



Department of  
Allied Health

# Respiratory Care Student Handbook

Revised 8/2013

## **Associate of Science Degree Program, Respiratory Care Major for Advanced Level Practitioners**



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*Students should contact their advisor for office hours*

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## ***About the Respiratory Care Student Handbook***

The purpose of this handbook is to provide Clarion University respiratory care majors with information about general information and policies specific to the Associate of Science Degree, Respiratory Care. Respiratory care majors are held accountable for abiding by all policies and procedures of Clarion University as identified in this and other program-specific handbooks, the Undergraduate Catalog, the Student Rights, Regulations, and Procedures Handbook and other handbooks issued by Clarion University pertinent to the student such as Residence Hall Handbooks. Students attending clinical sites maintain their full Clarion University status and are therefore required to abide by all Clarion University policies and procedures although they may not physically be on university grounds.

Additionally, students are held accountable for abiding by all policies and procedures of affiliating clinical sites that they attend, as identified in handbooks, manuals, policies and procedures specific to each site.

Policies in this handbook are subject to revision. Students will be informed of any changes, additions, or deletions to the information contained in this handbook via their Clarion student email account and/or the respiratory care listserv.

### **Accessing the Respiratory Care Student Handbook**

An electronic copy of the Respiratory Care Student Handbook may be found on the Student Handbook tab of the respiratory care web page. Students are informed about how to access the electronic version of the Respiratory Care Student Handbook prior to the beginning of classes of the freshman year. All respiratory care and pre-respiratory care majors are responsible for knowing the content of the Respiratory Care Student Handbook.

Students are strongly encouraged to read the entire handbook prior to the start of the fall semester – particularly sections in the handbook entitled, “About the Student Handbook, General Information, Academic Policies, and General Advising.” Students must read the handbook in its entirety prior to the start of the spring semester of the freshman year. Students are required to print and sign an acknowledgement form (Appendix A) indicating that they have read the handbook. They must then submit this form to the Director of Clinical Education on the first day of class of the spring semester of the freshman year.

## Clarion University Contact Information

Venango College of Clarion University  
1801 West First Street  
Oil City, PA 16031  
1-877-VENANGO, [www.clarion.edu/239/](http://www.clarion.edu/239/)

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218 Montgomery Hall  
Phone: 814-393-1250, Fax: 814-676-0251, [dweaver@clarion.edu](mailto:dweaver@clarion.edu)

## **Clinical Site Contact Information**

The health care organizations listed below currently serve as clinical sites and specialty rotation sites for respiratory care students: Clinical sites and specialty rotation sites are subject to change.

### **ACMH Hospital**

1 Nolte Dr

Kittanning, PA 16201

(724) 543-8500

Contact information: Lisa Hawley, (724) 543-8807

To call off: (724) 543-8500 and have RT paged overhead

### **Butler Memorial Hospital**

911 Brady St

Butler, PA 16001

(724) 283-6666

Contact information: Dick Falen, Supervisor Respiratory Care Services, (724) 284-4203 or Kerri Herold, clinical preceptor, (724) 284-4204

### **Clarion Hospital**

1 Hospital Dr

Clarion, PA 16214

(814) 226-9500

Contact information: Joan Kriebel, (814) 226-1665, [JoanKriebel@ClarionHospital.org](mailto:JoanKriebel@ClarionHospital.org)

### **DuBois Regional Medical Center**

100 Hospital Ave

DuBois, PA 15801

(814) 371-2200

Contact information: Scott Solnosky, Supervisor Respiratory Care Services

(814) 375-3522, [Sasolosky@drmc.org](mailto:Sasolosky@drmc.org)

(814) 375-3441 (depart. Lounge phone)

### **Geisinger Medical Center**

100 N. Academy Drive

Danville, PA 17822

(570) 271-6211

Contact information: Kelly Cresci, RRT-NPS, RCP

Team Leader, Respiratory Care Services

570.214.9408, Pager# 3372



Grove City Medical Center  
631 N Broad St Ext  
Grove City, PA 16127  
(724) 450-7000  
Contact information: Karen Rogers, (724) 450- 7188

Heritage Valley Beaver  
1000 Dutch Ridge Road  
Beaver, PA 15009  
Contact Information: Jane Bufalini, 724-773-8396, [jbufalini@hvhs.org](mailto:jbufalini@hvhs.org)

Heritage Valley – Sewickly  
720 Blackburn Road  
Sewickley, PA 15143  
Contact Information: Jane Bufalini, 412-749-7347, [jbufalini@hvhs.org](mailto:jbufalini@hvhs.org).

Meadville Medical Center  
1034 Grove St  
Meadville, PA 16335  
(814) 333-5000  
Contact information: Amy Weston, Manager Resp Care and Sleep Services (814) 333-5152, [aweston@mmchs.org](mailto:aweston@mmchs.org), (814) 333-5151 (RC Dept.)

Rainbow Babies and Children's Hospital  
11100 Euclid Ave, Mail stop 5005  
Cleveland, OH 44106-5005  
(216) 844-8447  
Contact information: Nancy Johnson, Education Coordinator, (216) 844-0189, or pager # 37220

UPMC Horizon: Greenville  
110 North Main St  
Greenville, PA 16125  
(724) 588-2100

UPMC Horizon: Shenango Valley  
2200 Memorial Dr  
Farrell, PA 16121  
(724) 981-3500  
Contact information: Greenville- Linda Myers (724)589-6279, Shenango Valley- (724) 983-7532

UPMC Northwest

100 Fairfield Dr

Seneca, PA

(814) 676-7600

Contact information: Pete Calenda- Manager [calendap@upmc.edu](mailto:calendap@upmc.edu) or Aaron Rosen – Preceptor, [rosenab@upmc.edu](mailto:rosenab@upmc.edu)

UPMC Passavant

9100 Babcock Blvd

Pittsburgh, PA 15237-5842

(412) 367-6700

Contact information: Linda Bryner, Director, (412) 367-5428, [brynerlm@ph.upmc.edu](mailto:brynerlm@ph.upmc.edu)

UPMC Mercy

1400 Locust Street

Pittsburgh, PA 15219

(412) 232-8111

Contact information: Tony Liscotti, 412-232-8248, [liscottia@upmc.edu](mailto:liscottia@upmc.edu)

Vantage Home Medical Equipment and Services

1904 Park Avenue Plaza (near Dunham's Sporting Goods)

Meadville, PA 16335

(877) 593-6328

Contact information: Lisa Hershelman, (800) 548-5463 x2162, [lisaher@vhcn.com](mailto:lisaher@vhcn.com)

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## **Mission/Vision/Values**

### **Mission of Clarion University of Pennsylvania**

Clarion University provides transformative, lifelong learning opportunities through innovative, nationally recognized programs delivered in inclusive, student-centered environments.

*Approved by the Council of Trustees, Clarion University, February 16, 2012*

### **Vision of Clarion University of Pennsylvania**

Clarion University will be a leader in high-impact educational practices that benefit students, employers, and community partners.

*Approved by the Council of Trustees, Clarion University, February 16, 2012*

### **Core Values of Clarion University of Pennsylvania**

Students, faculty, staff and alumni of Clarion University value:

- learning;
- accomplishment;
- encouragement;
- diversity;
- civility;
- civic engagement;
- public higher education.

*Approved by the Council of Trustees, Clarion University, February 16, 2012*

## **General Information**

### **Associate of Science, Respiratory Care Program Overview**

Clarion University's Associate of Science in Respiratory Care degree program prepares graduates to assume roles as respiratory care practitioners at the advanced level (RRT-Registered Respiratory Therapist). The program affords students the opportunity to attain a clinical knowledge base in respiratory care as well as a liberal arts education that will aid in their role and function as health care professionals. Graduates of the program will be eligible to take the Written Registry Examination and the Clinical Simulation Examination administered by the National Board for Respiratory Care.

### **Program Goals and Objectives**

**Goal:** To prepare graduates with demonstrated competencies in the cognitive (knowledge) psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by advanced level respiratory therapists.

**Objectives:** Upon completion of the program the graduate should demonstrate:

1. The ability to comprehend, apply and evaluate clinical information relevant to their roles as advanced-level respiratory care practitioners,
2. The technical proficiency in all skills necessary to fulfill their roles as advanced-level respiratory care practitioners,
3. Professional behavior consistent with employer expectations as advanced-level respiratory care practitioners.

### **Institutional Accreditation**

Clarion University is accredited by Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West,  
Philadelphia, PA 19104

Telephone: (267) 284-5000, E-mail: [info@msche.org](mailto:info@msche.org) Spanish: [españolinfo@msche.org](mailto:españolinfo@msche.org)

### **Programmatic Accreditation**

Clarion University's respiratory care program holds initial accreditation with the Commission on Accreditation for Respiratory Care (CoARC).

1248 Harwood Road

Bedford, TX 76021-4244

Phone 817-283-2835, Fax: 817-354-8519

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

### **Equal Educational Opportunity Statement**

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veterans status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2000, <http://www.clarion.edu/48940/>.

### **Office of Judicial and Mediation Services**

Information about conflict management and resolution may be found on the Office of Judicial and Mediation Services website at <http://www.clarion.edu/1105/>. This web page also provides a link to the Student Rights, Regulations and Procedures Handbook that addresses many topics such as grade appeals, conduct policies, harassment, and campus safety. The link to the handbook is as follows: <http://www.clarion.edu/51580.pdf>.

### **Resolution of Disputes Related to the Respiratory Care Program**

Students wanting to settle disputes related to the respiratory care program should follow the proper chain of command when seeking to resolve issues or disputes related to the respiratory care program. First, students should try to resolve the issue with the faculty member (if applicable). If satisfaction is not realized, the student should contact the Director of Clinical Education or the Program Director. If satisfaction is not realized, the student should contact the Department of Allied Health Academic Chair (Renee Bloom). If satisfaction is not realized, the student should contact the Interim Director of the School of Nursing and Allied Health (Dr. Shelly Moore). If satisfaction is still not realized, the student should contact the Executive Dean of Venango College (Dr. Christopher Reber). If satisfaction is still not realized, the student should contact the Executive Dean of Venango College (Dr. Christopher Reber). Contact information for these individuals is listed on Page ii of the introductory section of this handbook.

### **Confidentiality of Student Records and the Family Educational Rights and Privacy Act (FERPA)**

Information about a respiratory care major's academic record and academic progress is not shared with any third party, including parents, spouses, etcetera, unless the student has specifically identified a person by name as indicated on the student's release of information link in MyClarion.

For detailed information concerning confidentiality of student records including access

and review of student education records maintained at Clarion University, please go to <http://www.clarion.edu/4947/>.

Clinical site progress of students may be discussed by respiratory care faculty with clinical preceptors and instructors at the clinical site where the student is completing clinical practicum. No non-clinical academic information is shared with clinical site personnel.

### **Campus Safety and Eagle Alerts System**

It is the intent of Clarion University to provide a safe learning experience for all students. The following information provides instructions for maintaining safety for students, staff, administration, and faculty.

#### **Extreme Emergencies:**

**Fire:** 1) Pull fire alarm in any building by exit doors and then leave building OR  
2) Press button on outside “blue light” phones and report fire location.

**Serious Injury or Medical Crisis:** 1) Dial 911 from any campus phone and report injury OR 2) Press button on outside “blue light” phones and report injury.

**Criminal Activity:** 1) Dial 911 from any campus phone and report activity, OR  
2) Press button on outside “blue light” phones and report activity.

#### **Facilities Emergencies:**

To call Public Safety to locate the security officer or supervisor on duty at Venango College, call extension 2111 or 814-393-2111.

Venango College Public Safety Office Dave Wilson:  
814-676-6591- campus phone number  
814-673-0881 - cell  
[dwilson@clarion.edu](mailto:dwilson@clarion.edu)

#### **For water escape, electrical outages, hazardous conditions:**

8:30 am – 4:30 pm Monday through Friday: Dial extension 1000 from any campus phone to reach Venango College Switchboard then report problem.

All other times: Call the Clarion University Boiler House at extension 2394 or 814-393-2394.

Clarion University’s Eagle Alerts System notifies individuals by email, website, telephone and text message in case of emergency. Notification by text message to a cell-

phone is optional. Students must sign up and provide their cell phone number in order to be notified. To receive future Eagle Alerts, go to [www.clarion.edu/eaglealerts](http://www.clarion.edu/eaglealerts) for instructions. For assistance with Eagle Alerts, contact Clarion's Computing Services Help Desk at extension 2640 or via email at [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu).

The Clarion University *Student Rights, Regulations, and Procedures Online Handbook* contains information to help protect student safety including information on recognizing and reporting harassment, description of health risks associated with the use of illicit drugs and abuse of alcohol; description of drugs and alcohol treatment, rehabilitation programs, and sanctions; and explanation of sex-offense policies, procedures, and possible sanctions. <http://www.clarion.edu/51580.pdf>.

For other information about campus safety, please access the links below.

Campus Police: <http://www.clarion.edu/440/>

Active Shooter: <http://www.clarion.edu/71296/>.

Medical Emergencies: <http://www.clarion.edu/65177/>

Utility Emergencies: <http://www.clarion.edu/65067/>

Campus Accident Report Form: <http://www.clarion.edu/189702/>

Safety Referral Form: <http://www.clarion.edu/32490/>

Office of Social Equity: <http://www.clarion.edu/433/>

### **Other Handbook/Resources/References**

Besides the Respiratory Care Handbook, respiratory care majors are responsible for knowing and abiding by the policies and procedures published in other materials including those listed below. Students may also reference webpages listed below for additional information about the respiratory care program and Clarion University.

- Clarion University Undergraduate Catalog, <http://www.clarion.edu/1174/>
- Clarion University's *Student Rights, Regulations, and Procedures Online Handbook*, <http://www.clarion.edu/51580.pdf>
- Policies and procedures of clinical sites that the student is attending. Information and documentation of policies and procedures may be obtained from the clinical preceptor of the clinical site or by inquiring with the Director of Clinical education.
- Clarion University Respiratory Care web page, [www.clarion.edu/7332/](http://www.clarion.edu/7332/)
- Graduation information, <http://www.clarion.edu/6899/#GraduationRequirements>.
- Student one-stop, <http://www.clarion.edu/253/>
- MyClarion, <http://www.clarion.edu/236788/>
- Office of the Registrar, forms, <http://www.clarion.edu/27449/>

- Helpdesk and Computing Services, 814-393-2640, [www.helpdesk@clarion.edu](mailto:www.helpdesk@clarion.edu), <http://www.clarion.edu/434/>

### **Center for Academic Achievement and Student Support Services**

Respiratory care majors are entitled to all student support services afforded to all Clarion University students. For comprehensive information on the Center for Academic Achievement and student support services, please visit the following webpage: <http://www.clarion.edu/254/>

### **Venango College Learning Support Center**

Respiratory care majors are encouraged to preemptively take advantage of free academic tutoring and other services offered at the Venango College Learning Support Center (LSC) that is located at 318A and B of Montgomery Hall. The LSC offers numerous services that support the academic success of respiratory care majors. Additional information on the Venango College LSC may be found at the following link: <http://www.clarion.edu/42167/>.

### **Personal Counseling**

Respiratory care majors, like other health care majors, sometimes face unique stressors and challenges - whether academic, social, or personal at both home and school – that can impede their academic and personal success. Respiratory care majors who are experiences such challenges are encouraged to seek the free confidential counseling services at Venango College located at 234 Montgomery Hall. Additional information on Venango College counseling services may be found via the following link: <http://www.clarion.edu/42167/>.

### **Career Services**

Respiratory care majors who desire assistance with resume preparation, job searches, interviewing, professional etiquette, or who may be considering other majors or careers may visit the Venango College Career Services Center located at 230 Montgomery Hall. Additional information on Venango College Career Services Center may be found via the following link: <http://www.clarion.edu/9304/>.

### **Clarion Student Email Accounts and Respcare Listserv**

Clarion University students are responsible for reading their Clarion University student email and for information disseminated via their Clarion University student email even if the student chooses not to read his/her email messages.

Students are responsible for maintaining their Clarion University email account so that they are able to receive all messages. Students who encounter problems with their



Clarion student email accounts should promptly notify the Clarion University Helpdesk by calling extension 2460 or emailing [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu).

All respiratory care majors are included on the respcare listserv. The listserv allows messages to be sent to all respiratory majors by respiratory care faculty, the Allied Health Chair, Director of the School of Nursing and Allied Health, and the Secretary of the respiratory care program. Information disseminated via the respcare listserv is essential to student progression through the program. It is therefore important that students read messages sent via the respcare listserv, as students are responsible for the information disseminated on the respcare listerv.

Students who do not think they are receiving messages from the respcare listserv should contact the School of Nursing and Allied Health at 1-877-VENANGO, extension 1250.

## **Academic Policies**

### **Student Responsibility for Academic Requirements**

Provisions in the Clarion University's *Undergraduate Catalog* cannot be considered an irrevocable contract between the university and the student. The university makes every effort to keep information in the catalog current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and to update fees or service charges described in this catalog without prior notice to affected individuals.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding general education requirements. They are held responsible for the requirements of a major in effect at the time they officially declare a major. If students change majors, they are responsible for the requirements of the major in effect when they officially change majors.

### **Handbooks and Clinical Affiliate Policies and Procedures**

All respiratory care majors will be notified of how to access the electronic version of the Clarion University Respiratory Care Student Handbook. Students are responsible for knowing the information disseminated in this handbook as well as other Clarion University handbooks and the policies and procedures of each of the clinical affiliates for which they are assigned. Any questions regarding clinical site manuals and policies should be directed to the clinical preceptor of the clinical site.

### **Admission Policy**

Applicants to Clarion University's respiratory care program are required to meet the standard admissions criteria and follow the standard admission process of the University.

Admission to the respiratory care program is also contingent upon vacancy in the program. Students are admitted to the program via rolling admission until full capacity is reached. Once the respiratory care program is full for the current year, students will be admitted to the following year's class if he/she remains qualified. Students may also be offered to be put on a waiting list for the current year's class.

It is strongly suggested that all students admitted to Clarion University for respiratory care complete four documented hours of respiratory care career shadowing with a respiratory therapist in a hospital environment prior to starting the respiratory care program. Career shadowing appointments may be scheduled through Clarion University's Department of Allied Health by calling 814-393-1250. A career shadowing form should be completed and returned to the Department of Allied Health. Career shadowing forms may be obtained by calling 1-877-VENANGO, extension 1250.

### **Suggested Possible Prerequisites**

Students who do not place into the appropriate math level must take Math 050 prior to taking a higher math course. For students in need of Math 050, it is suggested that it be taken prior to starting the respiratory care program in the fall semester. Math 050 cannot be used to meet the requirements of the respiratory care degree program.

Applicants who have not had one year of high school or college biology with a minimum grade of “C” or better within the past five years are strongly encouraged to take a basic biology course such as Clarion’s Basic Biology (BIOL 111) prior to starting the respiratory care program in the fall semester.

### **Respiratory Care Program Pre-Clinical Requirements**

Students admitted to the respiratory care program must satisfy all pre-clinical requirements (see Respiratory Care Program Pre-Clinical Requirements section of this handbook).

### **Completion of Coursework**

All course work for the respiratory care degree program must be completed at Venango College of Clarion University.

### **Transfer Students, Advanced Standing, and Prior Work Experience**

**External transfer students.** Students transferring into Clarion’s respiratory care program must complete a minimum of 30 credits at Venango College of Clarion University regardless of credits that transfer in. Additional transfer guidelines as outlined in the Transfer Policy in the Undergraduate Catalog have been established to provide uniformity of transfer standards.

Transference eligibility of general education credits required for the respiratory care program will be determined by the Office of Admissions in conjunction with the Office of the Registrar.

Transference eligibility of respiratory care credits earned at a college or university other than Clarion University (advanced standing) will be determined according to the following criteria:

- Evaluation of respiratory care credits earned elsewhere will be conducted only for individuals who have made formal application to Clarion University’s respiratory care program.

- Evaluation of respiratory care courses completed elsewhere will be considered only for credits earned in a respiratory care program that is accredited in good standing by the Commission on Accreditation for Respiratory Care (CoARC).
- Evaluation of respiratory care credits earned elsewhere will be conducted at the discretion of the Department of Allied Health chair and respiratory care faculty.
- The student must be able to provide any requested documentation of course work completed elsewhere. Such documentation may include formal transcripts, formal course descriptions, syllabi, copies of examinations, curriculum plans, copies of text books, letters of recommendation or verification from former instructors, or other documentation as deemed necessary by the evaluating faculty. Inability to provide such documentation to the satisfaction of the evaluating faculty will result in denial of credit evaluation and credit transfer.
- Evaluation of the student's affective, cognitive, and psychomotor skills relative to the respiratory care course for which the student is seeking to be awarded transfer credits may be requested at the discretion of the evaluating faculty. This may include written examination, oral examination, clinical simulation examination, and other evaluative mechanisms.
- Credit for respiratory care courses completed elsewhere will be awarded only to individuals who have been formally accepted to Clarion University's respiratory care program and who begin the respiratory care program of study in the fall semester subsequent to the time of acceptance.
- Credit granted for respiratory care courses completed elsewhere will be good for a maximum of two years from the time credit was granted unless determined otherwise by the Department of Allied Health chair and respiratory care faculty. Students may be required to re-demonstrate knowledge and proficiency via written examination, oral examination, clinical simulation examination, and other evaluative mechanisms. Failure to demonstrate proficiency may preclude the student from continuing in the respiratory care program.
- Free elective credit in respiratory care may be granted for respiratory care credits earned elsewhere at the discretion of the Allied Health chair for students who do not meet the aforementioned criteria. All course work required for the respiratory care program must be completed regardless of whether free elective credit in respiratory care is awarded.

Credit for prior work in the field of respiratory care will not be accepted in lieu of required respiratory care courses.

## **Criminal Background Clearances and Eligibility for NBRC Examinations and State Licensure**

Respiratory therapists must practice the profession of respiratory care in a safe and competent manner. Certain types of criminal activity give cause to question the individual's ability to practice in a safe and competent manner and may therefore preclude the individual from sitting for the National Board of Respiratory Care (NBRC) credentialing examinations and also from obtaining a license to practice respiratory care. *The inability to sit for the NBRC exams and obtain licensure will render an individual unable to practice as a respiratory therapist.*

Clarion University does not make decisions about a student's eligibility to take the NBRC credentialing examinations or to obtain state licensure. *Admission to the respiratory care program in no way implies that a student is eligible to sit for the NBRC credentialing examinations or to obtain state licensure.* It is the responsibility of the student to ensure their eligibility to take the NBRC credentialing examination and to obtain state licensure. *Prior to starting the respiratory care program, students with criminal backgrounds are strongly recommended to do the following:*

1. Carefully review the NBRC's Judicial and Ethics Policies at the following link: [http://www.nbrc.org/LinkClick.aspx?fileticket=J-Rs29\\_FVyk%3d&tabid=61&mid=479](http://www.nbrc.org/LinkClick.aspx?fileticket=J-Rs29_FVyk%3d&tabid=61&mid=479) and contact the NBRC directly with any questions or concerns.

Carefully review the Application for Licensure as a Respiratory Therapist from the State Board of Medicine (Pennsylvania) that can be found at the following link: <http://psrc.net/RTLICENSEApplication.pdf> and contact the State Board of Medicine with any questions or concerns. Individuals with a criminal background who plan to practice as a respiratory therapist in states other than Pennsylvania should contact the licensing agency of the state where the appropriate state.

## **Admission Information for Current/Former Clarion University Students**

Current or former Clarion University students wanting to change their major to respiratory care must meet the following criteria:

- Minimum GPA of 2.0.
- Passing grades for all math and science courses that are required of the major and that have already been completed
- Vacancy in the respiratory care program
- Completion of Change of Status form or Re-Admit Form
- Satisfactory completion of all pre-clinical practicum requirements (see Respiratory Care Program Pre-Clinical Requirements section of this handbook)

### **Pre-Respiratory Care Major Status**

Pre-respiratory care major status is reserved for students who are on the waiting list for admission to the respiratory care program or to students who are readmitted to the respiratory care program for a future date. Respiratory care majors who are dismissed from the respiratory care program for lack of satisfactory academic progress but who still have a minimum QPA of 2.0 and who intend to seek readmission to the respiratory care program may be designated as pre-respiratory care majors. Pre-respiratory care majors will be assigned a respiratory care academic advisor. Students who hold pre-respiratory care status are expected to actively be working toward attaining active status as a respiratory care student and may not hold pre-respiratory care status for more than one year.

Students who are pre-respiratory care majors whose overall QPA falls below 2.0 will be changed to undecided status until they reach this minimum GPA goal. Students who do not qualify for pre-respiratory care status should schedule appointments at the Venango College Career Services Center (located at 230 Montgomery Hall) and with an academic advisor for undecided students.

### **Required Courses and Minimum Grades**

Respiratory care majors must earn a minimum grade of “C” in all RESP courses including all clinical courses. Specific grading criteria are contained on course syllabi. Passing grades are required for all general education courses. A minimum QPA of 2.0 is required at all times for all respiratory care majors. Please refer to Appendix B in this handbook to view the list of courses required for the respiratory care program.

Please refer to the Clarion University Undergraduate Catalog for course descriptions as well as pre-requisites and co-requisites for courses. The Undergraduate Catalog may be access via the following link: <http://www.clarion.edu/112137/>.

### **How to Address Program Faculty and Personnel**

At all times, all students enrolled in the respiratory care program, regardless of age, will address all Clarion personnel associated with the respiratory care program by using proper titles of Mr., Mrs., Miss, Ms., Professor, Doctor, etcetera, unless specifically told otherwise by that individual whom the student is addressing. Program personnel include all respiratory care faculty members, the department chair, secretaries, and the Director of the School of Nursing and Allied Health.

### **Clarion University Class Cancellation Notification**

The academic calendar for the Pennsylvania State System of Higher Education requires a fixed amount of teaching hours and does not allow for snow days.

It is the policy of Clarion University to maintain services on a normal basis throughout the year. In some instances emergencies arise which require the university to determine if it is prudent and reasonable to offer classes or require employees to report to work. Since the university is a residential campus, special consideration will always be given to the fact that a majority of students live on or in close proximity to the campus. This always requires that the university be certain that regular services, outside of classroom instruction, are provided for resident students in the event of an emergency. A list of radio and television stations that are notified in the rare event classes are cancelled or delayed may be found via the following link: <http://www.clarion.edu/130825/>.

It should be noted that a cancellation or delay of classes at the main campus of Clarion University does not necessarily mean that classes at Venango College are also delayed or cancelled. Information concerning class cancellation at Venango College may be obtained by dialing 814-676-6591, extension 1200. A recorded message will inform the caller of the status of class sessions. The message is updated as necessary according to conditions affecting class meetings.

### **Semester Breaks and Vacations**

The Respiratory Care Program follows the university academic calendar for the fall and spring semesters that can be found via the following link: <http://www.clarion.edu/4930/>. Students should refer to the academic calendar published by Clarion University to determine exact dates of semester breaks and holidays.

Summer semester for respiratory care majors typically begins one week after commencement and runs for 12 weeks with a weeklong break in the middle. The Director of Clinical Education will provide students with a schedule for the summer semester as early in the academic year as possible. Respiratory care majors will not be excused from classes or clinical assignments during the summer for vacations. Students are advised to plan vacations around scheduled time off during summer terms.

### **Content of Course Syllabi**

The syllabus of each respiratory care course (RESP) contains written course descriptions, content outlines including topics to be presented, specific instructional objectives, learning outcomes, and evaluation procedures. RESP course syllabi are distributed to students on the first day of classes in each academic term. Students may be directed to the course syllabus in electronic format in Desire to Learn (D2L) in lieu of a printed course syllabus. Access to the course syllabus may also be provided to students in electronic format instead of paper format.

### **Requirements for Graduation**

Requirements for graduation for respiratory care majors include completion of all required course work with a minimum grade of C in all RESP courses and an overall

minimum QPA of 2.0. Please refer to Appendix B in this handbook to view the list of courses required for the respiratory care program.

Competencies specific to respiratory care that are required for graduation are incorporated into respiratory care courses and are identified on each course syllabi. The requirement that students earn a minimum grade of “C” in all required respiratory care programs to progress in the program and graduate ensures that all program competencies are met. (Standard 4.02, page 25).

Additionally, respiratory care majors must have completed a minimum of 30 credits at Venango College. Additional information on University graduation requirements may be found via the following link: <http://www.clarion.edu/6899/>.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at Clarion. In most instances, such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Exceptions may be necessary when changes in professional certification or licensure standards mandate such changes in requirements or programs. In such circumstances, Clarion University respiratory care majors will be notified via their Clarion University student email account and the respiratory care listserv.

### **Withdrawal from Program**

Respiratory care majors who intend to withdraw from the program must provide written notification of the intent to withdraw to the respiratory care program director, director of clinical education or department chair. The notification must include the effective date of withdrawal, reason for withdrawal, and student signature. Respiratory care majors who do not follow this process of withdrawal will be considered to be actively enrolled in the respiratory care program and the clinical site.

It is the responsibility of the student to notify Clarion’s registrar of withdrawal from any courses or the university. Students who intend to withdraw from the respiratory care program should also first consult with Clarion University’s Office of Financial Aid for information on how withdrawal may impact financial aid in the present or future academic years.

### **Appeals and Grievances**

Students who wish to appeal grades or have grievances about the respiratory care program should follow the Grade Appeal Process outlined in Clarion University’s *Student Rights, Regulations, and Procedures Online Handbook*, <http://www.clarion.edu/51580.pdf>.



## **Retention/Progression Requirements**

The retention/progression policy for the Clarion University Associate of Science in Respiratory Care Program is consistent with that of other two year programs in the university. Respiratory care courses are sequential and must be taken in order. To progress or be retained in the respiratory care program, the student must meet the following requirements.

1. Earn a minimum grade of “C” in all RESP courses
2. Earn a passing in all required science and math courses as follows:
  - MATH 050 or Math 110 (if needed as a prerequisite course as demonstrated by math placement exam scores)
  - MATH 117
  - BIOL 111 (if taken as a prerequisite course)
  - BIOL 258
  - BIOL 259
  - BIOL 260
  - PHSC 111
3. Complete all required courses. Please refer to Appendix B in this handbook to view the list of courses required for the respiratory care program.
4. Attain/maintain a minimum overall QPA of 2.0

A student who does not meet the above standards is dismissed from the respiratory care program and should refer to the respiratory care dismissal and readmission sections of this handbook.

If a student earns an unsatisfactory grade in any of the above courses and wishes to be readmitted to the program, the course must be retaken and passed according to the aforementioned grading criteria.

## **Student Academic and Clinical Support for Success/Remediation**

The following procedures will be followed for students having academic and/or clinical difficulty.

1. Students obtaining less than a “C” on any test in a respiratory care course must sign documentation that their performance did not meet the minimum requirements of the program. The student is encouraged to also schedule a meeting with the appropriate faculty member. At any time, a faculty member may choose to institute a learning contract with a student.

2. Students obtaining a score of “1” in any category of the anecdotal/midterm clinical evaluations must make an appointment to meet with the Director of Clinical Education within one week to initiate a clinical learning contract that contains an individualized plan for clinical success and/or referral for help. A copy of the contract will be given to the student and also to the student’s clinical site. The original will be maintained by the Director of Clinical Education.
3. The student is ultimately responsible for monitoring his/her own performance in all respiratory care courses and for seeking support and remediation.

### **Dismissal from Program**

A student may be dismissed from the respiratory care program for any of the following reasons:

1. Students who refuse any clinical rotation assignment.
2. Students who attempt to coerce respiratory care faculty relative to clinical assignments.
3. Students who do not abide by all policies and processes of affiliated clinical site(s) to which they are assigned, or who exhibit misconduct or negligence at clinical sites at the discretion of the clinical site.
4. Failure to earn a minimum passing grade in all required math and science courses as listed above in the retention/progression section of this handbook, and/or failure to earn a minimal grade of “C” in all RESP courses.
5. Failure to attain a minimum cumulative QPA of 2.0 on a 4.00 scale.
6. Students who refuse substance abuse testing or test positively for illegal substances, refuse a criminal background check, or have committed certain crimes.
7. Misconduct or disciplinary involvement resulting in dismissal from the University (see Clarion University’s policy on dismissal from the university in the *Student Rights, Regulations, and Procedures Online Handbook*; <http://www.clarion.edu/51580.pdf>).

A student dismissed from Clarion University is also dismissed from the respiratory care program; however, a student dismissed from the respiratory care program is not necessarily dismissed from the university. A student who is dismissed from the program will be informed in person, if possible, and by letter. The student will also be automatically withdrawn from respiratory care-specific courses. It is the responsibility of the student to register for additional courses of their choosing or to drop additional courses of their choosing and to contact the Office of Financial Aid to determine any

impact on loans and grants. The student is strongly encouraged to utilize their academic advisor to assist in problem solving and planning to meet their goals.

Depending on individual circumstances surrounding dismissal from the respiratory care program, students who are dismissed from the program may have the following options:

1. Continue to take required general education courses and reapply to the respiratory care program (see readmission section in the respiratory care section of this handbook).
2. Remain at Clarion University and pursue another course of study.
3. Withdraw from Clarion University.
4. Appeal dismissal (See Clarion University's *Student Rights, Regulations, and Procedures Online Handbook*, <http://www.clarion.edu/51580.pdf>).

Students who withdraw or are dismissed from the respiratory care program must change their major to another major or to undecided. If a student seeks and is granted readmission to respiratory care program, he/she will be assigned a pre-respiratory care major status until readmission occurs. Unless a student qualifies for pre-respiratory care major status, he/she will be assigned an academic advisor external to the Department of Allied Health once the change of major status is processed and the student is coded as an undecided major. Please also see information included under the "Pre-Respiratory Care Major Status" section of this handbook.

Students who are dismissed from the respiratory care program and who would like to discuss their dismissal with program faculty must follow the chain of command for resolving issues in the respiratory care program. The student must first speak with the instructor of the course, and then, if they so choose, may speak with the Department of Allied Health Chair, School of Nursing and Allied Health Director, and Executive Dean of Venango College respectively.

Although being dismissed from the respiratory care program is understandably difficult for students, students are reminded to conduct themselves in a mature and controlled manner while speaking to Clarion University faculty, chairs, directors, deans, etcetera, about their dismissal. Students should not be accusatory, derogatory, or inappropriate. Begging, pleading, weeping uncontrollably, bargaining, or bribing are not appropriate approaches when engaged in conversations to resolve issues. Students who experience undue emotional difficulty or stress related to dismissal from the respiratory care program are encouraged to visit the Venango College counselor. Information on Venango College counseling services may be found via the following link:  
<http://www.clarion.edu/42167/>.

## **Readmission to Program**

Students who have been dismissed or who have withdrawn from the respiratory care program may apply for readmission within one year from the date of dismissal or withdrawal. Readmission to the respiratory program is based on the professional judgment of the respiratory care faculty and the Department of Allied Health Chair and is contingent upon multiple factors. Respiratory care faculty and the department chair evaluate the student's request for readmission and grant or deny the petition according to the student's general academic history, course grades, clinical evaluations and potential for success.

Additionally, readmission to the respiratory care program is contingent upon space available in the program in relationship to qualifications of other candidates seeking admission to the respiratory care program. Students with stronger academic qualifications will be given preference over students with weaker academic qualifications including GPA, SAT or ACT scores, and individual course grades with more emphasis placed on grades in math and science courses. Students who are dismissed from the program will not be given preference over other candidates because of the dismissed student's prior status as a respiratory care major.

Students wanting to reapply to the respiratory care program must request readmission in writing via their Clarion student email and address the reason for the dismissal or withdrawal and, if applicable, describe measures the student has taken or plans to take to improve academic performance. The request must be sent to the Department of Allied Health Academic Chair, Renee Bloom at [rbloom@clarion.edu](mailto:rbloom@clarion.edu).

The following criteria apply to students who are seeking readmission to the respiratory care program:

- Students who have been dismissed or who have withdrawn from the respiratory care program for academic reasons must apply for readmission within **one year** from the date of dismissal or readmission will be permanently denied.
- Students who withdraw from the respiratory care program for non-academic reasons must apply for readmission within **one year** from the date of withdrawal. Students who do not reapply within the one-year period will be considered new applicants and must meet current admission criteria.
  - Students who have been dismissed or who have withdrawn from the respiratory care program for any reason are **NOT guaranteed** readmission. Students who are readmitted are permitted only **one readmission** to the respiratory care program.
- Only students who have a minimum QPA of 2.0 will be considered for readmission to the respiratory care program. Students applying for fall readmission must have a minimum QPA of 2.0 by the end of the Summer III

session that immediately proceeds the fall semester for which they seek readmission. Students applying for spring readmission must have a minimum QPA of 2.0 by the end of the previous fall session that immediately proceeds the spring semester for which they seek readmission. QPA's will not be "rounded up."

- Students readmitted after being unsuccessful in a respiratory care course and/or clinical course, must repeat **both** the theory and clinical course even if the student did not fail both the theory and clinical course.
- Students are sometimes told that they will be considered for readmission to the respiratory care program at a designated future date with specified contingencies that must be met within a noted timeframe. Contingencies are made known to students in writing and are kept on record in the student file.
  - Students who meet predefined contingencies are not guaranteed readmission to the program but instead will be considered at the time of potential readmission pending vacancy in the program in relationship to the qualifications of other candidates who wish to be admitted to the program.
  - Students who do not meet predefined contingencies by the designated timeframe will not be readmitted to the program and are notified in writing. Failure to meet contingencies constitutes a second dismissal from the respiratory care program and the student may not reapply in the future.
- Students seeking readmission to the respiratory care program after withdrawing for medical reasons must provide to the Department Chair a signed release from their attending physician allowing full return to the respiratory care program with no restrictions. A date of return must be indicated on the release.
- Students will be notified in writing via email and/or letter of the faculty decision regarding readmission.

### **University Withdrawal, Probation, Suspension, and Dismissal**

Students who withdrawal, are suspended, or are dismissed from Clarion University are also dismissed from the respiratory care program. Detailed information on academic standing including academic honesty, academic probation and suspension, and course and university withdrawals may be via the following link: <http://www.clarion.edu/956/>. The University withdrawal form may be found via the following link: <http://www.clarion.edu/27449/>.

Additional information about withdrawals, probation, suspension, and dismissal is located in the *Student Rights, Regulations, and Procedures Online Handbook* that may be found at the following link: <http://www.clarion.edu/51580.pdf>.

### **Tuition, Fees, and Other Program Costs**

Respiratory care majors will be assessed tuition and fees in the same manner as other Clarion University students. Information on Clarion University tuition and fees including billing, payment options, refunds, and other information may be accessed via the following link: <http://www.clarion.edu/37772/>.

Similar to other health care educational programs, enrolled students will realize costs over and above typical tuition and fees that are charged to all Clarion University students. A list of these estimated costs is included in Appendix C. Please note that costs are estimated and are subject to change.

Costs incurred by prospective or enrolled respiratory care students are not reimbursable or refundable by Clarion University.

Students enrolled in the respiratory care program are required to travel to clinical sites. Significant travel is sometimes involved. Students must have reliable transportation and the ability to travel to their assigned clinical sites. All travel-related costs are at the expense of the student.

## General Advising Information

Students may identify their academic advisor by following the instructions at the following link: <http://www.clarion.edu/240731.pdf>.

Students who would like to meet with their academic advisor should email the advisor and request to schedule an appointment. Advisors who hold office hours are available for drop in advising to students during posted office hours, but appointments are recommended.

An academic advisor typically communicates to advisees to inform them of concerns that the advisor has relative to the student's academic performance, to offer assistance, and to inform students of helpful services. However, it is the choice of the student whether to heed advice given by an academic advisor unless doing so conflicts with policy of Clarion University, the respiratory care program, or the clinical site that the student is attending. Likewise, it is the responsibility of the student, not the advisor, to make final decisions regarding the student's choices, actions, and behaviors. Additionally, all students are responsible for knowing the major, degree, and university requirements of their respective programs.

A variety of helpful information may be found via Clarion's online Student One Stop ("SOS") at <http://www.clarion.edu/253/>. Clarion's MyClarion documentation page that is located at <http://www.clarion.edu/240460/> will help students learn to navigate the MyClarion system and perform a variety of important functions.

Clarion's registrar's web page also contains helpful information, forms, and links including, among other items, the academic calendar, information on the cancellation of classes at the university, drop/add forms, etc. Students are encouraged to access this information at the following web address: <http://www.clarion.edu/27449/>. A QPA calculator may be found at the following web address: <http://www.clarion.edu/84631/>.

Several tools are available to students to aid with registration of courses as follows:

- Check sheets specific to allied health programs identify courses that students need for their particular major (may be obtained from the student's academic advisor)
- The Clarion University General Education Guidelines that identify courses that meet elective requirements: <http://www.clarion.edu/42794.pdf>
- The comprehensive guide for using MyClarion: <http://www.clarion.edu/240460/>
- Clarion's online Schedule of Classes <http://www.clarion.edu/6868/> and Undergraduate Catalog <http://www.clarion.edu/112137/>.
- The "Student Resources" page on the registrar's web page should be particularly helpful to students: <http://www.clarion.edu/6874/>
- The Student One Stop web page: <http://www.clarion.edu/253/>

Additionally, information on how to register for courses is provided at workshops that are occasionally offered on both campuses in the fall semester as well as in the Explorations program at Clarion Campus. Students are encouraged to attend these events when they are offered, as it is expected that students will responsibly assume their role in the registration process as addressed in the Clarion University Undergraduate Catalog as follows:

*“All students are responsible for knowing the major, degree, and university requirements of their respective programs.”*

Additionally, the following advisor/advisee roles and responsibilities are identified in the Clarion University Undergraduate Catalog:

### ***Advisor/Advisee Roles and Responsibilities***

#### **Advisee should:**

1. Keep in touch with advisor
2. Make and keep appointments; email or call if changing an appointment
3. Come to advising appointments with specific questions in mind
4. Ask about other sources of information
5. Be open about academic work, study habits, academic progress, etc.
6. Build a class schedule which meets necessary academic requirements and is free of time conflicts
7. Make decisions concerning careers, choice of majors, and selection of courses

#### **Advisor should:**

1. Teaching faculty should post office hours
2. Keep appointments or call if it is necessary to change or cancel an appointment
2. Provide accurate and specific information
3. Suggest other sources of information
4. Listen and help solve problems
5. Check schedule for appropriate selection of courses
6. Suggest options concerning careers, choice of majors, and selection of courses

### **Frequently Asked Registration Questions About Advising and Course Registration**

*Most forms referenced in answer to the following questions may be obtained via the Office of the Registrar's web page at <http://www.clarion.edu/1103/>.*

#### **1. Question: How do I know when I'm allowed to register for classes for the next semester?**

Answer: Clarion's Office of the Registrar will send an email message to your Clarion student email account reminding you of your date and time for registration. Your date and time for registration will also be accessible via



MyClarion at <http://www.clarion.edu/240745.pdf>. You are responsible for checking your MyClarion student account to determine your date and time of registering.

**2. Question: When should I register for classes for the next semester?**

Answer: You should register for the next semester's courses as soon as you are permitted to do so by the Office of the Registrar (see Question 1). The longer you wait, the more seats in courses get filled and it gets MUCH harder to get into courses you need and/or want. Putting off registering for even a few days makes things harder for you than necessary.

**3. Question: Should I make an appointment to see my advisor before I register for classes?**

Answer: Yes, this is a very good idea.. You should schedule an appointment with your academic advisor BEFORE your scheduled day to register. Keep in mind that advisor's schedule fills up quickly during the spring and fall registration period so schedule advising appointments early.

**4. Question: How do I schedule an advising appointment?**

Answer: Email your academic advisor to inquire how to schedule an advising appointment.

**5. Question: How do I know what classes I need?**

Answer: Courses you will need to take are listed on the respiratory care check sheet (check sheets may be obtained from your academic advisor). Any course that is typed on the check sheet indicates that you have no choice but to take that specific course at some point in time (for example, BIOL 251). Anywhere on the check sheet that there is a blank line indicates that you have some choice in the course that you take to meet that particular requirement/elective. Appendix B in this handbook also identifies the list of courses required for the respiratory care program.

**6. Question: How do I know what course meets a liberal education elective, an arts and humanities elective, a social and behavioral sciences elective, or a general elective?**

Answer: Please refer to the General Education Requirements document that can be found at this link: <http://www.clarion.edu/42794.pdf>.

**7. Question: How do I know what a course is about?**

Answer: Look up the course in MyClarion (<http://www.clarion.edu/240460/>) or in the Clarion University Undergraduate Catalog. You should either have a hard copy of the catalog, or you may reference the online version of the catalog via the following link: <http://www.clarion.edu/1174/>.

Once you have accessed the Undergraduate Catalog, look in the index of the catalog for the page number of the academic department that offers the course that you want to know about. Go to that page and then start looking for the specific course. You will see the course description. If the course description doesn't tell you enough about the course, please call the academic department that offers the course. The phone number for the academic department is listed in the catalog on the academic department's main page.

**8. Question: How do I know if a course has a pre-requisite?**

Answer: Pre-requisites are listed with the course description on MyClarion or in the Undergraduate Catalog (See Question 7). Pre-requisites are typically identified at the end of the course description.

**9. Question: How do I know if a course is being offered?**

Answer: You can check if a course is offered via MyClarion (<http://www.clarion.edu/240460/>).

Be sure to choose the correct semester and the correct campus. The Schedule of Classes will come up in a PDF file. You will see the days and times that the course is offered. Be sure to look at the "class enrollment cap" and "class enrollment total" to determine if the course is closed.

**10. How do I get into a closed course?**

Answer: There are a few different options to try, but none are guaranteed. Your options are as follows:

1. Email the professor and ask for his/her permission to get into the closed course
2. Call the academic department that offers the course and inquire. Ask if there is a waiting list.
3. Wait until the drop/add period at Clarion University and try to get into the course (admission to a course during drop/add is not guaranteed).

**11. Question: What if I can't get into a course that I want?**

Answer: You will probably have to choose another course. Or, you could try the steps outlined in Question 10.

**12. Question: What if I can't get into a course that I need?**

Answer: If you need a course and there is no other semester that you think you will be able to get the course, you should call the academic department that offers the course and explain your situation and see what they advise. You may need to speak to the chairperson of the department. The chairperson of the department is listed in the Undergraduate Catalog on the department's home page. If neither of these strategies works, please contact your academic advisor. Students are not guaranteed seats in courses.

**13. Question: Does the sequence of my courses matter?**

Answer: Sequence does matter. Your academic advisor will advise you each semester as to the specific courses you will need to register for in the next semester.

**14. Question: What math courses do I need?**

Answer: You will need Math 117 (Mathematics for Health Science) and possibly Math 050\* (Basic Algebra) if indicated by your Clarion University math placement results.

\*Math 050 does not count toward the requirements of degree programs at Clarion University, but is required of students for students who place into the course.

**15. Question: What kind of courses should I consider for general and free electives?**

Answer: Please consult with your academic advisor. .

**16. What if an elective course that I want conflicts with another course that I need?**

Answer: In most cases, you should not drop an important course that you need so that you can take an elective course. For example, you would not drop Anatomy and Physiology because it conflicts with an arts and humanities course - - even if you need the arts and humanities course as an elective. Please consult with your advisor in such circumstances.

**17. Question: Who will register me for classes?**

Answer: After the first fall semester, you will register yourself online via MyClarion. It's therefore important that you know how to register for courses. Please refer to the MyClarion documentation web page at <http://www.clarion.edu/240460/>.

**18. Question: Why is it a problem to have "holds" on my account?**

Answer: Holds on your account will keep you from being able to register for courses for the next semester. The longer you wait to register for courses, the more difficult it will be for you to get the courses that you need and/or want.

Some holds are very easy to get removed such as a Personal Information Form (PIF) hold. This hold may be removed simply by updating your Personal Information Form. Other holds like financial holds may be more complex and could take days or weeks or you to resolve. Even if you THINK you don't have any holds on your account, check in advance of your scheduled day to register anyway. To check for holds, please refer to the MyClarion documentation web page at <http://www.clarion.edu/240460/>.

**19. Question: What should I do to prepare for my advising appointment?**

Answer:

1. Review the respiratory care check sheet so you know what courses you need and want for the following semester. (Check sheets may be obtained from your academic advisor..)
2. Review the Schedule of Courses to make sure those courses are offered in the next semester and that there are no conflicts of times between the courses you need/want.
3. Write down your tentative scheduling plan and bring it with you to your advising appointment.

# **Clinical Policies, Procedures, and Information**

## **Scope of Practice, Ethics, Conduct, Diversity and Tolerance**

Clarion University's respiratory care program adheres to all guidelines set forth by the American Association of Respiratory Care (AARC). Clarion's respiratory care program has therefore adopted the following statements as a matter of policy: The AARC Statement of Respiratory Care Scope of Practice, Ethics and Professional Conduct Statement, and Cultural Diversity Statement.

Students are expected to adhere to:

- **AARC Statement of Respiratory Care Scope of Practice**

- Respiratory therapists are health care professionals whose responsibilities include the diagnostic evaluation, management, education, rehabilitation and care of patients with deficiencies and abnormalities of the cardiopulmonary system. The scope of practice includes the application of technology and the use of treatment protocols across all care sites including, but not limited to, the hospital, clinic, physician's office, rehabilitation facility, skilled nursing facility and the patient's home.

The practice of respiratory care encompasses activities in diagnostic evaluation, therapy, and education of the patient, family and public. These activities are supported by education, research and administration.

Diagnostic activities include but are not limited to:

1. Obtaining and analyzing physiological specimens
2. Interpreting physiological data
3. Performing tests and studies of the cardiopulmonary system
4. Performing neurophysiological studies
5. Performing sleep disorder studies

Therapy includes but is not limited to the application and monitoring of the following:

1. Medical gases and environmental control systems.
2. Mechanical ventilator support
3. Artificial airway care
4. Bronchopulmonary hygiene
5. Pharmacological agents related to respiratory care procedures
6. Cardiopulmonary rehabilitation
7. Hemodynamic cardiovascular support

The focus of patient and family education activities is to promote knowledge and understanding of the disease process, medical therapy and self-help. Public education activities focus on the promotion of cardiopulmonary wellness.

- **AARC Statement of Ethics and Professional Conduct**

- In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles.
- Respiratory Therapists shall:
  - Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence, and represent it accurately.
  - Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.
  - Respect and protect the legal and personal rights of patients they care for, including the right to informed consent and refusal of treatment.
  - Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
  - Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
  - Promote disease prevention and wellness.
  - Refuse to participate in illegal or unethical acts, and refuse to conceal illegal, unethical or incompetent acts of others.
  - Follow sound scientific procedures and ethical principles in research.
  - Comply with state or federal laws which govern and relate to their practice.
  - Avoid any form of conduct that creates a conflict of interest, and shall follow the principles of ethical business behavior.
  - Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
  - Encourage and promote appropriate stewardship of resources.

- **AARC Statement on Cultural Diversity**

- The AARC embraces diversity and multi-culturalism in all of its forms and promotes a professional community established with understanding, respect and cultural competence. The AARC is enriched by the unique differences

found among its diverse members, their patients/clients, and other stakeholders. The AARC encourages and promotes a culture where personal and cultural backgrounds are utilized effectively to enhance our profession. The AARC accomplishes this by:

- being sensitive to the professional needs of all members of racial and ethnic groups,
- promoting appreciation for, communication between, and understanding among people with different beliefs and backgrounds,
- promoting diversity education in its professional schools and continuing education programs, and
- recruiting strong leadership candidates from under-represented groups for leadership and mentoring programs.

### **Privacy and Confidentiality of Patient Information**

Respiratory care students receive formal instruction on the Health Insurance Portability and Accountability Act of 1996 (HIPAA) prior to clinical site assignment. Students are expected to fully comply with HIPAA policy from the time of formal instruction throughout the remainder of the respiratory care program.

### **Technical Standards**

#### **Technical Standards/Essential Functional Abilities Requirement**

In addition to being admitted to Clarion University by meeting academic standards, applicants to the respiratory care program must also meet technical standards. Technical standards are the physical, cognitive, and behavioral requirements of the respiratory care program's curriculum and reflect the essential functional abilities necessary to practice as a safe and effective respiratory therapist.

#### **Broad technical standards required of respiratory care majors include:**

1. Think critically, with sound judgment, emotional stability, maturity, empathy, and physical and mental stamina.
2. Learn and function in a wide variety of large and small didactic and clinical settings.
3. Communicate effectively, both verbally and in writing, using appropriate grammar, spelling, and vocabulary.
4. Immediately comprehend and respond to auditory instructions or requests.
5. Think clearly and act calmly and effectively in stressful and rapidly changing situations.
6. Perform up to a 12-hour clinical experience in a single 24-hour period.
7. Work cooperatively, preserving relationships with other members of the health care team.

8. Establish and maintain appropriate and professional emotional and interpersonal boundaries.
9. Perform fine and gross motor skills with both hands.
10. Apply adequate pressure to stop bleeding.
11. Perform cardiopulmonary resuscitation.

**\*Specific technical standards required of respiratory care majors include:**

### **Gross Motor Skills**

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

### **Fine Motor Skills**

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

### **Physical Endurance**

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

### **Physical Strength**

- Push and pull 25 pounds (e.g., position patients)
- Support 25 pounds of weight (e.g., ambulate patient)
- Lift 25 pounds (e.g., pick up a child, transfer patient)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Carry and move supplies and equipment (e.g. - ventilators and suction machines)
- Use upper body strength (e.g., perform CPR, physically restrain a patient)
- Squeeze with hands (e.g., operate fire extinguisher)



## **Mobility**

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

## **Hearing**

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

## **Visual**

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., patient in a room)
- See objects more than 20 feet away (e.g., patient at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

## **Tactile**

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate artery, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

## **Smell**

- Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

## **Reading**

- Read and understand written documents (e.g., policies, protocols)

## **Arithmetic Competence**

- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

## **Emotional Stability**

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., patient going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief )

## **Analytical Thinking**

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

## **Critical Thinking**

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

## **Interpersonal Skills**

- Negotiate interpersonal conflict
- Respect differences in patients
- Establish rapport with patients
- Establish rapport with co-workers

## **Communication Skills**

- Teach (e.g., patient/family about health care)
- Explain procedures
- Give oral reports (e.g., report on patient's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

*\*Obtained from the National Council of State Boards of Nursing, Inc., Chicago, IL.*

Individuals wishing to major in respiratory care at Venango College of Clarion must be able to perform all aforementioned essential functional abilities with or without reasonable accommodations. Individuals with a documented disability that precludes them from performing any of the essential functional abilities must determine if reasonable accommodation can be provided.

To request an accommodation, please contact the Venango College Director of Student Affairs, Emily Aubele, by calling 1-877-VENANGO, extension 1270 or via email at [eaubele@clarion.edu](mailto:eaubele@clarion.edu) and present written documentation of your disability. Students must request accommodations in writing prior to application to the respiratory care program. The University is not required to alter the nature or requirements of the respiratory care program for reasonable accommodations that place an undue burden on the university or program.

If a respiratory care major's health changes while enrolled in the respiratory care program so that the essential functions cannot be met with or without reasonable accommodations, the student must withdraw from the respiratory care program but may pursue another course of study at Clarion University.

## **Pre-Clinical Requirements**

Students must meet all physical requirements of a clinical site prior to attending a clinical site. As such, pre-clinical requirements must be satisfied by the first day of the spring semester of the freshman year. All pre-clinical requirements are at the student's expense and are as follows:

- Satisfactory physical examination (see paragraph about physical exam below)
- Child abuse history clearance
- Satisfactory results of a screening for illegal drug use
- FBI fingerprinting and criminal background clearance
- Current Basic Life Support for Health Care Provider (CPR) certification by the American Heart Association
- Documentation of health insurance during clinical rotations
- Documentation of the purchase of an individual malpractice insurance policy in the amount of one million dollars (\$1,000,000.00) for each claim and three million dollars (\$3,000,000.00) in the aggregate (at student's expense). The cost of this 2-year policy is currently under \$100 but is subject to change.

Pre-clinical requirements are subject to change. Refusal to comply with or failure to meet all of the criteria by the first day of the spring semester deadline may result in dismissal from the respiratory care program. Only students who have met the above criteria and have completed all science and general education requirements will be permitted to start the respiratory care clinical practicum. Clinical education typically begins in May.

Students who have been readmitted to the respiratory care program will have to repeat all pre-clinical requirements unless specifically told otherwise by the Director of Clinical Education. This decision by the Director of Clinical Education to waive the obligation for a readmitted student to repeat pre-clinical requirements will be made on an individualized basis.

Any costs incurred to meet the pre-clinical practicum requirements of the respiratory care program are non-refundable even if a student is dismissed from the program.

**Physical Examination.** The physical exam must be documented on the Report of Medical History and Physical Examination Form and must be signed and dated by a medical doctor, doctor of osteopathy, certified registered nurse practitioner or a physician's assistant. The physical examination may not be completed more than three months prior to the first day of the first spring semester. The Report of Medical History and Physical Examination Form is available at the School of Nursing and Allied Health Office or from the Director of Clinical Education.

The physical examination includes a record of immunity to a number of diseases/conditions as demonstrated on the Report of Medical History and Physical Examination Form. Additionally, students must show proof being free of illicit drugs. Other requirements of the physical examination may be added as necessary. The physical examination cannot be completed more than three months prior to the first day of the spring semester when pre-clinical requirements are due. A physical exam form may be obtained from the School of Nursing and Allied Health Office.

### **Student Travel and Transportation**

Throughout the 24-month respiratory care program, students will be assigned to home and specialty clinical rotations at affiliated clinical sites in the region. Students are required to have reliable transportation to each clinical site and are responsible for all expenses related to travel and attending clinical rotations.

### **Health Care Insurance and Health Care Expenses**

Respiratory care majors are required to have health care insurance at all times while in the clinical portion of the respiratory care program. At any point in time, students may be asked to provide formal documentation of current health care insurance if asked. Students unable to provide formal documentation of health care insurance upon request may be dismissed from the respiratory care program.

Clarion University and respiratory care clinical affiliates have no responsibility for students' health care expenses including any expenses associated with clinical assignments. Any health related expenses incurred during the course of clinical training are the responsibility of the student.

### **Clinical Assignments**

Assignment of students to clinical sites is made by the Director of Clinical Education. Student preference for assignment to clinical sites cannot be considered. Students are forbidden to try to coerce in any manner the Director of Clinical Education relative to clinical assignment. Clinical site assignment will not be changed. Students who refuse clinical assignments will be unable to complete their clinical courses and will therefore receive a failing grade in the course that will result in dismissal from the respiratory care program.

While at an assigned clinical site, respiratory care majors will follow all policies and procedures of the clinical site and Clarion University and will display professional, courteous, respectful, and appropriate behavior to all individuals at all times. Inappropriate or negligent behavior, as deemed so by the clinical site or Clarion University respiratory care faculty, may result in immediate removal from the clinical site and dismissal from the respiratory care program.

### **Orientation to Clinical Site Policy/Procedure Manuals**

Within two weeks after their first clinical assignment, students are required to familiarize themselves with policy and procedure manuals of the home clinical site to which they are assigned. Questions regarding these manuals must be directed to the clinical preceptor of the clinical site.

In addition, all students will undergo an orientation program provided by the home

clinical site to which they are assigned. This orientation shall provide the student with policies and procedures specific to the clinical site including occupational health and safety, emergency conditions and response, incident-reporting, corporate compliance, information management, and other pertinent materials.

The Director of Clinical Education will provide the student with a packet of pertinent information once clinical sites have been assigned. Because each clinical site has different requirements, students will be provided with information specific to the particular clinical site to which he/she is assigned. The student will be required to complete the Clinical Orientation Acknowledgement Form and return it to the Director of Clinical Education within three weeks of the beginning of the student's home clinical practicum assignment. The form must also be signed by the clinical preceptor. (Please see Appendix D for the Clinical Orientation Acknowledgement Form.)

### **Personal Appearance, Uniform, and Dress Code Policies**

While on clinical assignments, students will represent Clarion University's respiratory care program with pride and responsibility. Appearance reflects greatly on the quality of care, professionalism, and a spirit of service and respect. The dress, grooming, and overall personal appearance of each student help create this environment. Accordingly, students are expected to be neat, clean, and properly groomed in a manner that is safe and appropriate for the health care setting and to reflect a high level of professionalism, competence, and caring.

Students must follow the clinical dress code and uniform policies (see below). Failure to adhere to the dress code, to practice good hygiene, and to behave in a professional manner may result in the student being dismissed from their clinical assignment for the day at the discretion of the clinical preceptor and/or the Director of Clinical Education. Students who are dismissed from their clinical assignment for any of the aforementioned reasons must notify the Director of Education and must make up the missed clinical day.

#### ***Uniform Policy***

The student will at all times wear:

- Navy blue scrub top and pants uniform with Clarion University Respiratory Care patch on left shoulder
- Name tag/ identification
- White lab jacket (optional). All lab jackets will have the Clarion University Respiratory Care patch on left shoulder
- Stethoscope with bell and diaphragm
- Pen
- Watch with second hand
- Socks
- White shoes or sneakers
- Notepad

***Dress Code:***

- At all times, clothing is to be clean, neatly maintained, free of wrinkles and stains, and in good repair.
- Personal cleanliness and hygiene is expected on a daily basis including but not limited to oral hygiene and use of deodorants.
- Avoidance of scented products such as cologne, perfume, body lotion, hair spray, soaps in order to protect patients with sensitivities or allergic reactions. If a student smells of smoke, the student will be sent home and will receive an unexcused absence.
- No gum chewing or use of tobacco products.
- Hair must be clean and neat at all times. It must be secured to keep away from face and should not come into contact with patients. Facial hair must be neatly trimmed and clean.
- Fingernails must be trimmed and free from visible dirt. No artificial nails are permitted. Polish must be neat and professional.
- Jewelry: no facial/body (including tongue, lip, and eyebrow) piercing may be visible with the exception of post earrings. No loose jewelry that may dangle or snag and cause a hazard.
- Tattoos must be covered so to not be visible.
- Socks and shoes must be clean. Shoes must be closed-toe. White uniform shoes or sneakers may be worn.

**Addressing Clinical Personnel and Patients**

At all times, all students enrolled in the respiratory care program, regardless of age, will address all patients over the age of 18 by using proper titles of Mr., Mrs., Miss, Ms., Sister, Father, Professor, Doctor, etcetera unless told otherwise by the individual whom the patient is addressing. **Under no circumstances will students address adult patients using terms of endearment such as “sweetheart, dear, honey, darling, etcetera.”**

Additionally, all students enrolled in the Program personnel respiratory care program, regardless of age, will address all clinical personnel by using proper titles of Mr., Mrs., Miss, Ms., Sister, Father, Professor, Doctor, etcetera, unless told otherwise by the individual whom the patient is addressing.

**Cell Phones, Wireless Devices, and Electronic Devices**

With the exception of a cell phone, students are not permitted to have any other personal electronic devices including but not limited to i-pads, tablets, pagers, etc, at assigned clinical sites. Students may not carry cell phones on their person in the clinical environment, but must instead turn them completely off and store them.

Students may use cell phones at clinical sites ONLY during their personal time such as scheduled lunches and breaks. Students should be considerate of others when using cell

phones during their personal time and find a private area to hold conversations in a discreet manner.

### **Student Objectives for Professional Behavior**

In addition to offering a transition from theory to application of skills, a purpose of clinical education is to teach the student the importance of acceptable work habits and appropriate professional guest relations as a member of a health care team. Students who are achieving professional growth will demonstrate certain observable characteristics desirable in a health care professional.

#### **I. Organizational skills**

- plans ahead
- conducts procedures systematically and smoothly
- establishes priorities in sequence
- maintains a clean, orderly, safe work environment
- comes to the clinic prepared (has clinical log, pens, name badge, etc.)

#### **II. Relationships with staff and peers**

- maintains open communication, coordinates the day's activities, asks questions, communicates effectively
- receptive and responsive to constructive criticisms and suggestions
- willing to assume full share of work and responsibility
- willing to work with others harmoniously
- recognizes chain-of-command
- strives to be pleasant and amicable
- maintains co-workers confidentiality and respect; refrains from gossiping

#### **III. Relationships with patients**

- communicates appropriately, effectively, and gives undivided attention to patient
- provides patient with information about procedures; answers patient's questions
- attempts to demonstrate empathy or concern for patient's emotional and physical well-being
- provides patient with a safe and clean environment
- refers to patient using correct title and surname; uses patient's first name only upon patient request
- refrains from discussing personal or social activities when performing exams on patients or within ear-shot of patient areas
- safely guards patient's personal property while in the department and while performing mobile procedures
- treats patient with respect
- demonstrates professional behavior at all times



#### **IV. Flexibility**

- makes appropriate choices in stressful or unusual situations
- maintains control of actions at all times
- willing and capable of working with all personality types in the health care setting
- demonstrates sound critical thinking in response to atypical scenarios
- willing to help as needed

#### **V. Initiative**

- willingly seeks out responsibilities and tasks without persistent prodding
- shows interest in learning and trying new procedures
- committed to learning the practice of respiratory care
- offers assistance to other staff members in performance of respiratory care duties
- makes effective use of times when patient volume is down

#### **VI. Policy Compliance**

- Complies with all program policies as outlined in this handbook, the Respiratory Care Student Handbook, all Clarion University Handbooks, and all policies and procedures of the clinical sites to which the student is assigned.

### **Affective Criteria**

Respiratory care students are expected to conduct themselves in the following manner at all times while in the clinical setting:

- Function safely, effectively, and calmly under stressful situations
- Maintain composure while managing multiple tasks simultaneously
- Prioritize multiple tasks
- Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same of different cultures such as respect, politeness, tact, collaborations, teamwork and discretion
- Maintain personal hygiene consistent with close personal contact associated with patient care
- Display attitudes/actions consistent with the ethical standards of the profession.

Students will undergo evaluation of the aforementioned criteria twice each semester during clinical practicum rotations. Evaluation of these criteria serves to assess the professional conduct of the student while in the clinical setting. Evaluation of affective criteria is performed by the respiratory care director/supervisors with input from all clinical staff.

### **Misconduct, Negligent Behavior and Resultant Dismissal from Clinical Site and/or Program**

In accordance with the policies and procedures of clinical sites with which Clarion University affiliates for the respiratory care program, disciplinary action may be taken against students for acting in a manner that, by generally accepted standards of behavior, is viewed as inappropriate.

The following is a list of behaviors that may result in **immediate dismissal** from a clinical site and from the respiratory care program, as deemed inappropriate by the clinical site preceptor, Director of Clinical Education, or by Clarion University respiratory care faculty, Department Chair, or Director of the School of Nursing and Allied Health.

1. Intoxication or drinking on hospital premises
2. Erratic, inappropriate, questionable, suspicious, or unprofessional behavior
3. Overt threats or acts of personal violence or possession of weapons
4. Unauthorized use or sale of illegal substances
5. Gambling on hospital premises
6. Participating in any activity that could or does lead to disruption of the care of patients
7. Dishonesty such as stealing, cheating or deliberate falsification of records
8. Divulging confidential information of patients, fellow students, technologists, and employees, or by failing to adhere to a patient's rights with regards to their Protected Healthcare Information as defined by HIPAA.
9. Sleeping or the appearance of sleeping during education hours
10. Immoral conduct
11. Insubordination, including refusal to accept appropriate assignments from clinical personnel or use of profane or obscene language toward anyone in public or private conversations.
12. Disorderly conduct on hospital premises
13. Discriminatory actions, attitudes, language, or behavior
14. Any grossly negligent, careless, or willful act that could result in personal injury or personal damage

Clinical sites reserve the right to conduct random, on-the-spot screenings for illegal substances or alcohol of students assigned to the clinical facility. Students who test positively for illegal substances or alcohol will be dismissed immediately from the clinical site and risk permanent dismissal from the clinical site and from the respiratory care program.

### **Clinical Site Policies and Property**

The clinical preceptor or Director of Clinical Education reserves the right to send a student home if the student breaches any hospital-specific policies or procedures. Should

the clinical preceptor decide to send a student home, the preceptor will notify the Director of Clinical Education, a clinical Incident Report Form (Appendix F) will be completed, and disciplinary action will ensue. Students sent home for this purpose will be required to make up missed clinical time.

All students borrowing reference material from any hospital library or in possession of any hospital property shall assume total and final responsibility for the condition, return, and replacement of the material or property.

Clinical sites reserve the right to refuse to permit any student to use their facility for clinical practicum. Students who are dismissed from a clinical site risk dismissal from the respiratory care program.

### **Clinical Documentation**

Falsification of documentation will automatically result in dismissal from the clinical assignment and may result in dismissal from the respiratory care program. The Director of Clinical Education will be notified of such incidences and a clinical incident report will be completed.

Falsification includes, but is not limited to the following: charting a procedure on a patient that was not performed, charting prior to performing the procedure, falsifying information, or forging the Clinical Instructor's signature on clinical paperwork.

### **Clinical Attendance/Tardiness**

Attendance at clinical sites is an essential component of the student's clinical education. Therefore it is imperative that the student must be in his/her assigned clinical area and prepared for instruction at the scheduled time.

***Clinical Absence.*** If a student will be absent from *clinical or at any required clinically related activity* due to illness or unavoidable emergency, it is his/her responsibility to follow the proper procedure as follows:

1. **Report the absence to the clinical preceptor** at the clinical site at least 30 minutes prior to the start time scheduled for the clinical assignment.
2. **Notify the Director of Clinical Education** at least 30 minutes prior to the start time scheduled for the clinical assignment.
3. **Log into DataArc and document a SICK DAY** at least 30 minutes prior to the start time scheduled for the clinical assignment..

If the proper procedure is not followed for reporting clinical absences, it will be recorded on a Clinical Incident Form and will be considered an unexcused absence.

All absences will be made up prior to the semester's completion. It is the student's responsibility to reschedule any missed clinical time at the convenience of the clinical preceptor and notify the Director of Clinical Education. Failure to complete all required clinical time may result in a failing grade and dismissal from the respiratory care program.

***Tardiness.*** It is equally important that a student be punctual for clinical assignments. Arriving late is disruptive to the clinical site's ability to provide patient care and reflects poorly on the student and the respiratory care program. **Late is defined as arriving at the clinical site 10 minutes passed the scheduled time.**

If the student finds he/she will be late, they must notify the clinical preceptor immediately. Once the student notifies the preceptor, they must be present at the clinical site within 60 minutes of the scheduled time of clinical. If the student does not notify the preceptor in advance of being late, he/she will be sent home if more than 30 minutes late and the entire day must be made up. It is preferred that missed clinical time due to lateness be made up that day based on availability of the clinical preceptor.

If a student must leave a clinical assignment early due to illness or emergency, they must consult with the clinical preceptor and notify the Director of Clinical Education prior to leaving.

All missed clinical time must be made up prior to the end of the semester in consultation with the Director of Clinical Education. Clinical time that is not made up prior to the end of the semester will result in a grade of incomplete or failing at the discretion of the Director of Clinical Education.

### **Bereavement**

Students will be granted an excused three day leave from clinical practicum if a death occurs in the student's immediate family. Immediate family includes a parent, step-parent, parent-in-law, spouse, child, stepchild, brother, sister, guardian, or daughter/son-in-law.

Students will be granted a one day leave from clinical practicum if a death occurs in the student's extended family. Extended family includes a grandparent, aunt, uncle, brother/sister-in-law, niece, or nephew.

Excused bereavement time will not be granted for any other individual not identified above.

Bereavement leave may be taken any time between the day of death and the funeral. Students will not be granted bereavement leave for funerals or associated events that occur during vacation time, holidays, weekends or other time off in which the student has no clinical educational obligations.

A formal obituary from an established newspaper is required as proof of death for all bereavement absences. Students must speak with the Director of Clinical Education prior to missing clinical practicum due to bereavement.

Absences from respiratory care courses due to bereavement is at the discretion of the course instructor. It is the prerogative of the course instructor whether to allow make up exams or assignments for bereavement absences. Students should speak with the instructor prior to being absent for bereavement.

All missed clinical days for bereavement, whether for immediate or extended family, must be made up prior to the end of the semester in which bereavement absences occurred. Missed days will be made up at a time that is suitable to the student's clinical site and with the prior approval of the Director of Clinical Education.

### **Missed Clinical Time**

In the event of an unexpected prolonged absence such as serious illness or military deployment, the Director of Clinical Education must be notified as soon as possible. Students who are absent for three or more consecutive days due to illness must provide written documentation from their physician or medical facility verifying illness and readiness to return to their clinical assignment.

### **Inclement Weather and Clinical Assignments**

Individuals in the health care professions are faced with whether-related travel decisions frequently and in most cases are expected to arrive to work safely. *Likewise, the health care student, first and foremost, must be safe and needs to make their own decision regarding traveling to clinical sites in inclement weather.* It is impossible to establish one policy which governs all clinical sites because weather conditions can change rapidly and can differ considerably in various geographical areas.

If it is known ahead of time that Clarion University – Venango College is closed, all clinical experiences are cancelled and shall be made up on a future date under the direction of the Director of Clinical Education before the end of a semester. The closing of the main campus of Clarion University in Clarion does not indicate that Venango College will be closed.

If a student has already arrived at a clinical experience prior to formal cancellation of classes at Venango College, the student and the Director of Clinical Education shall jointly decide whether the student should remain at the clinical site or to return home.

In the event that the Director of Clinical Education makes the decision to cancel a clinical experience or a student does not attend a clinical assignment because of weather, the student is responsible to make up the missed clinical time. Missed clinical time must be made up before the end of the semester in which clinical time was missed and must be scheduled in advance with the Director of Clinical Education and the clinical site. The

Director of Clinical Education will coordinate and verify make up times with the clinical site.

Whether or not inclement weather forces the University to cancel classes at either campus, a student's safety depends on his/her decision of whether local conditions allow safe travel. It is the student's responsibility to communicate with their instructors in the case of absences or tardiness. If a student believes that inclement weather will not allow them to travel safely to an off-campus clinical site assignment they must contact, prior to their clinical start time, the Director of Clinical Education, as well as the clinical preceptor of the clinical site where they were supposed to report for the day.

### **Absence of Clinical Preceptor**

In the event that a clinical preceptor is absent when the student is present at their clinical site, the student must immediately notify the Director of Clinical Education. With the guidance of the Director of Clinical Education, the student will be assigned to another therapist who will serve as the student's preceptor for that day. If no such assignment can be made, the student will be sent home, given an excused absence for that clinical day, and will not be required to make up the day.

### **Effective Use of Clinical Downtime**

Clinical downtime may occasionally occur while students are on clinical assignment. Students are expected to effectively use clinical downtime for further self-directed learning of respiratory care knowledge and skills.

Students are not permitted, however, to excuse themselves from hands-on clinical learning opportunities because of the desire to complete assignments, study for examinations, etc.

### **Physician Interaction Policy**

Students should seek out physician interaction whenever possible to develop ease in approaching physicians as well as for learning opportunities. A point system has been created to encourage this effort. Students must earn a total of 20 points per semester starting with the Fall semester of the second year. The scoring system is listed below:

#### **TYPE A: Patient Focused**

*Individual, personal interaction with a physician relating to the management of a particular patient as it pertains to respiratory care.* Included are actual procedures with a patient (for example, code blue, bronchoscopy, etc.) Also included are such activities as evaluations, diagnosis, treatment plan, and prognosis of a singular patient. The interaction may also include discussion of indications, contraindications, and hazards associated with prescribed therapeutic procedures and medication for a singular patient.

**TYPE B: Tutorial**

*Individual one-on-one instruction related to clinical medicine or other areas pertinent to respiratory care. Included are activities such as formal or informal discussions, review of research or recent advances in respiratory care, and practical demonstration of procedures or equipment without patient interaction.*

**TYPE C: Small Group**

Formal or informal presentations such as in-service, seminars, continuing education meetings, case presentations, physician's rounds, etc. *It is necessary for the presentation to be small enough for the physician conducting the session to be aware of who is in attendance.*

**TYPE D: Large Group**

Formal educational experiences such as lectures or papers presented at professional meetings, conferences, seminars, etc. *The size of the meeting would preclude significant audience participation.*

Scoring is as follows:

TYPE A	1 HOUR = 4 POINTS
TYPE B	1 HOUR = 3 POINTS
TYPE C	1 HOUR = 2 POINTS
TYPE D	1 HOUR = 1 POINT

Physician interaction records are to be submitted to the Director of Clinical Education or Clinical Instructor within the clinical notebook in a designated section unless specified otherwise.

**Clinical Safety Procedures****Blood borne pathogen precautions:**

The following policy is based upon the guidelines distributed by the Centers for Disease Control and Prevention, Public Health Service, and U.S. Department of Health and Human Services.

Standard Precautions Education – Students are taught standard precautions prior to attending their first clinical practicum rotation. Students may also access current information about standard precautions via the CDC Hotline (1-800-342-AIDS) or via the web at [www.cdc.gov](http://www.cdc.gov).

Prevention of HIV Transmission - The School of Nursing and Allied Health follows the guidelines prepared by the Centers for Disease Control and Prevention (January, 1994; August 3, 2000). When the clinical agency in which the student is affiliating has a policy that is more restrictive than the standard precautions, the student shall follow the

institution's policy. The students shall always, at minimum adhere to the standard precautions.

**Patient Care (Compliance Required)** – Respiratory care students cannot refuse to follow standard precaution guidelines. Respiratory care students cannot refuse to care for those with HIV/AIDS disease.

**Confidentiality** - This policy adheres to the Confidentiality of HIV-Related Information Act (February 27, 1991) which protects individuals from inappropriate disclosure and subsequent misuse of confidential HIV-Related information. The confidentiality of HIV-related information will be protected, as is the case for all health-related information.

Testing records are kept separate from academic or employment files.

**Exposure** - Standard precautions are designed to reduce the risk of disease transmission in the health care setting. Students, faculty or staff who believe themselves to be at risk for HIV antibody have an obligation to be tested and receive pre-post counseling. It is the individual's responsibility to pay for these health services.

### **Standard Precautions**

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

Blood and most body fluids whether or not they contain blood  
Broken skin  
Mucous membranes

To reduce the risk of disease transmission in the health care setting, the School of Nursing and Allied Health requires the use of the following Standard Precautions:

1. Wash hand immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated items – whether or not gloves were worn. Soap containing an antimicrobial agent is recommended.
2. Wear clean, ordinary thin gloves anytime there is contact with blood, body fluids, mucous membrane and broken skin. Change gloves between tasks or procedures on the same patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.
3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluid are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been



cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.

5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, patient examination tables and bedside tables.
6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.
7. Place a patient whose blood or body fluids are likely to contaminate surfaces or other patients in an isolation room or area.
8. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure. Use oral rather than injectable medications whenever possible.

When a specific diagnosis is made, find out how the disease is transmitted. Use precautions according to the transmission risk.

*If airborne transmission:*

1. Place the patient in an isolation room that is not air-conditioned or where air is not circulated to the rest of the health facility. Make sure the room has a door that can be closed.
2. Wear a HEPA or other biosafety mask when working with the patient and in the patient's room.
3. Limit movement of the patient from the room to other areas. Place a surgical mask on the patient who must be moved.

*If droplet transmission:*

1. Place the patient in an isolation room.
2. Wear a HEPA or other biosafety mask when working with the patient.
3. Limit movement of the patient from the room to other areas. If patient must be moved, place a surgical mask on the patient.

*If contact transmission:*

1. Place the patient in an isolation room and limit access.
2. Wear gloves during contact with patient and with infectious body fluids or contaminated items. Reinforce hand washing throughout the health care facility.

3. Wear two layers of protective clothing.
4. Limit movement of the patient from the room to other areas.
5. Avoid sharing equipment between patients. Designate equipment for each patient, if supplies allow. If sharing equipment is unavoidable, clean and disinfect it before use with the next patient.

Source: <http://www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/annex1.pdf>

### **Incident Protocol**

An “incident” is defined as any happening related to student performance which is not consistent with the educational practices of the respiratory care program, or one in which the safety of an individual is jeopardized.

Should an accident or incident occur to a student while in a clinical setting, the student is responsible for completing the following procedure:

- Report the incident as soon as possible to the Director of Clinical Education and clinical preceptor.
- Complete proper documentation required by the clinical site, as advised by the clinical preceptor.
- Seek medical assistance if required. (Medical treatment is at student’s expense.)
- Report to any additional authorities as required.
- Seek follow up treatment as recommended.
- Complete Clarion University Incident Report Form

The Incident Report Form is in Appendix F of this handbook and is also available in the School of Nursing and Allied Health Office or from the Director of Clinical Education. The student is to fill out the form and return it to the Director of Clinical Education. The following procedures will apply:

1. The Director of Clinical Education will hold a conference with the student concerning the incident and then complete the required portion of the Incident Report Form.
2. The Director of Clinical Education will inform the Program Director and the Chair of the Department of Allied Health of the incident and a determination will be made as to the action to be taken. If deemed necessary, the student will be instructed to make an appointment to meet with the Chair of the Department of Allied Health. After meeting with the student, the Chair of the Department of Allied Health will add to the Incident Report Form as appropriate.
3. The Director of Clinical Education, Program Director, and Chair of the

Department of Allied Health will evaluate the situation as to whether further action is necessary.

4. Referral to the Director of the School of Nursing and Allied Health is at the discretion of the Chair of the Department of Allied Health.
5. If further action is needed the incident will be taken before the Department of Allied Health Faculty Organization for a decision on the matter.
6. Incident Report Forms are retained by Clarion University's Department of Allied Health in the student file..
7. This incident report procedure is for Clarion University purposes and is separate from any requirements for reporting of the clinical site, The clinical preceptor will advise the student of the proper reporting procedures required by the clinical site.

### **Clinical Evaluation Process**

Students are held responsible for knowing and ensuring that they satisfy all clinical requirements of the respiratory care program.

The student's progression toward clinical competence will be formally evaluated in the laboratory setting first. Upon successful demonstration of skill, the student can perform that skill in the clinical setting under direct supervision. Direct supervision is defined as having a clinical preceptor immediately accessible in the same room as the student. Once the student is competent, successful demonstration of mastery is evaluated in the clinical setting. If the student demonstrates mastery, they may perform that skill without direct supervision.

***Laboratory Evaluation.*** This is a pre-clinical evaluation. Following adequate instruction and practice for a procedure, the student's performance will be evaluated in the laboratory setting. The student must complete instructor check-offs. It is the responsibility of the student to be prepared for the evaluation session. The student is not permitted to practice a procedure in the clinical setting until he/she has passed the performance evaluation in the laboratory.

***Clinical Evaluation.*** The clinical evaluation process consists of evaluation of the student's performance of a procedure in the clinical setting. It's the student's responsibility to practice clinical skills until confident enough to pass a check-off with the clinical preceptor. The student is encouraged to ask the clinical preceptor for feedback as they are practicing clinical skills, but the preceptor will not approach the student to complete a clinical skill check-off. The student must complete all required check-offs for a clinical skill before they can be proceed to the formal clinical evaluation with a clinical preceptor.

When the student feels confident in his/her ability to perform the clinical skill competently, he/she should schedule the clinical evaluation with the preceptor. The clinical preceptor may refuse to evaluate a student if the preceptor is not confident in the student's ability to perform the clinical skill competently. However, a clinical preceptor's willingness to conduct a clinical evaluation for a student should not be construed as the clinical preceptor's endorsement that the student will be successful in the clinical evaluation. Please see Appendix E for the Clinical Evaluation Form.

***The Instructor/Evaluator Role.*** The instructor must perform at least two different roles. These roles involve clinical instruction and evaluation. Clinical instructors provide direct clinical supervision and facilitate learning. As evaluators, the role of the instructor is significantly reduced. Therefore, when the student has scheduled an evaluation session, it is assumed that the student can perform a procedure **without assistance of any kind**. If it becomes necessary for the evaluator to intervene, either to safeguard the patient's welfare or to expedite completion of the procedure, the evaluation session must be repeated after the student has had further practice.

***The Student's Role.*** Before each formal evaluation session, the student should do the following:

- Review the steps of the appropriate competency
- Meet with the instructor to discuss any points of confusion.
- Review the patient's medical record.
- Ensure that all necessary equipment is readily available.
- Be prepared to accept constructive criticism.

### **Student Substitution for Paid Staff**

The purpose of the clinical practicum assignment is so respiratory care students can practice and sharpen their required respiratory care competencies. Under no circumstances are students to be substituted for clinical, instructional, or administrative staff at clinical sites or in didactic or lab courses.

Students who meet established criteria may be chosen to assist faculty members in the laboratory environment, but student assistants do not have instructional primacy or authority.

### **Breaks and Meals**

Breaks and meals during clinical assignments are taken according to the policy at the clinical site and in coordination with the clinical preceptor. Students typically utilize the same dining and lounge facilities as the staff of the assigned clinical site.

## **Parking**

Clarion University respiratory care majors must follow the parking policies and guidelines of all clinical sites to which they are assigned. Parking expenses are the responsibility of the student.

Information about parking at clinical sites is available as follows:

UMPC Passavant- students will use off-site parking with UPMC Passavant shuttle service to the hospital.

UPMC Northwest: employee lot

Meadville Medical Center: student will be issued permit for employee lot on Liberty St.

Clarion Hospital: park at end of lot on upper level

Rainbow Babies: student can purchase a visitor pass (approximately \$20) that is good for 10 days or park free at distant lot and take a shuttle to the hospital.

Butler Hospital: employee garage

Armstrong County Memorial Hospital: employee parking

Dubois Medical center: across street at top of hill

Heritage Valley, Sewickly Hospital – Students will be issued a pass to park in the hospital's parking garage for a nominal fee.

For information about parking for clinical sites that are not listed above, please see the Director of Clinical Education or the preceptor of the clinical site.

## **Clinical Site Safety and Emergency Response Plans**

While at their assigned clinical practicum site, students will follow the safety protocols of the clinical site as provided to students during their clinical site orientation. Students will follow protocols for all safety matters including, but not limited to Standard Precautions; body mechanics; combative patients; safe handling of substances (material safety data sheets); electrical, fire and other safety precautions related to the physical plant; bomb threats; active shooter emergencies; and other safety matters as identified at clinical site orientation.

All students will follow the instructions of the clinical preceptor or the respiratory care clinical supervisor in situations related to the facility's emergency response plan. In all cases, the student must notify the Director of Clinical education of the situation immediately after the student's safety has been assured.

Clinical time that is missed because of emergency responses will be made up by the student at the convenience of the clinical preceptor and with prior approval of the Director of Clinical Education.

## **Gratuities**

Many times what students do for patients is perceived by the patient as being above and beyond the call of duty. The patient and/or their family may feel grateful and wish to reward the student. Because the service that health care professionals provide is part of their jobs, students are not permitted to accept gifts or tips of any types from patients and their families. Students may instead suggest to patients and families that instead of gifts or tips, written letters of commendation about the student's performance be sent to Clarion University's Director of Clinical Education.

## **Conduct at External Events**

Respiratory care students attending external respiratory care events such as professional conferences, workshops, and conventions are representatives of Clarion University. As such, students are expected to conduct themselves at all times in a professional, discreet, and respectful manner while attending the event and also during their related stay in a hotel/motel. Public intoxication; erratic, inappropriate, violent, immoral, or unprofessional behavior, language, and actions; disorderly conduct; absence from or sleeping during scheduled event activities; smelling of alcohol; and other offensive behaviors or language are grounds for disciplinary action including loss of future privileges to attend such events or dismissal from the respiratory care program.

## **Employment at Clinical Settings**

Respiratory care students may establish an employment relationship with clinical sites where they attend clinical practicum or with other affiliated or non-affiliated clinical sites. The work for pay relationship is completely devoid of Clarion University oversight or involvement. While the student is working, the student is an employee of the clinical site subject to all policies and procedures established by the clinical site. While working, the student will in no way engage in any form of educational activity related to the Clarion University respiratory care program. The student may not perform competency check-offs, practice procedures, evaluations, or other activity required for Clarion's respiratory care program. The student may not represent his/her work for pay activities as activity related to the Clarion University respiratory care program.

Conversely, while respiratory care student are completing their clinical practicum assignments, they may not accept payment or gratuities of any kind for educational activities or time spent at the clinical site.

## **Appendix A**

### **Respiratory Care Student Handbook**

#### **Acknowledgment Form**

I have read the contents of the Respiratory Care Student Handbook and had the opportunity to ask questions. I agree to abide by all program and clinical policies as outlined in this and other department and university handbooks.

I understand that in addition to the cost of tuition and fees related to Clarion University's respiratory care program, I will incur other related costs. Such costs include but are not limited to travel to clinical sites, parking at clinical sites, lodging at distance clinical sites, meals at clinical sites, uniforms, etc.

I also acknowledge that violation of these policies may result in disciplinary action, including dismissal from the respiratory care program.

Changes to any of the policies contained in this handbook may become necessary, as deemed necessary by the Department of Allied Health.

**STUDENT'S NAME (please print):** \_\_\_\_\_

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Appendix B

### Associate of Science, Respiratory Care Curriculum Plan Example\*

<b>First Semester (Fall I)</b>		<b>Credits</b>
BIOL 251 & 261	Human Anatomy & Physiology I with Lab	4
PHSC 111	Physical Science Chemistry	3
Math 117	Mathematics for Health Science Majors	3
AH 201	Intro to the Healthcare Environment	2
AH 101	Medical Terminology	<u>3</u>
<b><i>Semester Total</i></b>		<b><i>15</i></b>
<b>Second Semester (Spring I)</b>		<b>Credits</b>
BIOL 252 & 262	Human Anatomy & Physiology II with Lab	4
RESP 101	Introduction to Respiratory Care	3
BIOL 260	Microbiology	3
ENG 111	Writing II	3
PSY 211	General Psychology	<u>3</u>
<b><i>Semester Total</i></b>		<b><i>16</i></b>
<b>Third Semester (Summer I)</b>		<b>Credits</b>
RESP 102	Intermediate Respiratory Care	3
RESP 121:	Clinical Application of Resp Care I	2
RESP 201	Cardiopulmonary A&P	3
RESP 202	Cardiopulmonary Pathophysiology	2
RESP 203	Cardiopulmonary Pharmacology	<u>2</u>
<b><i>Semester Total</i></b>		<b><i>12</i></b>
<b>Fourth Semester (Fall II)</b>		<b>Credits</b>
RESP 204	Advanced Respiratory Care	3
RESP 205	Mechanical Ventilation & Critical Care I	3
RESP 206	Selected Topics in Respiratory Care	3
RESP 220	Clinical Application of Respiratory Care II	<u>3</u>
<b><i>Semester Total</i></b>		<b><i>12</i></b>
<b>Fifth Semester (Spring II)</b>		<b>Credits</b>
RESP 207	Mechanical Ventilation & Critical Care II	4
RESP 208	Neonatal & Pediatric Respiratory Care	3
RESP 221	Clinical Application of Respiratory Care III	<u>5</u>
<b><i>Semester Total</i></b>		<b><i>12</i></b>
<b>Sixth Semester (Summer II)</b>		<b>Credits</b>
RESP 209	Advanced Cardiac Life Support Prep	2
RESP 210	Advanced Clinical Concepts	3
RESP 211	Case Studies – Clinical Simulations	2
RESP 222	Clinical Application of Respiratory Care IV	<u>5</u>
<b><i>Semester Total</i></b>		<b><i>12</i></b>

***TOTAL CREDITS = 79***

\*Curriculum subject to change.



## Appendix C

### Respiratory Care Program Estimated Costs\*

• Malpractice insurance for 2 years	\$68.00
• AHA Healthcare Provider CPR	\$50.00
• Fingerprinting and background clearances (including the state of Ohio in the second year)	\$100.00
• Subscription to electronic clinical database	\$75.00
• Respiratory supplies lab kit	\$120.00
• Physical examination	price set by student's medical provider of choice
○ 10 panel Drug Screen	price set by student's medical provider /laboratory of choice
○ 2-step TB Testing	price set by student's medical provider of choice
• Scrubs (2 sets)	\$40.00
• Stethoscope	\$50.00
• ACLS	\$80.00
• Health Insurance	price set by health insurance provider
• Transportation to clinical sites and parking	

\*Please note that costs identified above do not include costs of tuition, fees, books, meals, living expenses, etc.

While care has been taken to identify all costs associated with the respiratory care program that are not related to tuition, fees, living expenses, etc, there may be random costs that have not been identified on the above list.

Costs identified above are estimates and are subject to change without notice. Some costs may be covered by the respiratory care club, but this is not guaranteed.

## Appendix D

### Venango College of Clarion University Associate of Science Degree Program in Respiratory Care

#### Clinical Site Student Orientation Acknowledgement Form

I have completed orientation at the home clinical site to which I have been assigned and have had the opportunity to ask questions of the clinical preceptor or other clinical site personnel as well as the Director of Education.

**Home Clinical Site:** \_\_\_\_\_

**Student's Name (please print):** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\*\*\*

**Name of Clinical Preceptor (please print):** \_\_\_\_\_

**Signature of Clinical Preceptor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX E

### Venango College of Clarion University Clinical Evaluation

Student \_\_\_\_\_

Date: \_\_\_\_\_

<b>Scale:    3 – Exceptional    2 – Satisfactory    1– Unsatisfactory    N/O– Not Observed</b>			
<b>Knowledge</b>			
3	2	1	N/O
Demonstrates superior understanding of concepts, facts and theories specific to the situation	Demonstrates a general knowledge of concepts, facts and theories specific to the situation	Demonstrates little or no understanding of the concepts, facts and theories related to the specific situation	Not observed
<b>Psychomotor/Hands On Ability</b>			
3	2	1	N/O
Can perform the skill with confidence, without error and greatly exceeding standards. Seldom requires assistance.	Carries out the skill without significant error and meets the accepted standards most of the time. Requires occasional assistance.	Cannot perform the skill or is in danger of harming the patient. Needs constant assistance.	Not observed
<b>Dependability</b>			
3	2	1	N/O
Never absent, always arrives on time and prepared	Rarely absent but informs appropriate personnel; is seldom or unprepared, but notifies appropriate personnel	Absent repeatedly and neglects to inform appropriate personnel; is frequently late and unprepared	Not observed
<b>Self-Direction and responsibility for his/her actions</b>			
3	2	1	N/O
Is self-directed and works responsibly	Needs normal amount of supervision and usually accepts responsibility	Requires frequent or constant supervision and has difficulty assuming responsibility	Not observed
<b>Efficient Planning and Time Management</b>			
3	2	1	N/O
Plans ahead, always works efficiently and manages time wisely	Completes assigned tasks, needs occasional direction	Inconsistent or rarely completes tasks, needs significant help and direction in prioritizing work	
<b>Oral Communication Skills</b>			
3	2	1	N/O
Always communicates in a concise manner; relating appropriate and complete information; maintains confidentiality	Usually communicates in a thorough manner; ensures confidentiality	Has difficulty collecting and communicating appropriate information; fails to maintain confidentiality	Not observed
<b>Appropriately interacts with patients (courteous, thoughtful, empathetic, displays patience, and non-judgmental).</b>			
3	2	1	N/O
Always demonstrates respect, sensitivity and consideration for others, consistently anticipates and attends to patient's and family's needs for comfort and help	Usually concerned for and supportive of others, reasonably aware of and attentive to patient's and family's needs for comfort and help	Seldom shows concern or interest in others, inconsistent in attending to patient's and family's needs for comfort and help	Not observed

<b>Scale: 3 – Exceptional 2 – Satisfactory 2 – Unsatisfactory N/O– Not Observed</b>			
<b>Accepts supervision and works effectively with supervisory personnel (accepts constructive criticism and guidance)</b>			
<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
Always seeks constructive feedback, accepts guidance, and changes behavior for personal improvement	Usually accepts guidance or direction, frequently improves behavior	Rarely accepts guidance or direction, is defensive or argumentative and unwilling to change behavior	Not observed
<b>Confidence in abilities, Exercises good judgment and maintains composure in stressful situations</b>			
<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
Self –confident, always seeks assistance when appropriate, respects professional boundaries and remains calm in stressful situations	Recognizes limitations the majority of the time, occasionally seeks assistance when necessary, acts appropriately in stressful situations	Doesn't know when to seek assistance, oversteps professional boundaries and makes inappropriate decisions that are harmful to patient care	Not observed
<b>Conducts himself/herself in an ethical and professional manner (displays integrity, sincere and applies discretion).</b>			
<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
Always exhibits concern for the dignity and welfare of patients and team members; prevents conflict of interest; always takes measures to deal with conflict effectively	Generally displays concern for dignity and welfare of patients and team members; avoids conflict of interest; and recognizes conflicts as they arise	Is negligent or inconsiderate of patients or team members dignity or welfare; or demonstrates conflict of interest; or provokes conflict	Not observed
<b>Participates in educational activities that enhance clinical performance.</b>			
<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
Readily <b>initiates</b> learning activities and participates willingly in learning activities	Participates willingly in learning activities	Participates only if prompted or with encouragement from preceptor	
<b>Comments: (Overall comments and comments specific to any rating of exceptional or unsatisfactory)</b>			

**Directions:** It is to the student's benefit if you are as honest and constructive as possible. Comments and examples are highly valued. If you feel that the student deserves an exceptional or unsatisfactory rating in any category, please include specific comments so that we may either recognize the student or create an action plan to maximize his/her potential.

**Please fax completed evaluation to:**  
**Chris Harancher, DCE Respiratory Care Program**  
**814-676-0251**

**APPENDIX F**  
**CLARION UNIVERSITY OF PENNSYLVANIA**  
**SCHOOL OF NURSING AND ALLIED HEALTH**

**INCIDENT REPORT FORM**

An incident is any happening related to student performance, which is not consistent with the educational practices of the Respiratory Care Program, or one in which the safety of the individual is jeopardized.

**Date of Incident:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**Level of**

**Student:** \_\_\_\_\_ **Educator:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT –By the Student**

**Signature:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT – By the Faculty Member**

**Signature:** \_\_\_\_\_

**INCIDENT REPORT FORM, CONTINUED**

**OUTCOME OF INCIDENT**

**REPORT OF STUDENT CONFERENCE**

**Date:** \_\_\_\_\_

**RECOMMENDATION**

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Signature**

**Date:** \_\_\_\_\_