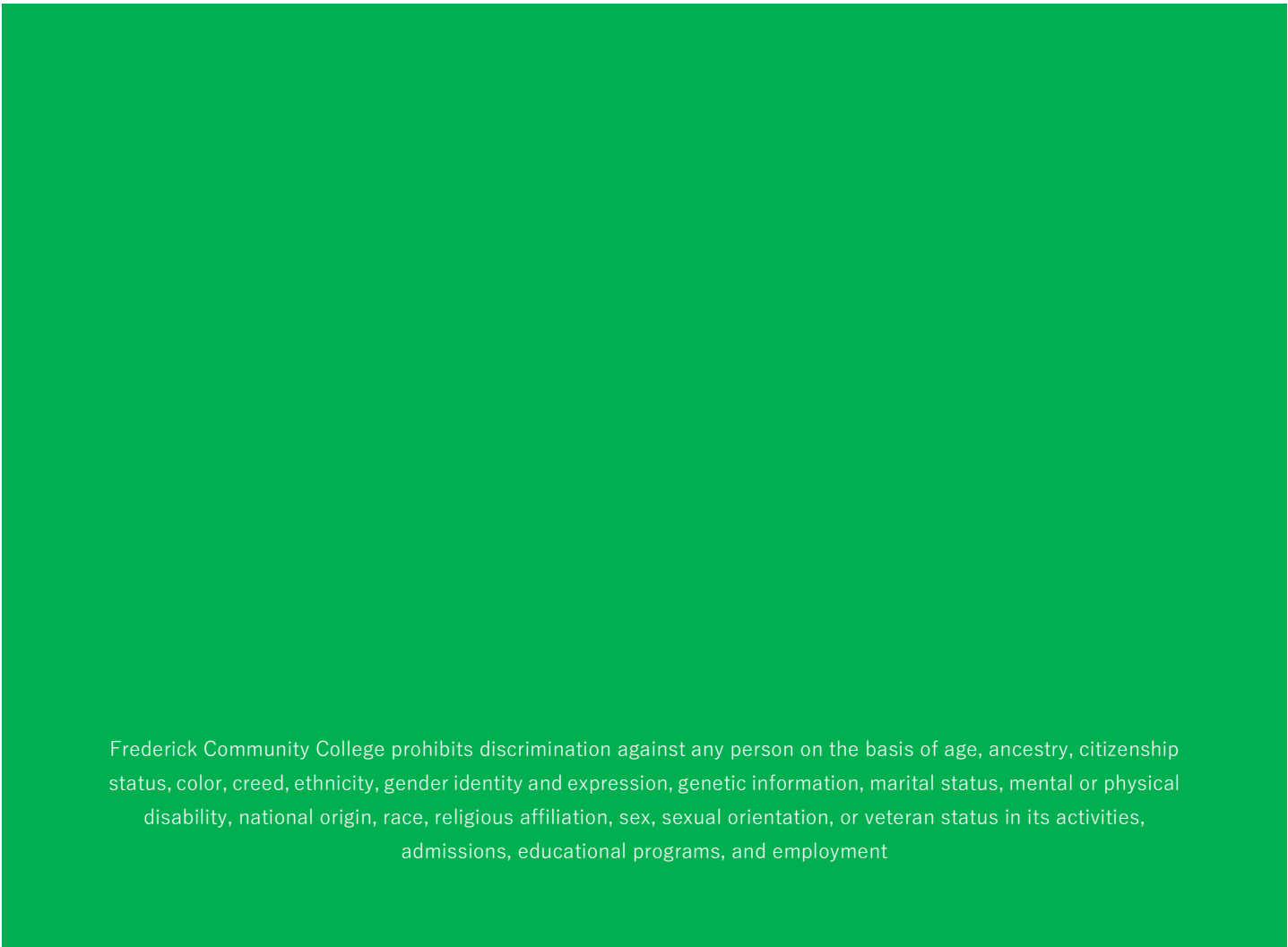




# FREDERICK COMMUNITY COLLEGE RESPIRATORY CARE PROGRAM POLICIES AND PROCEDURES STUDENT HANDBOOK 2024-2025



Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment

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## Welcome

The faculty of the Respiratory Care program at Frederick Community College welcomes you to the beginning of your career. You have been selected for this program because you possess the academic ability that is necessary to be successful in your career choice. As your faculty, we will try to assist you in meeting these goals in every way possible. The Respiratory Care program will require many long hours of study and preparation on your part. The faculty is always available to assist you.

Please feel free at any time to consult with any faculty member regardless of the topic.

If we are unable to help you, we will assist you in finding the person who can.

Please read this handbook carefully. It answers many of the questions you may have and should serve as a valuable reference guide for the respiratory care program.

Congratulations on your excellent career choice.

## Program Goal

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).

## Program Description

The Frederick Community College Respiratory Care program is an entry into professional practice level Respiratory Program requiring 67 credit hours of course work. Upon successful completion of the program, the graduate is granted an Associate of Applied Science degree and is eligible to take the National Board for Respiratory Care therapist multiple choice (TMC) and clinical simulation assessment (CSA) exams. As an integral part of the health care team, graduates are prepared to give safe and competent respiratory care to clients in hospitals, nursing homes, and other comparable health care agencies. The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Boulevard, Telford, Tennessee 37690; phone (817) 283-2835; website: [www.coarc.com](http://www.coarc.com)

## Frederick Community College Code of Conduct

Along with this handbook, respiratory students are also required to read and adhere to the college Code of Conduct located at:

<https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx>.

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## Respiratory Care Program Course Requirements

<b>Course</b>	<b>Credit</b>
<b><u>English</u></b>	
ENGL 101 English Composition	3
<b><u>Mathematics</u></b>	
Math 120 Statistics or higher (MATH 145 recommended)	3
<b><u>Social and Behavioral Sciences</u></b>	
PSYC 101 General Psychology	3
<b><u>Arts and Humanities</u></b>	
COMM 105 Small Group Communication	3
<b><u>Biological and Physical Sciences</u></b>	
BSCI 201 Anatomy and Physiology I	4
BSCI 202 Anatomy and Physiology II	4
BSCI 223 Microbiology for Allied Health	4
<b><u>Medical Terminology Requirement</u></b>	
Select one MEDA 108 or MEDA 109	1
<b><u>Departmental Requirements</u></b>	
RESP 100 Introduction to Respiratory Care (Fall)	2
RESP 101 Gas Exchange Physiology (Spring)	2
RESP 102 Fundamentals of Respiratory Care (Fall)	4
RESP 103 Pharmacology (Fall)	3
RESP 105 Cardiopulmonary and Renal Anatomy and Physiology (Spring)	3
RESP 107 Principles of Mechanical Ventilation (Spring)	4
RESP 109 Clinical Practicum I (Spring)	2
RESP 110 Clinical Practicum II (Summer)	2
RESP 200 Pulmonary Diagnostics (Fall)	4
RESP 201 Cardiac Monitoring and Diagnostics (Fall)	2
RESP 202 Neonatal and Pediatric Respiratory Care (Fall)	3
RESP 203 Clinical Practicum III (Fall)	2
RESP 204 Pulmonary Rehabilitation and Home Care (Spring)	2
RESP 205 Professional Seminar (Spring)	2
RESP 207 Cardiopulmonary and Renal Pathophysiology Review (Spring)	3
RESP 209 Clinical Practicum IV (Spring)	2
<b><u>Total</u></b>	<b><u>67</u></b>

## Technical Standards

The following technical standards are essential in order to meet the objectives of the Respiratory Care Program at Frederick Community College. With reasonable accommodations, the student must possess:

1. Fine motor skills sufficient to perform skills such as picking up, grasping, manipulating small objects with hands, and writing with a pen or pencil.
2. Physical mobility and strength sufficient to move about on a unit and participate in client care.
3. Physical stamina sufficient to perform client care for entire length of clinical experience (6-8 hour shifts).
4. Auditory ability sufficient for assessment of client health and safety.
5. Visual acuity sufficient to distinguish color and see objects up to 4 feet away.
6. English reading and comprehension ability sufficient to understand the written and spoken word at a minimum of a 12th grade level.
7. Arithmetic competence that would allow the student to read and understand columns and/or writing, tell time, use measuring tools, understand percentages, and add, subtract, multiply and divide.
8. Emotional stability sufficient to assume responsibility/accountability for actions, provide client with emotional support, adapt to environmental stress, and monitor own emotions.
9. Analytical thinking sufficient to transfer knowledge from one situation to another, problem solve, prioritize tasks, and use long-term and short-term memory.
10. Critical thinking ability sufficient to exercise sound judgement through the sequencing of information and the identification of cause-and-effect relationships.
11. Interpersonal skills sufficient to establish rapport with fellow students, clients, and co-workers and respect the rights of others and the differences in clients.
12. Communication skills sufficient to teach others, explain procedures, interact with others, and convey information in writing.

*Adapted from: Yocum, C.J (1996). Validation study: Functional abilities for nursing practice. Published by the National Council of State Boards of Nursing.*

## Respiratory Care Program Pathway

Recommended 1 <sup>st</sup> Fall Semester	CREDITS
<b>Pre-admission - Recommended Fall Courses<sup>1</sup></b>	
ENGL 101 English Composition <sup>2</sup>	3
Mathematics Elective (Gen Ed course list) <sup>2</sup> MATH 120 Statistics (MATH 145 recommended)	3 - 4
Select one of the following: <sup>2,3,4</sup>	0-4
BSCI 55 Preparation for Allied Health	
BSCI 150 Principles of Biology I	
CHEM 101 General Chemistry I (recommended)	
PSYC 101 General Psychology <sup>2</sup>	3
COMM 105 - Small Group Communication	3
<b>Credits</b>	<b>12-17</b>
<b>Recommended 2<sup>nd</sup> Spring Semester</b>	
<b>Pre-admission - Recommended Spring Courses <sup>1</sup></b>	
BSCI 201 Anatomy and Physiology I	4
MEDA 108 or MEDA 109	1
BSCI 223 Microbiology for Allied Health	4
<b>Credits</b>	<b>9</b>
<b>Recommended 3<sup>rd</sup> Fall Semester</b>	
<b>Fall</b>	
BSCI 202 Anatomy and Physiology II	4
RESP 100 Introduction to Respiratory Care (must complete in third semester) (Milestone)	2
RESP 102 Fundamentals of Respiratory Care (must complete in third semester) (Milestone)	4
RESP 103 Pharmacology	3
<b>Credits</b>	<b>13</b>
<b>Recommended 4<sup>th</sup> Spring Semester</b>	
<b>Spring</b>	
RESP 101 Gas Exchange Physiology	2
RESP 105 Cardiopulmonary and Renal Anatomy and Physiology (must complete in fourth semester) (Milestone)	3
RESP 107 Principles of Mechanical Ventilation (must complete in fourth semester) (Milestone)	4
RESP 109 Clinical Practicum I (must complete in fourth semester) (Milestone)	2
<b>Credits</b>	<b>11</b>



## Respiratory Care Program Pathway (Continued)

<b>Recommended 5<sup>th</sup> Summer Semester</b>	
<b>Summer</b>	
RESP 110 Clinical Practicum II (must complete in fifth semester, must be taken in Summer) (Milestone)	2
<b>Credits</b>	<b>2</b>
<b>Recommended 6<sup>th</sup> Fall Semester</b>	
<b>Fall</b>	
RESP 200 Pulmonary Diagnostics (must complete in sixth semester) (Milestone)	2
RESP 201 Cardiac Monitoring and Diagnostics (must complete in sixth semester) (Milestone)	4
RESP 202 Neonatal and Pediatric Respiratory Care (must complete in sixth semester) (Milestone)	3
RESP 203 Clinical Practicum III (Fall) (must complete in sixth semester) (Milestone)	2
<b>Credits</b>	<b>11</b>
<b>Recommended 7<sup>th</sup> Spring Semester</b>	
<b>Spring</b>	
RESP 204 Pulmonary Rehabilitation and Home Care (must complete in seventh semester) (Milestone)	2
RESP 205 Professional Seminar (must complete in seventh semester) (Milestone)	2
RESP 207 Cardiopulmonary and Renal Pathophysiology Review (must complete in seventh semester) (Milestone)	3
RESP 209 Clinical Practicum IV (must complete in seventh semester) (Milestone)	2
<b>Credits</b>	<b>9</b>
<b>Total Credits</b>	<b><u>67-72</u></b>

<sup>1</sup>The first two recommended semesters consist of pre-admission courses to be completed prior to acceptance into the selective admission Respiratory Care A.A.S. degree program. In consultation with an advisor, students should follow the Pre-Health Professions: Pre-Respiratory Care pathway prior to acceptance into the Respiratory Care A.A.S. program. Upon acceptance into the Respiratory Care A.A.S. program, students should then follow this Respiratory Care A.A.S. pathway, also in consultation with an advisor.

<sup>2</sup>Take this course within the first 24 credits.

<sup>3</sup>Complete prerequisite for BSCI 201 Anatomy and Physiology I.

<sup>4</sup>Consult with advisor to select appropriate course or to select an elective.

# Respiratory Care Program Regulations

## Attendance Policy

Prompt and regular attendance is critical for success in the Program. Attendance is **MANDATORY** for all simulation, skills and respiratory laboratories, clinical days, seminar days, and exams. In an excused absence, the student is responsible for notifying the instructor PRIOR to the class, lab, or clinical time.

Absences from simulation, skills and respiratory laboratories, clinical days, and exams are **EXCUSED** in only four circumstances: (1) illness of student or dependent, (2) death in the immediate family, (3) court order, or (4) recognized religious holiday. Official written documentation of the reason for the absence can be requested by Program faculty if a pattern of absences occurs. Extenuating circumstances should be discussed with the instructor, in advance, when possible. Make-up work is allowed only for excused absences. Class points will be deducted for clinical site absences, which will impact the student's grade. Make up clinical site days are not available. Two excused clinical absences in one semester may result in discharge from the program's clinical component and course failure.

Students must take a missed exam within 7 calendar days of the originally scheduled exam day. Failure to make up any work or exam may result in course failure. Any absence that does not meet the criteria of an excused absence (see above) is considered an unexcused absence. **One unexcused clinical absence may result in discharge from the clinical component of the program.** Additionally, if the Program Manager or DCE does not receive notification from the student about the absence or tardiness 30 minutes before the start of the clinical shift, this is considered an unexcused absence. Consistent tardiness will result in Navigate alerts to be sent to the student. Students will be allotted one free day from clinical, absences following this day will be recorded as excused/unexcused.

On-time attendance is required for all testing and exams. The Program reserves the right to deduct points from exam scores for not arriving before the exam time starts. When students arrive late, a disruption occurs to other students already taking the exam. The exam doors will close within 5 minutes before the exam start time. If a student fails to arrive before the cutoff time, alternative arrangements for completion must be made and the student will also lose 5 points on that exam for missing the testing deadline.

## General Grading Criteria

A numerical system is used for the course grade. A grade of 'C' or better must be earned in all required courses (general education courses included) for the AAS degree. The National Board for Respiratory Care (NBRC) administers a rigorous credentialing examination. As such, to set a high standard of preparation, a grade of 75% or better is required as a passing grade for all respiratory courses in the Respiratory Care Program. In respiratory courses, any grade below a 75% is considered a failing grade (this includes a grade of "D" or "F.") Total points are converted to a percentage with a corresponding letter grade as follows: A = 90% - 100%, B = 80% - 89%, C = 75% - 79%, F = below 75%

If a student withdraws (drops) from a respiratory care course and is not meeting the clinical objectives at the time of withdrawal or has a failing exam average for the theory component, it is considered a course failure for purposes of readmission. Course failures of this nature will be evaluated and may impact a student's ability to be readmitted into the Program. FCC reserves the right to make this determination.

## Clinical Grading Criteria

Criteria for clinical grading are described in the syllabus for each clinical course. To receive a passing grade in clinical, along with satisfying the general grading criteria listed above, successful performance of specific behaviors (critical behaviors) must also be achieved. These behaviors include:

1. Adequate preparation for clinical assignment.
2. Safe implementation of all respiratory care procedures in accordance with medical orders, agency policies, and established principles of respiratory care practice.
3. Respect of the client's rights in regard to their dignity and human worth.
4. Demonstration of professional behavior in all aspects of Respiratory Care which includes: attendance, punctuality, appearance, confidentiality, and a caring attitude toward client systems and members of the health care team.
5. Demonstration of accountability and responsibility for actions.
6. Following all hospital safety policy and procedures
7. Professional demeanor and communication to all hospital staff and patients.

Specific behaviors are evaluated on an evaluation form for each clinical course. Behaviors are evaluated according to the following criteria:

U = Unsatisfactory - Seldom performs at the expected level

N = Needs improvement - Performance does not consistently meet expected level

S = Satisfactory - Consistently performs at the expected level C

E = Exceeds expectations - Consistently performs at a level higher than expected. Consistently performs at a level higher than expected.

Specific critical behaviors will be identified for each clinical course. After receiving one "Unsatisfactory" in a ***critical behavior***, a meeting will be arranged, within one week, with the Program Director (or designee), Director of Clinical Education, Clinical Instructor, and the student. As a result of this meeting, the student will either be placed on probation or immediately receive a failing grade. For students placed on probation, a remediation plan will be developed by the Program Director (or designee), Director of Clinical Education, Clinical Instructor, and student. Probationary status will remain in effect until the student receives a satisfactory evaluation. A second "Unsatisfactory" in a critical behavior will result in course failure.

After receiving two "Unsatisfactory" in any one ***noncritical behavior***, a meeting will be arranged, within one week, with the Program Director (or designee), Director of Clinical Education, Clinical Instructor, and the student. As a result of this meeting, the student will be placed on probation for the remainder of the semester. A third "Unsatisfactory" in a noncritical behavior will result in course failure.

Students who receive an "Unsatisfactory" or "Needs improvement" will be notified in a timely manner by the Clinical Instructor.

Two "Needs improvements" will be the equivalent of one "Unsatisfactory" for the purposes of the actions described above.

The clinical instructor will use the clinical evaluation tool to advise the student of his/her progress in clinical. The student must sign the evaluation form indicating that the evaluation has been read. Students may make written comments relating to their evaluation.

If a student withdraws (drops) from a respiratory care course and is not meeting the clinical objectives at the time of withdrawal, or has a failing exam average for the theory component, it is considered a course failure for purposes of readmission. Course failures of this nature will be evaluated and may impact a student's ability to be readmitted into the Program. FCC reserves the right to make this determination.

### Critical Incidents

The practice of respiratory care involves risks including exposure to infectious diseases and susceptibility to injury. Students are responsible for following FCC and clinical site policies and procedures to minimize their chance of illness or injury.

When a respiratory care student is involved in an error or a mishap in the clinical area, the incident is to be immediately reported to the clinical instructor/preceptor who will then guide the student to follow the protocol of the clinical site in filing the appropriate documentation. An FCC incident report must also be completed and submitted to the Director of Clinical Education. The purpose of the documentation is risk management data collection.

If a student is injured or becomes ill while in the clinical area, the student is responsible for seeking medical care at their own expense. The clinical sites have no responsibility for medical care for students who become ill or injured while in the clinical area. Medical insurance coverage is required.

Frederick Community College is not responsible for medical bills incurred as a result of a critical incident or student illness.

### Mandatory Waiver

Clinical education is intended to acquaint students with the reality of respiratory clinical practice and the known and unknown risks respiratory therapist experience in the provision of health care. Risks may include exposure to people with infectious and communicable diseases, chronic and degenerative diseases, mental illness, and risks attendant to the work environment. For these reasons, before attending clinical practice, students must sign the mandatory Frederick Community College Clinical Program Waiver of Liability, Assumption of Risk, and Indemnity Agreement. Additionally, students must comply with all clinical site-specific requirements.

### Clinical Assignments

Respiratory care students are not substituted for paid staff and are not used as back-ups in the absence of appropriate paid staff during clinical rotations.

The Director of Clinical Education (DCE) contacts our hospital affiliates to arrange clinicals. Students are not allowed to schedule and make clinical arrangements on their own, without the final placement being coordinated by the DCE.

## Clinical Preceptorships (final semester)

The Director of Clinical Education (DCE) contacts our hospital affiliates to arrange a pool of qualified preceptors. Once that is done, the preceptorship assignments are made. If a student knows of a hospital or therapist that is interested in precepting students, they are to send the name of that hospital and therapist to the Director of Clinical Education (DCE). The DCE will contact the hospital and the therapist on the students' behalf. Students are not allowed to schedule and make preceptor arrangements on their own. Only sites with current FCC contracts will be allowed as preceptor sites. No exceptions will be made for this requirement.

## Remediation Sessions

A score of 75 or higher is required on quizzes, exams, and all assessment tools. Failure to achieve this score may require attendance at a remediation class or several classes (depending on the individual student's need).

## Academic Integrity and Academic Honesty

Academic integrity and academic honesty are expected of all respiratory students. The Code of Student Conduct Policy and Procedures should be followed at all times. Any type of policy violations are serious offenses and may result in dismissal from the Program. Students are required to read about violation of academic integrity policy in the College Catalog and FCC Student Handbook available in print and online at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx>

## Scholarships

Many scholarships are available to students enrolled in the clinical component of the Respiratory Care program. Scholarships are generally based on need, academic ability or both. All students are encouraged to apply. All scholarship applications are available on the College web site at:

<https://www.frederick.edu/foundation/scholarships.aspx>

## Professional Behavior

Students are expected to behave in a professional manner at all times. This includes the classroom, clinical environment, or anytime the student is wearing the school name tag. Inappropriate behavior in any instructional setting could result in dismissal from the program.

## Dismissal

Dismissal from the Program can occur due to several reasons including the following:

1. Violation of academic integrity
2. Course failure in first semester will result in student repeating the entire semester classes
3. Course failure in a semester does not allow students to progress to the next semester and the class will need to be repeated when offered again.
4. Student conduct or unsafe practice at a clinical rotation
5. Clinical site refusal to allow student in rotation due to identification of inability to perform Respiratory Care in a safe and competent manner
6. Two course failures during the Program (other than first semester)

### Dismissal due to Violation of Academic Integrity

Students are required to read about violation of academic integrity policy in the College Catalog and FCC Student Handbook available in print and online at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx>. Violation of this policy will result in disciplinary action as outlined in the policy and could include course failures or expulsion from the program. Students who are dismissed due to violation of academic integrity will not be allowed to re-enter the program.

### Dismissal Due to Academic Difficulties

Students identified as having difficulty with the course curriculum will receive notifications and are encouraged to meet with the instructor for a remediation plan which invites the student to seek additional academic support (i.e. tutoring centers on campus, Blackboard tutorials, peer tutoring, and faculty office hours). If, however, a final grade of at least 75% is not achieved in one or more Respiratory courses the student is dismissed from the program.

### Dismissal due to Student Conduct or Unsafe Practice at Clinical Rotation

If a student presents behavior which conflicts with safety essential to the respiratory care practice during a clinical, the student will be dismissed from the clinical site. The Program Manager and the Director of Clinical Education will immediately be notified of such action by the clinical faculty. The clinical faculty shall thoroughly document the incident and behavior for the student record.

If the safety issues can successfully be addressed with further academic and laboratory education, a plan of action will be implemented to help the student meet safety requirements for progression in the program. The plan may allow for progression in the program or repeating courses the next time they are offered and only as space allows. If the safety issues are too significant to address within the confines of the program, or the student has shown an inability to respond to further learning opportunities, the student will be dismissed from the program.

### Dismissal due to problems with emotional health

Students identified as demonstrating possible behavioral or emotional health issues are referred for counseling and reported to the behavioral evaluation response team (BERT) for further evaluation. Depending on the type of behavioral or emotional health issue, immediate removal from the program may be necessary to avoid a disruptive learning environment in the hospital and the classroom and to protect the safety of patients, other students, and the college staff. If the behavioral or emotional health issue does not threaten to disrupt the learning environment, the Program Manager may develop a remediation plan. The remediation plan and decisions on how to handle behavioral and emotional health issues are made in consultation with the program directors, Dean, BERT team and other support services (i.e. counseling, diversity office). If indicated, a remediation plan may be arranged within one week of identifying a problem. The student will be placed on probation while they work through the remediation plan. Probationary status will remain in effect until the student demonstrates improvement in the behavior. If there is no improvement from the remediation assistance received and the student is not meeting the programs "technical standards" the student will be dismissed from the program.

## Safety of Client

Respiratory students are prohibited from caring for clients if the student compromises the client's safety. The instructor has an obligation to dismiss the student from the clinical area if a condition exists which compromises patient safety. Examples of such conditions are fatigue, substance abuse, physical illness, emotional instability or inadequate preparation for clinical. Fatigue is a leading cause of errors. Therefore, students may not work after 12:00 midnight the evening prior to a clinical day shift. This authority is based on the following:

1. Faculty cannot be with an individual student at all times.
2. A student may not recognize his or her limitations and may not seek help from faculty when needed.
3. Both student and faculty have legal responsibility for providing safe patient care.

## Substance Abuse

The Respiratory Care Program will follow the College's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property (class) or as part of any college activity (clinical) (see the current FCC Student Handbook). Clinical dependency is defined as an illness in which alcohol or drug use interferes with the person's ability to function safely and affects the person's physical, emotional, and social health. If drug testing is to be used, it will follow the recommendations of the College's legal counsel. Students will be terminated from the Program if they provide Respiratory Care or come to the clinical setting while under the influence of alcohol, narcotics, any mood altering, or controlled dangerous substances that are in excess of therapeutic amounts or without valid medical indication.

## Withdrawal from the Program

A student may withdraw one time due to poor academic performance, illness, or personal reasons. A student who wishes to withdraw from the program should schedule an exit interview with the Program Director. It is recommended that the student attempt to withdraw from the program on good terms as this may facilitate readmission at a future time. To receive "W" grades, all withdrawals must be completed prior to the scheduled date of the last day to withdraw according to the current academic calendar located in the college catalog. Students are cautioned that respiratory courses are only offered in the semesters identified in the plan of study. If a student withdraws from a respiratory course, the student may complete the remaining courses in that semester with the exception of any clinical courses. Due to the nature of the program, the student will not be allowed to advance to the next semester in the plan of study. The student can request re-enrollment into the program when the course is offered again. If the student withdrawal is during the first technical semester of the Program, the student will have to re-apply to the program to be readmitted to the Program and repeat all first semester classes.

## Unsuccessful in the Program:

If success in the Respiratory Program does not occur, students are required to meet for an exit interview, with the Program Director, to assist the student in decision making. Failure in a course may occur for any of the following reasons:

1. Failure in theory and/or clinical.
2. Absence from clinical without instructor notification and/or excessive absences.
3. Leaving the clinical facility without instructor's/clinical preceptor's permission or knowledge.
4. Unethical conduct.
5. Academic dishonesty in any form.
6. Failure to pay financial obligations to the college or program within a reasonable period of time.

The student involved will be personally counseled by the instructor and informed of the reason for failure. This counseling will be documented, signed by student, faculty member, and Director of Respiratory Care, and placed in the student's file.

Because the respiratory courses are sequential and courses are prerequisites to the next semester, failure of or withdrawal from a course will prevent the student from continuing in the program.

### Grievance/Complaint Procedure

The Respiratory Care Program follows the College grievance procedures for all academic or clinical failures and/or grade appeals, and dismissals. The purpose of the complaint policy and procedure for students is to provide a method of recourse to students who feel that a particular action on the part of a college staff member has violated institutional practices and standards. Students have the right, using the Complaint Policy and Procedure, to appeal course grades, contest a policy or practice of the College. Follow FCC policies listed in the [Complaint Policy and Procedures for Students](#).

### Readmission

If a student fails two or more respiratory courses in one semester, they must seek admission as if they were a new student beginning with RESP 100. A student who does not receive a grade of "C" or better in one respiratory class may apply for readmission to repeat one respiratory course. A student who fails or withdraws from any respiratory course, and wants to return to a future class, will be offered the opportunity to reapply and join the pool of applicants for the following year. Students are only allowed to withdraw and return to the program one time.

Readmission is subject to availability of space in the program. If space is available, the student may repeat the course (when it is again offered) and upon successful completion continue on in the program. The student must return within one year of withdrawing or failing to receive a grade of "C" or better. If more than one year has elapsed, the student must seek admission as if they were a new student beginning with RESP 100. Students can apply for admission only twice (including initial application).

If space is available, the priority for readmission is given in the following order until all available seats are filled.

1. Withdrawal for non-academic reasons.
2. Those failing to receive a grade of "C" or better in one course.

### Uniforms-Dress Code

All students must be in legal uniform during clinical hours. The legal uniform is teal blue matching Cherokee brand color with the RC program patch, name badge, stethoscope, watch, and comfortable closed toe and heel shoes that are white and clean. Students can buy any brand of properly fitting scrubs. Matching the color of Cherokee brand is what is required in any other brand that a student purchases. Before graduation, a plain white lab coat should be purchased for final professional events. Long hair must be pulled away from the face and must never touch the patient. The instructor may ask the student to leave clinical if the student is in violation of the legal uniform. If asked to leave, this would be considered an unexcused absence. No perfume or aftershave may be worn due to potential client system allergies.



### Cell Phones/Smart Phones/Electronic Device

Cell phones/smart phones/electronic devices must be in the “vibrate” position during clinical and class times. No text messaging (sending or receiving) is allowed. During exams, cell phones/smart phones/electronic devices must be kept in the “off position”. Emergency situations should be discussed with the course faculty members.

### Student Health Form

A health form with current information showing the health and immunity of the student must be on file with the Castle Branch company, by the end of September, and prior to the first day of the clinical semester. Failure to prove health and immunity will result in administrative withdrawal from the program. Immunizations (MMR, Varicella, Hep B), positive titer blood results, annual flu vaccination, and Quantiferon Gold TB screening must be current. It is the student’s personal responsibility to ensure compliance with Castle Branch standards are up to date at all times. Additionally, students must comply with all clinical site-specific requirements 60 days prior to the start of clinical rotations.

### Cardiopulmonary Resuscitation

American Heart Association Basic Life Support (BLS) must be maintained and current throughout the academic program. Students will be required to submit proof of this compliance.

### Physical, Background Checks, Drug Testing, and Medical Records

All in-coming students are required to submit a physical, a criminal background check, and drug testing in order to attend clinical. Students are responsible for submitting all fees and online paperwork required by the Castle Branch company.

Clinical sites may deny a student clinical placement based on the results obtained. Without clinical placement, it is not possible to complete the curriculum requirements. Students must submit results of completed criminal history background checks, drug screening, and medical records 60 days before the first day of the clinical semester. Failure to do so will result in forfeiture of clinical placement. Additionally, students must comply with all clinical site-specific requirements as outlined in clinical agreements/memorandum of understanding.

### Vaccinations and Proof of Immunity

Before attending clinical practice, students must submit documents to the Castle Branch company proving vaccination and immunity to certain pathogens (including but not limited to measles, mumps, rubella, varicella, tuberculosis, hepatitis B, diphtheria, tetanus, and pertussis) based on current CDC guidelines. Additionally, students must comply with all clinical site-specific requirements as outlined in clinical agreements/memorandum of understanding.

## Smoking

Smoking is not permitted in college buildings or clinical facilities. Smoking breaks during clinical hours are not permitted.

## Change of Name, Address or Telephone Number

Any change of name, address or telephone number must immediately be given to the college admissions office.

## Witnessing

A student may not serve as a witness to any legal document in the clinical setting, e.g. permission for surgery or any other invasive procedure, wills, etc.

## Clinical Agency Property

Students are responsible for the return of all clinical agency property such as keys and badges. Students receive a bill for items not returned. Final grades are withheld until items are returned or the bill is paid.

## Transportation and Meals

Transportation and expenses incurred for meals to clinical or observational sites must be met by the student. Carpooling is at the student's own risk. Students are required to make their own arrangements for transportation to all assigned clinical sites. No clinical site assignments will be altered due to student transportation problems. Students are made aware, at the time of admission to the Program, that dependable transportation is a requirement for clinical site attendance.

## Healthcare Provider Medical Release

Any student excused from the clinical experience, due to medical reasons, must submit a medical release from their Healthcare Provider before returning to the clinical experience. This includes, but is not limited to, the birth of a child, surgery, injury, or hospitalization. The student must be able to fully return to duty. No "Light duty" is acceptable.

## Inclement Weather

In the event of inclement weather, cancellation or delays of on-campus classes and laboratories will be announced via the FCC Alert System. Students must sign up for the FCC alerts using their wireless device. Other weather announcements may be made on local radio stations, television channels (as listed by the College each semester) Clinical instructors will notify students via established phone trees or by an announcement on the Blackboard site if clinical must be cancelled prior to the College's announcement regarding closing. Instructors may decide to delay the start of clinical until a college announcement is made.

## HIPAA Compliance

All students are required to complete the **mandatory** OSHA/HIPAA training annually. Under **NO** circumstances may patient information be taken from the patient care unit. This includes any document that contains patient identification.

## Program Evaluation

At the end of a course, students are asked to evaluate the course, instructors, clinical agencies, and the program and college resources. The Respiratory Care Program is required to conduct comprehensive program evaluations and follow-up surveys of graduates. In addition to being an essential part of the Respiratory Care process, evaluation is also a professional responsibility. Students are required to complete all required evaluations in an objective and timely manner. Failure to complete these evaluations may result in an incomplete grade for the course.

## Pinning Ceremony Attendance

Mandatory attendance is expected at the class Pinning Ceremony held each year before college graduation. This ceremony is the culmination of successful Program completion. All members of the graduating class are to participate in the event.

## Student Support Services

Multiple support services are available to students. A complete list is available online in the current college catalog and in the college student handbook.

## Tutoring

If additional assistance is needed outside of scheduled class time, the student must first attend office hours with the course instructor. Consult with your course instructor for assistance in obtaining additional tutoring services. Tutoring is available free of charge to all students.

## Services for Students with Disabilities (SSD)

Students seeking services should contact SSD Staff at 301-846-2408. All class, clinical, or exam accommodations must originate from the SSD Office.

## Learning Commons/Library

Library facilities are available to respiratory care students. The library contains professional books, journals, pamphlets, films, indices, and Internet access. Many materials may be borrowed for use outside of the Learning Commons. The Bess & Frank Gladhill Learning Commons is the main campus hub for student academic support services, tutoring, academic support, library services, and faculty professional development in one location. While also providing online access to tutoring and research resources to support student learning. In this welcoming learning environment, students and faculty will find Library Services, the Tutoring and Writing Center, the Center for Teaching and Learning, computers, study spaces, learning technologies, and academic success workshops. For more information, visit the college website <https://frederick.edu/student-resources/gladhill-learning-commons.aspx> Student ID cards are required to check out Library materials. ID cards are obtained from the College Security Office in H Building.

## Estimated Costs

Tuition & Fees: \$12,000 (In County), \$20,000 (Out-of-County), \$25,000 (Out-of-State) Uniform: Stethoscope~\$70, Lab Coat~\$30, Scrub Top & Pants~\$40, Shoes~\$50, Wrist Watch~\$30 Books~\$600, Travel~\$2000, Vaccinations~\$500, Background/Drug Check~\$110.Exam Review~\$365, TMC/CRT Exam~\$200.

## Clinical Facilities

The Respiratory Care Program cooperates with many area health care facilities in providing clinical experiences for students.

All students should be prepared to attend clinical at any of the facilities currently in use by the Respiratory Care Program. Therefore, the DCE does not entertain requests for specific sites. Clinical hours may vary depending on the availability of clinical sites and/or specific units. Students should be prepared to attend clinical on any shift.

Transportation to the clinical sites is the responsibility of the student.

Clinical sites are arranged each semester subject to the availability of faculty and space at the facility. For a complete list of clinical sites scheduled for use in any given semester, please contact the Director of Clinical Education. Additional clinical sites may be added to this list at the discretion of the Director of Clinical Education.

1. Carroll Hospital Center
2. Frederick Health Hospital
3. Johns Hopkins (Main Campus)
4. Holy Cross Hospital Silver Spring
5. George Washington University Hospital
6. Medstar Montgomery Medical Center
7. Saint Agnes Hospital
8. Suburban Hospital
9. University of Maryland Medical System
10. Valley Health – Winchester
11. Meritus Medical Center

## Denial of Respiratory Care Practitioner Licensure

The Maryland Board of Physicians may deny a license to anyone who has been arrested, charged, convicted of or pleads guilty or nolo contendere to a felony or to a crime involving moral turpitude, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside. If students have any questions regarding this issue, they may contact the Maryland Board of Physicians at 4201 Patterson Avenue, Baltimore, MD. 21215, phone: 410-764-4777 or 1-800-492-6836.

## Federal Title IV Funds - (Federal Financial Aid)

All students have an ethical responsibility to repay all funding received from any Title IV Program.

## Student Signature Sheet

I verify that I have read and will comply with the college Code of Conduct.

I verify that I have read and will comply with the Respiratory Program student handbook.

I understand the Frederick Community College Respiratory Care program philosophy, objectives, and requirements.

I am aware of my personal responsibilities concerning tuition, uniforms, transportation, and attendance. I understand that respiratory care involves personal risk and that I am responsible for any medical treatment that I may require while I am attending FCC.

I understand that I must achieve a 'C' grade or better in Respiratory Care courses and demonstrate clinical competence in order to progress to the next Respiratory Care courses. I understand that I must complete course prerequisites to be eligible for subsequent Respiratory Care courses.

I understand that a grade of 'C' or better must be earned in all required courses (general education courses included) for the AAS degree in Respiratory Care. All program regulations including but not limited to absences, tardiness, resignation, and dismissal were clearly reviewed.

**I was able to attend the mandatory new student orientation.** \_\_\_\_\_

**I am a first year Respiratory Care student.**\_\_\_\_\_

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**Student Name (please print)**

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**Student Signature**

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**Date**