



COASTAL ALABAMA

COMMUNITY COLLEGE

**RESPIRATORY THERAPY
PROGRAM HANDBOOK**

2023/2024 Academic Year

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COASTAL ALABAMA COMMUNITY COLLEGE RESPIRATORY THERAPY PROGRAM HANDBOOK

Introduction

Welcome to the Coastal Alabama Community College Respiratory Therapy Program. Respiratory Therapy is a challenging and rewarding profession. The faculty at Coastal Alabama Community College are delighted that you have chosen respiratory therapy as your educational goal. We intend to challenge you academically and personally in order to prepare you to become a clinically competent and productive member of the healthcare team.

The purpose of this handbook is to provide students with information regarding the Respiratory Therapy Program's guidelines. The Respiratory Therapy Program operates within the policies of the Alabama Community College System (ACCS) and Coastal Alabama Community College (Coastal Alabama). Respiratory Therapy students are obligated to follow all policies and procedures as detailed in the College's Policy and Procedure Manual. Additional guidelines and provisions are detailed in the Respiratory Therapy Program Handbook, College Catalog, and Coastal Alabama Student Handbook.

Respiratory Therapy students are responsible for being informed and for following the guidelines in this handbook. This handbook is applicable to each respiratory course in the curriculum. The guidelines apply to all students and faculty regardless of the location where instruction occurs (i.e. didactic, laboratory, or clinical). The faculty will be available to discuss any concerns regarding the handbook. No guidelines are infallible and if any are found to be inoperable, the faculty shall welcome constructive suggestions for change. The faculty bid you a sincere and warm welcome as you enter the program.

Disclaimer

This program handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with ACCS policy, the [College Policy and Procedure Manual](#), the [College Catalog](#), and the Coastal Alabama Student Handbook. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, guidelines, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) changes can be made to other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

Nondiscrimination Policies

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 601.01](#). The Respiratory Therapy Program complies with Coastal Alabama Policy [2.06](#).

ACCREDITATION

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees and certificates at the Community College level.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4500
<https://sacscoc.org/>

Coastal Alabama Community College, CoARC program number 200656, an Associate in Applied Science degree program, in Bay Minette, Alabama, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation

Comment or complaints may be directed to the following:

Commission on Accreditation of Respiratory Care (CoARC)
264 Precision Boulevard
Telford, TN 37690
817-283-2835
www.coarc.com

CoARC accredits respiratory therapy educational programs in the United States. To achieve this end, it utilizes an "outcome 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. Outcomes information from all programs and program options accredited by the CoARC may be found at the following [link](#).

CLASSROOM GUIDELINES

Attendance

The Respiratory Therapy Program complies with Coastal Alabama Policy [04.01.05](#). Only approved students may attend courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class. Students are encouraged to study at least one hour per course credit hour (i.e. 3 hours per week for a 3-credit hour course).

Classroom Interaction

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class may be considered rude and disruptive and may be grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor or Program Director before being allowed to return.

Access to Instructors

Students will be able to meet their instructor during designated office hours/tutoring hours. Office hours are posted outside each faculty member's office, in the course syllabus, and Canvas. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. If electronic communication is utilized, instructors will only be able to communicate with students using the student's official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

Canvas (Web-enhancement)

A PC or MacBook laptop with a webcam, microphone, and access to high-speed internet are required for the Respiratory Therapy Program. Canvas is the learning management system used by the College. Students are expected to check Canvas daily to stay current with classroom assignments. All Canvas tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individual. Disclosure may compromise the integrity and security of the system and its contents. Disclosure may result in disciplinary action.

Records Due Date

The Respiratory Therapy Program complies with Coastal Alabama Policy [05.09](#). Immunizations, CPR, drug testing, background screening, and proof of medical insurance are tracked through a web-based system called CastleBranch. Select cohorts may submit required documents to the appropriate administrative assistant as directed. Administrative assistants track the required documents in CastleBranch. All records are to be submitted to CastleBranch or as directed by the assigned due date. Students will receive email notification from CastleBranch or the appropriate administrative assistant. Students will not be allowed to attend classes or clinicals until requested information has been received. Submitting records by the due date specified by the Respiratory Therapy Program constitutes a quiz grade

of 100%. Failure to submit the requested information by the date specified will result in a quiz grade of 0%. It is the responsibility of the student to verify that records are complete. Clinical facilities may require copies of student records in order to provide clinical clearance.

Student Record Maintenance

Students should keep the Respiratory Therapy Program and Office of Admissions updated on any changes in name, address, or phone number by completing the [Student Information Change Request Form](#).

Assignments

No credit is awarded for any late assignments.

Service-Learning Hours

Coastal Alabama Respiratory Therapy believes in providing opportunities for service-learning/community service activities. These opportunities allow students to foster benevolence and engage in reflection activities that serve the community while enhancing civic engagement. Service-learning hours must be hands-on.

Academic Honesty/Student Conduct

The Respiratory Therapy Program complies with Coastal Alabama Policy [05.06](#). Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the healthcare profession, dishonesty or unprofessional conduct could affect the health or safety of clients. To promote professional conduct and personal integrity, it is imperative that each student do their own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the College.

Academic dishonesty includes, but is not limited to:

- Copying from another student's work, test, or paper (including clinical paperwork), or allowing another to receive credit for your work
- Looking at another student's exam or allowing another student to look at your exam
- Collaborating with another student or any person(s) during an exam
- Using anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle)
- Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam (including test banks)
- Bribing to obtain exam information
- Sharing or receiving information about an exam from another section, class/group, or previous cohort
- Breaching test security
- Tape-recording or note-taking of a test review
- Plagiarizing
- Failing to report any of the above behaviors or other dishonest behaviors when witnessed

Audio and Video Recording Guidelines

Recording of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exams or exam reviews.

Electronic Devices

Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, smart watches) may be distracting to both faculty and students in classrooms, labs, and testing centers. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Program Director, Director of Allied Health, Dean of Nursing and Allied Health, or designee. The abuse of electronic devices by students is a violation of the student code of conduct.

Copier Usage

The office copier is not for student use.

Minors on Campus

The Respiratory Therapy Program complies with Coastal Alabama Policy [01.06](#). Minors may not accompany students.

Accommodations for Americans with Disabilities

The Respiratory Therapy Program complies with Coastal Alabama Policy [02.02](#). Further information may be found at the [ADA Online Services](#) webpage. Only the ADA coordinator can determine reasonable accommodations.

Safety, Health, and Security

The Respiratory Therapy Program complies with Coastal Alabama Policy [07.02](#).

Social Networking Policy

The Respiratory Therapy Program complies with Coastal Alabama Policies [10.09](#) and [05.06](#). Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is not deemed sufficient.

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, College employees, clients, client visitors, clinical sites, or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

TESTING AND GRADING GUIDELINES

Grading

The Respiratory Therapy Program complies with Coastal Alabama Policy [04.01.15](#). Rounding of scores is only completed for the final course grade. No rounding will occur for individual assignment, quiz, or test grades. The final course grade is rounded, including 0.45 or higher being raised to the next whole number.

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

Note that a 'C' requires a grade of 75-79 in all courses with an RPT prefix.

Many respiratory courses consist of a combination of theory and laboratory components. Laboratory grades are assigned a pass/fail ranking. Students who fail the laboratory component of a course but earn a 'C' or higher in the theory portion of the course fail the course. Students who pass the laboratory component of a course but fail the theory portion of the course with a 'D' or 'F' fail the course. Students who have failed the laboratory component may not continue to attend class. Students have until the last date of withdrawal in any one semester to withdraw from a course. Once the withdrawal date has passed, students will receive an 'F' for the final grade. The last day to withdraw is published in the college academic calendar.

Course Grade Distribution

RPT 210: Clinical Practice I

- Physician Interaction: 10%
- Written Assignments (SBAR/Case Study): 10%
- Clinical Instructor Evaluations: 10%
- Clinical Site Evaluations: 10%
- Daily Log Documentation: 20%
- Student Affective Evaluations: 10%
- Clinical Competencies: 30%

RPT 211: Introduction to Respiratory Care

- Final Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 212: Fundamentals I for the RCP

- Final Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 5%
- CRE average (1ST Attempt Only): 5% of course grade

RPT 213: Anatomy and Physiology for the RCP

- Final Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 214: Pharmacology for the RCP

- Final Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 220: Clinical Practice II

- Physician Interaction: 10%
- Written Assignments (SBAR/Case Study): 10%
- Clinical Instructor Evaluations: 10%
- Clinical Site Evaluations: 10%
- Daily Log Documentation: 20%
- Student Affective Evaluations: 10%
- Clinical Competencies: 30%

RPT 221: Pathology for the RCP

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%
- Lab Case Studies: 5%

RPT 222: Fundamental of Respiratory Care II

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%
- CRE Averages (1st attempt only): 5%

RPT 223: Acid Base Regulation and ABG Analysis

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 230: Clinical Practice III

- Physician Interaction: 10%
- Written Assignments (SBAR/Case Study): 10%
- Clinical Instructor Evaluations: 10%
- Clinical Site Evaluations: 10%
- Daily Log Documentation: 20%
- Student Affective Evaluations: 10%
- Clinical Competencies: 30%

RPT 233: Special Procedures for the RCP

- Final Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 234: Mechanical Ventilator for the RCP

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%
- CRE Averages (1st attempt only): 5%

RPT 241: Rehabilitation and Home Care for the RCP

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%
- Care Plan Presentation: 5%

RPT 242: Perinatal/Pediatric Respiratory Care

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%
- CRE average (1ST Attempt Only): 5% of course grade

RPT 232: Diagnostic Procedures for the RCP

- Final Exam: 25%
- Module Exams: 60%
- Quizzes/Assignments: 10%
- CRE average (1ST Attempt Only): 5% of course grade

RPT 240: Clinical Practice IV

- Physician Interaction: 10%
- Written Assignments (SBAR/Case Study): 10%
- Clinical Instructor Evaluations: 10%
- Clinical Site Evaluations: 10%
- Daily Log Documentation: 20%
- Student Affective Evaluations: 10%
- Clinical Competencies: 30%

RPT 243: Computer Applications for the RCP

- Achievement Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 244: Critical Care Considerations for the RCP

- Final Exam: 30%
- Module Exams: 60%
- Quizzes/Assignments: 10%

RPT 266: Seminar in Respiratory Medicine

- Reflective Paper: 30%
- Module Exams: 30%
- Discussion Posts: 20%
- Resume Assignment: 10%
- Interview Assignment: 10%

Exam Procedures

It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed testing. Students are asked not to congregate in hallways outside of classrooms due to noise levels. Pencils, tests, answer sheet forms, and calculators, if specified, are the only items allowed on the desk for exams. Calculators and smart watches are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. A #2 pencil with eraser may be required for tests. Seating for tests may be assigned. No handbags, backpacks, book carriers, books, drinks, food, cell phones, and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats or sunglasses may be worn during testing. If assistance is required during the test, the student should raise their hand to signal the need for assistance from the instructor. Tests are timed. Students are generally allowed one minute per question; however, one and one-half minutes are allowed for questions requiring multiple steps and for math computations. Students arriving late for an exam must take the exam in the remaining time available. The time at which students are expected to return to class following an exam will be posted on the classroom white board. Students arriving late for a quiz will not be allowed to take the quiz. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Exam scores that are

automatically posted upon completion of an electronic exam should not be considered final until the instructor(s) have reviewed the exam results.

Exam Reviews

Exam reviews will be held at the discretion of the instructor. Attendance is encouraged and will be recorded. Every attempt is made to review within one week of the date for which a test was administered. During test reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, etc. are not allowed. Disputes related to test items are not discussed during test reviews. Any student who disagrees with a keyed answer on a test item must complete the "Request for Instructor Review of Test Items" form. The form for review of test items must be submitted within 72 hours from the date the exam was administered or from the date the exam was reviewed, whichever is longer. The instructor and another faculty member, or the Program Director, will review the question. The student is to be provided feedback within one week of submission. Test reviews may be terminated if the class becomes disruptive. Students must then schedule an appointment with the instructor to review the test individually. Any student who wishes to review a test individually must make an appointment with the instructor within one week of the time of test review. Students may be allowed to review a photocopy of their test scantron sheet, if applicable, in the presence of the instructor during individual exam review. Students may only view the previous exam. No student will be allowed to review exams the week before final exams, and at no time may students request to review all exams from a course. For final exam review, an appointment must be made with the instructor.

Dosage Calculation Exams

A dosage calculation exam is given on the first day of RPT 214 Pharmacology for the RCP. Students must pass the dosage calculation exam with a minimum of 80% by the 2nd attempt to be allowed to attend clinicals and to continue in the course. The second attempt is given on the second day of RPT 214 Pharmacology.

Achievement Exams

Comprehensive achievement exams are given during the final semester of the program in the course RPT 243 Computer Applications for the RCP. Students are expected to achieve a score that reflects a moderate to high probability of passing the NBRC TMC and NBRC CSE. Remediation will be required after each proficiency exam.

Make-up Exams/Missed Exams

Only one make-up exam is allowed per course. If more than one exam is missed, a grade of '0' will be recorded for the second missed exam and any subsequent missed exams. Make-up exams should be administered prior to the last day to withdraw as posted in the College calendar. Students who miss the assigned make-up date will receive a '0' for that exam. Make-up exams are subject to be different from the original exam. Early exams are administered only at the discretion of the Program Director, Director of Allied Health, Dean, or designee for extenuating circumstances.

Mid-Term Progress

A mid-term progress report is provided to each student as notification of their academic progress in each respiratory therapy course. If absent on that day, it is the student's responsibility to obtain the report.

Final Exam Schedule

The Respiratory Therapy Program complies with Coastal Alabama Policy [04.01.12](#). The final exam schedule for respiratory courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule. Two hours are allowed for completing a final exam. Final exams contain 100 questions.

Incompletes

The Respiratory Therapy Program complies with Coastal Alabama Policy [04.01.15](#). Incompletes must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester.

PROGRESSION POLICIES

Definitions

Reinstatement: Students who have a withdrawal or failure in a respiratory course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all Respiratory Therapy Program courses.

Progression

To progress in the Respiratory Therapy Program, the student must:

1. Achieve a grade of 'C' or better in all required general education and respiratory courses.
2. Be accepted by clinical agencies for clinical experiences.
3. Maintain ability to meet essential eligibility criteria for Respiratory Therapy with or without reasonable accommodations.
4. Maintain program health requirements.
5. A student may be reinstated to the Respiratory Therapy Program only once and only for the next admission cohort. Reinstatement is not guaranteed due to limitations in clinical spaces. All Respiratory Therapy Program admission standards must be met. A rubric is used to determine who is reinstated when space is limited. The rubric consists of student attendance, behavior, lab/clinical performance, and GPA. Students must pass a comprehensive validation examination with a grade of 75% or higher within two attempts and must successfully perform selected skills within two attempts to be considered for reinstatement. See the reinstatement application for further information. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may submit a request to the appropriate Program Director.

Process for Reinstatement

1. Schedule an appointment with a Respiratory Therapy faculty member/advisor to discuss eligibility for reinstatement.
2. Complete an online reinstatement application form within 48 hours of final grade postings in the semester for which the student either failed or withdrew in order to be considered.
3. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's Respiratory Therapy Program.
6. Update clinical requirements by published deadlines.

Students who have been out of the program longer than one year are not eligible for reinstatement. Any student reinstated into the Respiratory Therapy Program after having failed a clinical may be automatically placed on probationary status.

Transfer Policy

The Coastal Alabama Respiratory Therapy Program evaluates requests for transfer on an individual basis. The transfer policy applies to students desiring to transfer between ACCS institutions and requests outside of ACCS institutions.

Minimum criteria for transfer are as follows:

1. Must meet minimum admission standards for the Respiratory Therapy Program.
2. Must possess a grade of 'C' or better in all Respiratory Therapy Program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Must provide a letter of eligibility for progression from the Respiratory Therapy Program Director of previous Respiratory Therapy Program.
4. Must comply with all program policy requirements at accepting institution.
5. Must complete at least 25% of the Respiratory Therapy Program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at all clinical agencies for clinical experience.
7. The last respiratory course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into the Respiratory Therapy Program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transfer is based on GPA in Respiratory Therapy Program required courses.

Program Completion

The Associate of Applied Science Degree in Respiratory Care Therapy is awarded to students who have successfully completed required academic courses, along with RPT 210, 211, 212, 213, 214, 220, 221, 222, 223, 230, 232, 233, 234, 240, 241, 242, 243, 244, and 266. Students are responsible for meeting all the progression and graduation requirements.

Termination

A student may be terminated from the Respiratory Therapy Program for the following, but not limited to:

- a. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
- b. Failure to complete laboratory/clinical requirements
- c. Unsafe practice
- d. Being under the influence of drugs or alcohol
- e. Obstruction or disruption of the Respiratory Therapy Program
- f. Breach of confidentiality
- g. Inability to perform essential eligibility criteria
- h. Any act of dishonesty/academic dishonesty

Withdrawal

The Respiratory Therapy Program complies with Coastal Alabama Policy [04.01](#). Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online total withdrawal form located on the [Registrar page of the College website](#).

Students who complete the withdrawal process prior to the deadline will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements

of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

LAB GUIDELINES

Campus Laboratory Guidelines

To provide a safe environment and ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by respiratory students with specific assignments only. No children are allowed.
- Eating and drinking are NOT allowed in the lab setting.
- The supply closet and equipment cabinets are to be accessed by college staff and faculty only. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.
- Equipment in the lab is specific for learning situations and should be used ONLY on laboratory mannequins. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. Respiratory lab fees for classes with a lab are posted to each student's account at or near the time of registration. Lab supplies and equipment necessary for performance of respiratory skills will be distributed during the assigned lab time for all courses containing a lab component.

Lab Attire

Specific gray scrubs (top and pants) are to be worn in all labs, simulation clinical labs, and clinicals. White shoes are required in labs and clinical. A stethoscope, writing pen, highlighter, bandage scissors, black permanent marker pen, appropriate watch, calculator, and goggles are required for all labs and clinicals.

Lab Skills Validation

Skills validation is an important aspect of healthcare education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester, students should expect to perform a minimum number of selected skills. Specific skills are listed in each course syllabus with a lab component.

Students are expected to be prepared for skills validation. Preparation for performance of skills may include reading, watching videos and computer assisted instruction, peer-to-peer demonstration, as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation:

- Students are required to sign in at designated times during the lab period. There are no excused absences from labs. Students missing lab are responsible for practicing and completing missed assignments and lab time. Students who fall behind by not promptly repeating or making up lab requirements may be unable to meet lab objectives and will be in danger of failing the lab component of the course.
- Prior to a skill validation, each student must pass a clinical reasoning exam (CRE) with a minimum of 75% for that particular skill. The student will have three physical opportunities to pass the CRE. After the first attempt, remediation will be required before the student is allowed to retest. Only the first attempt score will be used in calculation of the course grade. An absence or late arrival will be recorded as a '0'. A student who needs to retake a CRE will do so at the

time and place designated by the instructor. Students may not progress to the next CRE and skill validation until the previous skill has been successfully completed.

- Each student will be allowed a total of three physical attempts to satisfactorily perform each skill validation. The student may self-correct during return demonstration of skills no more than twice. An absence or late arrival will count as the first attempt grade. Students passing skills validations on the first attempt receive 100%; on 2nd attempt receive 50%; on 3rd attempt receive 0%. A satisfactory grade will be achieved by correctly performing the critical elements of each skill. Students are to have a skills validation/check-off sheet for practicing skills. Instructors may apply time limits for each skills validation/check-off station.
- Failure to achieve a satisfactory on any skill within a designated period of time results in failure of the course, regardless of the theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.

CLINICAL GUIDELINES

Clinical Attire

Uniforms will be purchased through the Coastal Alabama Barnes and Nobles Bookstore. Each student will be checked off for uniform compliance prior to the first day of clinicals each semester. Uniforms should be neat, clean, well-pressed, and fit appropriately as students must portray a positive image to the public. Students will not be permitted to deliver client care at the clinical agency without specified attire. Uniforms are to be worn only when functioning in the role of the student. Guidelines for uniforms are as follows:

- Skills Lab and Clinical: Gray top (Coastal AL logo)/gray pant (or skirt). Skirts must be at knee length or lower.
- Student/Facility Identification (ID): The student's College photo ID and/or appropriate facility photo ID is to be worn at all times while at clinical. The ID must be clipped to the upper left side of the top. ID clips must be approved by faculty, if allowed. Badge reels are not allowed. Students may be dismissed from a clinical experience for failure to have the proper ID badge in full sight.
- Pants: Pant length is not to pass the heel of the shoes.
- Caps: No caps are allowed apart from a solid white, gray, black, or burgundy hospital scrub hat.
- Shoes: Completely white, leather shoes that can be polished and kept clean are required for clinicals/labs. These shoes should be reserved to be worn only at labs, simulation, and clinical. No shiny patent leather shoes, no canvas shoes, and no sandals are allowed. Shoes must have a full back and closed toes. White, leather athletic shoes are acceptable. Shoes must have a low heel.
- Socks: Minimal ankle high length white socks (covering the ankles so no skin is shown when sitting) are to be worn with pants, and non-patterned white pantyhose are to be worn with dresses.
- Under-Garments: All undergarments should not be visible. A long sleeve white top (undershirt) may be purchased from the Scrub Shop (Daphne, AL), if desired. No other long sleeve tops are allowed. A white, short sleeve, undershirt may be worn. For short sleeve undershirts, the sleeves should not extend beyond the sleeve of the scrub top. No logos should be visible on any undershirts.
- Watch: Conservative watch (with second hand). Metallic or vinyl, white or black band. No digital or smart watches are allowed.
- Supplies: A stethoscope, writing pen, highlighter, bandage scissors, black permanent marker pen, appropriate watch, calculator, and goggles are required for all labs and clinicals.
- Hair: Hair is to be neat, clean, and secured away from the face and should not touch the collar. Hair pulled back must be secured and not allowed to swing loosely. Beards and mustaches must be neatly trimmed. If impeding the correct fit of respiratory masks, facial hair must be shaved

accordingly. Hair and beard color must be kept a natural shade. Hair securement devices should be the same color as one's hair. Bright-colored hair securement devices are not allowed.

- **Fingernails:** Fingernails must be short, filed, and clean. Nail polish and artificial nails are prohibited.
- **Makeup:** Makeup should be conservative. No false eyelashes may be worn during clinicals or simulation.
- **Jewelry:** Plain wedding band, if desired. No earrings, visible piercings, or tongue piercings are allowed. A skin-tone plug must be worn in the hole left by a gauge earring. Necklaces are not allowed but, if necessary for medical reasons, must be long enough to secure under clothing. No bracelets are allowed, except for health-related reasons.
- **Tattoos:** Tattoos should be covered per clinical agency policy.
- **Fragrances:** No cologne or perfume is allowed due to possible client allergies. Lotions and deodorants must be fragrance-free.
- **Hygiene:** Students are expected to bathe, wear deodorant, practice proper oral care, and change undergarments daily. Students may use mouthwash.

Clinical Orientation

Students must complete an orientation to the clinical site before attending clinicals at that site. Students who fail to complete the orientation are not allowed to attend clinical at that site. Missing a clinical from lack of clinical orientation constitutes a clinical absence. It is imperative that all students complete the clinical orientation prior to the start of a clinical rotation.

Clinical Attendance

Attendance is required for all clinical sessions. There are no excused absences for clinicals. Students missing more than one clinical may fail the clinical component for the course. Students who are 15 minutes late for a clinical may be sent home, and it is considered a missed day. Students who miss more than one clinical day due to an extenuating circumstance may provide the Program Director documentation for consideration.

Students missing a clinical day will be required to make up the missed day or may be provided with an alternative assignment at the discretion of the course instructor and Program Director. An absence will be documented in the clinical database, Platinum Planner. If the student misses the clinical make-up day, then the student misses more than one clinical day and fails the clinical course.

General Clinical Guidelines

- Students are to notify the clinical coordinator, the clinical unit, and Nursing & Allied Health administrative assistant or other administrative person as instructed at least one hour prior to clinical start time if unable to attend a scheduled clinical. The clinical site may establish an alternate notification process.
- Students are expected to attend beginning of shift reports and to report off on assigned clients at the end of the clinical shift. Students arriving 15 minutes or more late for clinical may be dismissed home and the day will be considered an absent clinical day.
- Students are expected to use their time productively. Students should seek out opportunities to assist others when not busy with their assigned client. Students should not gather in the hall, sit at the nurses' station, or break room.
- Communication with clients should be client-centered. No personal affairs/problems are to be discussed while providing patient care.
- Students are expected to provide family members or significant others with a copy of the clinical schedule and contact information as directed by the course instructor in the event the student

would need to be contacted while in clinical. Family members and significant others should not visit students at a clinical site.

- Students are allowed to bring cell phones inside the clinical facility, but cell phones must remain in a bag and turned off. Use of cell phones and/or electronic devices during clinicals may result in disciplinary measures.
- The Respiratory Therapy Program complies with Coastal Alabama Policy [02.23](#). No smoking/vaping/use of tobacco products is allowed in or on Coastal or clinical facility premises, including the parking lots. Students caught smoking/vaping/using tobacco products or smelling of smoke while at clinical may be subject to disciplinary measures. This includes electronic cigarettes/vaping devices.
- Students are not to report to clinicals if physically or emotionally impaired. Students are not to work between the hours of 12 midnight and 7 am prior to a daytime clinical (or 12 noon and 7 pm prior to an evening clinical).
- Students receiving medical care that is not documented on the health and physical form are required to submit documentation from their healthcare provider indicating they may participate in school/clinical without limitations. It is the student's responsibility to notify faculty/staff of health-related changes that may impact the ability to safely participate in Coastal Alabama's Respiratory Therapy Program.
- Gum chewing is not allowed. No eating of food designated for the staff, clients, or visitors is allowed.
- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinicals or practicums. Thievery from clients, family, the agency, professional colleagues, or fellow students will not be tolerated.
- Students are not to leave the assigned clinical agency, go to their car, or go to the parking lot before the completion of the clinical shift. If a student has an emergency or becomes ill, they are to notify the clinical instructor and obtain permission to leave early if necessary. Make-up hours/ assignments may be required. Thirty minutes are assigned for a lunch break. Students should notify the instructor before leaving a clinical unit for any reason.
- Competencies are tracked through an electronic clinical tracker, currently Platinum Planner.
- Competencies should be documented as observed, performed with assistance, or performed independently. It is the student's responsibility to maintain clinical journals and daily logs of procedures performed. No invasive procedures may be performed except with the assigned preceptor and as per facility regulations.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by the clinical agency. The College, clinical instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.
- Each student is responsible for obtaining the policies of the clinical agency and guidelines and adhering to those policies, including standard and universal precautions.
- Students are expected to comply with the American Association for Respiratory Care Statement of Ethics and Professional Conduct. <https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf>
- Lipstick, lip balm, cosmetics, or contact lenses cannot be applied except in the employee/student break room or a restroom to avoid an OSHA violation.
- Students are not allowed to transport clients in their own vehicle due to liability.
- Family members, friends, and significant others should not visit students at clinical.
- Students who have been terminated and are deemed ineligible for rehire from any clinical facility used by the Respiratory Therapy Program are also not allowed to perform clinicals in that facility.

A student denied clinical access by any clinical affiliate used by the program may be dismissed from the Respiratory Therapy Program.

Health Insurance Portability and Accountability Act (HIPAA)

- Students will follow HIPAA confidentiality requirements. The following guidelines are to be followed:
 - Confidential or sensitive client information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
 - E-mails or texts in correspondence with faculty should not include client identifying information.
 - Client-related information or images should not be transmitted through social media. Do not take pictures or videos of clients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written, or electronic form.
 - Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
 - Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency shall be maintained.
 - Client privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the Respiratory Therapy Program involved with the students' education.
 - Client names should not be included on clinical paperwork, presentations, or notes.
 - Breaches of confidentiality or privacy should be reported to the instructor promptly.

- In order to preserve client confidentiality, violations in HIPAA will result in interventions/disciplinary actions as follows:
 - Level 1 constitutes an act of negligence. Level 1 violations result in a reprimand and counseling by the instructor. Level 1 violations carry over to the next semester. Examples of a Level 1 violation include but are not limited to:
 - Leaving client information unattended
 - Turning in assignments with a client's name attached
 - Sharing passwords with other classmates
 - Not signing off a computer in the clinical setting
 - Not password protecting any personal device that is used to record client information
 - Level 2 constitutes intentional violation of HIPAA. Level 2 violations result in the student receiving a reprimand along with probation for the remainder of enrollment in the Respiratory Therapy Program.
 - A level 2 violation is a repeat violation of a level one incident within the same or subsequent semester in the program (does not have to be the same, or similar, incident).
 - Level 3 constitutes an intentional violation of HIPAA. A Level 3 violation results in academic withdrawal of the student from all respiratory courses for that semester. The student would have to request reinstatement, if desired. Reinstatement to the program is not guaranteed. If reinstated, a repeat violation would result in the student's automatic dismissal from the program.

Examples of Level 3 violations include but are not limited to:

- Unauthorized access to client records
- The discussion of client's health/personal information with others not involved in the client's care
- Level 4 constitutes a malicious offense used to cause harm to a person for personal gain. A Level 4 violation results in academic withdrawal of a student from all respiratory courses without an option of returning to the program or any program in Nursing and Allied Health.

Evaluations of Clinical Competencies

The evaluation of clinical practice is documented and tracked in Platinum Planner. This tool allows clinical preceptors to evaluate students' cognitive and psychomotor competency in specific clinical competencies. Affective evaluations are completed regularly during clinical rotations. Students not progressing as expected in clinical performance or those performing poorly may be required to remediate clinical skills at Coastal Alabama's Respiratory Therapy lab. A Skills Lab Referral form may be used as needed. Unsatisfactory affective evaluations will result in a counseling session by the Clinical Coordinator or Program Director. The session will be documented on the Coaching and Feedback Record. The Clinical Coordinator or Program Director round on students frequently to further assess the progression of learning and application of knowledge and to discuss student performance with preceptors.

Clinical Probation

Clinical unpreparedness, unsatisfactory performance, or failure to progress or to achieve necessary competencies as shown by the Clinical Tracking Tool may result in clinical probation. Probation is a set period of time during which an unsatisfactory behavior or performance is closely monitored by the instructor with the purpose of correcting the student's area of concern. The faculty members, with direction from the Program Director, will decide on the length of probation. Probation may extend for the duration of the semester or continue into the next semester. Students may be removed from probation before the end of the probationary period at the recommendation of the faculty.

The student will be counseled by the course instructor and provided with written notice of probation. Recommendations and guidance will be provided to the student on how to improve, correct, or achieve satisfactory progress. If the necessary progress or achievement is not attained by the end of the probationary period or the student continues to demonstrate unsatisfactory behavior or performance in subsequent clinical experiences, the student may fail the course; in addition, the student may be withdrawn or terminated from the program.

NOTE: A student who has performed an unsafe act that jeopardizes the welfare of the client may be dismissed without a probationary period.

Student Grievances/Complaints

The Respiratory Therapy Program complies with Coastal Alabama Policy [05.08](#). To resolve conflict at the lowest levels, the procedures below should be followed:

- Students with a concern regarding a respiratory course should first discuss the issue with the course instructor.
- If the student is unsatisfied, the student should discuss the issue with the Program Director.
- If the student cannot reach an agreement with the Program Director, the student's next step is to present documentation to the Director of Allied Health. Next, the Dean of Nursing and Allied Health would be contacted.

Accidents and Injury

The Respiratory Therapy Program complies with Coastal Alabama Policy [07.02](#). If a student should receive an injury (such as a needle stick, etc.) while performing duties as a student at the clinical site, the student shall contact the clinical instructor and the appropriate supervisor from the clinical site. The clinical agency is generally responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the Respiratory Therapy Program.

Student Health and Safety

The Respiratory Therapy Program complies with Coastal Alabama Policy [07.02](#). Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician's assistant (PA), or certified registered nurse practitioner (CRNP). Students must be able to perform the essential eligibility criteria.
- Current TB blood test (or chest X-ray if required). TB test should be completed annually.
- Immunizations for measles, mumps, rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series/titers. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually.
- Other vaccinations may be required pending clinical agency policy.
- Drug and background screening. The specimen collection and screening are performed by an approved agency. Students are also bound by the drug testing and background screening policies of the clinical site (example: annual drug testing).
- Current "Basic Life Support Provider" (BLS) by the American Heart Association is required. Certification by any other agency is not accepted. Students must maintain certification throughout the program. The student will not be allowed to continue in the program if CPR is not valid.
- All students must participate in HIPAA training during orientation to clinicals prior to performing the first clinical assignment.
- Any health condition that might incapacitate and/or interfere with the student's ability to perform essential eligibility criteria should be reported to the course instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP, or PA may be required for return to clinic practice.
- For the safety of the client, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting. The Respiratory Therapy Program will not approve students working between the hours of 12 midnight and 7 am preceding a morning clinical (or between the hours of 12 noon and 7pm preceding a night clinical).
- Students agree that neither the College nor any member of the Respiratory Therapy Program is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting.
- Liability insurance is provided by the school. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance for the duration of participation in the program. Students must provide proof of insurance at a minimum of annually.
- All students must complete the OSHA Blood Borne Pathogens 1-hour Official Training course pursuant to the OSHA Blood Borne Pathogen Standard 29 CFR 1910.1030. [Blood Borne Pathogen Course](#)

HIV or Hepatitis B Reporting Policy

Public law #102-141, Section 633 and the Alabama Infected Health Care Worker Management Act require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

ALABAMA COMMUNITY COLLEGE SYSTEM HEALTH SCIENCE PROGRAM POLICIES

ESSENTIAL ELIGIBILITY CRITERIA

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the essential eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential eligibility criteria delineated for the Nursing and Allied Health program with or without reasonable accommodations. The Nursing and Allied Health program and/or its affiliated clinical agencies may identify additional essential eligibility criteria. The Nursing and Allied Health program reserves the right to amend the essential eligibility criteria as deemed necessary.

In order to be admitted and to progress in the Nursing and Allied Health program one must possess a functional level of ability to perform the duties required of a Nursing and Allied Health student. Admission or progression may be denied if a student is unable to demonstrate the essential eligibility criteria with or without reasonable accommodations.

The essential eligibility criteria delineated are those deemed necessary for the Alabama Community College System Nursing and Allied Health programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Nursing and Allied Health program and may vary from reasonable accommodations made by healthcare employers.

The essential eligibility criteria delineated below are necessary for Nursing and Allied Health program admission, progression, and graduation and for the provision of safe and effective care. The essential eligibility criteria include but are not limited to the ability to:

SENSORY AND PERCEPTION

Visual

- Observe and discern subtle changes in physical conditions and the environment
- Visualize different color spectrums and color changes
- Read fine print in varying levels of light
- Read for prolonged periods of time
- Read cursive writing
- Read at varying distances
- Read data/information displayed on monitors/equipment

Auditory

- Interpret monitoring devices
- Distinguish muffled sounds heard through a stethoscope
- Hear and discriminate high and low frequency sounds produced by the body and the environment
- Effectively hear to communicate with others

Tactile

- Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics

Olfactory

- Detect body odors and odors in the environment

COMMUNICATION/INTERPERSONAL RELATIONSHIPS

- Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural and intellectual backgrounds
- Work effectively in groups
- Work effectively independently
- Discern and interpret nonverbal communication
- Express one's ideas and feelings clearly
- Communicate with others accurately in a timely manner
- Obtain communications from a computer

COGNITIVE/CRITICAL THINKING

- Effectively read, write, and comprehend the English language
- Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator
- Satisfactorily achieve the program objectives

MOTOR FUNCTION

- Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others
- Maintain balance from any position
- Stand on both legs
- Coordinate hand/eye movements
- Push/pull heavy objects without injury to client, self, or others
- Stand, bend, walk and/or sit for 6-12 hours in a clinical setting, performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
- Walk without a cane, walker, or crutches
- Function with hands free for related care and transporting items
- Transport self and client without the use of electrical devices
- Flex, abduct, and rotate all joints freely
- Respond rapidly to emergency situations

- Maneuver in small areas
- Perform daily care functions for the client
- Coordinate fine and gross motor hand movements to provide safe effective care
- Calibrate/use equipment
- Execute movement required to provide related care in all health care settings
- Perform CPR and physical assessment
- Operate a computer

PROFESSIONAL BEHAVIOR

- Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- Demonstrate a mentally health attitude that is age appropriate in relationship to the client
- Handle multiple tasks concurrently
- Perform safe, effective related care for clients in a caring context
- Understand and follow the policies and procedures of the college and clinical agencies
- Understand the consequences of violating the student code of conduct
- Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- Meet qualifications for credentialing as stipulated by the sponsoring institution
- Not to pose a threat to self or others
- Function effectively in situations of uncertainty and stress inherent in providing related care
- Adapt to changing environments and situations
- Remain free of chemical dependency
- Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- Provide care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with client care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. Coastal Alabama Community College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the college. In order to be admitted one must be able to perform all of the essential eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the Nursing and Allied Health program. The Nursing and Allied Health faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential eligibility criteria.

Requests for reasonable ADA accommodations should be directed to: ada@coastalalabama.edu.

Coastal Alabama ADA Specialist: Mr. Lee Barrentine; Lee.Barrentine@coastalalabama.edu

BACKGROUND CHECK POLICY

Healthcare educational programs within the Alabama Community College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.

Licensure Implications

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

Background Check Guidelines

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. Background checks must be completed before newly admitted or reinstated students are allowed to attend healthcare related courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in a 'F' for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student may receive a 'F' for the course if the student does not officially withdraw from the course(s).
- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.
- The background check may include, but is not limited to:
 - a. Positive identification.
 - b. Maiden/AKA name search.
 - c. Social Security Number trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
 - d. Residency history.
 - e. Driving license/driving history/motor vehicle records including any traffic citations.
 - f. Education verification.

- g. Employment verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
 - h. Healthcare employment verification network search.
 - i. Nurse aide registry.
 - j. Professional license/certification verification.
 - k. Personal credit history, which is based on reports from any credit bureau.
 - l. Personal references/interviews.
 - m. Seven-year criminal and civil record search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
 - n. Most wanted list.
 - o. National criminal database searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
 - p. Adult and child abuse/neglect registries.
 - q. National sex offender/predator registry search which includes a search of the state or county repository for known sexual offenders.
 - r. Misconduct registry search.
 - s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for clients receiving Medicare, Medicaid, and other Federal health care benefits.
 - t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
 - u. Executive Order 13224 terrorism sanctions regulations.
 - v. Government suspect /watch list.
 - w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and narcotics trafficking.
 - x. FACIS database searches to include OIG, GSA, OFAC and other sources.
 - y. National Healthcare Data Bank search and Sanction Report may include Medicare/Medicaid sanction search, OIG, GSA, and FDA debarment check.
 - z. Fingerprinting and the National Criminal Information Center which may reveal national wants and warrants information.
 - aa. International Criminal.
 - bb. Applicable State Exclusion List.
 - cc. Any Other Public Record.
- The student with a positive background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
 - Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).
 - The student will be provided with a copy of the background check results, if positive. Students should contact the vendor for background checks to see a copy of the report and to dispute

information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences may be withdrawn from the healthcare program.

- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of clients and sanctions or debarment. Felony or repeated misdemeanor activity and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

Confidentiality

The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

DRUG SCREEN POLICY

Students must perform in the clinical setting in such a manner that will promote safe client care. Clinical agencies are obligated to assure that clients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies, and procedures established by these agencies relative to drug screening and any subsequent revision to these policies to participate in clinical experiences at the agencies.

All students who enroll in the Alabama Community College System Respiratory Therapy Program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama Community College System drug screen policy and the clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings, and screenings required on the basis of reasonable suspicion.

Pre-Clinical Screening

1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for a clinical course results in failure of the clinical course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses. (Drug screens considered inconclusive, such as 'diluted', will need to be confirmed with further testing at the expense of the student). Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer (any costs will be the

- responsibility of the student).
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
 8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Respiratory Therapy Program. The student will be considered for readmission according to the criteria specified in this document.

Random Drug Screening

At any point in time during a student's enrollment, the student may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined above will be used. The fee for the random screen will be paid by the student.

Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Presence of an odor of alcohol.
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.
- Suspect of theft of medications while on the clinical unit.
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to an incident/accident in the clinical agency.
- Evidence of involvement in the use, possession, sale, theft, solicitation, or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. If a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom, or laboratory. The faculty is to contact the Program Director, Director of Allied Health, and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is reasonable suspicion, the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student may be immediately terminated from the program.

Student Drug Screen Procedure

Drug screening procedures generally follow the procedures below:

1. Students must pay the designated fee prior to the time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.

4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector may ask the student about current medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen types.
7. In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read, and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for but not limited to the following classes of drugs:
 - Alcohol
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cocaine
 - Marijuana Metabolites
 - Methaqualone
 - Opiates (OxyContin)
 - Phencyclidine
 - Propoxyphene
12. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
13. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual Colleges may require students to adhere to additional guidelines.

Confidentiality

The Dean, Director of Allied Health, Program Director, or designee will receive all test results. Confidentiality of the test results will be maintained in the Nursing and Allied Health Department. Only the Dean, Program Director/Chairperson, designee, and the student will have access to the results, the exception being if any legal actions occur which require access to test results, and results requested by clinical agencies.

Appeals Process for Positive Drug Screen

1. If a student drug screen is positive, the student will contact the Program Director.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.

4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director. If the student remains unsatisfied, the student should explain in writing the complaint. The Program Director will have seven working days to respond.
5. If the student cannot reach an agreement with the Program Director, the student's next step is to present documentation to the Director of Allied Health then the Dean of that program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student may choose to complete a formal [student complaint form](#).

Readmission

To be considered for readmission, students who withdraw from or are removed from the program due to a positive drug screen must:

1. Have an approved treatment agency mail a letter verifying **completion** of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

Additional Information

Drug screening policies/programs required by the Alabama Community College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all their aspects.

In General

Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

ASSOCIATE DEGREE RESPIRATORY CARE THERAPY CURRICULUM

Prerequisites

BIO 103 (if not waived for previous healthcare experience)	4 credit hours
ENG 101	3 credit hours
PSY200 or 210	3 credit hours
MTH 100 or higher	3 credit hours
Humanities Elective – PHL 206 preferred	3 credit hours
Total:	16 credit hours

First Semester

Course	Theory	Lab	Clinical 1	Credit	Contact
RPT 210 Clinical Practice I			2	2	10
RPT 211 Introduction to Respiratory Care	2			2	2
RPT 212 Fundamentals of Respiratory Care I	2	2		4	6
RPT 213 Anatomy & Physiology for the RCT	3			3	3
RPT 214 Pharmacology for the RCT	2			2	2
BIO 201 A&P I (if not completed)	3	1	0	4	5
Total	12	3	2	17	28

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
RPT 220 Clinical Practice II			2	2	10
RPT 221 Pathology for RCT I	2	1		3	4
RPT 222 Fundamentals of Respiratory Care II	2	2		4	6
RPT 223 Acid Base Reg. and ABG Analysis	2			2	2
BIO 202 A&P II (if not completed)	3	1	0	4	5
Total	9	4	2	15	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
RPT 230 Clinical Practice III			2	2	10
RPT 233 Special Procedure for RCT	2			2	2
RPT 234 Mechanical Ventilation for the RCT	2	2		4	6
RPT 241 Rehab. and Home Care for the RCT	2			2	2
RPT 242 Perinatal/Pediatric Respiratory Care	2	1		3	4
Total	8	3	2	13	24

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
RPT 232 Diagnostic Procedures for the RCT	1	1		2	3
RPT 240 Clinical Practice IV			4	4	20
RPT 243 Computer Applications for the RCT		2		2	4
RPT 244 Critical Care for the RCT	1	1		2	3
RPT 266 Seminar in Respiratory Medicine I	1			1	1
Total	3	4	4	11	31
Program Totals	32	14	10	56	110

Academic including prerequisites: 24 credit hours
RPT: 48 credit hours
Total: 72 credit hours

ESTIMATED PROGRAM COSTS

Estimated program costs are available for viewing on the Coastal Alabama Community College Respiratory Therapy Program webpage. [Estimated Cost Respiratory Program](#)

STUDENT RESOURCES

Respiratory students should refer to the Coastal Alabama Catalog and Student Handbook for student resources. Information on financial aid is located in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources, and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Health services are not available on campus. For healthcare needs, students should refer to their private or local healthcare providers or activate emergency medical services (911). Campus security should be notified for all emergencies at 251-580-2222.

COMMITTEES AND ORGANIZATIONS

American Association for Respiratory Care (AARC)

Any respiratory care student enrolled in an AARC recognized or accredited educational program is eligible for Student Membership. AARC Student Membership benefits include digital subscriptions to *Respiratory Care*. All AARC members get a one-time \$40 discount on an NBRC exam. All AARC student members have access to a collection of Exam Prep videos. This benefit includes more than 31 hours of video instruction by experts in the field and associated handouts. Student members have unlimited viewing privileges while they are student members. The American Respiratory Care Foundation (ARCF) is the arm of the AARC that supports projects and charitable endeavors to advance the profession. The ARCF offers undergraduate scholarships and awards.

Alabama Society for Respiratory Care (ASRC)

The Alabama Society for Respiratory Care is the state-chartered affiliate of the American Association for Respiratory Care. Student members of the AARC are automatically student members of the ASRC. Annually, the ASRC offers a Student Workshop, a State Conference, and several scholarships. Students are encouraged to attend ASRC events and apply for a scholarship.

The Lambda Beta Society

The National Honor Society for the Profession of Respiratory Care was formed in 1986 to promote, recognize and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the profession. The name of the society is based on the goals of the Respiratory Care profession: sustaining “life and breath” for all mankind. Lambda (Λ) is the Greek letter “L”, and beta (Β) is the Greek letter “B”. Lambda Beta Society currently has over 100 Chapters established at Respiratory Care programs across the United States. To qualify for membership, a respiratory care student must have completed 50% of their respiratory care courses and hold a GPA which ranks in the top 25 percent of the respiratory class. The individual must be of good character and be nominated by faculty or chapter officers from a Lambda Beta Chapter.

Respiratory Therapy Student Association

Students enrolled in the Respiratory Therapy Program are encouraged to join the Coastal Alabama Respiratory Therapy Student Association. Members promote awareness of the profession and program and participate in community service projects. The association promotes leadership development through elected representatives. A representative of the Respiratory Therapy Student Association, usually the President, plays an active role in the program’s Advisory Committee. A representative of the association is also encouraged to attend public meetings of the Alabama Society for Respiratory Board of Directors.

LICENSURE INFORMATION

Information from [Alabama State Board of Respiratory Therapy](#)

Temporary Licenses

Pursuant to 798-X-5-.07,

(1) Recent graduates of a respiratory therapy education program accredited by CoARC under CAAHEP or successor organizations may be issued a temporary license to practice until such time as they achieve the CRT or RRT credential. The temporary license for a recent respiratory therapist graduate is valid for six months. The respiratory therapist graduate shall have completed an application and paid all necessary fees. Application for a temporary license shall be made within 30 days of graduation, except for extenuating circumstances which shall be approved by the Board.

(2) The temporary license shall be renewable only once for an additional six-month period if the applicant fails the NBRC CRT examination. Exceptions may be made at the discretion of the Board based upon an appeal identifying extenuating circumstances.

(3) The temporary license allows the applicant to practice as a respiratory therapist, subject to the following stipulations:

(a) The respiratory therapist with a temporary license shall function under direct clinical supervision of a currently licensed respiratory therapist or physician; and

(b) The respiratory therapist with a temporary license shall not assume nor be assigned charge or supervisory responsibilities.

(4) A temporary license shall expire:

(a) On the date specified on the temporary license;

(b) Once a permanent license is issued; or (c) If the applicant is denied licensure.

(5) The applicant for licensure shall:

(a) Provide every employer the temporary license for visual inspection;

(b) Provide to an employer validation of a current license upon receipt of the official license card; or

(c) Inform the employer of denial of licensure. The Board shall issue notice of denial of licensure. Receipt of notice is presumed within five calendar days of mailing.

Licensure By Credential

Pursuant to 798-X-5-.02, the applicant for licensure by credential shall be at least 18 years old, be a high school graduate or have the equivalent of a high school diploma, hold credentials as a Registered Respiratory Therapist (RRT) or a Certified Respiratory Therapist (CRT), as granted by NBRC or its successor organization and shall submit:

(1) A completed application

(2) Required Fees

(3) And proof of 24 hours of continuing education credit, meeting Board requirements, earned over the previous two years.

Employed Student Exemptions to Licensure

Pursuant to Section 34-27B-11, Code of Alabama (1975), respiratory therapy students may perform limited respiratory therapy procedures as an employee of any healthcare facility while enrolled in a respiratory therapy program accredited by CoARC under CAAHEP or successor organization. The student employee shall be designated by title as a student or trainee and shall work under direct clinical supervision. The exemption is limited to four years. To verify student status for employment in respiratory therapy, the program director provides a current list of students enrolled in their programs or completes "Student Verification Forms" or submits a letter certifying a student's eligibility for employment based on enrollment in a respiratory therapy program. Program directors must provide notice to the Board when a student's enrollment is terminated within 60 days of such termination.

Employed hours do not substitute for clinical course hours. Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students must not receive any form of remuneration in exchange for patient care they provide during programmatic clinical coursework. (CoARC 5.09)

Resources for State Licensure

Alabama State Board of Respiratory Therapy
P.O. Box 303770
Montgomery, AL 36130
Phone: 334.265.7125
FAX: 334.396.2384
www.asbrt.alabama.gov

Florida Board of Respiratory Care
4052 Bald Cypress Way, Bin # C-05
Tallahassee, FL 32399-3255
Phone: 850.245.4373
<http://floridasrespiratorycare.gov/>

Professional Licensure - Respiratory Care
Mississippi State Department of Health
P.O. Box 1700
Jackson, Mississippi 39215-1700
Phone: 601.576.7400
www.msdh.ms.gov

COASTAL ALABAMA Respiratory Therapy Program: Affirmation and Release Form

I, _____ (print name) affirm that I:

Received a copy of the Respiratory Therapy Program Handbook and agree to abide by the policies, procedures, and guidelines referred to and within. I understand that I must have a PC or MacBook laptop with webcam and microphone as well as access to high-speed internet.

_____Initials

Agree that neither the College nor any member of the Respiratory Therapy department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while participating in any academic function related to program participation, including but not limited to the campus lab, and/or clinical setting.

_____Initials

Agree to maintain medical insurance for the duration of the program understanding that the College, instructors, and clinical agencies are not responsible for any claims or expenses incurred while participating in the Respiratory Therapy Program, including at a clinical site and/or at the campus lab.

_____Initials

Agree not to practice invasive procedures outside of the supervised lab or clinical setting.

_____Initials

Agree to perform clinical facility orientations as specified prior to performance of clinical experiences.

_____Initials

Will not receive monetary or other compensation for participation in the clinical course from either the institution or healthcare facility.

_____Initials

Will provide updated CPR and immunization records prior to the beginning of the semester for which they fall due.

_____Initials

Understand that I will be required to undergo background screening/drug testing and untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.

_____Initials

Meet the essential eligibility criteria with or without accommodations in order to fulfill the program requirements and perform in the clinical settings.

_____Initials

Student Signature: _____ Date: _____

Coastal Alabama Respiratory Therapy Program: Consent Form

Coastal Alabama Community College Respiratory Therapy Program: Consent to Maintain Healthcare Records

I understand that the Coastal Alabama Respiratory Therapy Program will maintain copies of my health records required for clinical/program participation. This information is severely restricted to the legitimate operational use of the Coastal Alabama Respiratory Therapy Program. To protect my privacy, this information will be maintained securely and not disclosed to anyone without my written permission unless required by law.

The Coastal Alabama Community College Respiratory Therapy Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency or for clinical participation. All physical healthcare records maintained by the Coastal Alabama Respiratory Therapy Program will be destroyed three years following the completion of, or termination from the program.

Student Signature: _____

Transfer of Records

I give permission for the respiratory division to write a letter of good standing to other institutions as needed in the case of a transfer request. Students will make the request from program director and/or instructors prior to placement of such letter.

Student Signature: _____

Criminal Charges

I will inform the Program Director of any criminal charges incurred after admission to the Respiratory Therapy Program. The Program Director will report to the clinical agencies to determine the student's eligibility to continue in the program.

Student Signature: _____

Background Check and Drug Screen

I give permission for the Coastal Alabama Respiratory Therapy Program to forward the results of my background check and/or drug screen as requested of the clinical agencies used by Coastal Alabama.

Student Signature: _____

Date: _____

COASTAL ALABAMA COMMUNITY COLLEGE
NURSING AND ALLIED HEALTH
FLU VACCINATION FORM

Flu Vaccine

I verify that I understand I may be required to obtain a flu vaccination in Fall semester and for subsequent Spring semester clinicals.

Student Signature: _____

Records Due

Students will **not** be allowed to attend class or clinical until requested information has been received by CastleBranch or the administrative assistant at the respective campus. Turning in records by the due date specified by the Respiratory Therapy Program constitutes a quiz grade. Failure to turn in the requested information by the date specified will result in a '0' for a quiz grade. A '100' is assigned for a quiz grade if all information is submitted by the due date. It is the responsibility of the student to verify that information submitted to Castle Branch was received.

Student Signature: _____

Date: _____

**ALABAMA COLLEGE SYSTEM
STUDENT DRUG SCREEN POLICY PARTICIPATION FORM**

I understand that any student who enrolls in an Alabama Community College System Respiratory Therapy Program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. I certify that I have received a copy of the Alabama Community College System Drug Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug screen result, I will be unable to participate in the clinical portion of the Respiratory Therapy Program. **Failure to participate in clinical learning experiences for courses containing a clinical component will result in failure of the course.**

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO ABIDE BY THE REQUIREMENT TO HAVE A DRUG SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE RESPIRATORY THERAPY PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE DESIGNATED CERTIFIED LABORATORY PERFORMING THE DRUG SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG SCREEN TO THE COLLEGE'S RESPIRATORY THERAPY PROGRAM.

I understand that my continued participation in the Alabama Community College System is conditional upon satisfactorily meeting the requirements of the Drug Screen Policy as well as such related requirements by the clinical agencies providing clinical rotations for the Respiratory Therapy Program.

I hereby release the Alabama Community College System, the College and designated Drug Screen Company and Laboratory, Medical Review Officer, nursing faculty and staff from any claim in connection with the Drug Screen Policy.

I further understand that should any legal action be taken because of the Drug Screen Policy, that confidentiality can no longer be maintained.

Student Signature

Witness Signature

Student Printed Name

Witness Printed Name

OSHA Class Attendance Verification Form

My signature on this form indicates that I have attended an education class on the OSHA regulations on blood borne pathogens that was presented by the faculty of the Coastal Alabama Community College Respiratory Therapy Department and successfully completing online training. Topics covered in this class included:

1. An explanation of the OSHA regulations on blood borne pathogens.
2. A general explanation of the epidemiology and symptoms of blood borne diseases.
3. An explanation of the modes of transmission of blood borne pathogens.
4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
6. Information on the types, proper uses, location, removal, handling, decontamination, and disposal of personal protective equipment.
7. An explanation for the basis for selection of personal protective equipment.
8. Information on the hepatitis B vaccine, including information on its efficacy, safety, methods of administration, and the benefits of being vaccinated. It is my responsibility to get the vaccination from my private physician.
9. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
10. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that should be done.
11. Information on the post-exposure evaluation and follow-up and that it is my responsibility to see my private physician for this follow-up.
12. An explanation of the signs and labels and/or color-coding required by the OSHA regulations.
13. Notification that students are not considered to be "employees" of Coastal Alabama Community College, therefore, not entitled to free vaccination or post-exposure evaluation and follow-up.
14. I accept the responsibility for understanding and utilizing the information and procedures to decrease my risk of infection by blood borne pathogens.
- 15.

Name

Student Number

Student Signature

Date

**COASTAL ALABAMA COMMUNITY COLLEGE RESPIRATORY THERAPY PROGRAM
REQUEST FOR INSTRUCTOR REVIEW OF EXAM ITEM**

STUDENT: _____ COURSE NUMBER: _____
DATE SUBMITTED: _____ EXAM NUMBER: _____
TIME SUBMITTED: _____ EXAM ITEM NUMBER: _____

- This form must be submitted to the instructor of record within 72 hours of exam/test review period. Requests submitted later than 72 hours will not be accepted due to failure to follow policy.
- No more than one exam item per request form.

Chosen response and student rationale with documented reference:

Instructor Review Decision:

Submission of this form does not guarantee that credit will be provided for an incorrect answer, but it may be considered.

Student Signature _____ Instructor Signature _____
Date _____ Date _____

**COASTAL ALABAMA COMMUNITY COLLEGE RESPIRATORY THERAPY PROGRAM
COACHING AND FEEDBACK RECORD**

Student Name:

Date of Report:

Department: Nursing and Allied Health

Student #:

Counseled By:

Coaching and Feedback needed due to:

- Attendance Safety Insubordination Policy/Rule Violation Tardiness
- Unsatisfactory Clinical Performance Failure/Refusal to Follow Instructions
- Unsatisfactory Lab Performance Unsatisfactory CREs Other
-

Action/Comment (Include dates/times as appropriate):

Corrective Measures:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

**COASTAL ALABAMA RESPIRATORY THERAPY PROGRAM: PROBATION/MISCONDUCT
FORM**

Student	Date	Course
<p>This form represents a written plan and agreement between the faculty and student that identifies unsatisfactory performance or misconduct. This form describes changes that must occur to correct the unsatisfactory performance or misconduct.</p>		
<p>Unsatisfactory Performance or Misconduct</p>		
<p>Corrective Measures</p>		
<p>Length of Probation</p>		
Student Signature	Date	
Instructor Signature	Date	
<p>Evaluation</p>		
<p>Outcome _____ Student <u>has</u> satisfactorily met/complete corrective measures _____ Student <u>has not</u> satisfactorily met/complete corrective measures</p>		
<p>Comments of Faculty/Director</p>		

**COASTAL ALABAMA COMMUNITY COLLEGE
RESPIRATORY THERAPY**

Service Learning Activity

I certify that _____ completed _____ hours of
(Student's Name)

service learning with _____ on _____
(Name of Agency) (Date)

Agency Representative _____

Student's Signature _____

Objectives:

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