extenuating circumstance requires a substantial amount of missed time, the student will need to stop-out and request reinstatement.

## **ASSESSMENT**

Exams, quizzes, and lab practicums are strategically placed within each course to assess student understanding. They are largely cumulative since material is sequential. Faculty reviews each assessment with the class within one week. Students are expected to review their own assessments and set appointments with faculty or tutors to address any areas of concern.

Laboratory skills are assessed through competency check-offs and lab practical exams. Satisfactory completion of all laboratory tasks assigned is required. Skills assessed using the competency check-off forms are graded on a pass/fail basis. Demonstration of continued mastery of all previously learned proficiencies, procedures, and clinical tasks from prior coursework is expected. In the event a "completed proficiency" is performed sub standardly, the Lab Instructor, Director of Clinical Education, or Program Director may require a student re-evaluation of the specific skill.

## **EXAM POLICY**

All exams and assessments shall be taken as scheduled. Any exam and/or assessment not taken at the scheduled time may be recorded as a zero. Students who arrive late for an exam or assessment will not be given additional testing time. See **Test Compliance Policy for a complete list of rules**. Only a documented extenuating circumstance will be considered for making up a missed exam, and only if the instructor was properly notified before the exam.

All electronic devices including cell phones and smart watches must be powered off during exams. Only college-issued calculators can be used during exams and assessments. All other



electronic devices are prohibited. Leaving the room during exams is prohibited. All materials, notes, and textbooks must be removed from the student's testing area. The only permitted materials are a glass of water and an approved calculator.

Instructors have the right to allow or deny a student to take an exam or assessment after its scheduled time. Prior arrangements must be made for a student to take an exam or assessment past its scheduled time.

Written assessments are administered via paper/Scantron forms or online.

### **Test Booklet and Scantron Exams & Assessments:**

#### **Official answers are taken from the Scantron and not from a test booklet.**

It is the student's responsibility to carefully review their Scantron to ensure that they have filled in the correct bubbles. All test booklets, scrap paper, calculators and Scantron forms MUST BE returned to the instructor before leaving the testing room.

#### **Online Exams and Assessments**

Before starting an online assessment, students will be required to show their student ID and scan the room to show their surroundings. Leaving the room during the exam or assessment is not permitted. Acts of questionable academic dishonesty will be reported to the appropriate administrator for further review. All exams will be proctored using a method determined by the instructor. There may be a fee associated with proctoring online exams that are not taken in the KVCC testing center.

## **GRADING**

Students must achieve a minimum of 2.0 in all courses to progress in the RCP Program. See each course syllabus for grading criteria.

Course exams are structured to prepare students for successful completion of the National Board for Respiratory Care (NBRC) exams for entry into the profession. Studies have proven correlations between student exam results and NBRC exam results, and therefore students must achieve a cumulative minimum grade of 72% on exams for each course to pass. Students who do not achieve a cumulative minimum grade of 72% on exams will receive a 1.5 for the course.

Final grades are not rounded up. For example, a final grade of 71.9% will be entered as 1.5.

**Grade distribution is as follows:**

<u>Percentage</u>		<u>Grade</u>
100	-	92 4.0
91	-	87 3.5
86	-	82 3.0
81	-	77 2.5
76	-	72 2.0
71	-	67 1.5
66	-	62 1.0
Less than 62		0.0

### **Grading Lab Practical Exams**

Lab practical exams are an opportunity for the student to demonstrate proficiency in a set of related skills. Students must achieve a minimum of 72% on all lab practical exams to pass the course. If a student does not achieve a 72% on a lab practical exam, the student will be allowed to schedule **one** remediation session followed by **one** scheduled retest. Retesting must be completed before the next scheduled lab session. If the student passes the retake exam, the score for the lab practical exam will be entered as 72%. If a student does not pass the practical exam during the retake attempt, the student will not have demonstrated proficiency in the required skills for the course and therefore will not pass the course. Students who want additional lab practice time are to contact the learning assistants in advance to schedule a time. Missing a scheduled lab practical is considered a failed attempt. Extenuating circumstances will be evaluated on an individual basis.

### **Clinical Rotation Grading**

Clinical rotation grades are pass/fail. Failure in clinical rotations results in a grade of 1.5 for the course.

Successful completion of each clinical course is based on all the following:

1. Satisfactory completion of all Proficiencies, Procedures, and assigned clinical tasks as defined in the class assignment schedule for each clinical course.
2. Criteria and oral questions for completion of competencies are found in Trajecsys online. Students must submit successful completion of all competency check offs on

time to receive full credit. All competencies must be signed and verified by clinical preceptors, instructors, or the Director of Clinical Education.

3. Students must demonstrate continued mastery of all previously signed and verified competencies, procedures, and tasks. Students who demonstrate sub-optimal performance of previously signed and verified competencies are subject to remediation by program faculty.
4. Consistent demonstration of appropriate clinical behaviors in each rotation is expected. Students must score a minimum rating of “3” in each category in the *Affective Evaluation* form in Trajecsyst due at the end of each rotation. A rating of “2” in any category may result in a “Pass with Reluctance”. Two ratings of “2” in one evaluation will result in a “Pass with Reluctance”. **Two *Affective Evaluations* with a “Pass with Reluctance” will result in a failure for the course.**

## PORTABLE ELECTRONIC DEVICES

A Portable Electronic Device (PED) is any device capable of storing, processing, and transmitting data or media. Examples include cell/smart phones, laptops, iPads, PDA's, USB or portable drives, MP3 players: essentially any cellular or wireless device. Kalamazoo Valley recognizes the appropriate use of PED's for educational purposes directly related to academic work, [Canvas specific coursework] or lab and simulation / clinical documentation, [such as Trajecsyst or Platinum Education] and restricts their use to those appropriate activities defined by the faculty.

The use of communication devices, such as cell phones or tablets, is otherwise limited to emergency situations while in the academic environment. Devices should be set to “silent” during class times and powered off during assessment/testing. When responding to an emergent communication, quietly and quickly excuse yourself from the classroom to minimize any disruptions to your peers' learning experiences. Excepting Kalamazoo Valley issued devices with secure testing environments, any cell phone or communicating device used during a testing situation, including review of an exam, is considered an act of academic dishonesty.

Use of electronic devices in clinical settings is otherwise limited to appropriate clinical documentation purposes, such as documenting competencies, as determined by the clinical instructor and in compliance with the clinical affiliate's policies. PED's should never enter the patient care area. Students may access patient records only as directed by clinical faculty. Any capture or communication of protected health information other than to the assigned faculty member is grounds for immediate dismissal. There is to be no photographing or recording of clinical experience utilizing a PED. Recordings of lab/simulation activity is permitted only by Kalamazoo Valley faculty/staff. Please refer to the student handbook for further discussions on classroom civility and appropriate use of electronic devices including computers owned and operated by Kalamazoo Valley.

**Disciplinary Action:** Violation of the Portable Electronic policy may result in disciplinary action and/or dismissal from the program or the college. Refer to appeal, suspension and dismissal policy.

## **VIDEO RECORDING IN THE CLASSROOM**

The college has several options for video conferencing including technology enhanced classrooms designed for remote learning options. Kalamazoo Valley may schedule classes as web based, hybrid, or multimodal. Synchronous courses are typically published schedules for online or face to face sessions. Asynchronous sessions are web based and not scheduled. Instructors may determine that video conferencing is a way to meet and manage course objectives and reserve the right to require participation in zoom session, online office hours, or other venues. Video conferencing zoom sessions is limited to the faculty, and students currently enrolled in the class. Recording of any online sessions is at the instructor's discretion but access is limited to the instructors (including part time and clinician) and students from the particular cohort.

The program makes an extensive use of simulation activities for both the lab and the clinical components of the program. The simulation labs have the ability to record video of your scenario work, which we do. Since you are being recorded, your self-awareness of your dress, activities, and language is imperative. Videos may be archived to demonstrate curriculum, student progress, or terminal competencies for accreditation and licensing purposes. Videos are used to support class activities and may be accessed by students within the cohort through Canvas, the class (google) drives on the Kalamazoo Valley system, or through direct links through the Laerdal (or future vendor) software. The Dental Hygiene Clinic has the ability to record both audio and video during patient encounters; recording occurs when the patient has consented for recording of the appointment.

Videos should never be posted on social media by students or faculty. Social media posts are not supported by Kalamazoo Valley Health Careers Programs. Students providing express written consent to Kalamazoo Valley's marketing department are voluntarily allowing video use for advertising Kalamazoo Valley Health Careers Programs and college marketing campaigns. Please bring the discovery of any videos on social media to the attention of your instructors. Your signature on the attestation statement confirms that you have read and understood this and its related policies.

## **SOCIAL MEDIA & NETWORKING**

Kalamazoo Valley Health Careers Programs faculty and staff believe that our students can be our best ambassadors for promoting our careers and our programs. We highly encourage positive and professional postings that do not violate any of the following:

1. Do not use Kalamazoo Valley logos on any social media account without permission.

2. Do not post or comment on content that is in violation of HIPAA or FERPA.
3. Do not post content or otherwise speak on the behalf of the clinical agency or college unless approved by the instructor and clinical agency
4. Promptly report any identified breach of confidentiality or privacy to the instructor and appropriate authority within the clinical facility.
5. Do not transmit by way on any media, any patient-related information or images. In addition, do not transmit any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy or otherwise degrade or embarrass a patient.
6. Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligation to do so.
7. Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer provided devices.
8. Do not use the hospital affiliates hardware, software, network, blog, posting board or any other Social Media to create, send receive download, transmit store display or otherwise access or control personal Social media/Social Networking communications.
9. Do not use any property, logos, and trademarks of any clinical affiliate on Social Media/Networking
10. Maintain professional boundaries in the use of electronic media. Online contact with patients or former patients blurs the distinction between a professional and personal relationship and is not permitted.
11. Do not use Social Media/Networking to harass, threaten, slander, smear, and disrespect, embarrass or offend fellow students, faculty, or employees of Kalamazoo Valley or the affiliate.
12. Students are obligated to follow the social media policies of the clinical affiliate. Students violating the affiliate policies may have privileges suspended or revoked at the affiliate's discretion, which could affect the students standing in the program. Clinical affiliates may pursue legal action when applicable.

**Disciplinary Action:** Violations of this policy may result in disciplinary action and/or dismissal from a program or from the college.

## **INTERPROFESSIONAL EDUCATION (IPE)**

IPE is an educational strategy that teaches health care students how to work together in a collaborative manner. IPE involves students from two or more health professions.<sup>1</sup>

The goals of IPE are to create a learning environment that fosters team behaviors that improve patient care and outcomes. IPE benefits the patient by decreasing medical errors, duplication of services, costs, and length of stay. IPE benefits the student by teaching conflict resolution skills, communication skills, and team dynamics. It also helps to foster respect and better understanding of contributions made by other professionals.<sup>2</sup>

## **ADVISORY BOARD CLASS REPRESENTATIVES**

Accredited programs are required to have an advisory board which helps the program to establish a written statement of programs goals and competencies for the knowledge, skills, and abilities, for each learning domain, that reflects the needs and interest of the program's various communities of interest. These goals must be compatible with the mission of the sponsoring institution, expectations and needs of healthcare employers, nationally accepted certification and licensing boards, and the educational needs of the students. Programs should have significant representation and input from non-program personnel including: students, graduates, faculty, college administration, clinical affiliates, employers, physicians, government officials, and public members.

The program will select at least one student representative per cohort and, with mutual agreement, appoint them as class representatives to the advisory committee. Appointees must be in good standing with the program and have the ability to represent both the program and their cohort while gaining an understanding of accreditation, institutional, and healthcare system requirements that affect the program.

Student Representatives have the following responsibilities:

- lead class meetings and solicit student input
- attend program events such as recruitment or information sessions
- attend the advisory board meetings, typically twice annually
- continue role from appointment through one year after graduation

## **RCP STUDENT CLUB**

The Kalamazoo Valley Community College has a student run Respiratory Care Club, which is open to all respiratory care students. The goals of the club are to promote collaboration between the first- and second-year students, fundraising to help offset the cost of attending conferences, provide an avenue for social gatherings, and promote lung health and career awareness. Club membership is not mandatory, but is highly encouraged.

KVCC Respiratory Club has by-laws and is governed by the RCP Student Officers with input from the club members. The officers comprise representatives from both first- and second-year class. A respiratory care faculty member serves as a club advisor/mentor. See the KVCC Student Club By-Laws for additional details.

## **COMMUNITY SERVICE**

Community service is an integral part of the profession and plays an important role in becoming a well-rounded respiratory therapist. There will be opportunities throughout the year to volunteer for community events. Students are encouraged to participate in community service events.

## TOBACCO USE

Smelling of tobacco or other substances can be offensive to patients and may either trigger allergic reactions, or trouble breathing, or decrease patient satisfaction.

Students are not allowed to have any type of tobacco products on their person while in the clinical setting. If the student smells of tobacco, they may be required to leave the clinical setting. If the program faculty visits the clinical site and the student smells of tobacco, the student will be required to leave. This will count as an absence, and the entire day must be made-up. Guidelines of the affiliating agencies must be followed.

## NATIONAL CREDENTIALING (Board Exams)

The National Board for Respiratory Care (NBRC) is a credentialing agency who evaluates professional competency through national board exams. Graduates of the KVCC RCP Program can apply to take the NBRC board exams on-line: [www.nbrc.org](http://www.nbrc.org) or call for more information at (888) 341-4811.

Graduates of Kalamazoo Valley Community College's Respiratory Care Program are eligible to take the NBRC Therapist Multiple Choice Exam (TMC). The TMC exam has a low and a high pass rate score.

- Passing the TMC at the low-cut score will earn the graduate a Certified Respiratory Therapist (CRT) Credential.
- Passing the TMC exam at the high cut score will earn the graduate a CRT Credential and eligibility to take the NBRC Clinical Simulation Exam (CSE).
- Passing the CSE will earn the graduate a Registered Respiratory Therapist (RRT) Credential.

**Credentialing Maintenance:** Completing ongoing continuing education (CE) credits is required to maintain Registered Respiratory Therapist credentials so they do not expire. CE requirements are listed on the NBRC's website. <https://www.nbrc.org/credentialed-practitioners/#credential-maintenance>.

Kalamazoo Valley Community College cannot guarantee that any graduate will pass the national board exam.

## STATE LICENSURE

Students who pass the NBRC TMC Board Exams are NOT automatically granted a State of Michigan License to practice. Students MUST APPLY to the state licensing agency and complete their application requirements. Completing the Respiratory Care program does not guarantee licensure.

The licensure requirements for Michigan are established by the Michigan Bureau of Professional Licensing (LARA) for Respiratory Care, <https://www.michigan.gov/lara/>, (517) 373-8068.

Summary of LARA 's requirements (complete listing of requirements is on LARA's website):

- Application which includes the stated fees.
- Official College Transcript verifying you graduated from an accredited college with a respiratory therapy degree. Transcripts must be sent directly from the college to LARA.
- Minimum CRT Credential with verification of credentials sent directly from the National Board for Respiratory Care to LARA.
- Criminal Background Check.
- One-time, one (1) hour training on *Identifying Victims of Human Trafficking*.
- Two (2) hours of *Implicit Bias Training* for initial license, plus two (2) hours of *Implicit Bias Training* every time you renew your license.

Search the State Licensing Directory to find a professional licensing agency in another state:  
<https://www.nbrcc.org/resources/#state-licensing>.

## TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

The typical demands placed on the health career student in training as well as on the entry-level health career provider include but is not limited to:

**Strength:** Frequently and repetitively perform physical activities requiring the ability to push/pull objects of more than 50 pounds and to transfer objects of more than 100 pounds.

**Manual Dexterity:** Constantly perform simple gross motor skills such as standing, walking, handshaking, writing, and typing; and complex fine motor manipulative skills such as insertion of IV lines, calibration of equipment, drawing blood, cleaning teeth, endotracheal intubation, etc.

**Coordination:** Constantly perform gross body coordination such as walking, filing, retrieving equipment; tasks which require eye-hand coordination such as keyboard skills, and tasks which require arm-hand steadiness such as taking blood pressures, calibrating tools and equipment, holding retractors, probing periodontal spaces, etc.

**Mobility:** Constantly perform mobility skills such as walking, standing, prolonged standing or sitting in an uncomfortable position; move quickly in an emergency and maneuver in small spaces; requires frequent twisting and rotating.

**Visual Discrimination:** Constantly see objects far away, discriminate colors, and see objects closely as in reading faces, dials, monitors, fine small print, etc.

**Hearing:** Constantly hear normal sounds with background noise and distinguish sounds. Some examples include conversations, monitor alarms, emergency signals, breath sounds, cries for help, heart sounds, etc.

**Concentration:** Consistently concentrate on essential details even with interruptions, such as client requests, IVAC's, alarms, telephone ringing, beepers, conversations, etc.



**Attention Span:** Frequently attend to tasks/functions for periods exceeding 60 minutes in length with interruptions such as those mentioned in Concentration.

**Conceptualization:** Consistently understand, remember, and relate to specific and generalized ideas, concepts, and theories generated and discussed simultaneously.

**Memory:** Remember tasks/assignments given to self and others over both short and long periods of time as well as significant amounts of patient data with interruptions and distractions.

**Critical Thinking:** Critical thinking skills sufficient for clinical judgment; making generalizations, evaluations, or decisions.

**Communication:** Interact with others in non-verbal, verbal, and written forms and explain procedures, initiate health teaching, and document care. Must be able to read, write, and understand written and spoken English.

**Stress:** Performs all of the above skills and makes clinical judgments correctly when confronted with emergency, critical, unusual, or dangerous situations.

Students who cannot perform to the technical standards will have to request accommodations from the Office for Student Access (OSA). The OSA will determine reasonable/appropriate accommodations, if applicable, and in agreement with the program director. Accommodations cannot compromise patient safety in the lab or clinical setting. If reasonable accommodation cannot be made students may be stopped out or withdrawn from the program.

Students who experience a health issue that compromises their ability to perform the technical standards are required to inform the program director, and provide physician documentation of restrictions. A determination of reasonable accommodation or stop out will be made in consultation with OSA. Students must provide a physician release to be able to return to the lab and clinic.

## **REINSTATEMENT POLCY**

Reinstatement is a provision of allowing a respiratory care student who has successfully completed the first semester but has stopped out of the program in a later semester a petition to return. Stopping out is defined as not being able to progress in the course sequence due to a drop, a withdrawal, or a final course grade less than 2.0. Reinstatement considerations for students who stop out for professional behavior issues will be evaluated on a case-by-case basis.

Students who have not successfully completed all first semester courses need to reapply to the program and retake all the first semester RCP courses upon reinstatement. See Program Progression section of this handbook.

The respiratory care program ensures that every graduate has the necessary knowledge, technical skills, and affective behavior skills to pass board exams and provide safe patient care.

The reinstatement process is designed to help students meet these objectives and to provide a plan for success.

Program faculty considers several factors in the decision to reinstate. Reinstatement is never guaranteed.

### **Reinstatement Criteria:**

1. Students seeking reinstatement must initiate the process by:
  - 1.1 Obtaining *Reinstatement Request Form* from the Program Director
  - 1.2 Submitting the *Reinstatement Request Form* to the Program Director **no later than six (6) weeks after stopping out of the program.**
  - 1.3 Carefully reading the reinstatement policy and asking questions if needed.
2. Reinstatement Committee
  - 2.1 After the program director receives the Reinstatement Request form from the student, a reinstatement committee will convene to review:
    - 2.1.1 *Reinstatement Request Form* responses
    - 2.1.2 *Faculty Input Form* responses
    - 2.1.3 Attendance records
    - 2.1.4 Tutoring records
    - 2.1.5 Professional conduct records
    - 2.1.6 Academic history
    - 2.1.7 Extenuating circumstances
    - 2.1.8 Available seats
  - 2.2 The committee will develop a draft plan for success based on the outcomes from items listed 2.1.
  - 2.3 The committee will meet face-to-face with the student and discuss the draft plan for success and the required refresher (self-study) courses.
    - 2.3.1 Feedback from the student may be incorporated into the final plan for success.
    - 2.3.2 Students will sign the plan for success indicating they agree to comply with the plan.
3. Permission to reinstate is dependent on:
  - 3.1 Submitting the Reinstatement Request form by the deadline
  - 3.2 Reinstatement Committee approves the request to reinstate
  - 3.3 Completion of required refresher courses
  - 3.4 Seat availability for the course(s) seeking reinstatement
  - 3.5 Seat available in the following clinical semester
    - 3.5.1 A student may be given provisional permission to reinstate in pre-clinical courses pending open clinical seats in the following semester
    - 3.5.2 Students in the current cohort will be given clinic seats prior to reinstated students.
4. Prior to returning to the program, the student will need to document that they have met all the entry requirements that are applied to the next cohort of students seeking program admission. These may include but are not limited to:

- 4.1 Drug Test Authorization Form and Affidavit Regarding Criminal History
  - 4.2 Students will need to complete a drug screen(s) that is acceptable to the program.
  - 4.3 Students will need to complete Live Scan Fingerprinting and the results must be acceptable to the program prior to re-entering any clinical course.
  - 4.4 All of the items on the Kalamazoo Valley Community College Immunization and Diagnostic form must be current. The date of the provider signature on the form must be within 6 months of re-entry to the program.
  - 4.5 Returning students must have a minimum cumulative grade point average of 2.0.
  - 4.6 Students must document and demonstrate understanding of previously learned content in theory, lab, and clinical courses. The reinstatement plan for success and the remediation courses will detail how the student can meet this requirement.
5. A student who stops out (drops, withdraws, or fails a course) after being reinstated will not be eligible for reinstatement into KVCC's respiratory care program. See the Program Progression section of this handbook.
  6. A student who has withdrawn due to an issue **not** related to academic performance, clinical performance, affective behavior, and/or clinical policy issues, and has exceeded the maximum of two (2) different respiratory therapy courses will be expected to meet with the Program and Director of Clinical Education to further discuss the matter. Any decision to reinstate the student in this circumstance will be by consensus of the Program Director and the Director of Clinical Education. The student will need to provide evidence that the issue leading to the withdrawal has been overcome. Students will generally be required to provide evidence that they have support systems in place to overcome the challenges associated with the issue leading to the withdrawal. If a student is reinstated under these circumstances and then drops, withdraws, or fails a course, they will no longer be eligible for reinstatement into KVCC's Respiratory Care Program.
  7. Students must reinstate within one calendar year of stopping out, regardless of reason.
  8. Students that have been out of the program more than one year will generally be required to complete all previous respiratory courses.
  9. Students will be required to take refresher courses and exams if they stop-out in a clinical semester.
    - 9.1 Students stopping out in their 2<sup>nd</sup> semester must take RCP 291. RCP 291 reviews all the content and skills offered in RCP 100.
    - 9.2 Students that have successfully completed their 2<sup>nd</sup> semester, and do not enter second year will be required to complete both RCP 291 (see above) and RCP 292. RCP 292 reviews the content of RCP 130.
    - 9.3 Students seeking clinical reinstatement must also complete the current RCP 106 Essential Drug Exam with a minimum score of 92% on first attempt.
    - 9.4 Students stopping out after successfully completing RCP 200 with a minimum grade of 2.0 but prior to successful completion of RCP 210 or 225 will be required to take RCP 293 which reviews all the content and skill offered in RCP 200.

- 9.5 Students who stop out after successfully completing RCP 210 will be required to complete RCP 295, which reviews the content of RCP 210. As indicated, RCP 293 will also be required as a refresher course.
10. Clinical Course placement:
  - 10.1 RCP 292 and RCP 295 are clinical courses.
  - 10.2 Students must complete all current Symplr pre-clinical and clinical Nexus COVID modules.
  - 10.3 Students must complete any requirement mandated by the clinical affiliates prior to reinstatement. These could include but are not limited to
    - 10.3.1 Additional health care training on personal protective equipment – N95 Respirators or Powered Air Purifying Respirator training
    - 10.3.2 Electronic Medical Record Orientation
    - 10.3.3 Clinical Affiliate orientation
11. Students will be notified as to their reinstatement status as soon as possible prior to the beginning of the course.
12. Once reinstatement is granted, students are expected to contact the instructor and program director before the beginning of courses to discuss expectations.
13. Students must notify the respiratory care program of their intent to accept a seat in the respiratory care program according to the timelines specified by the program.
14. Once students have accepted the seat, failure to utilize their seat will be considered a withdrawal and may jeopardize any future application for reinstatement.
15. Should a student decline to accept their seat or if a seat is not available, the student will be required to submit a new reinstatement application.

## **ADVANCED PLACEMENT**

The Respiratory Care Program currently does not have an advanced placement policy.

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# CLINICAL INFORMATION & POLICY SECTION



## CLINICAL OVERVIEW

Clinical training for students in the Respiratory Care Program is offered under affiliation contracts with several regional hospitals and related healthcare providers.

During clinical training students learn alongside licensed respiratory therapy preceptors and KVCC employed Clinical Instructors. Students must follow clinical affiliate policies regarding dress code, electronic health systems and patient records, standards of care, attendance and punctuality, and professional behavior. Individuals participating in the program function as KVCC students and not as employees.

## CRIMINAL BACKGROUND CHECK

Kalamazoo Valley Community College Health Careers Programs are compliant with criminal history checks as required by [Public Health Code, Act 368 of 1978](#) as revised. [Section 333.20173a](#) requires that “a covered entity shall not employ, independently contract with, or grant clinical privileges to an individual who regularly has direct access to or provides direct services to patients or residents in the covered facility...” if they have certain criminal convictions. This provision reflects contract language which requires Kalamazoo Valley to complete a criminal history on students prior to allowing clinical attendance. Therefore, Kalamazoo Valley requires that all Health Careers students enrolled in a clinical course obtain an annual Live Scan fingerprinting Criminal Background Check (CBC) through Kalamazoo Valley’s Public Safety.

The cost of the CBC will be charged to the student’s account. Students who refuse a CBC are denied clinical placement. Students who knowingly report false information regarding criminal history will be denied placement or be removed. A positive CBC will compare the conviction code with the penal codes outlined in section 333.20173a. to determine eligibility for clinical placement. Exclusion criteria, and length of exclusion depend on misdemeanor versus felony, and the specific penal code conviction; therefore, the decisions to exclude students are made on an individual basis, as determined by the code. Some criminal convictions may not exclude a student from clinical placement and education, but may prevent the student from obtaining subsequent licensure or employment. Students have the responsibility of notifying the college should their status of arrest or criminal conviction change while enrolled. Failure to notify the college of a change in status will result in the student’s removal from the program, even if the student has previously taken and passed a drug, alcohol, or CBC. The specifics of the CBC are outlined in the Criminal Background Check Affidavit that each student is required to sign prior to admission into the Health Careers Programs. All positive CBC results will be submitted to the designated College Administrator for review with the student. Determination of student status will be made by the Dean of Health Careers & Sustainable Foods.

## **IMMUNIZATION RECORDS**

All immunization information will be due after acceptance into the Health Careers Program. Please be familiar with the items required to continue in the program. Documentation of all immunizations and lab reports will be required:

1. TB Skin Testing are valid for one year: the following are acceptable baseline measures
  - a. Two (2) PPD TB tests performed within seven (7) to twenty-one (21) days apart
  - b. Subsequent 1-step TB tests are required annually
2. A current physical exam completed within one (1) year of application.
3. MMR (Measles (Rubeola), Mumps, Rubella):
  - a. If born before January 1, 1957, documentation of measles, mumps and rubella titers showing immunity. If non-immune, two MMR vaccinations;
  - b. If born on or after January 1, 1957, documentation of two (2) MMR vaccinations;
4. Flu (Influenza) vaccination for the season of the rotation
5. Chicken Pox (Varicella) written attestation of having had the chicken pox or varicella titer as showing immunity; or documentation of 2 varivax vaccinations
6. Tdap (Tetanus, diphtheria, pertussis) must be completed within the last ten (10) years prior to the start date.
7. Hepatitis B vaccination or proof of immunity to Hepatitis B, (or written refusal of Hepatitis B vaccination signed by the student that expressly holds the Facility harmless for any Hepatitis B exposure or infection that may result from the student's education experience at Facility) and/or such other immunization and health-related testing as may be required by the applicable state level health department or the Occupation Health and Safety Administration for each student assigned to Facility, as these requirements may change from time to time; for purposes of this Agreement, a student shall be considered to be vaccinated against Hepatitis B if he or she has received at least one (1) injection of the vaccine and is in the process of completing the required services of three injections.
8. The COVID-19 vaccination has been mandated by our major clinical sites and, therefore, will be mandated for all Health Careers Programs. If a student chooses not to receive the vaccine series or has not received an exemption from the various clinical sites, the college cannot guarantee completion of the program.

## **Drug Screening**

All Kalamazoo Valley Health Career programs adhere to all provisions and requirements defined in CMOP 3131 "Drug and Alcohol Use" Policy.

In addition, all Kalamazoo Valley Community College Health Career programs exercising Affiliation agreements with clinical and community partners require that all health career students submit, at minimum, an annual drug screening. Drug screenings will be conducted and evaluated prior to any students' participation in clinical courses involving patient contact, or participation in lab courses where students are simulating patient-care activities. If an enrolled student is suspected of drug use or intoxication, an additional drug screening may occur, and be evaluated before student's re-entry into clinical or lab courses. Kalamazoo Valley and its Affiliate partners reserve the right to require additional randomized drug screening(s) throughout the duration of each Health Career program.

Drug screenings will be conducted using a method approved by the College and accepted by the Affiliate partners. Any student who declines drug screening will be withdrawn / exited from the program.

The cost of annual and/or any additional or random drug screening(s) will be charged to the student's account after the screening has been completed. The screening results will be returned to the College. Any drug screening positive for medical substances will be verified with students for legally and allowable prescribed medications. All other positive drug screening results will be submitted to the designated College Administrator for review with the student. Determination of student status will be made by the Dean.

All Kalamazoo Valley Health Career programs adhere to a zero-tolerance policy. This includes zero-tolerance on all cannabis (prescribed or recreational) and associated by-products or substitutes. Positive drug screening(s) will result in, at minimum, immediate removal from all clinical and lab activities for at least one semester, up to/including full withdrawal from the Health Career program without possible reinstatement. Tuition, fees and material costs are not guaranteed to be refunded and will follow general college refund practices.

Students who fail drug screening(s) during their first term must re-apply for admissions to the following cohort and would need to repeat all first term program courses. Students who fail drug screening(s) in subsequent terms may apply for reinstatement into their respective Health Career program in subsequent enrollment periods, provided they are status-eligible and there is seating availability. It is the student's responsibility to contact the program for Reinstatement practices and timing. Reinstatement also applies to applications to a different Health Career program in the College.

Students may appeal the Dean's determination of their status and reinstatement eligibility by following the College Appeals Policy in the Student Handbook. The results of Drug Screenings cannot be appealed. Students seeking appeal may be eligible to participate in lecture activities during the appeals process, but will not be allowed to participate in clinical or lab courses until the appeal(s) are completed. Tuition, fees and material costs incurred during the appeals process are not guaranteed to be refunded and will follow general college refund practices.



## **INSURANCE COVERAGE**

Liability Insurance: Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses as part of their paid tuition. This insurance only extends to clinical/externships while the student is onsite for a specific clinical training experience. Each student should obtain additional individual liability insurance.

Health Insurance: Each student is expected to have private medical insurance coverage. If you have an accident or exposure while on campus or during your off-campus clinical experience, you will need to file all claims with your private health insurance. Provide all the necessary information to Kalamazoo Valley Public Safety and discuss the details on how to file a claim with the college's liability insurance. Not all claims are eligible under the college's liability plan. Filing a claim does not guarantee acceptance and payment of claim. Costs not covered by the student's private insurance or by the college's liability insurance are the responsibility of the student.

## **HIPAA**

As part of clinical training, students will have access to certain confidential information, such as patients' records and conversations. Maintaining patient confidentiality which includes not speaking, writing about, or divulging by any other means a patient (client) by name. Further, students must not discuss any patient cases outside the clinical classroom setting or with anyone other than their instructors.

All students enrolled in an allied health program will complete [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#) training prior to attending clinical/externship.

Health Insurance Portability and Accountability Act (HIPAA) is a federal law, which secures protected health information (PHI) so that only those people or facilities that have a real need for protected health information have access to it. In essence, it provides protection to the security and privacy of all medical records or other health information which is used or shared in any form, including paper, electronically or orally by health care entities or their associates. Furthermore, it is the expectation of Kalamazoo Valley Community College and all associated healthcare agencies Patient/client records are only to be accessed for use with program business and with the permission of the hospital in accordance with hospital policies. Students may only access certain information in the patient record. Records may not be reviewed for use or to review information that is not necessary to provide care. Students are strictly prohibited from viewing their own records or records for patients they have not been assigned to provide care. Duplicating patient records and/or removing patient records from the facility is strictly prohibited.

Safeguards must always be taken to protect patient information, such as safeguarding computer screens, logging off computers, not sharing passwords, keeping notes and records

private, and not discussing patients in public spaces. Students shall make every effort to prevent the inappropriate sharing of health information.

The following actions are forbidden: With respect to information received while in the professional role as a student, you may not disclose any personal health information of any individual. Simply removing the name of an individual does not constitute proper de-identification of protected health information. Inclusion of such data such as age, gender, race, diagnosis, clinical agency, date of evaluation, type of treatment used, location, or the use of a highly specified diagnosis may still allow the reader to recognize the identity of the individual. This is a HIPAA violation. Students may not copy or print from patient/client charts at any time in the various clinical settings. If the student requires information from the chart, the student may take written notes without using any patient/client identifiers. Students violating these guidelines will be subject to actions ranging from a critical incident, learning contract, to dismissal from their allied health program. In addition, students must be aware that HIPAA violations can include civil and criminal liability. Punishment for such actions can include fines and imprisonment.

## **STUDENT TRANSPORTATION**

Students are responsible for their own transportation to and from class, lab, and clinical sessions. Students must park in designated areas only. Hospital parking stickers may be required at some affiliates. Students are responsible for all parking-related costs. Details on obtaining parking stickers for clinical affiliates will be discussed in class.

## **CLINICAL SCHEDULING**

Clinical rotations are scheduled to provide the best possible educational experience for students without adversely impacting the delivery of patient care services. The clinical schedule is distributed to students prior to the beginning of each semester. Changes in clinical affiliate staff or patient load might require temporary adjustment of published schedules. To provide the necessary diversity of clinical experience and ensure equity in student assignments, students will be rotated between clinical facilities, as well as day, evening, and occasional night shifts.

Students with specific scheduling requests may submit a letter to the Director of Clinical Education for special consideration. The letter should identify specific scheduling constraints and provide a rationale to support the need for the request. The clinical schedule is based on numerous factors, and the Director of Clinical Education cannot guarantee that schedule requests will be honored.

## **CLINICAL STUDENT RECORDS**

The Director of Clinical Education, in cooperation with each of the Kalamazoo Valley Community College's Clinical Instructors, maintains a record of Time Clock, Affective Evaluations, Competencies, appropriate Daily Logs and Grades.

Students are responsible for ensuring that all Trajecsys documentation is complete and up to date. This requires students to follow-up with preceptors and Clinical Instructors. Students who have difficulty completing Trajecsys documentation should first notify their CI and then the DCE. A *Behavior Improvement* form will be used to document difficulty maintaining Trajecsys records.

Failure to complete the required Trajecsys documentation by the end of the course will result in failure for the course.

Falsification of any portion of the clinical logs, proficiencies or behavioral evaluations will result in immediate termination from the Program.

## **PROFESSIONAL BEHAVIOR EXPECTATIONS FOR CLINICAL**

### **1. ATTITUDE:**

The delivery of health care depends on a positive interpersonal relationship between each of the persons involved: the patient, the patient's family, physicians, nurses, allied healthcare professionals, and other support staff. To function effectively in this cooperative effort, students must cultivate attitudes and skills that will foster productive relationships. They should recognize that each member of the team brings a unique set of competencies, responsibilities, and personal needs, and the inevitable conflicts between individual needs, the needs of other team members, and the patient must be constructively resolved. Such attributes as respect for others, cheerfulness, honesty, courtesy, diligence, attention to detail, and punctuality all relate to professional behavior. Above all, the goal of meeting the patient's needs must remain central.

### **2. PREPARED FOR EACH CLINICAL DAY**

- Has Clinical Competency List at all clinic rotations.
- Has necessary tools and supplies such as stethoscope, ink pen, etc.

### **3. CONFIDENTIALITY**

As part of clinical training, students will have access to confidential information, such as patient records and conversations. All students must follow HIPAA and the strict ethical standards of the profession, including honesty in communication, respect for the confidentiality of the patients' records and conversations, and protection of patient rights.

### **4. FOOD & BEVERAGES**

Eating is allowed only in designated areas. Eating in any lab setting where blood and or other body fluids may be found is prohibited and may result in being dismissed from the clinic. This applies to all satellite labs.

## **5. BREAKS AND LUNCH PERIODS**

Students will observe the departmental policies at the assigned facility regarding breaks and lunch periods. Occasionally, due to high acuity times, these breaks/lunches will be missed. The student cannot leave the hospital setting during any break or period for any reason. A 30-minute lunch period will not be counted in the total clinical hours for the day.

## **6. SLEEPING**

Sleeping during the clinical rotation is prohibited. If a student is sleeping during any part of the clinical rotation, they may be sent home at the discretion of the clinical affiliate. The student will meet with the Clinical Instructor or Director of Clinical Education to discuss an action plan. A *Behavior Improvement* form will be written, and if the student is sleeping during the clinical rotation a second time they will not pass the course.

## **7. PHONES & USE OF HOSPITAL COMPUTERS**

Students may use their personal cell phones during lunch and breaks only and not in patient care areas. Use of hospital phones must be limited directly to clinical business. Conversations should be concise and to the point so as not to tie up the lines any longer than necessary.

Personal computer internet access for non-clinical related business during clinical time is strictly prohibited.

## **8. GUM CHEWING**

Gum chewing looks unprofessional and is not permitted.

## **9. LEAVING PATIENT CARE AREA**

Students must communicate to the CI/Preceptor if they are leaving the patient care area or department. Students are prohibited from leaving the building.

## **10. SMOKING**

Students are not allowed to have any type of tobacco products on their person while in the clinical setting. *See Tobacco Policy in this handbook.*

## **11. GIFTS AND GRATUITIES**

Under no circumstances should a student accept gifts or gratuities for services.

## **PHYSICIAN CONTACT TIME**

The Committee on Accreditation in Respiratory Care (CoARC) recommends that students have a minimum of one (1) hour of physician contact time per week during clinical rotations. The KVCC Respiratory Care Program aims to meet or exceed CoARC recommendations.

Students must document physician interaction in Trajecsys. Documentation includes physician name, interaction type, and interaction duration. While there is no minimum physician interaction time requirement, students are encouraged to communicate with physicians whenever appropriate to enhance clinical experience. The following experiences are considered physician contact:

- A. Case Presentations
- B. Patient / Teaching Rounds
- C. "In-house" conferences/lectures (including the weekly Pulmonary Conference)
- D. Physician-performed procedures

Falsification of any portion of the clinical logs, proficiencies or behavioral evaluations will result in immediate termination of the student from the Program.

## **CLINICAL & WORK BALANCE**

Many students are employed while enrolled in their Health Careers Program. However, it is presumed that successful completion of the program is the ultimate goal of each student. It is the consensus of faculty and clinical affiliates that students who are enrolled in a full-time health career program, limit working to no more than 16 to 24 hours per week.

**Fatigue:** Fatigue contributes to errors and puts patients, staff, and students at risk. Students are expected to work NO MORE than 12 hours in a 24-hour period, including their Kalamazoo Valley clinical shift. If the faculty determines that the student has exceeded this limit or is too fatigued to critically think and provide safe care, the faculty may send the student home. This will be considered a student absence and jeopardizes the student's ability to meet clinical, lab, or simulation objectives.

**Clinical Coursework:** Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for staff. Students must not receive any form of remuneration in exchange for patient care they provide during programmatic clinical coursework.

## **STUDENTS WHO WORK AS RESPIRATORY THERAPY EXTERNS, INTERNS AND TECHS**

Students can start working as respiratory care students after successfully completing the 1<sup>st</sup> year in the respiratory therapy program. Working at the hospital cannot be done during scheduled KVCC clinical times. The scope of practice for students who are working should be limited to general floor therapy for procedures in which they have demonstrated competency. It is not recommended that students work in the ICU or perform invasive procedures until after they have graduated.

If a student is employed by a clinical affiliate, time worked cannot be used towards completion of clinical hours or clinical course requirements. Patient encounters during duty time may not be utilized to meet the competency requirements of the class, and is considered an academic dishonesty issue by the program.

## CLINICAL AFFILIATE LIST

Below is a list of current clinical affiliates. Please note the list can change without notice. Reminder you will need your own transportation and the clinical assignments are at the discretion of the Director of Clinical Education. In effort to ensure a balance experience for all students, special requests for placement cannot be granted.

- |  |                              |
|--|------------------------------|
| 1. <b>Ascension Borgess Hospital</b><br>1521 Gull Rd, Kalamazoo, MI 49048                    | 2.4 miles from the KVCC CAHC |
| 2. <b>Ascension Borgess PIPP Hospital</b><br>411 Naomi St, Plainwell, MI 49080               | 15 miles from the KVCC CAHC  |
| 3. <b>Bronson Battle Creek Hospital</b><br>300 North Ave, Battle Creek, MI 49017             | 29 miles from KVCC CAHC      |
| 4. <b>Bronson Methodist Hospital</b><br>601 John St, Kalamazoo, MI 49007                     | 0.2 miles from the KVCC CAHC |
| 5. <b>CareLinc Medical Equipment</b><br>89 54th St SW, Grand Rapids, MI 49548                | 45 miles from KVCC CAHC      |
| 6. <b>CareLinc Medical Equipment</b><br>5125 Portage Road, Portage, MI 49002                 | 3.5 miles from KVCC CAHC     |
| 7. <b>Corewell Health Southwest</b><br>1234 Napier Ave, St Joseph, MI 49085                  | 54 miles from the KVCC CAHC  |
| 8. <b>Corewell Health West</b><br>100 Michigan St. NE, Grand Rapids, MI 49503                | 53 miles from the KVCC CAHC  |
| 9. <b>Helen DeVos Children's Hospital</b><br>100 Michigan St NE, Grand Rapids, MI            | 53 miles from the KVCC CAHC  |
| 10. <b>Mary Free Bed Rehab Hospital</b><br>235 Wealthy St SE, Grand Rapids, MI 49503         | 51 miles from the KVCC CAHC  |
| 11. <b>University of Michigan Health West</b><br>5900 Byron Center Ave SW, Wyoming, MI 49519 | 46 miles from the KVCC CAHC  |
| 12. <b>Trinity Health St. Mary's</b><br>200 Jefferson S.E., Grand Rapids, MI 49503           | 51 miles from KVCC CAHC      |

## EXPOSURE SAFETY & PRECAUTIONS

### Standard Transmission Precautions

It is the responsibility of all healthcare providers to practice and enforce infection control procedures to ensure a safe environment for both the patient and the healthcare provider. The

objective is to prevent transmission of infective agents. Every patient should be considered potentially infective and strict adherence to infection control procedures will be practiced, monitored and evaluated.

Healthcare Workers (HCW) are at risk for exposure to infectious diseases. The risk to occupational exposures to infectious diseases will vary with type healthcare setting, the patient population and the type of procedure.

The primary routes of infectious transmission is through contact, droplet and airborne. The following are OSHA definitions of exposure:

Contact:

Direct contact transmission involves the transfer of infectious agents to a susceptible individual through physical contact with an infected individual (e.g., direct skin-to-skin contact).

Indirect contact transmission occurs when infectious agents are transferred to a susceptible individual when the individual makes physical contact with contaminated items and surfaces (e.g., door knobs, patient-care instruments or equipment, bed rails, examination table).

Universal precautions are required to prevent this exposure, and students should consider the appropriate use of gloves, gowns, and face shield/eye protection as appropriate preventative measures.

Droplets containing infectious agents are generated when an infected person coughs, sneezes, or talks, or during certain medical procedures; such as suctioning or endotracheal intubation. Transmission occurs when droplets generated in this way come into direct contact with the mucosal surfaces of the eyes, nose, or mouth of a susceptible individual. Droplets are too large to be airborne for long periods of time, and droplet transmission does not occur through the air over long distances.

Precautions here require the use of a surgical mask or higher

Airborne transmission occurs through very small particles or droplet nuclei that contain infectious agents and can remain suspended in air for extended periods of time. This includes aerosolizing procedures such as suction, or nebulized medication administration. When particles are inhaled by a susceptible individual, they enter the respiratory tract and can cause infection.

Precautions here require the use of an N95 type mask that has been properly fit tested, or powered air purifying respirator.

All students enrolled in a Health Careers Program will be trained on the [CDC](#) & [OSHA](#)'s Guidelines for transmission, personal protective equipment (PPE), isolation procedures for

infective agents, and infection control procedures for cleaning and handling equipment. This training includes procedures for:

1. Hand Hygiene
2. Standard Precautions
3. Contact transmission and precautions: indirect or direct contact
4. Droplet transmission and precautions
5. Airborne transmission and precautions
6. Bloodborne Pathogen Standards
7. Patient-care equipment and instruments/devices (see program specific policies)

In addition, students enrolled in a healthcare program will annually complete pre-clinical orientation modules.

### **Exposure Control Plan**

If a student is exposed to blood or bodily fluids during class time, including clinics, labs, and field work Kalamazoo Valley's Public Safety must be informed of the incident to ensure the College's Exposure Control Plan is followed. Public Safety can be reached at **269-488-4575**.

#### **ON CAMPUS:**

Contact Kalamazoo Valley's Public Safety at **269-488-4575** inform the nature of the call. Public Safety will walk the student through the Exposure Control Plan.

#### **OFF CAMPUS:**

1. Follow the Affiliate's Exposure Control Plan or Protocol; obtain a copy of their INCIDENT report.
2. Contact Kalamazoo Valley's Public Safety at **269-488-4575** as soon as possible during business hours.
  - a. Give Public Safety a copy of the incident report.
3. If the Affiliate has no site protocol for injury /incident contact Kalamazoo Valley's Public Safety to follow Kalamazoo Valley's Exposure Control Plan. Public Safety can be reached at **269-488-4575**.

Payment of exposure services, including assessment, diagnosis, treatment and follow-up.

1. File all claims with your private health insurance
2. Provide all the necessary information to Public Safety
  - a. Discuss the details on how to file a claim with the college's liability insurance.
  - b. Not all claims are eligible under the college's liability plan.
  - c. Filing a claim does not guarantee acceptance and payment of claim.
  - d. Costs not covered by the student's private insurance or by the college's liability insurance are the responsibility of the student.



## **CLINICAL SUSPENSION AND DISMISSAL**

The Program prides itself on the quality of graduates it produces. All students reflect the program, the faculty and instructors teaching here. The clinical aspect is essential to producing quality graduates. In the clinical environment, you learn how to synthesize all the information you have learned into real patient encounters. Students have a duty to clinical affiliates to be professional in appearance, conduct and individual responsibility. Failing to meet these requirements may be grounds for suspension and even dismissal from the clinical program.

Students may be suspended from clinical for any inappropriate actions in addition to the criteria outlined in these policies. Suspension may be the recommendation of the preceptor, the clinical affiliate, the Program Director or the Dean of Health and Science. (As a note: preceptors/clinicians can stop your progression in the program by recommending suspension or dismissal from the program.)

Inappropriate actions are defined as any act of omission or commission that has the potential to or causes harm to a patient or co-worker. If such an act is performed the following steps shall be taken.

1. The student will be informed of the action and if warranted asked to leave the patient care areas as soon as reasonable. Preceptors/clinicians will make every effort to avoid reprimanding the student in front of the patient or other bystanders.
2. Should the preceptor or clinical affiliate desire the complaint or allegation may be forwarded to the Program Director in a verbal nature. A single verbal complaint shall not jeopardize the students standing in the program. It will be documented as a verbal complaint using the professional counseling form and placed in the student's file. The receipt of a second verbal complaint will produce a written complaint on the professional counseling form which should be reviewed to determine if probation or dismissal is appropriate.
3. Some actions may be egregious enough to warrant immediate suspension of clinical privileges pending a review of the complaint.
4. The action will be documented within 5 business days:
  - a. From the clinical faculty or preceptor's perspective
  - b. From the student's perspective
5. The Program Director will review the documentation and decide if the student may return to the clinical areas or if dismissal is appropriate. The Program Director may decide that a probationary period is warranted. A probationary period is in effect for the remainder of the semester. A second violation or repeat occurrence of inappropriate actions can result in dismissal from the program.

6. A follow up meeting with the preceptor or affiliate representative, the student and the Program Director may take place to let the student know of their status with the program.
7. Reasons for immediate dismissal
  - a. Unsatisfactory clinical performance
  - b. Unsatisfactory attendance or punctuality
  - c. Inability to maintain physical and mental health for the essential functions of the program
  - d. Unethical, unprofessional behavior; behavior which compromises relations with clinical partners
  - e. Refusal to participate in procedures
  - f. Unsafe practices that compromise patient safety
  - g. HIPAA, patient confidentiality violations
  - h. Violation of social media policy
  - i. Academic dishonesty violations
  - j. Violation of the standards of conduct as outlined in the student handbook
  - k. Violation of the college's sexual harassment policies
  - l. Failure to report or disclose changes in criminal background status

If an instructor recommends dismissing a student from the program, the recommendation must be reviewed and approved by the Program Director, the Dean and Student Relations Coordinator (SRC). The Program Director and/or Dean and the Student Relations Coordinator should meet with the student face to face and provide in writing the reasons for dismissal and provide an opportunity for response. Suspension of clinical privileges remains in effect until the appeal is resolved. Suspension, or revocation of clinical privileges by a clinical affiliate has the power to remove a student from a class or program, delay on-time graduation, or terminate a student's progress in the program entirely and permanently. Affiliate suspension or revocation of privileges is not under the control of KVCC nor its faculty and is not open to appeal.

# APPENDIX: Forms



## RCP SKILLS IMPROVEMENT FORM

Student Name: \_\_\_\_\_ Course# \_\_\_\_\_

Date(s) of Occurrence: \_\_\_\_\_ Areas Involved:  Class  Lab  Clinic

### KNOWLEDGE

#### 1. THEORY

- \_\_\_\_\_ Unable to analyze diagnostic test results.
- \_\_\_\_\_ Unable to correlate abnormal diagnostic test results as it relates to patient condition.
- \_\_\_\_\_ Does not demonstrate clear understanding of indications, contraindications or hazards of therapy.
- \_\_\_\_\_ Unable to demonstrate the principles behind equipment functions (i.e. how a ventilator mode works or how a venturi system works).
- \_\_\_\_\_ Other: \_\_\_\_\_

#### 2. ADVERSE REACTIONS

- \_\_\_\_\_ Fails to identify poor tolerance or adverse reactions (vent parameter changes, extubation, suctioning, medications, etc.)
- \_\_\_\_\_ Other: \_\_\_\_\_

### CLINICAL SKILLS

#### 3. PRODUCTIVITY

- \_\_\_\_\_ Instructions must frequently be repeated.
- \_\_\_\_\_ Seldom completes assigned tasks in acceptable length of time.
- \_\_\_\_\_ Can do only one thing at a time; very slow at completing tasks; can't complete assignments.
- \_\_\_\_\_ Other \_\_\_\_\_

#### 4. COMPETENCIES

- \_\_\_\_\_ Unable to perform tasks after previously being checked-off; does not retain skills or knowledge.
- \_\_\_\_\_ Performs a clinical procedure without first demonstrating competency in the laboratory or without prior instructor authorization or approval.
- \_\_\_\_\_ Performs clinical procedures outside the current scope of care.

\_\_\_\_\_ Other \_\_\_\_\_

**5. PATIENT ASSESSMENT**

- \_\_\_\_\_ Fails to identify patient by ID band.
- \_\_\_\_\_ Fails to review current MD orders & pertinent information in the chart.
- \_\_\_\_\_ Performs incomplete patient assessment/ takes short-cuts.
- \_\_\_\_\_ Other \_\_\_\_\_

**6. INFECTION CONTROL/SAFETY**

- \_\_\_\_\_ Does not ensure patient safety during procedures for before leaving room (bed rails down, call button not within reach, etc.).
- \_\_\_\_\_ Fails to appropriately wash hands, put on gloves between patients.
- \_\_\_\_\_ Breaks sterile technique or aseptic technique as indicated by the procedure.
- \_\_\_\_\_ Does not follow posted isolation procedures.
- \_\_\_\_\_ Other \_\_\_\_\_

**7. OXYGEN THERAPY**

- \_\_\_\_\_ Sets improper flow rate and/or FiO<sub>2</sub> for oxygen delivery devices.
- \_\_\_\_\_ Sets up wrong device.
- \_\_\_\_\_ Sets up device improperly.
- \_\_\_\_\_ Fails to obtain SpO<sub>2</sub> after making changes.
- \_\_\_\_\_ Fails to drain or improperly drain water from aerosol tubing.
- \_\_\_\_\_ Other \_\_\_\_\_

**8. THERAPIES**

- \_\_\_\_\_ Fails to properly set up equipment.
- \_\_\_\_\_ Fails to properly position patient.
- \_\_\_\_\_ Fails to instruct patient on proper breathing patterns and breath holds or to cough.
- \_\_\_\_\_ Delivers wrong medication or wrong dosage.
- \_\_\_\_\_ Administers therapy that is contraindicated.
- \_\_\_\_\_ Other \_\_\_\_\_

**9. ABGs**

- \_\_\_\_\_ Fails to perform Allen's Test before ABG punctures.
- \_\_\_\_\_ Performs ABG puncture on a site other than radial arteries.
- \_\_\_\_\_ Performs ABG puncture without proper supervision.
- \_\_\_\_\_ Improper disposal of needles.

- \_\_\_\_\_ Improper handling or labeling of blood samples.
- \_\_\_\_\_ Other \_\_\_\_\_

**10. CRITICAL CARE**

- \_\_\_\_\_ Fails to perform vent check or completes it improperly.
- \_\_\_\_\_ Inappropriately sets alarms, disables alarms or fails to reset them.
- \_\_\_\_\_ Puts a ventilator into use after contaminating the circuit.
- \_\_\_\_\_ Fails to test equipment for proper function prior to use.
- \_\_\_\_\_ Fails to assess patient during procedures, therapies, or after changes (vent circuit or parameter change, securing or repositioning ETT, etc.).
- \_\_\_\_\_ Other \_\_\_\_\_

**DECISION-MAKING SKILLS**

**11. ADAPTABILITY**

- \_\_\_\_\_ Unable to prioritize work to accommodate change.
- \_\_\_\_\_ Rebels against change.
- \_\_\_\_\_ Unable to adjust to change and cannot complete assignments under changed conditions.
- \_\_\_\_\_ Other \_\_\_\_\_

**12. CORRELATION AND RECOMMENDATIONS**

- \_\_\_\_\_ Fails to identify poor tolerance or adverse reactions (vent parameter changes, extubation, suctioning, medications, etc.).
- \_\_\_\_\_ Unable to identify the need to modify, change or discontinue therapy.
- \_\_\_\_\_ Unable to problem solve.
- \_\_\_\_\_ Other: \_\_\_\_\_

**CHARTING & DOCUMENTATION**

**13. CHARTING & DOCUMENTATION**

- \_\_\_\_\_ Course documentation is incomplete, late or missing (i.e. Trajecsys, homework, case studies).
- \_\_\_\_\_ Fails to properly chart per hospital protocol (i.e. incomplete, improper use of abbreviation).
- \_\_\_\_\_ Other \_\_\_\_\_

**COMMUNICATION**

**14. COMMUNICATION – PROCESS & CONTENT**

- \_\_\_\_\_ Fails to concisely articulate a message using properly terminology or is too soft spoken (very difficult to understand).

- \_\_\_\_\_ Does not communicate to patients using appropriate language which the patient can understand.
- \_\_\_\_\_ Provides incomplete or inaccurate patient instructions.
- \_\_\_\_\_ Provides incomplete information at shift report.
- \_\_\_\_\_ Does not follow proper channels of communication (chain-of-command)
- \_\_\_\_\_ Fails to notify proper personnel / MD of adverse reactions.

**GENERAL PERFORMANCE ISSUE**

**15. FAILURE TO PROGRESS**

- \_\_\_\_\_ Unable to maintain proficiency of previously learned skills and knowledge.
- \_\_\_\_\_ Requires close supervision, frequent prompts, or reminders to provide safe care.
- \_\_\_\_\_ Unable to demonstrate competency of scheduled checkoffs.
- \_\_\_\_\_ Fails to demonstrate ability to build on knowledge or skills.
- \_\_\_\_\_ Unable to retain competency or knowledge after remediation.
- \_\_\_\_\_ Other \_\_\_\_\_

**16. NEGLIGENCE**

- \_\_\_\_\_ Performs any procedure or technique which results in patient harm.
- \_\_\_\_\_ Other \_\_\_\_\_

Instructor Comments & Recommendations:

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Student Comments:

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Student Printed Name

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\*Student Signature

\_\_\_\_\_/\_\_\_\_\_  
Date

*\* Signature does not mean I agree or disagree, only that I have read this form*

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Instructor Printed Name

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Instructor Signature

\_\_\_\_\_/\_\_\_\_\_  
Date

6/2023 SP& JR



## RCP BEHAVIOR IMPROVEMENT FORM

Student Name: \_\_\_\_\_ Course# \_\_\_\_\_

Date(s) of Occurrence: \_\_\_\_\_ Areas Involved:  Class  Lab  Clinic

### PROFESSIONALISM

#### 1. INTERPERSONAL RELATIONSHIPS

- \_\_\_\_\_ Fails to maintain professional demeanor in all interactions with faculty, healthcare staff, patients, fellow students, and college staff at all times.
- \_\_\_\_\_ Makes minimal effort to communicate or is uncooperative.
- \_\_\_\_\_ Interactions with others are negative, unprofessional, and/or confrontational.
- \_\_\_\_\_ Does not work well with the team or classmates.
- \_\_\_\_\_ Lacks self-control needed to perform required duties under stress.
- \_\_\_\_\_ Displays negative or undesirable behavior when under stress.
- \_\_\_\_\_ Other \_\_\_\_\_

#### 2. ATTITUDE

- \_\_\_\_\_ Displays negative attitude when given constructive feedback (argues, displays negative body language).
- \_\_\_\_\_ Does not accept constructive feedback; tries to put the blame on others or makes excuses.
- \_\_\_\_\_ Does not modify behavior or practice when given constructive feedback.
- \_\_\_\_\_ Uses inappropriate language. Inappropriately jokes or teases others.
- \_\_\_\_\_ Appears indifferent; does not show interest in learning.
- \_\_\_\_\_ Overtly gossips or criticizes facility, faculty, patients, healthcare staff, or fellow students.
- \_\_\_\_\_ Displays angry or disruptive behavior.
- \_\_\_\_\_ Other \_\_\_\_\_

#### 3. PROFESSIONAL APPEARANCE

- \_\_\_\_\_ Uniform is not neat, clean or wrinkle-free.
- \_\_\_\_\_ Appearance is unkempt.

- \_\_\_\_\_ Does not adhere to dress code.
- \_\_\_\_\_ Has offensive odors (perfume, body odor, tobacco, etc.)
- \_\_\_\_\_ Other \_\_\_\_\_

**4. DEPENDIBILITY/INITIATIVE**

- \_\_\_\_\_ Puts forth minimal or no effort in accomplishing assigned work and avoids additional responsibility.
- \_\_\_\_\_ Is not prepared and relies on instructor to give answers.
- \_\_\_\_\_ Does not complete assigned work, rarely seeks additional learning opportunities, or takes shortcuts.
- \_\_\_\_\_ Fails to submit assignments or required paperwork on time.
- \_\_\_\_\_ Is not prepared to participate in class, lab or clinical (i.e. unfamiliar with assigned readings, fumbling in with lab procedures, unable or unprepared to check-off on assigned competencies, did not bring stethoscope).
- \_\_\_\_\_ Fails to complete required documentation (Trajecsys, charting, logs, etc.).
- \_\_\_\_\_ Does not take the necessary measures to retain passwords and access codes.
- \_\_\_\_\_ Takes extended breaks and lunch periods or does not notify preceptor when leaving the area.
- \_\_\_\_\_ Other \_\_\_\_\_

**INTEGRITY AND ETHICS**

**5. INTEGRITY AND ETHICS**

- \_\_\_\_\_ Does not maintain professional boundaries (shares inappropriate information).
- \_\_\_\_\_ Violates HIPAA; does not maintain confidentiality.
- \_\_\_\_\_ Violates Academic Dishonesty Policy.
- \_\_\_\_\_ Falsifies documentation.
- \_\_\_\_\_ Violates legal, ethical, regulatory, or hospital standards.
- \_\_\_\_\_ Other \_\_\_\_\_

**ATTENDANCE**

**6. ATTENDANCE & PUNCTUALITY (see attendance policy)**

- \_\_\_\_\_ Tardy (arriving late or leaving early).
- \_\_\_\_\_ Absent (arriving late or leaving early).
- \_\_\_\_\_ Absent the entire class, lab or clinical shift.
- \_\_\_\_\_ Failed to properly report an absence.

\_\_\_\_\_ Other \_\_\_\_\_

Instructor Comments & Recommendations:

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Student Comments:

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\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
\*Student Signature

\_\_\_\_\_/\_\_\_\_\_  
Date

*\* Signature does not mean I agree or disagree, only that I have read this form*

\_\_\_\_\_  
Instructor Printed Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_/\_\_\_\_\_  
Date

## Respiratory Care Program Test Compliance Policy

The term “test” will refer to all forms of assessments, such as exams, quizzes, lab practical, etc. The Test Compliance rules will apply to all tests for the entire time you are in your respective health career program. Violations of any of the rules listed here may be viewed as a direct violation of the Academic Honesty Policy of Kalamazoo Valley Community College. Any student caught cheating will forfeit his/her grade and will receive zero (0) for that test or assignment. The instructor will initiate the formal written process to notify the appropriate administrators. The student may be subject to disciplinary actions and are grounds for dismissal as deemed by the College. See the Kalamazoo Valley Student Handbook for complete details on Academic Dishonesty process.

The following rules will apply to all tests and assessments. Exceptions: It is at the discretion of the instructor to modify any of the rules for their tests.

- Paper test booklets must be returned before leaving the testing room.
- Only a college issued calculator and scrap paper may be used. All scrap paper and calculators must be returned before leaving the testing area. For online assessments taken off-site, all scrap paper must be destroyed in view of the webcam.
- For paper tests which use a Scantron, official answers are taken from the Scantron and not from the test booklet.
- All electronic devices must be powered off (phones, smart watches, etc.).
- No books, materials or outside assistance can be used during the testing.
- The desk/testing area needs to be cleared of all items.
- No discussing a test with other students who have not completed the assessment.
- No assisting other students or receiving assistance from other students regarding any test.
- No printing, copying, or downloading tests (questions or answers).
- No use of any unauthorized copied, printed, or downloaded materials, such as exam questions and answers.
- Testing must be completed by the due date and time. See syllabus for late penalty.
- No leaving the room during the testing period (i.e. to make calls or use the restroom).
- When reviewing exam results, no recording of the session, or no copying, taking screenshots or pictures of any exam questions.

Print Name \_\_\_\_\_

VALLEY ID: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Receipt/Acknowledgement of the Respiratory Care Program Student Handbook

I, the undersigned, have reviewed the digital copy of the Kalamazoo Valley Community College Respiratory Care Program Student Handbook. I understand my signature indicates that I am responsible for the content contained in the handbook, as well as the content of Kalamazoo Valley's Catalog/Programs of Study and Student Handbook.

Print Name \_\_\_\_\_

VALLEY ID: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_