3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

Respiratory Care Student Handbook

IRSC is an EA/EO educational institution

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Rev. 4/2024

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PREFACE

Indian River State College offers a 21-month Respiratory Care program designed to provide students with the knowledge and clinical experiences related to the profession of Respiratory Care consistent with the National Board for Respiratory Care exam matrix. The program is accredited by the Committee on Accreditation for Respiratory Care (CoARC). http://www.coarc.com/47.html. Program #200380.

Indian River State College awards an Associate in Science Degree in Respiratory Care to each student who satisfactorily completes the required course of study. Upon graduation students are eligible to sit for the NBRC Registry exam. Upon successful completion of the NBRC exams, the graduate will be awarded the Registered Respiratory Therapist (R.R.T.) credential.

This handbook has been prepared to inform the student of the regulations and requirements of this educational endeavor. The regulations and requirements of this handbook are subject to revision at any time and may be modified at the discretion of the Respiratory Care program officials and/or Indian River State College administration as deemed necessary.

All students enrolled in the Respiratory Care program **must** read this student handbook and abide by the rules. Acceptance of the regulations by the student will be indicated by a signed and dated statement at the beginning of the program. Respiratory Care students must also comply with the rules and regulations of Indian River State College.

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The following items are found in the *Health Science Division Student Handbook*.

(This list has been updated as of 2024.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation

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Program Philosophy

The philosophy of the Respiratory Care program is to instill the highest standards of professional ethics and technical skills in the graduates of the IRSC Respiratory Care program.

Once enrolled, the student will be prepared to perform at a professional level of competency that will enable them to possess the skills necessary to function as a Graduate Respiratory Therapist in the field of respiratory care.

Program Goals

The goal of the Respiratory Care program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). More specifically, to train students desiring an education in this field regardless of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status or genetic information.

ProgramLearning Outcomes

RESPIRATORY CARE
PROGRAM LEARNING OUTCOMES

1. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in patient data and clinical information.
2. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in therapeutic modalities.
3. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in diagnostic procedures.
4. Use critical thinking skills to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in emergency care.
5. Apply technical skills in all prescribed therapeutic modalities and diagnostic procedures required of an entry level registered repiratory therapist.
6. Apply professional and ethical behavior consistent with the practice of respiratory care.

Program Accreditation

The Associate in Science in Respiratory Care Program at Indian River State College, Fort Pierce, Florida is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Program #200380.

The accreditation process has been developed to assure that CoARC accredited programs follow educational standards that ensure academic excellence. Questions regarding the educational process should be directed to:

Commission on Accreditation for Respiratory Care
264 Precision Blvd.
Telford, TN 37690
817-283-2835

Physical Examination

Each respiratory care student entering the *Respiratory Care program* at Indian River State College will be required to have a physical examination which will include evidence of MMR immunization and a current tuberculin (PPD) test. All students enrolled in a health occupation

4. At the beginning of each course the student will be given a list of objectives by the instructor. This will be minimal to achieve a passing grade in the course. Each objective must be met to complete the course. Grading will be based on the degree of achievement.

5. In addition to specific course objectives, students must meet core performance standards and demonstrate professional conduct in accordance with program regulations at all times while enrolled in the Respiratory Care program.

   If at any time the faculty's evaluation of a student's ability to meet core performance standards on professionalism is identified as below average, the student will be removed from the Respiratory Care program, regardless of academic performance.

   Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

6. In order to successfully complete courses that contain a lab section, students will be required to obtain a minimum grade of "76" on the lab practical in addition to meeting the remainder of the course requirements. If a student obtains less than a "76" on a lab practical, a grade of "0" will be given for the lab portion of the course when calculating the course grade.

7. Students who cannot maintain a 2.0 grade point average may be suspended from the *Respiratory Care program* until the average is brought up to that level.

8. If a student drops out of the *Respiratory Care program* after completing one or more courses and is in good standing he/she may return to continue at the point at which they terminated their enrollment as the courses are offered depending on space availability and readmission criteria.

9. Students who have interrupted their enrollment at any point in the *Respiratory Care program* will be given one attempt to successfully pass a comprehensive exam to verify that they have retained the information that was covered in previous courses. Students must score a minimum of a "76" on the comprehensive exam in order to proceed in the program.

10. All numerical grades at the end of the course will be transported to a letter grade using the following scale:

A = 93 -100	4 quality points per semester hour
B = 85 - 92	3 quality points per semester hour
C = 76 - 84	2 quality points per semester hour
F = 75 and below	0 quality points per semester hour

*The IRSC Respiratory Care Program does not accept transfer of any "RET" courses or offer any advanced placement in the program.

IRSC Respiratory Care Program
Core Performance/Technical Standards for Admission and Progression

Respiratory Care involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of cardiopulmonary functions. Therefore, in order to be considered for admissions or be retained in the program after

C. Motor Abilities

1. A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out respiratory care procedures and to operate equipment safely.
2. He/she must have sufficient fine motor skills and overall motor function to perform skills that require steady and purposeful movement, e.g. arterial puncture
3. He/she must be able to execute motor movements reasonably required in a prompt, timely fashion in order to provide routine and emergency care to patients.
    a. Examples of emergency treatments required of students to be done in a prompt, timely fashion include but are not limited to:
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c tncre td toBT /LBo 10 15(u) c aetmzore td toBT /LBo 10 15(u) car4-2h

pis(n)2 (c)-4 groeMCID 77 >>71C 0.001 Tc 40.001 Tw 42 0 -3 Td 4 22

7. He/she must be able to recognize and respond rapidly and safely to changes in a patient's status based on a variety of sources such as physical assessment and pertinent laboratory findings. The student must be able to revise care to promote appropriate patient outcomes.

E. Physical / Sensory Capabilities

1. Students must be able to sufficiently move from room to room and maneuver in small places, patient rooms, treatment areas, and administer cardiopulmonary procedures.
2. Students must be able to distinguish between sounds such as hearing blood pressure accurately, hear alarms, emergency signals and auscultatory sounds.
3. Students must be able to see clearly both near and far and sufficiently for observation and assessment necessary in health care such as observe patient responses and prepare and administer medications accurately
4. Students must have sufficient stamina to provide patient care and related responsibilities for extended periods of time (12 hours) to adapt to shift work and lift without restrictions from a standing position.

F. Behavioral and Social Abilities

1. A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings.
2. The student must have the capacity to develop mature, sensitive and effective therapeutic relationships with patients in a variety of settings and from different cultures. Individual patient care must be performed regardless of the patient's race, ethnic group, age, gender, religious or political preference, ability to pay, gender or sexual orientation.
3. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress.
4. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient's situation.
5. As a component of health science education, a student must demonstrate ethical behavior, including adherence to the professional code of academic and clinical conduct
6. Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable diseases using appropriate standard precautions and/or guidelines.

G. Health and Related Requirements

1. Students are required

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I understand I must meet the Core Performance /Technical Standards for Respiratory Care as outlined for admission and progression in the Respiratory Care program.

Student's Signature

Today's Date

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Respiratory Care Course Descriptions

For course descriptions, visit the online IRSC College Catalog

Class Schedules

Didactic Schedules

Didactic Schedules are posted at the beginning of each semester.

Laboratory assignments will be made by the course instructor at the beginning of each course.

Clinical Assignment Schedules

Clinical Assignment Schedules will be issued at the beginning of each semester to every student participant in the *Respiratory Care program*. Clinical Schedules will be assigned and issued from the Respiratory Care Program Director or Clinical Coordinator. Allowing for all students to obtain equitable clinical experience, students will be assigned to clinical affiliates based upon the experiences available at each site and the student's level of clinical performance. The clinical assignment decision is made by the faculty and student requests for specific facilities are not accepted.

Throughout the course of the program, students will be assigned to clinical facilities based on the course objectives. Students may be assigned to one or all of the sites listed below at the discretion of the faculty.

Clinical rotations will consist of eight hour shifts for clinic I & II, and twelve hour shifts for clinic III & IV.

Clinical Affiliates

The Respiratory Care program utilizes the following COARC approved clinical affiliates:

HCA Florida St. Lucie Hopital
HCA Florida Raulerson Hospital
HCA Florida Lawnwood Hospital
Cleveland Clinic Martin Health North
Cleveland Clinic Martin Health Tradition
Cleveland Clinic Indian River Hospital
Holmes Regional Medical Center
Cleveland Clinic Martin Health South

Additional special rotations are assigned during clinic IV to meet specific objectives as assigned.

Students are enrolled in clinical rotations to facilitate transfer of knowledge from theory to the actual application of those skills in the clinical setting. Students are NOT considered employees of the College or the health care facility while in clinicals.

Transportation

Students must have reliable transportation to and from IRSC and to and from the assigned clinical facility. No transportation will be provided by the College, faculty or clinical facility.

Attendance

1. Class attendance for each Respiratory Care course is *mandatory*.

2. Excused absences must be granted by the Respiratory Care instructor in advance of the particular class, if at all possible. It is the student's responsibility to notify the instructor if he/she is going to be absent. Excused absences will be at the discretion

Testsand Records

Tests

All grades will be determined by tests, quizzes, student projects, lab assignments, student essays, class partici pation, attendance, initiative and other such criteria which the instructor may deem appropriate.

Records

All tests become a part of the student's permanent file. The student has access to their grades and papers upon request, but the file and its contents are not to leave the Indian River State College Respiratory Care Department.

Student Record Security

Refer to the Indian River State College Catalog.

College Activities

All respiratory care students have access to all college activities offered at IRSC 24 >>BDC 0.00(offo

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- Using proper English in emails without slang or inappropriate language. Do not write in all caps and be sure to read your message before sending. Interpretation is subjective and may not be perceived as intended.

Clinical Conduct

The Clinical Affiliate reserves the right to refuse admission to any Respiratory Care student who is involved in any activity not considered professional or conducive to proper patient care. All Respiratory students will:

1. Report to the Clinical Facility in an alert condition.

2. Report to the Clinical Facility in the appropriate uniform.

3. Demonstrate interpersonal skills, effective communication and professional attributes at all times when in the clinical setting including stress and anger management and professional response to constructive criticism.

4. Not possess drugs or alcohol beverages, nor use either while on duty in the Clinical Facility.

5. Not sleep during their clinical assignments.

6. Not engage in theft of any articles from the clinical facility.

7. Not engage in immoral conduct, as defined by the Affiliate's Rules and Regulations, and the IRSC Student Handbook.

8. Not engage in habitual or excessive tardiness and/or absenteeism from the clinical assignment.

9. Adhere to the appropriate guidelines as published by the College for initiation of grievances concerning any aspects of the clinical course work. This includes maintaining a professional attitude when in the presence of other students, staff therapist, program faculty, physicians and patients.

10. Not smoke anywhere on the clinical affiliate property.

11. Not eat in areas where eating is prohibited.

12. Not leave the clinical assignment for meals.

13. Not loiter in the Respiratory Care Department or other areas of the Clinical Facility at times not specified for clinical assignment.

14. Hold and maintain current CPR certification at all times (i.e. BLS-C). CPR certification must be valid from the first day of the program through graduation and must be submitted to the Program Director prior to registration or a hold will be placed on the student file preventing registration.

15. Not be permitted patient contact, except as assigned by the clinical instructor. This rule applies to students going to the hospital for assignments, or for other reasons.

16. Have progress review. The instructor may confer with the health care agency staff on

If a student does not remediate and complete all clinical objectives prior to the start of final exams, the student will receive and "F" for that course and be dismissed from the

Laboratory courses will be held in the Respiratory Care Department's laboratory at Indian River State College

Laboratory equipment and space has been reserved for both scheduled laboratory courses and remediation of skills.

Students are to maintain professional conduct while in any hospital/lab facility.

Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

Equity Officer/Title IX Coordinator: Adriene B. Jefferson
Indian River State College • 3209 Virginia Avenue, Fort Pierce, FL 34981-5596
ajeffers@irsc.edu • 772-462-7156

The College Non-Discrimination and Non-Harassment Policy and related Reporting Procedures for both employees and students may be downloaded from the IRSC website at www.irsc.edu. Copies of the procedures are also available from the Equity Officer/Title IX Coordinator and the Office of Human Resources, both located at 3209 Virginia Avenue, Fort Pierce, Florida.

Student Accessibility Services

Student Accessibility Services exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success. Student Accessibility Services (SAS) obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations and ensures the provision of services. Students with disabilities are encouraged to contact the SAS office at 772-462-7809 in order to make arrangements for services.

IRSC Student Accessibility Services Web site:
Visit www.irsc.edu. Under Students Resourses, click on Accessibility Service

1. Students are responsible for submitting lab competencies at scheduled lab sessions which are held in conjunction with class. Failure to do so constitutes absence for the class & lab. Students must have the IRSC lab book & lab competency text book in their possession at the start of each class session. Students reporting to lab without the IRSC Laboratory & Clinical Skills notebook and laboratory competency text in their possession will receive a 5 point deduction of their overall lab grade for the first occurrence and an additional 10 point deduction for any additional occurrences, per event.

2. NO

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Clinical Rotation Regulations

During the enrollment in the

1. Hair: Women must keep hair back and off the face at ALL times. Hair that falls on the shoulders or at the sides must be tied back in a pony-tail or worn up in the back. No extreme hairstyles, dyeing, tinting or bleaching is permitted.

2. Fingernails: Must be natural nails; short, neat and clean. Artifical nails or gel coating

*Students may only wear the approved style from the specified manufacturer. Logo must be the approved logo, color and size on both lab coats and scrub tops.

Requirements for Progression

The Respiratory Care program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Respiratory Care course (determined by a minimum grade of "C" or better.) In the event that the student obtains a grade lower than a "C" in any of the Respiratory Care courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

e. In the event the student is not able to perform all previously completed lab proficiencies satisfactorily as determined by the instructor, the student will be required to remediate independently and will have one additional attempt at demonstrating skills within the same time frame posted for the upcoming semester. The student must demonstrate competency in all previously completed lab proficiencies prior to being permitted to enroll in any Respiratory courses.

COMPETENCY EXAMS AND LAB PROFICIENCY TIME FRAMES:
Students requesting re-admission for the Fall semester must complete competency exam and lab proficiencies between June 1-15, Spring readmission must be completed between December 1-15, Summer I readmission must be completed between April 1-15. Students must contact the Program Director to set a specific date and time prior to these dates

2. Students who received a "D" or lower in any clinical education course*; and/or placed the health and the safety of patients in jeopardy, WILL NOT BE READMITTED INTO THE RESPIRATORY CARE PROGRAM.

* These courses include: RET 2832, RET 2833, RET 2834 and RET 2835.

3. Students who have received a "D" or lower in any science related courses; i.e. BSC 2085 and/or BSC 2086, must successfully repeat the course within one (1) year of completing the remaining requirements of the

INDIAN RIVER STATE COLLEGE

RESPIRATORY CARE PROGRAM

APPENDIX A
RESPIRATORY CARE STUDENT HANDBOOK

PROGRAM FORMS

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Indian River State College
Respiratory Department

This is to acknowledge that I have received my personal copy of the Respiratory Department & IRSC Student Handbook; I have read and understand the contents thereof. I hereby agree to abide

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Authorization To Release Reference Information

I authorize the IRSC Respiratory Care Program Director and/or Director of Clinical Education to release information regarding my performance while enrolled in the program.

This information may be released to prospective employers to whom I have given the Program Director or Director of Clinical Education as a reference.

This information may be given out by telephone or letter.

_____
Printed Name of Student

_____ _____
Signature of Student Date

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Grounds For Dismissal

The Grounds for Dismissal are listed below. It should be pointed out that a student may be dismissed from the program at any time during their training for violation of any one of the grounds listed.

1. Failing grades in Respiratory Care and/or college courses.

2. Insubordination.

3. Failure to meet conditions of program probation.

4. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.

5. Failure to accomplish clinical assignments and objectives.

6. Unprofessional or unethical conduct which violates the Code of Academic and Clinical Professional Conduct

7. Cheating (academic dishonesty) or falsification of official school documents.

8. Breach of confidentiality.

9. If any hospital refuses to allow a student on hospital property for violations such as theft or misconduct, or behavior that threatens the safety of patients, themselves, or others, the student will not be allowed to continue.

_____

Printed Name of Student

_____ _____

Signature of Student Date

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Confidentiality Statement

The patient has a right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

A Patient's Bill of Rights (1975)

I am aware that as a student of the Indian River State College Respiratory Care program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information. I understand that if I violate any HIPAA regulations, I will be dismissed from the Program.

I authorize the IRSC Respiratory Care Program Director and/or Director of Clinical Education to release information regarding my performance while enrolled in the program.

_____

Printed Name of Student

_____ _____

Signature of Student Date

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Indian River State College
Respiratory Care Program
Community Service Contract

All students in the Respiratory Care program are required to complete a minimum of 10 hours of community service prior to graduation. Each community service project will be assigned by the instructor

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Student Name:_____ Date:_____

Student ID:_____ Student Signature:_____

COMPETENCY REQUIREMENTS FOR THE PROVISION OF RESPIRATORY THERAPY SERVICES

Anyone providing respiratory therapy to patients, regardless of the care setting and patient demographics, shall successfully complete formal training