# Table of Contents

1. Table of Contents ................................................................. 2

**General Information:**
2. St. Philip’s College Mission, Vision, Core Competencies, Values, & Strategic Objectives ................................................................. 3
3. Program Mission ........................................................................... 4
4. Program Goals .............................................................................. 4
5. Program Description ...................................................................... 5
6. Essential Skills for Respiratory Care .............................................. 5-6
7. AARC Code of Ethics & Professional Conduct ............................... 6-7
8. Respiratory Care Technology Program Accreditation ....................... 8
9. Initial Responsibilities of the Student .............................................. 8-9
10. Curriculum .................................................................................. 8-9
11. Required Immunizations ............................................................ 9-10
12. Criminal Background Check (CBC) .............................................. 10
13. Substance Abuse Screen ............................................................ 10-11
14. Health Insurance ........................................................................ 11
15. CPR/BLS .................................................................................... 12
16. Student Employment ............................................................... 12
17. ADA Statement .......................................................................... 12
18. Personal Phone Calls, Cell Phones, PAD’s, Laptop Computers ......... 12-13
19. Student Grievance ....................................................................... 13
20. Student Pregnancy ....................................................................... 13
21. Change of Name, Address, and/or Telephone Number ................... 13
22. On-Campus Eating, Drinking, & Smoking ..................................... 13
23. Child Care .................................................................................. 14
24. Program-Specific Tutoring ........................................................ 14

**Academic Performance:**
25. Didactic/Lecture Activities & Instructional Materials ....................... 14
26. Laboratory Facilities & Equipment .............................................. 14
27. Lecture & Laboratory Assignments/Homework & Evaluation ......... 14-16
28. Grading Scale ............................................................................. 16-17
29. Academic Integrity ...................................................................... 17
30. Absence & Tardiness ................................................................. 17-18
31. Academic Counseling & Progress Reports ................................... 20
32. Academic Probation & Withdrawal ............................................. 20
33. Program Withdrawal ................................................................... 20
34. Readmission to Program ............................................................. 21
35. Level 1 & Level 2 Required Textbooks by Semester ....................... 22-23

**Clinical Performance:**
36. Clinical Facilities ...................................................................... 24
37. Clinical Attendance ..................................................................... 24
38. Clinical Documentation (SOAP) Guidelines ................................ 25
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>40.</td>
<td>Clinical Counseling</td>
</tr>
<tr>
<td>41.</td>
<td>Clinical Site Work Guidelines</td>
</tr>
<tr>
<td>42.</td>
<td>Sharps, Blood/Body Fluid Exposure Protocol</td>
</tr>
<tr>
<td>43.</td>
<td>Personal Appearance &amp; Clinical Uniform</td>
</tr>
<tr>
<td>44.</td>
<td>Required Supplies</td>
</tr>
<tr>
<td>45.</td>
<td>Student Handbook Compliance Form</td>
</tr>
<tr>
<td>46.</td>
<td>Student Confidentiality Agreement Form</td>
</tr>
<tr>
<td>47.</td>
<td>Emergency Contact &amp; Immunization Form</td>
</tr>
<tr>
<td>48.</td>
<td>Clinical Practice Reimbursement &amp; Indemnification Agreement Form</td>
</tr>
<tr>
<td>49.</td>
<td>Student Commitment to Success Form</td>
</tr>
<tr>
<td>50.</td>
<td>Statement of Understanding SPC RCT Student Handbook, Student Audio-Visual and Lab Activities Release Form</td>
</tr>
<tr>
<td>51.</td>
<td>Student Clinical Incident/Injury Form</td>
</tr>
</tbody>
</table>

(2.) St. Philip’s College Mission, Vision, Core Competencies, Values & Strategic Objectives

**Our Mission**

St. Philip’s College provides an educational experience that stimulates leadership, personal growth, and a lifelong appreciation for learning.

**Our Vision**

St. Philip’s College will set the standard for achieving excellence in student success to build a vibrant, cohesive, and sustainable community.

**Our Core Competencies**

- Quality Instruction
- Support for Learners
- Business and Industry Responsiveness
- Community Engagement

**Our Values**

**INTEGRITY:**
We have the courage to act ethically, building a culture of trust and respect.

**COMMUNICATION:**
We engage in open and transparent communication, information sharing, and collaboration.
COMMUNITY:
We commit to a culture of learning and service where unity in diversity occurs through mutual respect, cooperation, and accessibility.

CREATIVITY:
We value creativity, growth, and transformation through vigorous inquiry and a free exchange of ideas for all.

ACCOUNTABILITY:
We take responsibility for our actions and strive for continuous learning and improvement.

### Our Strategic Objectives

1. Provide access to resources and programs to fulfill individual educational goals.
2. Improve educational (instructional, non-instructional, and support) services for all students.
3. Build a world-class workforce through education and training.
4. Develop employees and strengthen the financial, technological, and physical capacities of St. Philip’s College.
5. Foster internal and external organizational communication to consistently promote the positive impact and value of SPC to the community.

### (3.) Program Mission:

The Respiratory Care Technology Program at St. Philip’s College is a comprehensive Associate of Applied Science degree offering whose primary mission is to provide an optimal educational experience that prepares students to become employed in the healthcare industry as advanced level Respiratory Care Practitioners (RCP’s).

The Respiratory Care Technology Program strives to meet the essential needs of the individual student, the ever-changing healthcare environment, and communities of interest by offering a curriculum consisting of relevant didactic, laboratory, and clinical course work. The Respiratory Care Technology program is committed to the continual revision of the curriculum to keep pace with the dynamic technological advances of today’s healthcare environment.

### (4.) Program Goal:

A. To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
(5.) **Program Description:**
The Respiratory Care Technology Program is a sequenced 24-month A.A.S. degree program consisting of lecture, laboratory, and clinical instruction. Year one or Level 1 consists of instruction during the fall semester, spring semester, and a 10 week summer semester. The second year of the program (Level 2) consists of instruction during the fall semester, spring semester, and a 10 week summer session.

The program is offered on a full-time basis during the daytime. Part-time enrollment or evening classes are not available for this program. The student can expect to spend approximately 30-35 hours per week in class, laboratory, and clinical while enrolled in this program.

(6.) **Essential Skills for Respiratory Care:**

A candidate for acceptance into the Respiratory Care Technology Program at St. Philip’s College should exhibit/demonstrate the following essential skills for completion of the program and success in the profession of Respiratory Care.

**A. Observation Skills:**

- **Visual:** The student/RCP must be able to visualize and differentiate colors associated with respiratory therapy equipment alarms & controls. The student/RCP must have visual acuity necessary to accurately set and monitor the control panel of equipment/ventilators. The student/RCP must have visual acuity and color perception to assess patient’s skin tone & color (presence of cyanosis, etc.)

- **Auditory:** The student/RCP must be able to hear and differentiate equipment dysfunction alarms in a moderately noisy environment. The student/RCP must be able to hear lung/heart sounds using a stethoscope. The student/RCP must be able to hear normal verbal communication.

- **Tactile:** The student/RCP must be able to accurately palpate a patient’s pulse, demonstrate tactile acuity and motor skills necessary to operate the controls of respiratory therapy and related equipment, demonstrate tactile acuity and motor skills necessary to perform invasive patient procedures such as airway suctioning and arterial puncture.

**B. Communication Skills:**

- **Reading:** The student/RCP must exhibit reading skills necessary to review, evaluate, and interpret data from the medical record and related documents.

- **Writing:** The student/RCP must communicate in writing effectively and legibly for documentation of progress notes, the medical record, flow sheets, care plans, and related documents.

- **Verbal:** The student/RCP must demonstrate effective and unambiguous verbal
communication skills with patients, physicians, nurses, peers, and related health care workers.

C. Intellectual, Conceptual, and Analytical Skills:

The student/RCP must be able to gather, comprehend/interpret, and analyze data in a timely manner. The student/RCP must be able to recommend a therapeutic plan based upon the analysis of patient data. The student/RCP must be able to make recommendations for modification of the therapeutic plan based upon changes in the patient’s condition. The student/RCP must use good judgment, be a problem solver, and follow directions consistently and accurately.

D. Behavioral/Social Skills:

The student/RCP should exhibit the following affective characteristics:

- Integrity
- Honesty
- Empathy
- Tolerance
- Sensitivity
- Responsibility
- Compassion

The student/RCP should be able to function effectively under stress, exercise good judgment in problem solving, and display flexibility/adaptability in an unpredictable environment.

E. Motor Skills:

The student/RCP providing respiratory care services must be able to perform physical and mental tasks in a wide variety of settings. Physical tasks may include lifting patients, positioning patients, loading and/or moving large gas cylinders, moving heavy equipment such as mechanical ventilators, and performing CPR for extended periods of time. Students should consider that respiratory care is a physically demanding profession. It is the responsibility of the student to seek accommodations for identified disabilities.

(7.) Respiratory Care Code of Ethics:

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.
- Promote and practice evidence-based medicine.
● Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.

● Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.

● Respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent and refusal of treatment.

● Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, as authorized by the patient and/or family, or required by law.

● Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.

● Promote disease prevention and wellness.

● Refuse to participate in illegal or unethical acts.

   ● Refuse to conceal, and will report, the illegal, unethical or incompetent acts of others.

● Follow sound scientific procedures and ethical principles in research.

● Comply with state or federal laws which govern and relate to their practice.

● Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.

● Promote health care delivery through improvement of the access, efficacy, and cost of patient care.

   ● Encourage and promote appropriate stewardship of resources.

● Work to achieve and maintain respectful, functional, and beneficial relationships with all health professionals.

Effective 12/94
Revised 12/07
Revised 07/09
Revised 07/12
Revised 08/13
Revised 11/15
Position Statements | AARC.org
(8.) **Respiratory Care Technology Program Accreditation:**

The program is fully accredited through the Commission on Accreditation for Respiratory Care (CoARC). Graduates of the program are eligible to take the NBRC TMC (CRT) Exam, the NBRC CSE (RRT) Exam, and additional exams offered by the NBRC.

(9.) **Initial Responsibilities of the Student:**

A. Students must complete on-line registration through “Apply Texas” and provide the St. Philip’s College Records & Registration Department an official copy of their high school transcript.

B. Students must declare Respiratory Care Technology Associate of Applied Science as degree status in the Records & Registration office (Degree Code 2539).

C. Students must have current St. Philip’s College Student Identification Card (student ID) photograph on file in the Records & Registration Office. SPC student ID photos may be used for the Clinical ID badge.

(10.) **Curriculum:**

**Pre-Requisite Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2404</td>
<td>Human Anatomy &amp; Physiology OR</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
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**First Year**

**Semester I (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPT 1207</td>
<td>Cardiopulmonary Anatomy &amp; Physiology</td>
<td>2</td>
</tr>
<tr>
<td>RSPT 2317</td>
<td>Basic Respiratory Care Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 1310</td>
<td>Respiratory Care Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 1360</td>
<td>Clinical</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from Humanities (40) core or Visual/Performing Arts (50) core

**Semester 2 (Spring)**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPT 1361</td>
<td>Clinical</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 1411</td>
<td>Respiratory Care Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>RSPT 1431</td>
<td>Respiratory Care Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>RSPT 2210</td>
<td>Cardiopulmonary Disease</td>
<td>2</td>
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**Semester 3 (Summer Session)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RSPT 1462</td>
<td>Clinical</td>
<td>4</td>
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</table>

**Second Year**

**Semester 1 (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RSPT 1141</td>
<td>Respiratory Home Care &amp; Rehabilitation</td>
<td>1</td>
</tr>
<tr>
<td>RSPT 2314</td>
<td>Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 2353</td>
<td>Neonatal/Pediatric Cardiopulmonary Care</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 2360</td>
<td>Clinical</td>
<td>3</td>
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**Semester 2 (Spring)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RSPT 2231</td>
<td>Clinical Simulations in Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RSPT 2325</td>
<td>Cardiopulmonary Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 2361</td>
<td>Clinical</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
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**Semester 3 (Summer)**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>RSPT 2462</td>
<td>Clinical</td>
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**Required Immunizations:**

Prior to beginning the program and particularly the clinical phase of the program, the student must show proof of current MMR inoculation, DPT/TD inoculation, Hepatitis A & B, Varicella, and a bacterial meningitis vaccination for all college students below the age of 30, as well as Annual Tuberculosis PPD skin testing to be completed before participating in Fall clinical rotations of the program. This is a requirement mandated by the clinical affiliates of our program and the State of Texas, and as such, must be completed prior to entering the program and clinical phase. Additionally, clinical rotation sites are now requiring that all clinical students and faculty receive yearly Influenza (flu) vaccine inoculations prior to patient care activities.

**IMMUNIZATIONS:**

All students accepted into an Health Sciences program at St. Philip's College must present evidence of having met the following immunization requirements BEFORE the student will be allowed to begin any clinical assignment:

- **Tetanus, Diptheria, Pertusis (Tdap)** – 1 within ten (10) years and thereafter a Td every 10 years.
- **Measles/Mumps/Rubella (MMR)**
• Measles & Mumps—Proof of either: 1) MMR vaccine or up to date blood test showing you’re immune to measles or mumps OR 2) Get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later).
• Rubella—Proof of either: 1) MMR vaccine or up to date blood test showing you’re immune to rubella OR 2) one does of MMR (although you may get 2 doses).
• Tuberculosis Skin Test (PPD) – within one (1) year. If PPD result is positive, student must obtain chest x-ray report confirming no active case of tuberculosis (within 2 years).
• Hepatitis A – Series of 2 vaccines. (Required for the following programs: Medical Laboratory Technician, Histologic Technician, and Phlebotomy)
• Hepatitis B – Proof of either: 1) documented evidence of a complete hep B vaccine series or an up to date blood test showing you’re immune to hepatitis B OR 2) Get the 3-dose series (dose #1 now, #2 in a 1 month, #3 approximately 5 months after #2 and get an anti-HBs serologic tested 1 – 2 months after #3).
• Varicella (chicken pox) – Proof of either: 1) a physician-documented history of disease 2) an up to date blood test that shows you’re immune to varicella or 3) documentation of 2 doses of varicella immunizations (injections must be spaced 4 weeks apart).
• Meningitis – required for any student under the age of 22.
• Flu (Influenza)—Get 1 dose of influenza vaccine annually.
• Additional immunization may be required.

(12.) Criminal Background Check:

Students must successfully complete a criminal background check to receive final acceptance into the program. The CBC may be done during the student’s application process and must be successfully reported to the Allied Health Department prior to the student’s attendance of any clinical course or rotation. Falsification of any submitted application documents or certain felony convictions may result in the student’s withdrawal from the program.

The CBC must be done through Pre-Check/Student Check. No other CBC will be accepted. Please refer to www.precheck.com for further instructions. Specific information on the CBC process will be provided to the student by the Program Director.

Results of all CBC’s are submitted to the Allied Health Department Chairperson and forwarded to the Program Director and Director of Clinical Education.

Enrollment into Allied Health Programs by student with felony convictions could result in denial of licensure or certification. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure and/or certification board and proof of eligibility for licensure/certification is provided. www.dshs.state.tx.us/plc_cheval.shtm

(13.) Substance Abuse Screen:

Students must successfully complete a Substance Abuse Screen (illicit drug test) to
receive final acceptance into the program. The screen should be completed by the student before the initial enrollment/registration period. All positive substance abuse screening results must be reported to the Allied Health Department Chair. Positive results on this screen will result in the student’s immediate withdrawal from the program consideration. The drug screening must be performed through Compliance Safety Systems and LabCorp. Results of all Substance Abuse Screens are submitted to the Allied Health Department Chairperson and forwarded to the Program Director and Director of Clinical Education.

(13b.) Substance Abuse Screen:
At any time throughout the program students may be asked to submit to an unannounced drug screening. The unannounced substance abuse screening is open at any time throughout the program.
Student that test positive for any illicit drugs the student will not be able to attend clinical rotation for 60 days. Once the 60-day period is completed student must be tested for illicit drugs once again. In the event that student continues to test positive for drugs, the student will be dropped from program.
If the student’s drug screening are negative for any illicit drugs the student can resume clinical rotation, but make up the lost clinical hours. St. Philips College can retest the student at any time without notice and the drug screen expense will be the student’s responsibility.

DRUG SCREENING & BACKGROUND CHECK:
All students accepted into a Health Sciences program at St. Philip’s College will be required to complete drug testing and background check. Students will be responsible for all costs associated with this process. Certain clinical sites may require additional drug screen or criminal background check. Details regarding this process will be provided by Health Sciences personnel.

Enrollment into a Health Sciences program by students with felony convictions could result in denial of licensure or certification. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure or certification board and proof of eligibility for licensure or certification is provided.

(14.) Health Insurance:
Students must have health care insurance while enrolled in the program. You can select to have private insurance, UHS CareLink, military insurance, and Medicaid.

PERSONAL HEALTH INSURANCE:
All students accepted into a Health Sciences program at St. Philip’s College are responsible for obtaining personal health insurance prior to attending clinical rotations. Proof of insurance is required. Options for coverage include the following:

- Family or spouse’s insurance policy
- Private insurance
- Employer insurance
- Medicaid
- CareLink (more info at What is CareLink?)
(15.) **CPR/BLS Certification:**

CPR certification is required of students by the program and the clinical affiliates of the program. Students must complete an American Heart Association (AHA) approved/sponsored course prior to the beginning of the initial clinical rotation of the program. Current CPR certification must be maintained by all students throughout the entire curriculum. The faculty of the program will schedule a CPR course during the first month of the Level I program year. This course must be taken and passed by all students requiring CPR certification. Those students with current CPR certification must submit their documentation (CPR card) to the Director of Clinical Education. A photocopy of the card will be made and the original returned to the student.

(16.) **Student Employment:**

Students are not encouraged to seek outside employment. However, there are various RC departments that hire students while enrolled in the program. Work schedules must not interfere with class schedules or the student’s performance. If employed, inform Director, Supervisor, etc. of your class time and the program policy that work schedules *cannot* interfere with valuable class time. Students will not be allowed to leave class/lab/clinical early so that you may be “on time” to work. Students must not represent themselves as hospital employees during clinical courses. Students must not represent themselves as students while employed in a hospital/health care facility.

(17.) **ADA Statement**

As per section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if an accommodation is needed, contact Disability Support Services, SLC 102 at (210) 486-2020

(18.) **Personal Phone Calls/Cellular Phones/PAD’s/Personal Laptop Computers**

A. No incoming or outgoing personal phone calls/text messages/pages while in class, lab, or clinical will be allowed except in personal emergencies.

B. Students are not to have visitors in class, lab, or the clinical facility. Clinical students must not leave their assigned area without permission from the clinical instructor.

C. Students are not to make personal phone calls/text messages at any clinical site except in emergencies.

D. Cellular phones will be turned off in the classroom/laboratory and clinical setting.
E. PAD’s/Laptop computers may be used in class for following course materials. Do not use these devices for web/internet access during class time.

(19.) Student Grievance:

Grievances should be expressed through proper administrative channels. Students must follow college My Student Handbook Academic Grievance Policy (pg.31); copy available through Vice-President of Student Success office.

1. Instructor
2. Program Director/Director of Clinical Education
3. Chairperson of Healthcare Sciences
4. Dean, Division of Health Sciences
5. Vice President of Student Success

(20.) Student Pregnancy:

A. Pregnancy Guidelines

If a student becomes pregnant while in the RSPT Program it is her responsibility to inform the program director and/or clinical coordinator so that appropriate accommodations can be made when or if necessary. If the student is unable to complete course work or clinical assignments because of her pregnancy, she can, with permission of the program director, drop the courses in which she is enrolled, re-enroll the following year and continue the curriculum sequence. Because of possible risks associated with the clinical setting, such as lifting, exposure to chemicals, or x-ray, some clinical assignments are not appropriate for the student who is pregnant. The clinical coordinator will make every effort to assign the student to a safe and appropriate clinical site while also ensuring she has a well-rounded clinical education.

(21.) Change of Name, Address, and/or Telephone Number:

A. It is the responsibility of the student to notify the program director of any change in their status.

B. This information is kept confidential and is not given to another party without consent (verbal or written) from the student.

(22.) On-Campus Eating, Drinking, & Smoking:

Eating and drinking during class is not encouraged as it may be disruptive to your classmates.

St. Philip’s College is a non-smoking institution.
(23.) **Child Care:**

Students are to make arrangements prior to class, lab, and clinical for the care of their children. Children **ARE NOT** allowed in the classroom, lab, or clinical setting.

(24.) **Program-Specific Tutoring:**

Tutors may be available for Respiratory Care courses. The tutor will be a Level II student that has excelled in the curriculum or a RCP from the community. Tutors will be paid by the college and are not to be paid by individual students.

(25.) **Didactic/Lecture Activities & Instructional Materials:**

A. Didactic material will be presented in lecture and discussion format. Whenever possible, instructional aides will be used in class. Faculty will utilize Power Point presentations, chalkboard, models, textbooks, and other instructional aides as deemed appropriate. The student should arrive in the classroom prepared to be an interactive component of the class. Students should freely take notes, ask questions, and be attentive during each class period. The student should come to class prepared with ample note-taking materials, printed notes, a calculator, and the appropriate textbook.

B. Depending on the class/instructor, class notes will be made available from your instructor (CD format) or be made available on-line through the ACES/CANVAS system. **It is the responsibility of the student to have class notes available during class.**

(26.) **Laboratory Facility & Equipment:**

A. The Respiratory Care Laboratory is located on the third floor of the Center for Health Professions (CHP) Building (Room 321A). Class sessions will be conducted in this area to compliment didactic/classroom activities.

B. Under no circumstances will food/drink be allowed in laboratory during class time.

C. Desks/counter tops in the lab should be used for a writing/work surface. Please do not sit or place feet on desks/counter tops.

D. Computers located in lab are for educational/instructional purposes only.

E. Laboratory equipment is very expensive. Please handle all equipment with care.

(27.) **Didactic/Laboratory Assignments/Homework & Student Evaluation:**

A. Examinations will be given in all class, lab, and clinical courses. Didactic exam
format may be multiple choice, matching, short answer/fill-in-the-blank, or essay. Lab exams may consist of multiple choice, short answer/fill-in-the-blank, matching, and practical. Clinical exams may consist of written (multiple choice, etc.), practical/clinical observation, and affective/behavioral.

B. Students will be informed of their progress in each course on a regular basis. Individual exam scores will be disseminated to the class after each major exam. Mid-term grade reports will be given to each student. The mid-term grade report will document current progress for each didactic/lab course. Pass/Fail will be reported for mid-term clinical progress. It is the responsibility of the student to maintain personal records of their individual exam scores.

C. All student evaluation materials will be maintained by the program faculty. A student may review their evaluation materials at any time by making an appointment to do so with the faculty of the program. Student evaluation materials may not be taken out of the Center for Health Professions Building. Student evaluation materials may not be reproduced in any manner.

D. Students practicing unethical behavior during examinations will be withdrawn from the program. Unethical behavior may consist of copying another student’s work, using class notes or other written/verbal/recorded materials for assistance during an exam, using unapproved electronic/digital technology of any sort for assistance during an exam (text messages, etc.)

E. Make-Up Examinations:

1. All major exams (including finals) are to be taken at their scheduled times and dates.

2. Should circumstances beyond the students control prevent this, the following conditions exist:

   a. the date, time, and place for make-up is to be determined by the course instructor.

   b. the exam administered for make-up will be written essay format covering the same original exam content.

   c. the length of the exam will be the same as original exam.

   d. the exam must be scheduled within five (5) school days of the originally scheduled exam.

   e. if the above conditions cannot be met, the student will receive a zero "0" for the missed exam. It is the responsibility of the student to insure that this does not occur.
f. all other work/assignments not received on the due date will receive a 10 point reduction in percentile score. If the assignment is not received within 3 school days of the original due date a "0" will be given for that assignment.

F. At the completion of the 1st year of didactic, laboratory, and clinical coursework the student will be required to take a comprehensive final competency examination which will be administered by the program faculty. It will consist of a version of the National Board for Respiratory Care (NBRC) Certification Exam for Self-Assessment with the passing score (raw score or percentile score) to be determined by the program faculty in conjunctions with guidelines provided by the NBRC. **Program students must pass this competency exam in order to continue on to the second year of the Respiratory Care Program.** Students not passing the exam will be given the opportunity to re-test until a minimum passing score is achieved. If after repeated attempts to pass the exam without success the student will not be able to continue in the program.

G. Terminal competency exams will be administered during the final semesters of the program. Terminal competency exams may consist of the National Board for Respiratory Care (NBRC) Certification Exam for Self-Assessment, NBRC Therapist Multiple Choice for Self-Assessment, and the NBRC Clinical Simulation Exam for Self-Assessment. These exams will be ordered and provided to the class by program faculty. **It is the student’s responsibility to pay for their own board exams.** Currently, The Therapist Multiple-Choice Examination costs $190 for new applicants and $150 for repeat applicants. The Clinical Simulation Examination costs $200 for both new and repeat applicants. These prices are subject to change. You can find more information on [www.NBRC.org](http://www.NBRC.org).

H. Students must pass all terminal competency exams. Passing scores (raw score or percentile score) will be determined by the program faculty, the Commission on Accreditation for Respiratory Care Education Programs (CoARC), or the NBRC. Students not passing individual exams will re-test until a passing score is achieved. Re-testing exam fees are the responsibility of the student.

(28.) Grading Scale:

A. Each course syllabi states the process for final course grade determination; however, an A, B, C, etc. is as follows:

A . . . . 93-100
B . . . . 85-92
C . . . . 77-84
D . . . . 70-76
If any student fails to obtain a “C” (min 77%) or higher for any Respiratory Care Technology course, the student will not be able to advance to the next level of the program and will be subsequently dropped from the program. Students can re-apply to the program in the fall for re-admission if they fail only one course. Should a student fail two (2) classes in the same term, the student will be removed from the program and will not be allowed to continue in the Respiratory Care Technology Program. Former students re-admitted will have to begin the term where they left off and will be required to repeat all Respiratory Care Classes (even if they passed the course successfully) due to the amount of time that will lapse before the class is taught again. Each Respiratory Care Course is taught only once a year.

(29.) Academic Integrity:
A. In efforts to preserve the quality of education provided within the Respiratory Care Technology program at St. Phillip’s College, the program is responsible for maintaining academic integrity. Violations of academic integrity, in any of their forms, brings down the value to the students and their development as responsible members of the community, and the process of learning. Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the College’s academic resources, alteration, or falsification of academic records; academic misconduct; and complicity. If the Instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial action will be taken at the Instructor’s discretion. Actions taken by the Instructor do not preclude the College from taking further action.

B. The Instructor’s will do the following while proctoring exams to ensure the Academic Integrity Policy is enforced while exams are being given: everything will be put away and off the desk; students will sit every other desk when paper exam is being given; when online exam is being taken, students will use lockdown browser; cell phones and smart devices will be placed in a basket with instructor until the exam is submitted; smart watches will be put away and away from desk during exams; instructor will walk the room frequently throughout the exam. If any student is found with a smart device in their possession while taking an exam, the Instructor is to take action at their own discretion.

(30.) Absence/Tardiness:
A. Every day absent regardless of cause is considered an absence and will be recorded on the student’s record as such. Excused absences will apply only to those students representing the school in an official capacity approved by the President of the College or the Vice-President of Student Success. The college attendance policy may be reviewed in the St. Philip’s College On-Line Catalog 2016-2017. Please reference Academic Standards/Attendance. Absenteeism from school, even for legitimate reasons, causes the
student to miss important material and time which is virtually impossible to make up. Therefore, students should avoid being absent except in extreme emergencies.

B. If at any time the student is unable to attend class, lab, or clinical, they must notify the instructor of the absence. Notification of intended absence will be made to faculty office phone for class & lab absences. Students will notify instructor of intended absence for clinical courses using the instructor’s preferred method of communication.

C. The following excessive absence policy is a policy of St. Philip’s College and/or the Allied Health Department and will be utilized by the program:

1. Class: Lecture (T/R)……………….4 absences allowed
   One day (1 hr.)………………2 absences allowed
   Clinical (M/F)……………..12.5% of total contact hours in course.
   Fall & Spring Clinical Courses = 4 days (30 hours) allowed
   Summer Clinical Courses = 4 days (30 hours) allowed

2. Partial class absences (leaving class/lab/clinical early or coming to class late) will be deducted in increments of 1 absence (½ absence, ¾ absence, etc).

3. A student will be automatically dropped from the program on the first absence beyond the maximum allowable for class/clinical after roll is taken.

D. Students not present at the time roll is taken will be marked tardy for up to 10 minutes after the roll is taken, thereafter marked absent. **Three (3) tardies = one (1) absence.**

E. Definition of term tardy:

Entering class, lab, or clinical after the designated starting time as published in the college bulletin, or as established by your clinical instructor. A student having repetitive tardiness will be counseled verbally with the session recorded in writing and placed in their file. Repetitive tardiness could result in excessive absences leading to a student being dropped from the program.

F. Absences taken in clinical classes require the student to notify the respective clinical facility and instructor of the anticipated absence. Clinical practice begins at most facilities at 6:45 AM but can start as early as 6:00 am. The facility and instructor will be notified of the anticipated absence no later than 5:30 AM. Failure to notify the clinical facility (if applicable), clinical instructor, and Director of Clinical Education of absence will result in documentation of each event in the student’s clinical
file. Such documentation will significantly affect the student’s final performance grade in clinical course work. The student should notify the clinical instructor of the intended absence per the instructors instructions and preference for contact. **Relying on clinical classmates to inform instructor of absence is unacceptable!**

**G.** All official school holidays “college closed” days will be recognized by the program.

**H.** Smart Start–The First DAY Counts – Students must attend the first class or contact you. Online students are expected to complete an attendance verification activity by Day 3. You define what that activity is. Students will now get an automated email notifying them of the drop
(31.) Academic Counseling & Progress Reports:

A. Academic counseling is available for students by the Institute III Advisors or by individual Respiratory Care faculty. Matters such as transcript evaluation and course substitution documentation should be done by the Program Director, Academic Advisor, or the Healthcare Sciences Department.

Mandatory remediation with your course instructor is required when you fail any exam. During this tutoring session, you will go over any missed questions on the exam and the instructor will re-inforce key concepts from the course material. This is a customized tutoring session addressing the needs of the student.

Clinical Remediation Policy: student will perform remediation with a set instructor at a set day and time. Student is to test with an alternate instructor at an agreed upon preset date and time and pass with an 80% overall satisfaction and have a follow up discussion.

B. Mid-term progress reports will be available for all students through MyMap Resources. The mid-term progress report will be accessed through the student’s ACES/CANVAS account. Additional program/instructor-developed progress reports may be given to students upon request or as a cohort/class.

(32.) Academic Probation & Withdrawal:

A. Any student that does not maintain a "C" or higher in each Respiratory Care class, lab or clinical will not be eligible to enroll in additional Respiratory Care course work until a passing grade is earned in the respective course.

B. A student may repeat any Respiratory Care course in which a failing grade was earned (< 77%). The student will be ineligible for readmission in the program if a failing grade is earned during the second attempt or enrollment period.

C. A student failing (<77%) two Respiratory Care courses during a semester or semesters will be ineligible for readmission to the program.

D. A student may be asked to begin/repeat the program in entirety if deemed appropriate by the faculty.

(33.) The following constitute program withdrawal with the student being ineligible for readmission to the Respiratory Care Program.

A. Failure of two or more courses in the Respiratory Care curriculum (or) failure of the same Respiratory Care course twice. Failure is interpreted as either a D or F earned in a course.

B. Violation of the Alamo Community College District’s Student Code of Conduct (District Policy Manual FLB Local) or the American Association for Respiratory Care Code of Ethics.

C. Falsification of written documents and and/or verbal communication.

D. Clinical Facility (#35 F.)

E. Student Evaluation (#26 D.)
(34.) **Student Readmission to Program:**

A. A student may voluntarily request withdrawal from the program due to a personal reason such as hardship, illness, family emergency, etc. Students that are in good standing at the time of withdrawal (passing grades, no misconduct, no excessive absences, etc.) may re-enter the program at the point of withdrawal based upon space availability and within one year of the withdrawal date. Students re-admitted into the program must submit an updated and current criminal background check, drug test, and any requirements deemed necessary by the program faculty (current CPR certification, etc.).

B. The student desiring readmission must contact the Program Director and formally request re-admission prior to registering for courses.
# (35.) Level 1 & Level 2 Required Textbooks by Semester

**St. Philip’s College**  
Respiratory Care Technology Program  
Textbook Adoptions by Semester

## Fall Semester

<table>
<thead>
<tr>
<th>Program</th>
<th>Course</th>
<th>Title</th>
<th>Author</th>
<th>Ed.</th>
<th>Year</th>
<th>ISBN</th>
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<tr>
<td>RSPT</td>
<td>1141</td>
<td>Egan’s Fundamentals of Respiratory Care</td>
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<tr>
<td>RSPT</td>
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<td>Oakes’ Clinical Practitioner’s Pocket Guide to Resp. Care Clinical Assessment in Respiratory Care <strong>Trajecsys Online Reporting System</strong></td>
<td>Oakes Wilkins Trajecsys</td>
<td>8th</td>
<td>7th</td>
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<td>978-0-932-88742-9</td>
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<td>RSPT</td>
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<td>Pilbeam’s Mechanical Ventilation: Physiological &amp; Clinical Appl. <strong>Workbook Optional</strong></td>
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<td>Perinatal &amp; Pediatric Respiratory Care</td>
<td>Czervinske</td>
<td>4th</td>
<td>2015</td>
<td>978-1-455-75319-2</td>
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## Spring Semester

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<td>RSPT</td>
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<td>Clinical Manifestations and Assessment of Respiratory Disease</td>
<td>Des Jardins</td>
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**Trajecsys online reporting system is $100 for a year subscription or $150 for a 2 year subscription. This is a mandatory subscription.**
In addition to required textbooks, self-assessment examinations will be given during the second year of the program. These exams are mandatory. The cost of these exams may be covered by your Special Tuition Fee, however, if the Special Tuition Fee is not available for purchase of the SAE’s, it will be the responsibility of the student to purchase them. The cost for each is as follows and the prices are subject to change:

<table>
<thead>
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<th>Examination Type</th>
<th>Cost</th>
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<tr>
<td>NBRC Self-Assessment Examinations:</td>
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<tr>
<td>Therapist Multiple Choice (CRT)</td>
<td>$45.00</td>
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<tr>
<td>Clinical Simulation (RRT)</td>
<td>$65.00</td>
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(36.) Clinical Facilities:

A. Students are responsible for their behavior at the clinical facility. The clinical area is one of total professional attitude and discipline.

B. All required immunizations, CPR certification, criminal background checks, drug testing, personal health care insurance, and clinical uniform must be completed prior to the beginning of clinical rotation. Any student not complying with these requirements will not be able to attend clinical. Missed clinical days will be considered an absence.

C. Students will be required to pay for parking at some clinical sites that do not provide parking to students. You can expect to pay for parking at St. Luke’s Baptist and Children’s Hospital of San Antonio.

D. Students will contact their instructor within the clinical facility using their instructor’s cellular phone. Please do not have your instructor “paged” using the hospital overhead paging system.

E. Eating and drinking will be permitted in designated areas only in each clinical facility. Smoking is prohibited because of the types of patients we encounter with respiratory (breathing) problems and the instructor or hospital staff may ask you to go home if you smell of cigarette smoke. These areas will be pointed out by your clinical instructor during a clinical orientation day. All hospitals are non-smoking institutions. Breaks are to be 15 minutes in length, lunch is 30 minutes.

F. The following clinically-oriented infractions may constitute withdrawal from the program: 1.) Leaving an assigned area without notifying clinical instructor or staff therapist, 2.) Charting or reporting false information, 3.) Not performing assigned task(s) to completion, 4.) Endangering a patient's life due to negligence or carelessness, and 5.) Excessive absences.

First offense: Incident will be documented in the student file and student will be sent home and given an absence for that day. Depending on the severity and nature of incident, students may be dropped from the program on the first offense.

Second offense: **Student will be withdrawn from the program.**
(37.) Clinical Attendance:

A. Absences taken in clinical classes require the student to notify the respective clinical facility and instructor of the anticipated absence. Clinical practice begins at most facilities at 6:45 AM (Some rotations require an earlier start time i.e. 6:00 am). The facility and instructor will be notified of the anticipated absence no later than 5:30 AM. Failure to notify the clinical facility/instructor of absence will result in documentation of each event in the student’s clinical file. Such documentation will significantly affect the student’s final performance grade in clinical course work. The student should notify the clinical instructor of the intended absence per their cellular phone.

B. Students that are absent 12.5% or more of the total clinical hours will be dropped from the course.

(38.) Clinical Documentation (SOAP) Guidelines:

A. All SOAPs will be due by Tuesday, no later than 11:59 am following rotation.

B. SOAP will be turned in to their respective clinical instructor OR faculty member. An assignment list stating who and how to submit your SOAP notes will be provided to Level II students and Level I students who have multiple clinical instructors. Otherwise, turn in your SOAP note to your assigned clinical instructor.

C. SOAPs must be emailed to respective full-time faculty (Mr. Dickmann/Ms. Gaus), or adjunct faculty member (refer to items #1 and #2 above).

D. All SOAPs not received on the due date will receive a ten (10) point reduction in percentile score per day it is late. If the assignment is not received within three (3) school days of the original due date, a zero (0) will be given for that SOAP (refer to Student Handbook item #26.E.f.). There is no make-up for a clinical absence.

E. If a student is absent for a scheduled clinical day, they will receive a grade of zero (0) for that day’s SOAP. Students will be unable to make-up SOAP documentation missed during a clinical absence.

F. In the event a student states they sent an email with SOAP attached and the respective instructor did not receive the SOAP, the student must supply proof of sent email. Proof of the sent email would be a hard copy of email “sent items” showing the date and time of the email.

(39.) Upon graduation a student will be expected to have the following proficiencies:

1. Knowledge Base (Cognitive Domain)

A. Acquire and evaluate data to assess the appropriateness of prescribed respiratory care.
B. Participate in the development and modification of respiratory care plans in a variety of settings.
C. Initiate appropriate therapeutic interventions, monitor patient responses, and modify therapy to achieve goals.
D. Promote cardiopulmonary wellness, disease prevention, and disease management in a variety of settings.
E. Provide patient, family, and community education.
F. Encourage evidence-based practice by using established clinical practice guidelines.

2. Clinical Proficiency (Psychomotor Domain)

2b. Students will be evaluated on their ability to accurately and safely perform respiratory care procedures throughout the curriculum. Students will have ample opportunities to practice various procedures prior to being evaluated. The clinical instructor/clinical supervisor will be responsible for conducting clinical performance evaluations. Clinical performance evaluation will be a major portion of the final grade determination in each clinical course.

A. Acquire the clinical competencies required for entry into practice.
B. Perform the therapeutic procedure and modalities required on the job in a safe and effective manner.
C. Perform the diagnostic procedures.
D. Apply problem-solving strategies in the patient care setting.

3. Behavioral Skills (Affective Domain)

3b. Behavioral evaluation will be performed in all clinical courses throughout the curriculum. Behavioral evaluation is based upon the clinical instructor’s observation of the student’s ability to conduct themselves in an appropriate and professional manner while in the clinical setting.

A. Develop effective oral communication skills.
B. Develop effective written communication skills.
C. Communicate effectively in a variety of patient care settings.
D. Interact effectively in a variety of patient care settings.
E. Communicate effectively in diverse groups while respecting beliefs and values of all persons, regardless of cultural background, religion, age, or lifestyle.
F. Think critically (i.e. apply knowledge, provide appropriate patient care, and adapt to changes in clinical conditions).
G. Conduct myself in an ethical and professional manner.
H. Recognize the importance of earning the professional credential (i.e. CRT, RRT) required for entry into practice.

(40.) Clinical Counseling:

A. Any performance or behavioral infraction that is observed during clinical class time will be discussed with the student immediately and documentation of counseling will be placed in the student’s clinical file. Results of all performance and behavioral evaluation documentation will be available at the completion of each clinical course. Clinical instructors will discuss results with each individual student at the completion of respective clinical course.
Clinical Site Work Guidelines:

A. Students do not receive any monetary compensation either as a stipend or salary during clinical rotations.

B. In order to safeguard the health and safety of patients, students, and faculty associated with the educational activities of the students, clinical staff members are responsible for daily workload and supervision of students during clinical rotations. At no time should a student be substituted for clinical staff members.

Sharps, Blood/Body Fluids Exposure Protocol:

ST. PHILIP’S COLLEGE
ALLIED HEALTH DEPARTMENT

PROTOCOL FOR SHARP PUNCTURE, BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS EXPOSURE

It is the policy of St. Philip’s College Allied Health Department that all students who sustain a sharp (needle stick, glass, blade, etc) or other exposure to blood or bodily fluids while engaged in a college sponsored educational program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood / body fluids.

Please keep in mind that drug prophylaxis is time sensitive (2 – 24 hours), therefore the student must immediately seek help from the appropriate supervising personnel.

Immediately after exposure first aid steps should be taken.

1. Squeeze out blood from puncture wound if applicable.
2. Clean wound with soap and water.
3. Flush mucous membranes with water or saline.

It is recommended that appropriate medical follow-up be obtained. Students who incurred a sharp puncture or exposure will go to the nearest emergency room for the appropriate consultation and testing. These services will be covered by the Bollinger Insurance Policy provided through the Alamo Community Colleges. Students should obtain an insurance card at the beginning of each semester. The card is effective for one school year as long as the student is enrolled. They should be instructed to carry the card with them at all times while participating in college sponsored educational programs.

Testing of the source patient’s blood will be done according to the facility’s policy. The student is NOT to ask the source patient for permission for blood testing.

The student will be counseled and advised regarding post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure. All procedures, testing, and results will remain confidential.

The clinical instructor should be notified as soon as possible after the incident. The instructor will initiate an incident / injury report and evaluate the circumstances of the incident. If the student declines medical treatment, this should be documented and signed by that individual.
(43.) **Personal Appearance:**

A. Students enrolled in the program must have uniforms ready for wear beginning at the start of the clinical rotation schedule. The same uniform will be worn by both male and female students.

B. **The uniform will consist of:**
   - White lab jacket (waist length and optional)
   - Light blue (Ciel) scrub outfits
   - College name badge (photo ID card)
   - Resp. Care monogram on scrub top and lab coat.
   - White tennis shoes or acceptable equivalent
   - Stethoscope
   - Bandage scissors

B. The school uniform should not be worn as casual street dress or as a work uniform if employed.

C. Students who are employed elsewhere, where different dress codes apply, are not to leave class/clinical early to change uniforms.

D. School uniforms are to be worn only at the clinical facility or special school or program functions.

E. Students not in appropriate uniform (or a uniform that is unkempt or soiled) will be asked to leave clinical practicum and receive an absence.

F. Students with long hair must tie back their hair for clinical.

G. Excessive jewelry may be a potential health hazard to the patient and student and should not be worn during clinical. Body piercing hardware deemed inappropriate by clinical faculty will be removed during clinical. Tattooing deemed inappropriate by clinical faculty will be covered in a professional manner during clinical. Artificial nails (of any type) must be removed for clinical courses. Fingernails must be no more than ¼” in. length.

Any additional dress requirements not mentioned herein but deemed appropriate by the college, instructor, or clinical facility will be followed and required of the program student.

(44.) **SUPPLIES:**

1. Light blue (Ciel) scrub outfit(s) - Recommend 2 outfits
2. Allied Health/Resp. Care Monogram on scrub top and lab coat.
3. White tennis shoes
4. White lab coat/jacket (1)
5. Stethoscope (1) **Do not pay more than $25.00**
6. Bandage scissors (1 pair)
7. Assorted pens, pencils, notebook supplies
8. 4-5 packets of Scan-Tron grade sheets (Test Answer Sheet B - National Computer Systems)
9. $25.00 CPR Certification Course fee (If you do not hold a current CPR card)
10. Protective goggles (clear)
11. Scientific calculator
12. Watch with a second hand
13. College name badge holder
14. Clip board
RESPIRATORY CARE STUDENT HANDBOOK COMPLIANCE

I HAVE PARTICIPATED IN A PRESENTATION OF THE RESPIRATORY CARE PROGRAM STUDENT HANDBOOK. I UNDERSTAND THE RULES AND REGULATIONS OUTLINED IN THE HANDBOOK AND WILL COMPLY WITH EACH OF THEM.

I ALSO UNDERSTAND THAT NON-COMPLIANCE WITH THE RULES AND REGULATIONS STATED WITHIN THE HANDBOOK OR ANY ADDENDUMS TO THE HANDBOOK MAY RESULT IN WITHDRAWAL FROM THE PROGRAM AND COLLEGE.

___________________________________               ____________________________
Signature                                       Date

___________________________________
Print Name
CONFIDENTIALITY AGREEMENT
STUDENT MEMBER

This confidentiality agreement (hereinafter referred to as “Agreement”) is entered into by _________________________,
(hereinafter referred to as “Education Participant”),

Education Participant, a student of St. Philip's College, in providing patient care at any healthcare facility assigned by Clinical
Instructor as part of a designated course of study to obtain clinical educational experience will have access to and review
confidential patient information maintained in electronic and/or paper form by assigned healthcare facility.

Education Participant agrees not to access, use, disclose, or reproduce any confidential patient information for any other
purpose, except as specifically permitted pursuant to student duties.

Education Participant further agrees to use appropriate safeguards to prevent access, use, disclosure, or reproduction of
confidential patient information other than as provided herein. Nothing herein shall preclude Education Participant from
making available to a patient his or her confidential patient information.

Upon completion of his/her clinical educational experience, Education Participant agrees to return to the assigned
healthcare facility any confidential patient information or reproductions thereof in Education Participant's possession.

Education Participant acknowledges that he/she has received HIPAA training as a portion of his/her educational
experience prior to being assigned to specific healthcare facility.

Education Participant acknowledges and understands that unauthorized access, use, disclosure, or reproduction of any
patient information in violation of assigned healthcare facility data policy or in violation of this Agreement will authorize
assigned healthcare facility to prohibit Education Participant from providing any patient care on said healthcare facility
premises. Education Participant further understands that certain unauthorized disclosure of patient information is punishable
by fines and penalties imposed by federal and state Law(s).

Education Participant acknowledges and understands that if Education Participant is granted specific computer system(s)
access based on the nature and scope of education Participants assignment, Education Participant is prohibited from
accessing or attempting to access any computer system(s) in a manner that violates the healthcare facility data policy or is not
consistent with Education Participant's specifically assigned user rights.

Education Participant further agrees to indemnify and hold harmless assigned healthcare facility for any liability, expense or
loss, including damages, exemplary damages and reasonable attorney fees which may be sustained by the healthcare facility
as a result of any unauthorized disclosure of confidential patient information to any third party by education Participant.

Upon request, Education Participant agrees to make available Education Participant's internal practices, books, and records
relating to use and disclosure of protected health information to the Secretary or an employee of the Department of Health
and Human Services.

Education Participant agrees that in the event any amendments or corrections are made to the patient's protected health
information such amendments or corrections will be incorporated into such records in Education Participant's possession.

I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT

______________________________  ______________________________
Clinical Instructor                  Education Participant's Signature

______________________________  ______________________________
Date                                Date
Healthcare Sciences Department
Emergency Contact Information and Immunization Form Release

This form is not intended to discriminate for any disabilities; it shall only be used in case of a medical emergency while in the clinical/classroom area. Information will only be given to medical professionals involved in the care of the student at the time of service. It is NOT mandatory to complete this form.

I, _______________________________________ {Print Name} DO/DO NOT choose to complete the medical emergency care part of this form.

Gender:_____________________ Date of Birth:______________________ Health Insurance:____________________

Medical History:____________________________________________________________________________________________
________________________________________________________________________________________________________

Allergies:__________________________________________________________________________________________________

Physical Restrictions: ____________________________________________________________________________________________________

Current Medications: ____________________________________________________________________________________________________

Primary Care Physician: _________________________________________________________________________________________________

Two Emergency Contacts:

Name:__________________________________________________ Name:________________________________________________________

Telephone:______________________________________________ Telephone:____________________________________________________

Relationship:_____________________________________________ Relationship:________________________________________________

I acknowledge and understand that the U.S. Congress passed a law entitled the “Health Insurance Portability & Accountability Act (HIPPA)” that limits disclosure of my protected medical information. This authorization is being signed because it is crucial that faculty and staff of St. Philip’s College and any responding emergency personnel be readily notified of any protected medical information contained in this form or contained in my immunization records on file with St. Philip’s College. Therefore, in the event of a medical emergency, I authorize Alamo Community College District (ACCD) on behalf of St. Philip’s College (SPC) to release the information contained in this form to medical staff and other emergency personnel. This authorization shall terminate upon the earlier of the following two events: (1) written notice signed by me and delivered to ACCD: or (2) termination and/or completion of my enrollment in the Allied Health Programs at SPC. I am 18 years of age or older, and I am competent to contract in my own name. I have read this release before signing below, and fully understand the contents, meaning, and impact of this release.

Signature ___________________________ Date ___________________________

Based upon the HIPPA notice above, I authorize ACCD on behalf of SPC to release my immunization records to clinical rotation sites. I am 18 years of age or older, and I am competent to contract in my own name. I have read this release before signing below, and fully understand the contents, meaning, and impact of this release.

Signature ___________________________ Date ___________________________
CLINICAL PRACTICE REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

Alamo Community Colleges (the "District") is allowing the undersigned student (the "Student") to participate in one or more clinical practice rotations at one or more health care facilities (the "Program") as part of the Student's curriculum. The District has potential liability to such health care facilities based upon the actions and behavior of the Student. In order to induce the District to allow the Student to participate in the Program, the Student hereby agrees as follows:

1. **Property Damage**: In the event that the District must pay any amounts to any health care facility because the Student negligently damages any property of any health care facility, including but not limited to, medical equipment, the Student hereby agrees to reimburse the District for any amounts so paid.

2. **Confidential Information**: In the event that the Student discloses any confidential patient information to an unauthorized party, and in the event that the District must pay any amounts to any health care facility or any other person or entity in connection therewith, the Student hereby agrees to reimburse the District for any amounts so paid.

3. **Negligence**: Student hereby agrees to reimburse the District for any and all costs and expenses which may be incurred by the District which are caused in whole or in part by the misbehavior or negligence of the Student and which are related in any way to the Program.

4. **Health Insurance**: Student hereby represents to the District that the Student is covered by health insurance for treating any injuries which the Student may experience at any of the health care facilities, and for treating illnesses that the Student may contract while present at any of the health care facilities.

5. **Treatment for Injury or Illness**: Student hereby agrees to pay any health care facility for any treatments provided to the Student due to injury or illness experienced by the Student while at any of the health care facilities, and hereby agrees to reimburse the District for any amounts paid by the District to any health care facility for health care provided to the Student.

6. **Risk of Exposure**: Student understands that a risk of exposure to blood, body fluid pantheons, stray radiation, and other potentially harmful agents is associated with the Student's clinical experience, whether or not the same includes a lab rotation.

7. **Indemnification**: Student hereby agrees to indemnify and hold harmless the District and its trustees, employees, agents, and volunteers (collectively, the "Indemnities") from all claims, causes of action, liability, costs, and expenses which are related to, arise from, or are connected in any manner with actions taken or omissions made by the Student, except to the extent caused by any of the Indemnities.

8. **Release**: Student hereby agrees to and does hereby release the District and its trustees, employees, agents and volunteers from any and all claims and causes of action which the Student may have now, or may have in the future, whether or not the same may be ascertained at this date, relating to, or arising from, or connected in any manner with, the Student's participation in the Program.

DATED and EFFECTIVE as of the __________________ day of ______________, 2013.

_____________________________  ______________________________
Signature of Student           Printed Name of Student
St. Philip's College
Student Commitment to Success

The Faculty and Staff of St. Philip's College challenge students to be the best they can be!

1. I will take initiative in my education. Because I want to succeed in this course, I will carefully read and follow my course syllabus. I also understand that the course syllabus may include expectations beyond those stated in this commitment.

2. I will support my success by ensuring that I have timely access to the required resources for the class, including textbooks and other materials as listed on the course syllabus. If I have trouble getting these resources, I will consult with the instructor and other campus support services for help.

3. I understand that a respectful environment allows for a healthy exchange of ideas and opinions and encourages personal growth. As part of my commitment to success, I will respect others and avoid talking, texting, answering my phone, and other disruptive behaviors in class.

4. Completing assignments on time demonstrates organization, time management, a solid work ethic, and a willingness to learn. Because I am serious about my education, I will strive to submit all assignments by the assignment due date and be aware of the instructor's policies regarding submission deadlines and options. I also understand that my classes may require several hours of independent studying per week.

5. If I don't understand something, I will ask for my instructor's help, and I will apply the necessary time and energy to master the class material. I will also use other campus resources, such as the Tutoring and Technology Center, the Center for Learning Resources, the Rose R. Thomas Writing Center, the Dr. Lanier E. Byrd Sanctuary, and MathWorld, as a supportive network to ensure my academic success.

6. Because the college and my instructor will share important information via e-mail, I will check my ACES and/or Canvas e-mail regularly and communicate with college personnel using my St. Philip's College student e-mail account.

7. To ensure my success and to follow college policy, I will go to the instructor with any concerns or questions that I may have about the class. If that discussion does not resolve my concerns, I will then take my concerns to the department chairperson.

8. I want to be proud of the work that I do and the college credit that I earn. Because plagiarism and cheating are unethical and often illegal, I will submit work that is properly documented and solely mine. I understand the college’s commitment to academic integrity as stated in the Student Handbook and the Student Code of Conduct. (To find the Student Handbook, which includes the Code of Conduct, go to https://www.alamo.edu/spc/current-students/.)

9. I want to be the best student I can be! I will read the Student Handbook and the Student Code of Conduct and abide by them to make St. Philip's College a better place for everyone.

My name is _______________________________ and I AM St. Philip’s College

Student Signature: ____________________________ Date: ____________

Course and Section: ___________________________ Instructor: ____________
STATEMENT OF UNDERSTANDING: SPC RCT STUDENT HANDBOOK

I, the undersigned, have read the Respiratory Care Technology Student Handbook and understand the information and procedures presented in this handbook. I understand that I am responsible for abiding by these rules.

Student’s Signature ____________________________________________
Student’s Name Printed_____________________________________________________________________
Date________________________

RELEASE/CONSENT FOR PHOTOS, AUDIO-VISUAL/TAPE RECORDING

In the interest of augmenting the teaching of RCT courses, I, ____________________________ Hereby give permission to St. Philip’s College RCT program for the purpose of enhancing learning of these skills by RCT students enrolled in the RCT program.

I further authorize the Alamo Colleges to use my photograph for publications and/or advertisements promoting the program or the colleges.

Student’s Signature ____________________________________________
Student’s Name Printed_____________________________________________________________________
Date________________________

RELEASE FOR LAB ACTIVITIES

I understand that I am enrolled in a profession that requires touch and manipulation of the musculoskeletal system, and use of physical agent modalities. Throughout my education and training in the Respiratory Care Technology Program I will be required to apply Respiratory Therapy procedures and techniques on fellow students, St. Philip’s College faculty and Respiratory Therapists in the community.

I also understand that all laboratory procedures and techniques are intended for educational purposes and shall be applied in a respectful and dignified manner. After being made aware of contraindications and possible side effects of RT procedures and techniques, I will notify the course instructor of my concerns about participating in any laboratory procedures so that possible appropriate accommodations may be made.

I am responsible for understanding the theory and application regarding physical agent modalities and other treatment techniques and procedures and applying them to others or allowing them to be applied to me.

Student’s Signature ____________________________________________
Student’s Name Printed_____________________________________________________________________
Date________________________

This page will be added to your student file.
ST. PHILIP’S COLLEGE
HEALTH SCIENCE DEPARTMENT
STUDENT CLINICAL INCIDENT / INJURY FORM

DATE OF INCIDENT: _________________ TIME OF INCIDENT: _________________

CLINICAL SITE WHERE INCIDENT OCCURRED: ___________________________

STUDENT NAME: ______________________________________________________

INSTRUCTOR NAME: ___________________________________________________

STUDENT CONTACT INFORMATION: STREET: ____________________________

CITY, STATE, ZIP: __________________________ PHONE: ____________

DESCRIBE WHAT HAPPENED AND NATURE OF ANY INJURY:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PLEASE INITIAL ONLY ONE OF THE FOLLOWING:
TESTING / TREATMENT WAS DECLINED: __________
TESTING / TREATMENT WAS SOUGHT: __________
FOLLOW UP DATES: 6 WEEKS __________
3 MONTHS __________
6 MONTHS __________

Student Signature: _____________________________ Date: __________________

Instructor Signature: ____________________________ Date: __________________