

MACOMB COMMUNITY COLLEGE

STUDENT HANDBOOK

RESPIRATORY THERAPY PROGRAM



The Rules and Regulations
contained herein will apply
throughout the duration of the
Respiratory Therapy Program, unless
and until they are officially revised.

Reviewed and Recommended by Standards Committee
September 18, 2006

Approved by Donald Ritzenhein, Ph.D. - Provost
October 2006

TABLE OF CONTENTS

ITEM	PAGE
Program Description	4
Program Mission Statement	5
Program Goals	6
Statement of Ethics and Professional Conduct	6
Program Personnel	7
What is Respiratory Therapy	7
Career Responsibilities	8
Program Course Sequence	9
General Program Policies and Procedures	16
➤ Rules and regulations	16
➤ Behavior	16
➤ Appropriate attire	16
➤ Lecture/laboratory classes	16
➤ Student employment	16
➤ Special needs	17
➤ Learning assistance	17
➤ Contact numbers	17
➤ Student advisement	17
➤ Financial aid	17
➤ Injury	17
➤ Communications devices	17
➤ E-mail and Internet access	18
➤ Confidentiality	18
➤ Cheating	18
➤ Criminal background checks	18
➤ Drug testing	18
➤ Medical & liability insurance	18
➤ Consent forms	19
➤ Grievance procedure	19
➤ Visitors in the classroom	19
➤ Attendance in class	19
➤ School closings	19
➤ Professional organizations	19
➤ Respiratory Care Club	20
➤ Smoking and work environment	20

ITEM	PAGE
➤ Foreign students	20
➤ Grading for non-clinical courses	20
➤ College materials	21
➤ Retention in the RSPT Program	21
➤ Withdrawal	21
➤ Extenuation circumstances	21
➤ Graduation requirements	21
➤ Professional credentials	22
➤ Continuing competency and renewal of credentials	22
 Clinical Training Policies and Procedures	 22
➤ Pre-Clinical Requirements	22
➤ Basic Life Support (BLS)	22
➤ Health Requirements	23
➤ Physical examination	23
➤ Handling of Health Forms	23
➤ Prolonged Illness	23
➤ Stop Outs	23
➤ Health insurance	24
➤ Injury	24
➤ Uniforms	24
➤ Transportation	24
➤ Clinical internship assignments	24
➤ Professional appearance	25
➤ Clinical attendance	26
➤ Grading and evaluation	27
➤ Procedure for handling unsatisfactory clinical performance	27
 Laboratory Policies and Procedures	 29
➤ Lab access	29
➤ Phone numbers	29
➤ Access through campus security	29
➤ Appropriate attire	29
➤ Equipment use.	29
➤ Equipment damage or malfunction	29
➤ Use after hours	29
➤ Lab access privileges	30
➤ Equipment removal	30
➤ Food or beverages	30
➤ Before leaving	30
➤ Location of emergency equipment	30
➤ In case of emergency	30
➤ In case of fire	30
➤ In case of injury	30
➤ Consent to participate	31

ITEM	PAGE
Students Readmission Guidelines	33
Advanced Standing Program Policies and Procedures	35
Signature Forms	39

PROGRAM DESCRIPTION

The respiratory care practitioner supports the physician in the care of patients suffering from cardiopulmonary disease. A balanced program in general education and specialized courses enables the student to develop the technical competencies necessary to enter this paramedical specialty. Practical clinical experience is received in local area hospitals.

Respiratory Therapists in Michigan are required to pass the Certification Examination provided by the National Board for Respiratory Care (www.NBRC.org) and to obtain a license issued by the State of Michigan www.mi.gov/mdch.

Additional expenses to be met by the student before entering RSPT 1260 include (1) a health and physical examination including testing for tuberculosis and other communicable diseases, (2) uniforms and supplies (3) hospitalization insurance as neither the hospital nor the college insures the student against accidents or illnesses, and (4) a criminal background check and drug screen.

Employment opportunities for qualified respiratory therapists are excellent. Administrative, educational, and clinical positions may be available to the registered Respiratory Therapist. The Associate of Applied Science degree in Respiratory Therapy is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 312.553.9355, Phone: 727-210-23500, Fax: 727-210-23504 on recommendation of the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244. CoARC's phone number is 817.283.2835 and fax number is 817.354.8519.

Special Admission Procedure for Certified Respiratory Therapy Technicians:

Students who have successfully completed the Certification Examination of the National Board for Respiratory Care for Entry-Level Respiratory Therapy Practitioners (CRT) may apply for admission to the Advance Standing program. A letter indicating your interest in this program must be submitted to the Program Coordinator prior to July 1. Students are admitted for the fall semester based upon the availability of clinical sites for internship. Information regarding this program and the admission procedure can be obtained by contacting the Program Coordinator at (586) 286-2150 (Center Campus).

The Respiratory Therapy program is a selective admission program. Anatomy and

Physiology is a prerequisite for the program, and some basic algebra skills are recommended. To be considered for admission to the Respiratory Therapy (RSPT) Program, applicants are required to have all appropriate documentation on file at Center Campus Enrollment Services by the February 15 application deadline, for the programs that begins in the fall. The Selective Admission Letter of Intent Form, the Compass exam results and any necessary transcripts are accepted up to one year in advance of the application deadline. **Send all requirements to:**

Enrollment Services
Center Campus, G-120
Selective Admission Area
44575 Garfield
Clinton Township, MI 48038-1139

The program begins once each year in the fall semester. The first year will be spent in the modern lecture and lab facilities at MCC where you will be exposed to the newest technology and equipment. The second year combines lecture and lab with approx. 900 hours of clinical training at area hospitals and home health care agencies.

The Detroit-Macomb Hospital Corporation and Macomb Community College co-sponsor the therapist program. Upon successful completion of the five-semester program, the student will receive an Associate of Applied Science degree and become eligible for examination by the National Board for Respiratory Care (NBRC) and licensure by the State of Michigan. For information regarding the national examination process you may contact:

National Board for Respiratory Care
8310 Nieman Road
Lenexa, Kansas 66214-1579
Phone: 913-599-4200 Fax: 913-541-0156
www.NBRC.com

For information regarding state licensure log on to <http://www.michigan.gov/mdch> and search for information regarding Respiratory Care or the Michigan Society for Respiratory Care site at www.michiganrc.com.

PROGRAM MISSION STATEMENT

The Respiratory Therapy program (RSPT) at Macomb College will continue to provide an excellent education in this allied health field and the applied sciences while encouraging the students to continue with life enhancing and professional learning experiences and to succeed in their pursuit of a bachelor's degree. The Respiratory Therapy program will prepare and qualify students for immediate employment and ongoing success in the world of work. The RSPT program will also prepare them to pass the national board exams and gain state licensure. The RSPT program will promote professional excellence and advance the science and practice of respiratory care.

PROGRAM GOALS

The Respiratory Therapy Curriculum is designed to meet the following goals:

- To provide Respiratory Therapy students with a competency-based education.
- To provide the stimulus to enhance and support activities of the Respiratory Therapy profession and community.
- To provide instruction for students planning to continue study in other collegiate institutions.
- To provide technical skills consistent with the needs and demands of the Respiratory Therapy profession.
- To provide appropriate learning experiences to correlate theory and technical skills.

STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

The Macomb College Respiratory Therapy program has adopted the American Association for Respiratory Care (AARC) position statement on Ethics and Professional Conduct as stated below:

In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improves their professional competence and represents it accurately.
- Performs 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 informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of individuals.
- Promote disease prevention and wellness.

- Refuse to participate in illegal or unethical acts, and shall refuse to conceal illegal, unethical or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state and federal laws which govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.

(Revised by AARC 12/06)

PROGRAM PERSONEL

TITLE	NAME	OFFICE LOCATION	OFFICE PHONE NUMBER
Dean of Health & Human Services	Charlene McPeak	E-219-2	286-2097
Assoc. Dean of Health & Human Svc.	Bernadette Pieczynski	E-219-1	286-2097
Program Coordinator	Mary Alstead	E-220-10	286-2150
Clinical Coordinator	Richard Zahodnic	E-220-9	286-2033
RSPT Administrative Assistant	Terri Hupfel	E-219	286-2074
HHS Lab Supervisor	Dean (Fuji) Barnett	E-219-3	286-2240

WHAT IS RESPIRATORY THERAPY?

Most people take breathing for granted. It's second nature. But for millions of Americans who suffer from breathing problems, each breath is a struggle. From infants to senior citizens, respiratory therapists are involved in the treatment of all patients suffering from respiratory disorders. Patients suffering from respiratory conditions include asthma, emphysema, chronic bronchitis, & cystic fibrosis, but may also included post-surgical patients, accident victims, premature infants, and patients suffering from lung cancer. There are more than 100,000 respiratory care practitioners in the U.S. They are respected members of the health care team that provide respiratory care for patients under the direction of a medical physician. While most respiratory care practitioners work in hospitals, an increasing number of them have branched out into alternate care settings such as nursing homes, physicians' offices, home health care agencies, sub-acute care facilities and medical equipment supply companies.

CAREER RESPONSIBILITIES

As a Respiratory Care Practitioner (RCP), you will develop the patient assessment skills needed to monitor, evaluate and treat patients with pulmonary disease. As a consultant, you will be able to recommend therapy and make changes to the treatment plan as indicated by the physical examination and laboratory data. The routine duties of a RCP include oxygen administration and monitoring, drawing arterial blood gas samples, delivery of aerosol medications and chest physiotherapy.

In the emergency and critical care areas, therapists are trained in cardiopulmonary resuscitation and are valued members of the hospital resuscitation team. You also will be responsible for setting-up, monitoring and evaluating life support machines in the neonatal and adult intensive care units. Using the aid of sophisticated technology and equipment, you will give around-the-clock care to these patients who, otherwise, would not survive these life-threatening conditions.

RCPs also work in pulmonary laboratories where they help evaluate various cardiopulmonary diseases. By performing diagnostic procedures, such as measurement of lung volumes, they assist the physician in determining the type and extent of the patient's disease and how well prescribed therapy may be working.

In pulmonary rehabilitation, RCPs work with patients who have chronic lung disease. The goal of therapy is to improve the patient's quality of life through education, nutrition, muscle reconditioning and exercise.

Therapists are also involved in preventive medicine and patient education through their involvement in support groups. The RCPs often conduct smoking cessation programs for both hospital patients and others in the community who want to kick the tobacco habit. They also participate in support groups for asthmatic patients and patients awaiting lung transplantation. Therapists also are actively involved in The Breathers Club, which is a support group for patients with chronic lung disease such as emphysema and chronic bronchitis.

PROGRAM COURSE SEQUENCE

It is strongly recommended that students take the courses in the suggested sequence according to the MCC Catalog.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS (Minimum of 69 semester hours)

A. Career Preparation and Related Courses

				Suggested Sequence			Sem Hrs
BIOL	2710	Human Physiologic Anatomy (See Note 1)	[]	[]	[]	[]	6
		OR					
BIOL	2310	Human Anatomy and Physiology	[]	[]	[]	[]	6
		AND					
RSPT	1050	Clinical Cardiorespiratory Physiologic Anatomy . .	[X]	[]	[]	[]	4
RSPT	1060	Physiochemical Basis of Respiratory Therapy	[X]	[]	[]	[]	3
RSPT	1080	Respiratory Therapy Procedures I - Lecture	[X]	[]	[]	[]	2
RSPT	1090	Respiratory Therapy Procedures I - Laboratory . .	[X]	[]	[]	[]	2
BIOL	2730	Pathogenic Microbiology	[X]	[]	[]	[]	4
		OR					
BIOL	2400	General Microbiology (See note 5)	[X]	[]	[]	[]	4
RSPT	1111	Respiratory Therapy Procedures II - Lecture	[]	[X]	[]	[]	3
RSPT	1120	Respiratory Therapy Procedures II - Laboratory . .	[]	[X]	[]	[]	4
RSPT	1140	Cardiopulmonary Pathology	[]	[X]	[]	[]	3
RSPT	1200	Cardiopulmonary Pharmacology	[]	[X]	[]	[]	1.5
RSPT	1210	Pediatric/Neonatal Respiratory Care	[]	[X]	[]	[]	1.5
RSPT	1260	Clinical Internship I	[]	[]	[]	[]	4
RSPT	2250	Clinical Internship II	[]	[]	[X]	[]	2
RSPT	2260	Clinical Internship III	[]	[]	[X]	[]	2
RSPT	2330	Mechanical Ventilation - Lecture	[]	[]	[X]	[]	2
RSPT	2340	Mechanical Ventilation - Laboratory	[]	[]	[X]	[]	1
RSPT	2350	Acid-Base and Electrolyte Balance and Advanced Diagnostics	[]	[]	[X]	[]	3
RSPT	2360	Clinical Internship IV	[]	[]	[]	[X]	2
RSPT	2370	Clinical Internship V	[]	[]	[]	[X]	2
RSPT	2420	Advanced Concepts in Respiratory Care	[]	[]	[]	[X]	3
RSPT	2430	Certification and Registry Review	[]	[]	[]	[X]	2

57

B. Arts & Sciences Component (See catalog)..... minimum 18

Students should plan Arts and Sciences courses with an academic advisor, counselor or program advisor.

Group II requirement is met by completing BIOL 2710 or equivalent and BIOL 2400 or equivalent.

Group V requirement is met by completing any PHED 2000 or above.

Students in the Respiratory Therapy Program must achieve a grade of 'C' or better in each of the courses listed below for retention in the program.

RSPT-1050	RSPT-1111	RSPT-1210	RSPT-2420
RSPT-1060	RSPT-1120	RSPT-2330	RSPT-2430
RSPT-1080	RSPT-1140	RSPT-2340	BIOL-2710 or equivalent (see note 1)
RSPT-1090	RSPT-1200	RSPT-2350	BIOL-2400 or BIOL 2730

Students in the Respiratory Therapy Program must achieve a grade of "Pass" in each of the courses listed below for retention in the program.

RSPT-1260	RSPT-2250	RSPT-2260	RSPT-2360	RSPT-2370
-----------	-----------	-----------	-----------	-----------

NOTES:

1. BIOL 2710 or 2310 is to be taken prior to any RSPT course. BIOL 2710 is recommended for RSPT students but 2310 will also be accepted.
2. Competency in arithmetic and basic algebra is needed. Consider taking MATH 0050 if the pre-algebra section of your COMPASS test was less than 27.
3. PHED 2070 is recommended for respiratory therapy students.
4. ITML 1000 is recommended for students lacking basic computer skills.

RSPT-1050 - Clinical Cardiorespiratory Physiologic Anatomy

4.00 credits

Prerequisite: Admission into the Respiratory Therapy program and BIOL-2710.

Corequisite: RSPT-1060

(formerly RSP 105) This course is designed to teach the student anatomy and physiology of the respiratory and cardiac systems with a focus on clinical application. Topics covered include anatomy and physiology, ventilation, pulmonary function measurements, gas diffusion, oxygen and carbon dioxide equilibration and transport, acid-base regulation and ventilation/perfusion relationships. (4 contact hrs) Center Campus. Fall semester only.

RSPT-1060 - Physiochemical Basis of Respiratory Therapy

3.00 credits

Prerequisite: Admission into the Respiratory Therapy program and BIOL-2710.

Corequisite: RSPT-1080

(formerly RSP 106) This course is designed to teach the student basic mathematics, physics and chemistry as it applies to respiratory therapy. Topics covered include measurement systems, mechanics, energy and matter, properties of fluids, gas laws, gas movement, solutions and drug calculations, elements and compounds, acid-base and fluid balance, and nutrition and metabolism. (3 contact hrs) Center Campus. Fall semester only.

RSPT-1080 - Respiratory Therapy Procedures 1 - Lecture

2.00 credits

Prerequisite: Admission into the Respiratory Therapy program and BIOL-2710.

Corequisite: RSPT-1090

This course is an introduction to the patient care process. Topics discussed will include patient assessment, cardiopulmonary diagnostics and monitoring techniques, infection control and safety, protocols and documentation used in the practice of respiratory therapy. (2 contact hours) Center Campus. Fall semester only.

RSPT-1090 - Respiratory Therapy Procedures 1 - Laboratory

2.00 credits

Course Fee: \$31.00

Prerequisite: Admission into the Respiratory Therapy program and BIOL-2710.

Corequisite: RSPT-1050

The student will develop psychomotor skills in respiratory therapy procedures. Topic covered include patient assessment, diagnostic testing and monitoring, infection control and documentation. (3 contact hrs) Center Campus. Fall Semester only.

RSPT-1111 - Respiratory Therapy Procedures 3 - Lecture

3.00 credits

Prerequisite: Admission into the Respiratory Therapy program; and RSPT-1050 and RSPT-1060 and RSPT-1080 and RSPT-1090, with grade C or better.

Corequisite: RSPT-1120, RSPT-1140, RSPT-1200, RSPT-1210

(formerly RSP 111 and replaces but not equated to RSPT-1110) This course is an orientation to the procedures, techniques, and equipment used in the practice of respiratory therapy. Topics covered include: use of protocols, oxygen therapy, airway dilation therapy, volume expansion therapy, pulmonary hygiene therapy, airway management, resuscitation and documentation. (3 contact hrs) Center Campus. Winter semester only.

RSPT-1120 - Respiratory Therapy Procedures 2 - Laboratory

4.00 credits

Course Fee: \$107.00

Prerequisite: Admission into the Respiratory Therapy program; and RSPT-1050 and RSPT-1060 and RSPT-1080 and RSPT-1090, with grade C or better.

Corequisite: RSPT-1111, RSPT-1140, RSPT-1200, RSPT-1210

(formerly RSP 112) The student will develop psychomotor skills in respiratory therapy procedures. Topics covered include use of protocols, oxygen therapy, airway dilation therapy, pulmonary hygiene therapy, volume expansion therapy, airway management, resuscitation, and documentation. (6 contact hrs) Center Campus. Winter semester only.

RSPT-1140 - Cardiopulmonary Pathology

3.00 credits

Prerequisite: Admission into the Respiratory Therapy program; and RSPT-1050 and RSPT-1060 and RSPT-1080 and RSPT-1090, with grade C or better.

Corequisite: RSPT-1111, RSPT-1120, RSPT-1200, RSPT-1210

(formerly RSP 114) This course is a detailed study of disease affecting the cardiovascular and pulmonary systems. The student will study the assessment process and the role of the Respiratory Care Practitioner in developing and implementing therapist-driven protocols. The anatomic alterations, etiology, clinical manifestations, and patient care plan will be reviewed for each disease process. (3 contact hrs) Center Campus. Winter semester only.

RSPT-1200 - Cardiopulmonary Pharmacology

1.50 credits

Prerequisite: Admission into the Respiratory Therapy program; and RSPT-1050 and RSPT-1060 and RSPT-1080 and RSPT-1090, with grade C or better.

Corequisite: RSPT-1111, RSPT-1120, RSPT-1140

(formerly RSP 120) This course is designed to teach aerosol delivery of respiratory medications that are specifically delivered by respiratory care practitioners. An in-depth study of the autonomic nervous system will be covered to explain mechanism of drug actions. The student will learn indications, modes of delivery, dosages, and adverse reactions of respiratory medications. The student also will be introduced to critical care pharmacology. (3 contact hrs per week for the first 8 weeks) Center Campus. Winter semester only.

RSPT-1210 - Pediatric/Neonatal Respiratory Care

1.50 credits

Prerequisite: Admission into the Respiratory Therapy program; and RSPT-1050 and RSPT-1060 and RSPT-1080 and RSPT-1090 and RSPT-1200, with grade C or better.

Corequisite: RSPT-1111, RSPT-1120, RSPT-1140

(formerly RSP 121) This course will introduce the student to neonatal and pediatric respiratory care. The course covers fetal lung development, anatomy and physiology, neonatal development, pathology, CPR, acid-base monitoring, and introduction to mechanical ventilation of the newborn. (3 contact hrs per week for the second 8 weeks) Center Campus. Winter Semester only.

RSPT-1260 - Clinical Internship 1

4.00 credits

Course Fee: \$43.00

Prerequisite: Admission into the Respiratory Therapy program; and RSPT-1111 and RSPT-1120 and RSPT-1140 and RSPT-1200 and RSPT-1210, with grade C or better.

(formerly RSP 126) This course introduces the student to clinical practice by providing 32 hours/week of clinical training in a hospital setting. Students perform basic respiratory therapy procedures learned in the procedures laboratory (RSPT-1120). The laboratory portion of the course includes an eight-hour/week workshop held at the college. The lab is designed to introduce the student to the concepts and psychomotor skills necessary to care for patients on mechanical ventilators. This course is graded on a pass/fail basis. Pass/fail grades are not included in GPA calculations. Students are required to pass this course in order to progress in the program. (40 contact hrs per week for 8 weeks) Center Campus. Spring/Summer semester only.

RSPT-2250 - Clinical Internship 2

2.00 credits

Course Fee: \$43.00

Prerequisite: Admission into the Respiratory Therapy program and RSPT-1260.

Corequisite: RSPT-2330

(formerly RSP 225) This course provides clinical experience for the respiratory therapy student. The student must complete 160 hours of clinical training. Objectives focus on pulmonary function testing, critical care pharmacology, arterial blood gases, and an introduction to mechanical ventilation. This course is graded on a pass/fail basis. Pass/fail grades are not included in GPA calculations. Students are required to pass this course in order to progress in the program. (20 contact hrs per week for the first 8 weeks) Center Campus. Fall semester only.

RSPT-2260 - Clinical Internship 3

2.00 credits

Course Fee: \$43.00

Prerequisite: Admission into the Respiratory Therapy program and RSPT-2250.

Corequisite: RSPT-2330

(formerly RSP 226) This course provides additional clinical experience for the respiratory therapy student. The student must complete 160 hours of clinical training in an affiliated hospital. Objectives focus on pulmonary function testing, critical care pharmacology, arterial blood gases, and mechanical ventilation. This course is graded on a pass/fail basis. Pass/fail grades are not included in GPA calculations. Students are required to pass this course in order to progress in the program. (20 contact hrs per week for the second 8 weeks) Center Campus. Fall semester only.

RSPT-2330 - Mechanical Ventilation - Lecture

2.00 credits

Prerequisite: Admission into the Respiratory Therapy program and RSPT-1260.

Corequisite: RSPT-2340

(formerly RSP 233) Course content reviews cardiopulmonary physiology and the effects of mechanical ventilation on the infant, pediatric, and adult patient. Topics covered include the different types of mechanical ventilators and their features, indications, initiation, assessment, maintenance, monitoring, adjustments, complications, protocols, discontinuation, and documentation. (2 contact hrs) Center Campus.

RSPT-2340 - Mechanical Ventilation - Lab

1.00 credits

Course Fee: \$107.00

Prerequisite: Admission into the Respiratory Therapy program and RSPT-1260.

Corequisite: RSPT-2350

(formerly RSP 234) Attention is focused on developing cognitive and psychomotor skills necessary for initiating, assessing, maintaining, monitoring, adjusting, applying protocols, discontinuing and documenting mechanical ventilation on the infant, pediatric, and adult patients. The course will evaluate the capabilities and limitations of the most commonly used mechanical ventilators. (2 contact hrs) Center Campus.

RSPT-2350 - Acid-Base & Electrolyte Balance & Advanced Diagnostics

3.00 credits

Course Fee: \$11.00

Prerequisite: Admission into the Respiratory Therapy program and RSPT-1260.

Corequisite: RSPT-2250

(formerly RSP 235) This theory course is designed to teach the student how to draw, analyze, interpret, and evaluate arterial/venous blood gas and electrolyte data, and make appropriate recommendations for treatment. Students also will learn how to use data obtained from non-invasive monitoring to aid in the diagnosis and treatment of pulmonary disease. (3 contact hrs) Center Campus. Fall semester only.

RSPT-2360 - Clinical Internship 4

2.00 credits

Course Fee: \$43.00

Prerequisite: Admission into the Respiratory Therapy program, and RSPT-2260, RSPT-2330, RSPT-2340, and RSPT-2350.

Corequisite: RSPT-2420, RSPT-2430

(formerly RSP 236) This course provides additional clinical experience for the respiratory therapy student. The student must complete 160 hours of clinical training in an affiliated hospital. Objectives focus on acid-base balance, mechanical ventilation, pulmonary function testing, electrocardiography, and hemodynamic monitoring. This course is graded on a pass/fail basis. Pass/fail grades are not included in GPA calculations. Students are required to pass this course in order to progress in the program. (20 contact hrs per week for the first 8 weeks) Center Campus. Winter Semester only.

RSPT-2370 - Clinical Internship 5

2.00 credits

Course Fee: \$43.00

Prerequisite: Admission into the Respiratory Therapy program, and RSPT-2260, RSPT-2330, RSPT-2340, and RSPT-2350.

Corequisite: RSPT-2360, RSPT-2370, RSPT-2430

(formerly RSP 237) This course provides additional clinical experience for the respiratory therapy student. The student must complete 160 hours of clinical training in an area hospital. Objectives focus on pulmonary function testing, acid-base balance, mechanical ventilation, electrocardiology, and hemodynamic monitoring. This course is graded on a pass/fail basis. Pass/fail grades are not included in GPA calculations. Students are required to pass this course in order to progress in the program. (20 contact hrs per week for the second 8 weeks) Center Campus. Winter semester only.

RSPT-2420 - Advanced Concepts in Respiratory Care

3.00 credits

Course Fee: \$31.00

Prerequisite: Admission into the Respiratory Therapy program, and RSPT-2260, RSPT-2330, RSPT-2340, and RSPT-2350.

Corequisite: RSPT-2360, RSPT-2370, RSPT-2430

(formerly RSP 242) This course is a forum for discussion of new and advanced applications in clinical practice. Topics covered include pulmonary function testing, EKGs, myocardial infarction, chest tube drainage systems, and hemodynamic monitoring. Each student will give an oral presentation on a topic of interest in Respiratory Care. (3 contact hrs) Center Campus. Winter semester only.

RSPT-2430 - Certification & Registry Review

2.00 credits

Course Fee: \$31.00

Prerequisite: Admission into the Respiratory Therapy program, and RSPT-2260, RSPT-2330, RSPT-2340, and RSPT-2350.

Corequisite: RSPT-2360, RSPT-2370, RSPT-2420

(formerly RSP 243) This course is a comprehensive review to prepare students for the NBRC Certification and Registry Examinations. Students will become familiar with clinical simulation testing through use of computer simulations and latent imaging. NBRC Self-Assessment Examinations will be administered during this course. A program exit exam will be given at the end of the semester. (2 contact hrs) Center Campus. Winter semester only.

GENERAL PROGRAM POLICIES AND PROCEDURES

1. **Rules and Regulations.** The student is responsible for the rules and regulations as outlined in:
 - a. Macomb Community College current catalog and schedule of classes
 - b. Macomb Community College's Handbook on Rights and Responsibilities, adopted by the Board of Trustees, February 21, 1989; revised 4/06; revise 4/06. (www.macomb.edu/GenInfo/StuRight.asp)
 - c. Macomb Community College Student Handbook for the Respiratory Therapy Program
 - d. Appropriate Course Syllabus and First Day Handout
 - e. Work Rules and Regulations distributed by the Clinical Instructor.
 - f. During the clinical assignments, students must adhere to all administrative policies, standards and practices of the hospital and to the Respiratory Care Department's Policy & Procedure Manual as well as the present clinical site's Hospital Employee Handbook and Work Rules.
2. **Behavior in the classroom, laboratory or clinical sites** College rules provide a very broad definition of conduct – anything that disrupts teaching, learning or the orderly conduct of business is considered inappropriate behavior
3. **Appropriate attire in the classroom and laboratory** Proper attire is required. Moderation and good taste are expected. Students will be performing activities and labs which may require physical activity. Short skirts, low cut shirts and bare midriffs are unacceptable.
4. **Lecture/Laboratory classes** If a lecture course must be retaken, the student may be required to retake the laboratory course at the same time. If a laboratory course must be retaken, the student may be required to retake the lecture course at the same time.
5. **Student employment** The RSPT program is very demanding. Activities related to course work must be a high priority in the student's life; therefore, full-time working is discouraged. It is recommended that students limit employment to 20 hours/week or less if possible.

6. **Special Needs** Students are responsible for alerting the instructor regarding any special accommodations they may need. For more detailed information contact Offices of Special Services: Center campus, G-131 @ 586-286-2237 or South Campus @ 586-445-7420.
7. **Learning Assistance** Learning assistance and tutoring is available in the Library as well as in the Program Learning Center on Center Campus. A computer lab with technical support is available in CC/E-102. Proper ID cards are available from the program faculty.

MCC RESOURCE	LOCATION	CONTACT NUMBER
ADVISING	CC-G-132	586-286-2228
BOOKSTORE	CC-P	586-286-2093
CAMPUS POLICE	CC-I -107	586-286-2123
COMPUTER LAB CC/E-102	CC-E-102	586-286-2267
COUNSELING	CC-G-132	586-286-2228
ENROLLMENT (Selective Admissions)	CC-G-102	586-286-2215
FINANCIAL AID	CC-G-113	586-286-2179
LEARNING CENTER	CC-C Building	586-286-2203
LIBRARY	CC-C Building	586-286-2104
STUDENT ACTIVITIES	CC-P-126	586-286-2242

8. **Student Advisement** The Respiratory Therapy faculty is available for student advisement relating to academic performance and program requirements. Self-monitoring of your performance/progress is crucial to your being successful in completing this program. Consult with the appropriate academic person when you require assistance.
9. **Financial Aid** If you are interested in grants, scholarships, loans or part-time work opportunities refer to the college catalog or website and contact the Financial Aid Department. Scholarship opportunities are also posted on the bulletin boards in the RSPT classroom as well.
10. **Injury** All security and safety incidents including accidents, injuries, criminal offenses or suspicious activity should be reported to the campus police. Public Safety can be reached at (586) 286-2123
11. **Communications devices** Students are **NOT** to use or receive cell phone calls in the classroom, clinical area or lab. Beepers and phones may be used in the “**vibration mode only**” in the classroom, clinical area or labs. Please take care of personal business before or after class, clinic or lab.

12. **E-mail and Internet access** Students must have a current e-mail address and should access it regularly for class announcements and information. Free e-mail is available through www.Yahoo.com.
13. **Confidentiality** All students must maintain the confidentiality of medical records in accordance with each hospital's standards and practices.
14. **Cheating** Any student found guilty of cheating in any Respiratory Therapy course is subject to the provisions of Article XI of the "Handbook on Rights and Responsibilities 1989 - Integrity of Academic Work." Sanctions imposed may include failure of the course involved and/or dismissal from the program. Cheating shall include, but is not limited to, using notes or markings, signals, or copying answers from any source or person during an examination. Sharing test content information with students who have not taken the test yet is also considered cheating. The submission of materials, which are not acknowledged and are not the student's original work, constitutes plagiarism.
15. **Criminal Background Checks** – Students are required to sign a consent form for criminal background checks. The State of Michigan now requires all institutions to do a criminal background check for students accepted into all the allied health programs prior to the start of the clinical education. The law stipulates that students will not be allowed to begin the clinical program if the criminal history check shows that the student has been convicted of any of the following: (a) A felony or any attempt to commit a felony within the 15 years immediately preceding the date of the criminal history check; (b) A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult, within the 10 years preceding the criminal check.
16. **Drug testing** Some clinical agencies that MCC contracts with require drug screening for allied health students. Students will be required to submit the results of a drug screen to the secretary of the Respiratory Therapy Program at the beginning of the program. Drug screening will be done at the student's expense. Students who fail to do the above will not be allowed to participate in clinical.
17. **Student Medical & Liability Insurance** *Medical & Liability Insurance is strongly recommended.* *Medical insurance* helps meet the cost of unexpected illness, injury or hospitalization. The student is expected to be covered by their own health insurance as the clinical site will not be responsible for the cost of such care. *Liability insurance* fills in the gaps between you, the school or your employer's insurance which could include attorney fees, court costs, and loss of wages. It provides ongoing coverage even if a suit or claim is made after you terminate your employment as long as the service was provided when the insurance was in effect.

- a. Marsh Affinity Group Services offers AARC members major medical insurance, liability insurance, cancer care protection, catastrophe major medical insurance, disability income plan, group term life insurance, home health care and long-term care insurance. (800) 503-9230, www.proliability.com
 - b. Macomb Community College offers a blanket accident & health insurance plan to its students. Contact the enrollment office for more details.
18. **Consent Forms** Students may be required to sign an “Information and Consent to Participate Form” during their training when practicing invasive procedures as part of the curriculum of this program.
19. **Grievance Procedure** Students should refer to the Macomb Community College's Handbook on Rights and Responsibilities, adopted by the Board of Trustees, February 21, 1989; revised 4/06.
20. **Visitors in the classroom** Only those persons registered for the course may attend. This means your significant other: spouse, children, friend, or relative should not be brought to class. Visitors will be requested to leave the classroom, if permission to attend is not obtained from the instructor prior to the class period.
21. **Attendance In Class** There is a high volume of learning material that must be covered in each class. The mastery of the material from previous classes is a prerequisite to the learning of material taught in the next class. Students put themselves at risk each time a class is not attended. Faculty expects students to attend all scheduled class sessions. *Review the individual course syllabus/outline for the consequences of missed classes.*
22. **School Closing** In the event it is necessary to close the college because of severe weather conditions, the following radio & TV stations will be notified: **RADIO:** WJR (760), WWJ (950), WXYT (1270) **TELEVISION:** FOX (2), WDIV (4), WXYZ (7) **ON-LINE:** www.macomb.edu or www.michigan.gov/scm If the school is not in session then clinical courses are cancelled as well.
23. **Professional Organizations** All students are expected to apply for membership in the American Association for Respiratory Care (www.aarc.org) and the Michigan Society for Respiratory Care (www.michiganrc.org) before the end of the first winter semester of the program. Applications can be obtained in the Respiratory Therapy Lab or by contacting a member of the program faculty. Proof of membership should be provided to the Program Coordinator. Students are expected to attend local MSRC meetings and MSRC seminars. They are also expected to participate in Respiratory Care Club activities, RSPT Program activities, Respiratory Care Week activities and community service projects.

24. **Respiratory Care Club** Every student enrolled in the Respiratory Therapy Program is automatically a member of this club. All students are expected to participate in club activities, attend meetings and support club officers and advisor.
25. **Smoking** The American Association for Respiratory Care’s “Role Model Statement” says *“The respiratory therapist shall serve as a physical example of cardiopulmonary health by abstaining from tobacco use and shall make a personal effort to eliminate smoking and the use of other tobacco products from the home and work environment.”*
- Smoking in clinical facilities as well as on campus is strongly discouraged and not allowed in some agencies.
 - Smoking odors tend to cling to clothing, hair and in the mouth, and may be offensive to some patients and family members.
 - Students cannot smoke on any patient units or at any scheduled classes or conferences.
 - Nicotine replacement therapy should be considered if necessary during those times.
26. **Foreign students** A Foreign student will need to have their transcripts evaluated by World Education Services (WES) and then directly forwarded to the Enrollment Department at Macomb Community College. At that point proper placement into the respiratory therapy program will be determined.
27. **The official marks for RSPT non-clinical courses are listed below:**

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
100	A	84	B-
99	A	83	B-
98	A	82	C+
97	A	81	C+
96	A	80	C+
95	A-	79	C+
94	A-	78	C
93	A-	77	C
92	A-	76	C
91	B+	75	C
90	B+	74	D+
89	B+	73	D+
88	B	72	D
87	B	71	D
86	B	70	D-

85	B-	69 or lower	E
----	----	-------------	---

28. **College Materials** Students must return all appropriate college materials at the end of the semester. Failure to return college materials will result in an "Incomplete" grade.
29. **Retention in the Respiratory Therapy Program.** A student must complete the following courses with a minimum grade of "C" (2.0) or "PASS" for retention in the Respiratory Therapy Program.

RSPT 1050	RSPT 1200	RSPT 2350
RSPT 1060	RSPT 1210	RSPT 2360
RSPT 1080	RSPT 1260	RSPT 2370
RSPT 1090	RSPT 2250	RSPT 2420
RSPT 1111	RSPT 2260	RSPT 2430
RSPT 1120	RSPT 2330	BIOL 2710 or equivalent
RSPT 1140	RSPT 2340	BIOL 2400 or equivalent

A student who fails to achieve the grade of "C" or "PASS" in a respiratory course *may be allowed to repeat that course* one time only. However, only two failed respiratory therapy courses may be repeated. Thus, a second grade of less than "C" in the same course, or a third grade of less than "C" in any combination of respiratory courses, will result in dismissal from the respiratory therapy program. Students must follow the "*Guidelines for Readmission to the Respiratory Therapy Program*" to qualify for readmission.

30. **Withdrawal** Students who decide to withdraw from a required course are expected to notify the instructor and/or the Clinical Coordinator at the time of their decision to withdraw. If a student does not go through the formal college withdrawal procedure, an "E" grade will automatically be given. Refer to the college catalog or schedule of classes for withdrawal policies.
31. **Extenuating Circumstances** Students may appeal to the appropriate Dean for readmission if they feel there were extenuating circumstances that caused violation of one of the above "Retention or Withdrawal Rules".
32. **Graduation Requirements** Students must complete all RSPT classes as well as fulfill the Arts and Science requirements and graduate with a minimum of an associate degree before they can graduate from the RSPT Program and take their national board exams and obtain their license to practice in the state of Michigan.
No RSPT course that is greater than four years old at the time of application for graduation will be eligible to count towards the Associate Degree.

33. **Professional Credentialing** The Macomb Community College RSPT Program prepares students to take the NBRC Entry Level and Advanced Level examinations. Students are strongly encouraged to complete the entire credentialing process once they have graduated. The NBRC exams include the Certified Respiratory Therapy (CRT) to achieve the CRT credential and then the Written Registry (WRE) and Clinical Simulation (CSE) to achieve the RRT credential. The CRT credential is required to obtain a license to practice Respiratory Therapy in the state of Michigan.
34. **Continuing Competency and Renewal of Credentials** The NBRC Continuing Competency Program affects all credentials issued by the National Board for Respiratory Care (NBRC). All credentials issued by the NBRC will be awarded for a five-year period. An exact expiration date will be contained on the credentialing certificate and wallet cards. This program is not retroactive; therefore, credentials achieved prior to July 1, 2002, are not affected by this program. There are three options for renewal for renewal of credentials.
- a **OPTION 1** – Provide proof of completion of a minimum of 30 hours of Continuing Education (CE) acceptable to the NBRC over a five-year period.
 - b **OPTION 2** – Pass the respective examination(s) for the highest-level credential held.
 - c **OPTION 3** – Pass another credentialing examination, not previously completed.

CLINICAL TRAINING POLICIES AND PROCEDURES

1. **Pre Clinical Requirements** Students that are entering RSPT 1260 must have successfully completed the following courses:
- | | | | |
|-------------------------|-----------|-----------|-----------|
| BIOL 2710 or equivalent | RSPT 1080 | RSPT 1120 | RSPT 1210 |
| RSPT 1050 | RSPT 1090 | RSPT 1140 | |
| RSPT 1060 | RSPT 1111 | RSPT 1200 | |
2. **BLS Requirements** The student must be certified in Basic Life Support (*CPR for Healthcare Providers*). Students are required to be certified in Basic Life Support for Health Care Providers prior to beginning their clinical rotations. Current certification must be maintained throughout the program. Students will be required to show proof of current certification the first day of each clinical course. A student who fails to provide a current CPR card may be asked to leave the clinical agency and will be considered absent for that day.
3. **Health Requirements** Students must submit a health history and report of a physical examination.

4. **Physical Examination.** A health history and physical examination are required **PRIOR TO** (*but within three months of*) the first clinical course taken at Macomb Community College. In addition, the clinical agencies are now requiring verification of immunity from certain communicable disease. This includes the following:
 - Current TB screening
 - Rubella
 - Rubeola
 - Varicella
 - Hepatitis B

5. **Handling of Health Forms** Students who have not submitted the appropriate form(s) to the RSPT Clinical Coordinator will not be allowed to start their scheduled clinical rotation. To meet the above requirement, you will need to submit to the Clinical Coordinator of the Program and keep in your possession at all times when in a clinical affiliate, following information along with your health history and physical examination.
 - a. Date of current TB test, type of test (*or x-ray*) and results of the TB test or x-ray.
 - b. Medical documentation that you have had titers for Rubella, Rubeola and Varicella, date titers were drawn and interpretation of the titers regarding immunity for each disease. If immunizations are administered, they should be given at least two weeks prior to the start of the clinical rotation.
 - c. Hepatitis B immunity verified by titer **or** verification of the three vaccinations required (second and third dose are given 1 and 6 months after the first dose) **or** a waiver signed by you stating you have been advised by your physician not to be immunized for Hepatitis B. Post vaccine testing should be done between 1 and 6 months after completion of the series to provide definitive information of response to the vaccine.

6. **Prolonged Illness** Students who experience a prolonged illness (greater than three consecutive clinical days) or a major change in their health status, must have a physician's clearance to return to the clinical rotation.

7. **Stop Outs** A student, who stops out of the program for any reason, must have another physical exam and have the appropriate form on file prior to resuming a clinical rotation.

8. **Health Insurance.** It is strongly recommended that students have some form of hospitalization insurance, as neither the hospital nor the college insures the student against accidents or illness, even if it occurs as a result of providing patient care. Students are responsible for the cost of any treatment resulting from injury to them in the clinical setting. In accordance with the college agreement with most clinical sites, emergency treatment will be provided at the student's request; however, the cost of that treatment is the responsibility of the student.
9. **Injury** If you sustain an injury off campus in a clinical setting (i.e., fall, needle stick) report this immediately to your clinical instructor for further action and also report it to the MCC Clinical Coordinator who will assist you in contacting MCC public safety and in completing an incident report.
10. **Uniforms.** Students are required to wear the uniform designated by the college and are responsible for the cost of the uniform.
11. **Transportation.** Students are responsible for making their own arrangements for transportation to and from the clinical agency sites. Students will be placed by the Clinical Coordinator according to their learning needs, **not** location.
12. **Clinical Internship Assignments.** The Clinical Coordinator will determine the clinical schedule. Each student will be assigned to a number of different clinical sites. Once the schedule is completed, no changes will be made unless approved by the Clinical Coordinator. **Clinical Affiliates include: (but not limited to)**

Bon Secours Hospital
Children's Hospital of Michigan
Crittenton Hospital
Harper Hospital
Henry Ford Hospital
Mount Clemens Regional Medical Center
North Oakland General Hospital
Port Huron Hospital
Providence Hospital
St. John Hospital and Medical Center
St. John Macomb Hospital
St. John Oakland Hospital
St. Joseph Mercy - Macomb
St. Joseph Mercy – Oakland
Sinai-Grace Hospital
William Beaumont Hospital – Royal Oak
William Beaumont Hospital – Troy

13. Professional Appearance in the Clinical Area

- a. Students are expected to maintain a clean, neat appearance in the clinical area. Daily bathing and oral hygiene are essential.
- b. Hair must be clean and worn neatly, secured, and off the shoulder.
- c. Fingernails are to be trimmed level with the fingertip and kept clean. Acrylic nails, extensions or applications will not be permitted. If polish is used, it should be close to natural color.
- d. Care must be taken to conceal body tattoos and body piercings.
- e. Perfumes, hair sprays or after-shave lotions should not be used as they might offend or nauseate patients or make breathing more difficult.
- f. Gum may not be chewed in the clinical facilities.
- g. Students must have a watch with a second hand.
- h. MCC RSPT patch should be sewn to the upper left sleeve of the lab jacket.
- i. Shoes should be white duty shoes and must be kept clean and polished. They cannot be open toe, open back or multicolored sports shoes.
- j. All uniforms are to be laundered and stain-free. Undergarments should not be detectable through the uniform.
- k. Large, dangling earrings should not be worn. An excess number of pierced earrings are prohibited (more than two per ear). Rings are permitted, but for reasons of medical asepsis, anything other than a wedding band is discouraged.
- l. Specific uniform dress code can be found in the First Day Handout for the clinical course involved. The Clinical Coordinator will review specific requirements related to uniforms and necessary equipment for the clinical rotations prior to them commencing.
- m. Students will need to purchase a pocket calculator, scissors, black pens, note pads, stethoscope and RSPT patches prior to RSPT 1260.

14. Clinical Attendance

- a. Attendance in clinical practice is mandatory. The program is designed to enable students to meet the specified number of clinical practice hours required for Respiratory Therapy Accreditation and to develop professional work ethics. Clinical absences may jeopardize a student's successful completion of a clinical course.
- b. A student who arrives for clinical practice unable to perform an assignment will be directed to leave and be considered absent for that day.
- c. An absence or tardy, beyond one per clinical course, will result in disciplinary action. Any absence or tardy during a clinical internship will affect the student's final grade for the course.
- d. Students must report to their clinical site on time. Tardiness will not be allowed and may jeopardize a student's successful completion of a clinical course. A student will be considered tardy if they present to the clinical site after the assigned starting time. Instances of tardiness greater than 60 minutes will be considered an absence and are subject to the rules outlined above at the discretion of the Clinical Coordinator.
- e. If the student is going to be absent or tardy, they must call the Respiratory Care Department one (1) hour before the start of their scheduled shift.
- f. Students must notify the Hospital and the Director of Clinical Education at the college when they are absent or tardy. Failure to notify the hospital and college will result in disciplinary action. (Probation for first occurrence). The second occurrence will result in dismissal from the clinical course. The college must be notified that day of any absence or tardy.
- g. Students must notify the clinical instructor and clinical coordinator of any accident, injury or disability, which may in any way interfere with the student's ability to fulfill clinical requirements.
- h. Students cannot leave the clinical area during assigned clinical hours without the notification and permission of the clinical instructor.
- i. Seven consecutive days will be given for bereavement of an immediate family member. This will constitute 2-4 clinical days depending on the clinical rotation and the hospital schedule. An immediate family member is: spouse, father, mother, brother, sister or child. The student will be responsible for making up any missed objectives upon returning to the clinic.

- j. Students who have been dismissed from clinic for problems with absenteeism or tardiness will be given a final grade of "F" for the clinical course.

15. Grading and Evaluation For Clinical Internship

- a. Students will be graded on the basis of both didactic and clinical work. The student must maintain a "Pass" in all Respiratory Therapy clinical courses to continue in the program.
- b. Students will be evaluated every four weeks during the summer, fall and spring semesters. Students must read and sign the evaluations.
- c. The official marks for clinical grading purposes are "Pass" or "Fail". The clinical faculty may arrive at these grades by utilizing the following grading system:

<u>Percentages</u>	<u>Grade</u>	<u>Interpretation</u>
92-100	A	Excellent (Pass)
83-91	B	Good (Pass)
75-82	C	Average (Pass)
70-74	F	Below Standard (Fail)
Below 70	F	Fail

- d. It is the responsibility of the student to complete the clinical objectives each semester. Failure to complete the clinical objectives will result in an "Fail" for the semester.
- e. Students must return all hospital materials at the end of his/her clinical rotation. Failure to return hospital materials will result in an "Incomplete" grade.
- f. The student will be evaluated on the ability to meet course objectives and demonstrate responsible and safe behavior. Evaluations may include written exams and quizzes, case studies, papers, performance evaluations and clinical performance.
- g. Any absence or tardy during a clinical course will affect the student's final grade. (Refer to the Final Evaluation Form in the Clinical Internship Manuals.)

16. Procedure for Handling Unsatisfactory Clinical Performance

- a. The student will be evaluated by the clinical instructor relative to the student's ability to meet course objectives and/or demonstrate responsible and safe behavior. The instructor will inform the student and prepare anecdotal notes when the student is observed performing unsatisfactorily in the clinical area.
- b. The student will be requested to read and sign the anecdotal notes. All anecdotal notes will remain in the possession of the instructor.

- c. If the student continues to demonstrate unsatisfactory clinical performance, he or she will fail that clinical course.
- d. The student must demonstrate satisfactory performance in all clinical objectives and performance evaluations for each clinical course. Students must continue to demonstrate satisfactory performance from prior clinical courses for the duration of the program. If the student does not demonstrate satisfactory performance in all clinical objectives and performance evaluations, the student will be given a grade of "F" for the appropriate clinical course and may not use the college course withdrawal process.
- e. Continued unsatisfactory performance may necessitate, at the discretion of the clinical instructor and/or clinical coordinator, withdrawal of a student whose work or conduct is deemed unsafe or detrimental to patients.
- f. Consistent with agency affiliation agreements, the hospital shall have the right to request the college to terminate and withdraw any student whose work or conduct may be unsatisfactory to the hospital.
- g. In an emergency, the hospital administration or designee may, in his/her discretion, request a student to leave the hospital pending a final determination of the student's future assignment by the hospital and college.
- h. A student who has been dismissed from a hospital because of unsatisfactory clinical performance and/or behavior shall be referred to the Clinical Coordinator and Dean for denial of continuation or readmission to the Respiratory Therapy Program.

LABORATORY POLICIES AND PROCEDURES

1. **Lab Access:**
 - a. RSPT Labs include Center Campus E-108 and E-109.
 - b. Only students enrolled in RSPT classes and their lab assistants will be allowed in the RSPT classrooms before and after class hours and on the weekends.
 - c. A list of approved students will be provided to Campus Security and the Health and Human Services Lab Supervisor and Secretaries.
 - d. After hours, there *must be at least two students present* to gain access to the classrooms. This is for student safety purposes.

2. **Phone numbers for access and emergencies:**
 - Emergency “3”
 - Mary Alstead - x2150
 - Richard Zahodnic - x2033
 - Teri Hupfel - Secretary – x2074
 - Dean (Fuji) Barnett - Lab Supervisor - x2240
 - Campus Police – x2123

3. **Guidelines for access through Campus Security**
 - a. Stop in the CAMPUS POLICE OFFICE (CENTER CAMPUS I-107) and SIGN IN the after hours log book.
 - b. When leaving the campus, RETURN TO THE CAMPUS POLICE OFFICE and SIGN OUT.
 - c. By signing IN and OUT, the Campus Police are aware of who is on campus and can monitor the area. This is for your PROTECTION.
 - d. There must be at least two persons present to gain entry, for safety purposes. Your partner shall be a person at least 18 years old
 - e. Try to keep yourselves locked in the work area for security reasons. (Be careful not to lock yourselves out.

4. **Lab Attire** - Appropriate attire is required for lab class. Be prepared for physical activities and dress accordingly.

5. **Equipment Use** –Only use equipment you have been trained to use.

6. **Equipment Damage or malfunction** - Report any equipment damage or malfunction to your instructor as soon as possible and do not continue to use malfunctioning equipment.

7. **After Hours use** - *You are using this lab after hours and unsupervised at your own risk.* The college cannot be help responsible for injuries that may occur during after hour use.

8. **Lab Access Priviledges** - If equipment is missing or broken, or the rooms are vandalized, all students will lose lab access privileges.
9. **Equipment Removal** - Equipment may not be removed from the lab without permission from the RSPT Faculty.
10. **Food or Beverages** - There is no food or beverages allowed in E-108 or E-109.
11. **Before Leaving The Classrooms** - **the following tasks must be completed:**
 - a. Clean up the lab area and return equipment to the appropriate lab stations.
 - b. All electric equipment should be turned off and unplugged.
 - c. All gas-powered equipment should be disconnected from wall outlets and cylinders.
 - d. All cylinders should be turned off and regulators emptied.
 - e. All lights should be off.
 - f. All doors should be locked.
12. **Location of Emergency Equipment** - Make sure you know the location of and how to use the following:
 - a. First aid kit
 - b. Fire blanket
 - c. Fire extinguisher
 - d. Fire alarm box
 - e. O2, Air & Suction shut-offs
13. **In case of emergency:**
 - a. A phone and emergency numbers are located in each classroom.
 - b. There is a first aid box on the wall in E-108.
14. **In case of fire:**
 - a. Pull the fire alarm.
 - b. You may use the fire blankets in E-108 & E-109 or access the fire extinguisher if the fire is deemed manageable.
 - c. If the fire is not manageable - exit the building moving at least 100 feet away.
 - d. Do not re-enter the building until Campus Security gives an "All Clear".
15. **In case of injury** All security and safety incidents including accidents, injuries, criminal offenses or suspicious activity should be reported to the campus police. Public Safety can be reached at (586) 286-2123

(Please sign and remove bottom portion and return to Program Coordinator)

I have read the RSPT Laboratory Rules and agree to abide by them. I understand that the college cannot be held liable for things that may occur in the lab outside of class hours and that I am using the lab at my own risk.

Name _____ Date _____

STUDENT COPY:

MACOMB COMMUNITY COLLEGE HEALTH & HUMAN SERVICES

CLINICAL INFORMATION AND CONSENT TO PARTICIPATE

In order to receive optimal training in the field of **Respiratory Therapy**, certain non-invasive and invasive clinical skills must be performed as a part of your education. There are students, however, that may not be able to receive these procedures, such as pulmonary function tests or breathing treatments, due to a medical problem or pregnancy. *If you have any concerns regarding this matter you are encouraged to contact your family physician.*

Students that are not able to perform clinical skills must provide written documentation from their physician in order to participate in class.

(Please sign and detach lower half and return to the Program Coordinator)

Consent to Participate

I _____ **will participate** in giving and receiving various non-invasive and invasive procedures established by the curriculum of this program. I will immediately inform my instructor should there be a change in my ability to participate.

I _____ **am unable to participate** in the giving and receiving of various non-invasive and invasive procedures established by the curriculum of this program. I will provide current documentation to the program director supporting my inability to receive specific procedures.

Signature of Student:

Date: _____

Student Printed Name:

Witness Signature:

Date: _____

Witness Printed Name:

**MACOMB COMMUNITY COLLEGE
HEALTH & HUMAN SERVICES**

CLINICAL INFORMATION AND CONSENT TO PARTICIPATE

In order to receive optimal training in the field of **Respiratory Therapy**, certain non-invasive and invasive clinical skills must be performed as a part of your education. There are students, however, that may not be able to receive these procedures, such as pulmonary function tests or breathing treatments, due to a medical problem or pregnancy. *If you have any concerns regarding this matter you are encouraged to contact your family physician.*

Students that are not able to perform clinical skills must provide written documentation from their physician in order to participate in class.

(Please sign and detach lower half and return to the Program Coordinator)

Consent to Participate

I _____ **will participate** in giving and receiving various non-invasive and invasive procedures established by the curriculum of this program. I will immediately inform my instructor should there be a change in my ability to participate.

I _____ **am unable to participate** in the giving and receiving of various non-invasive and invasive procedures established by the curriculum of this program. I will provide current documentation to the program director supporting my inability to receive specific procedures.

Signature of Student:

Date: _____

Student Printed Name:

Witness Signature:

Date: _____

Witness Printed Name:

STUDENT READMISSION POLICY

1. The readmission policy applies to all students who have failed a course or who withdrew from a course for personal or academic reasons. *Readmission will be allowed with permission of the program and clinical coordinator, only if remediation has taken place and if clinical internship space is available.*
2. A student who fails to achieve a grade of “C” in a respiratory therapy course may repeat that course one time only. Only two respiratory therapy courses may be repeated. A second grade of less than “C” in the same course or a third grade of less than “C” in any combination of respiratory therapy courses will result in dismissal from the respiratory therapy program.
3. Students must complete the Respiratory Therapy Program within four years of the date of the beginning of their first RSPT class (RSPT 1050).
4. The students must apply for readmission within one year of the date of withdrawal from the program.
5. The student must submit a letter and plan of remediation to the Program Coordinator of the Respiratory Therapy Program at least three months PRIOR to the semester they are requesting readmission to.
6. The letter should include the following:
 - Reason for withdrawal or failure of a class or classes.
 - The semester where readmission is requested.
 - The course(s) where readmission is requested.
 - *A specific plan of remediation* if the reason was academic.
 - *A specific plan for improving the situation* so learning success is possible if the reason is personal.
 - Most recent personal information such as current home address, phone number(s), e-mail address and student ID number.
7. A meeting will be set up between the student and program coordinator to discuss readmission once the letter and plan for remediation is received.
8. Students will not be allowed to register for RSPT classes until evidence of completion of the remediation plan is provided.
9. If the student is readmitted to the Respiratory Therapy Program, they will be responsible for the following:
 - The student must obtain a current Respiratory Therapy Clinical Education Handbook from the College Bookstore.
 - The student must complete another Health and Physical Examination including TB skin test or chest x-ray. The completed form must be returned to the Clinical Coordinator prior to starting the clinical rotation.

- The student must be currently certified in Basic Life Support for Health Care Providers and maintain current status for the remainder of the clinical course work.
10. A student cannot reapply through the Selective Admission process and restart the Respiratory Therapy Program without specific permission from the RSPT faculty once they have exceeded the acceptable number for course failures or withdraws, exceed the four year deadline or failed to reapply within one year of stop out.

MACOMB COMMUNITY COLLEGE
ADVANCED STANDING PROGRAM
RESPIRATORY THERAPY

Special Admission Procedure for Certified Respiratory Therapy Technicians:

Students who have successfully completed the Certification Examination of the National Board for Respiratory Care for Entry-Level Respiratory Therapy Practitioners (CRT) may apply for admission to the Advance Standing program.

A letter indicating interest in this program must be submitted to the Program Coordinator prior to July 1. Students are admitted for the fall semester based upon the requirements below and the availability of clinical sites for internship. Information regarding this program and the admission procedure can be obtained by contacting the Program Coordinator at (586) 286-2150 (Center Campus).

CRITERIA FOR ADMISSION

1. Grade Point Average: 2.5
2. ***Certified Respiratory Therapist (CRT) credential***
3. Graduate of an approved Respiratory Therapy Technician Program
4. A letter must be submitted to the Program Coordinator by July 1 to be considered for the Fall Semester. The letter can be mailed to:

Mary E. Alstead, BS, RRT
Program Coordinator
Respiratory Therapy Program
Macomb Community College
44575 Garfield Road
Clinton Township, MI 48038-1139

5. Transcripts must be forwarded to:

Enrollment Department
Macomb Community College
44575 Garfield Road
Clinton Township, MI 48038-1139

6. A letter from your present employer must be submitted if clinical experience is to be completed at your place of employment. The letter must indicate you will be allowed to complete 20 hours/week of critical care experience during the Winter Semester (RSPT 2360, 2370), under the direction of a Registered Respiratory Therapist. Eight weeks of the Winter semester clinical time must be spent in a neonatal/pediatric clinical site.
7. Advanced Standing Students must be certified in Basic Life Support for Healthcare Providers. A copy of your current BLS card will need to be submitted prior to beginning your clinical experience.
8. Advanced Standing Students will be required to fulfill the health history and physical examination requirements **PRIOR TO** (*but within three months of*) the first clinical course taken at Macomb Community College. In addition, the clinical agencies are now requiring verification of immunity from certain communicable disease. This includes the following:
 - Current TB screening
 - Rubella
 - Rubeola
 - Varicella
 - Hepatitis B

DESCRIPTION OF THE PROGRAM

The student will typically need to register for RSPT 1060, 2330, 2340, and 2350 in the fall semester and RSPT 1140, 2360, 2370, 2420, and 2430 in the Winter semester. **The Program or Clinical Coordinator will make a final determination of required coursework after review of the applicant's records.** The student must complete two, eight-week clinical rotations (20 hours/week) in the winter semester. The clinical courses (RSPT 2360, 2370) may be conducted in a nontraditional style of education. The student may be able to gain clinical experience at their place of employment if there is mutual agreement with the employer. Their experience is to be under the supervision of a designated Registered Respiratory Therapist and the Respiratory Therapy Medical Director. Eight weeks of the winter semester clinical time must be spent in a neonatal/pediatric clinical site. If the student is unemployed or if the objectives cannot be met at the place of employment, the student will be assigned to a hospital affiliated with Macomb Community College, Respiratory Therapy Program. In this situation, admission to the program is based on available clinical positions.

For RSPT 2360 and 2370, a list of objectives/competencies must be practiced and mastered by the student. Once these requirements are completed, the student will be evaluated by clinical observation or clinical simulation by the preceptor assigned to the student. The preceptor is responsible for completing an evaluation of the student's

performance at the end of each eight-week rotation. Students are required to purchase the Clinical Internship Manual in the bookstore for each eight-week rotation.

Clinical Internship Manual - 2360
Clinical Internship Manual - 2370

Students in the Advanced Standing Program are responsible for all rules and regulations outlined in the Respiratory Therapy Program Student Handbook. A copy of the Handbook will be provided.

EXAMPLE OF POSSIBLE ADVANCED STANDING REQUIREMENTS:

Fall Semester

RSPT 1060	PHYSIOCHEMICAL BASIS OF RESPIRATORY THERAPY	3 credit hours
RSPT 2330	MECHANICAL VENTILATION - LECTURE	2 credit hours
RSPT 2340	MECHANICAL VENTILATION - LABORATORY	1 credit hour (2 contact hours)
RSPT 2350	ACID-BASE AND ELECTROLYTE BALANCE	3 credit hours
		<hr/>
		9 credit hours

Winter Semester

RSPT 1140	CARDIOPULMONARY PATHOLOGY	3 credit hours
RSPT 2360	CLINICAL INTERNSHIP IV (8 WEEKS)	2 credit hours (20 contact hours)
RSPT 2370	CLINICAL INTERNSHIP V (8 WEEKS)	2 credit hours (20 contact hours)
RSPT 2420	ADVANCED CONCEPTS IN RESPIRATORY CARE	3 credit hours
RSPT 2430	CERTIFICATION AND REGISTRY REVIEW	2 credit hours
		<hr/>
		12 credit hours

ARTS AND SCIENCE COURSES **this courses should be taken prior to entering the Advanced Standing Program.

(See College Catalog for more details)

BIOL 2710 or equivalent	Anatomy & Physiology**	6 credit hours
BIOL 2400 or equivalent	Microbiology	4 credit hours
GROUP I -	1 COURSE	
GROUP III -	1 COURSE	
GROUP IV -	1 COURSE	
GROUP V -	1 COURSE (<i>PHED 2070 recommended</i>)	

Upon completion of all the above requirements, an Associates Degree in Applied Science can be awarded.

STUDENT COPY:

**MACOMB COMMUNITY COLLEGE
RESPIRATORY THERAPY PROGRAM**

I, THE UNDERSIGNED, HAVE THOROUGHLY READ AND UNDERSTAND THE RULES AND REGULATIONS CONTAINED IN THE RESPIRATORY THERAPY STUDENT HANDBOOK DATED _____, AND THE HANDBOOK ON RIGHTS AND RESPONSIBILITIES AS ADOPTED BY THE BOARD OF TRUSTEES, FEBRUARY 21, 1989; REVISED 4/06.

MY SIGNATURE INDICATES THAT I UNDERSTAND ALL THE FOLLOWING:

1. Program Description
2. Program Mission Statement
3. Program Goals
4. Statement of Ethics and Professionalism
5. Program Personnel
6. What is Respiratory Therapy
7. Career Responsibilities
8. Program Course Sequence
9. General Program Policies and Procedures
10. Clinical Training Policies and Procedures
11. Laboratory Policies and Procedures
12. Students Readmission Guidelines
13. Advanced Standing Program Policies and Procedures (if applicable)
14. Signature Forms

ALL PROVISIONS OF THE HANDBOOK ON RIGHTS AND RESPONSIBILITIES, ADOPTED BY THE BOARD OF TRUSTEES, FEBRUARY 21, 1989; REVISED 4/06, ARE INCLUDED AS AN APPENDIX TO THIS HANDBOOK.

PRINT NAME _____

SIGNATURE _____

DATE _____

**MACOMB COMMUNITY COLLEGE
RESPIRATORY THERAPY PROGRAM**

I, THE UNDERSIGNED, HAVE THOROUGHLY READ AND UNDERSTAND THE RULES AND REGULATIONS CONTAINED IN THE RESPIRATORY THERAPY STUDENT HANDBOOK DATED _____, AND THE HANDBOOK ON RIGHTS AND RESPONSIBILITIES AS ADOPTED BY THE BOARD OF TRUSTEES, FEBRUARY 21, 1989; REVISED 4/06.

MY SIGNATURE INDICATES THAT I UNDERSTAND ALL THE FOLLOWING:

1. Program Mission
2. What is Respiratory Therapy
3. Career Responsibilities
4. Program Mission Statement
5. Program Objectives
6. Program Course Sequence
7. General Program Policies and Procedures
8. Clinical Training Policies and Procedures
9. Laboratory Policies and Procedures
10. Students Readmission Guidelines
11. Advanced Standing Program Policies and Procedures (if applicable)
12. Signature Forms

ALL PROVISIONS OF THE HANDBOOK ON RIGHTS AND RESPONSIBILITIES, ADOPTED BY THE BOARD OF TRUSTEES, FEBRUARY 21, 1989; REVISED 4/06, ARE INCLUDED AS AN APPENDIX TO THIS HANDBOOK.

PRINT NAME _____

SIGNATURE _____

DATE _____