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TELEPHONE DIRECTORY	
Ferris State University Switchboard	231-591-2000
College of Health Professions (CHP)	1800-GO-BULLDOG
College of Health Professions, Dean's Office	231-591-2269
Academic Counseling, College of Health Professions	231-591-2270
School of Respiratory Care Office	231-591-2266
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buckd@ferris.edu	
Robert Joyce, D.O.: Medical Director	
Off-Campus Advisor Main Number	800-GO-BULLDOG Ext. 2094
Ferris Library for Information, Technology & Education (FLITE)	231-591-3602
Ferris State University Bookstore	231-591-2607
Financial Aid	231-591-2110
Business Office	231-591-2110
Public Safety	231-591-5000
Registrar's Office	231-591-2792

Purpose of the Handbook

The Respiratory Care Program Student Handbook is intended to provide current and prospective students in the Respiratory Care Program along with the public with program information and policies. Please note that program and university policies are in accordance with federal and state statutes, rules and regulations.

This handbook is not meant to replace the Ferris State University Student Handbook, but rather to serve as an extra source of information regarding the Respiratory Care Program. It is highly recommended that the student review the information that is provided in the Ferris State University Student Handbook at:

<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

This resource should be used for reference throughout the course of study at Ferris.

IMPORTANT:

Students are to print, sign, and submit the form at the end of this Handbook to signify they have read this Handbook in its entirety. By signing and submitting the form, students have agreed to abide by all of the rules and stipulations as described herein.

Information about the Respiratory Care Profession

Definition of Respiratory Care

Respiratory Care is the health care discipline that specializes in the promotion of optimum cardiopulmonary function and health. Respiratory Therapists apply scientific principles to prevent, identify, and treat acute or chronic dysfunction of the cardiopulmonary system. Knowledge of the scientific principles underlying cardiopulmonary physiology and pathophysiology, as well as biomedical engineering and technology, enable respiratory therapists to effectively offer preventative care to, as well as assess, educate, and treat patients with cardiopulmonary deficiencies.

As a health care profession, Respiratory Care is practiced under medical direction across the health care continuum. Critical thinking, patient/environment assessment skills, and evidence-based clinical practice guidelines enable respiratory therapists to develop and implement effective care plans, patient-driven protocols, disease-based clinical pathways, and disease management programs. A variety of venues serve as the practice site for this health care profession including, but not limited to: acute care hospitals, sleep disorder centers and diagnostic laboratories, rehabilitation, research and skilled nursing facilities, patients' homes, patient transport systems, physician offices, convalescent and retirement centers, educational institutions, field representatives and wellness centers.

Respiratory Care Standards

Ferris State University Respiratory Care students are expected to abide by the standards set forth by the National Board for Respiratory Care (NBRC) and the American Association of Respiratory Care (AARC) Standards of Practice.

American Association for Respiratory Care (AARC) Statement of Ethics and Professional Conduct for Respiratory Care Practitioners

In the conduct of professional activities the Respiratory Therapist (aka, Respiratory Care Practitioner) shall be bound by the following ethical and professional principles. The Ferris State University Respiratory Care Program also expects our students to abide by these standards in the classroom and in the clinical rotation. Thus, Respiratory Therapists and Ferris State University Respiratory Care students shall at all times:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represent it accurately
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice
- Respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent and refusal of treatment
- Divulge no protected information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals
- Promote disease prevention and wellness
- Refuse to participate in illegal or unethical acts
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others

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

Further information may be found at the AARC's Website: <http://www.aarc.org/>

National Board for Respiratory Care (NBRC) Examinations

The primary purposes of the NBRC and its 31-member Board of Trustees are to provide high quality voluntary credentialing examinations for practitioners of respiratory therapy and pulmonary function technology; establish standards to credential practitioners to work under medical direction; issue certificates to and prepare a directory of credentialed individuals; advance medicine by promoting use of respiratory care in treating human ailments; support ethical and educational standards of respiratory care; and cooperate with accrediting agencies to support respiratory care education. Since its inception, the NBRC has issued over 350,000 professional credentials to more than 209,000 individuals, and currently tests nearly 40,000 candidates annually. One of the respiratory therapy examinations is the standard for licensure in the 49 states that regulate the profession.

The examinations associated with the RRT were developed to objectively measure essential knowledge, skills, and abilities required of advanced respiratory therapists, and to set uniform standards for measuring such knowledge. Effective January 2015, the name of one of the examinations that candidates take to earn the Registered Respiratory Therapist credential changes from the Written Registry Examination to the Therapist Multiple-Choice Examination (TMC). The Therapist Multiple-Choice Examination is designed to objectively measure essential knowledge, skills, and abilities required of entry-level respiratory therapists, as well as determine eligibility for the Clinical Simulation Examination (CSE). The CRT and/or RRT credentials are used as the basis for the licensure in all of the 49 states that regulate the practice of respiratory care.

There are two established cut scores for the Therapist Multiple-Choice Examination. Candidates may become eligible to take the Clinical Simulation Examination by achieving the higher cut score on the Therapist Multiple-Choice Examination. The passing point associated with RRT eligibility is higher than the passing point associated with the CRT credential. Individuals who attempt and pass the Therapist Multiple-Choice Examination at the higher cut score and attempt and pass the Clinical Simulation Examination will be awarded the Registered Respiratory Therapist (RRT) credential.

The Therapist Multiple-Choice Examination consists of 160 multiple-choice questions (140 scored items and 20 pretest items) distributed among three major content areas: Patient Data Evaluation and Recommendations, Troubleshooting and Quality Control of Equipment and Infection Control, and Initiation and Modification of Interventions. Therapist Multiple-Choice candidates will be given three hours to complete the examination.

The Clinical Simulation Examination consists of 22 problems (20 scored items and 2 pretest items). The clinical setting and patient situation for each problem are designed to simulate reality and be

relevant to the clinical practice of respiratory care. Candidates will be given four hours to complete the CSE.

Graduates of accredited advanced level respiratory care education programs have three years after graduation to complete the CRT and RRT Examinations.

Further information may be found at the NBRC's Website: www.nbrc.org

Technical Standards for the Respiratory Therapy Program

Functional Abilities Requirements

Introduction

The knowledge, skills and abilities required to safely and effectively practice respiratory care is varied and complex. A Respiratory Therapist must possess the following functional abilities to practice safely and effectively. To ensure that your decision to pursue a career in Respiratory Care is the correct one for you, we ask that you review them. They are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands required of a Respiratory Therapist. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided. To request an accommodation, you will need to contact the Disabilities Service Office (231-591-3057) and present documentation of your disability.

Required Representative Activities/Attributes

Gross Motor Skills

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

Fine Motor Skills

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

Physical Endurance

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

Physical Strength

- Push and pull 25 pounds (e.g., position patients, move ventilators)
- Support 25 pounds of weight (e.g., ambulate patient)
- Lift 25 pounds (e.g., pick up a child, transfer patient)

- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative patient
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a patient)
- Squeeze with both hands (e.g., operate a manual resuscitation bag)

Mobility

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

Hearing

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

Visual

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

Tactile

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

Smell

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

Reading

- Read and understand written documents (e.g., policies, protocols)
- Read and understand patient medical record (e.g., orders, consults, etc.)

Arithmetic Competence

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

Emotional Stability

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

Analytical Thinking

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

Critical Thinking

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

Interpersonal Skills

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

- Establish rapport with co-workers

Communication Skills

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

The Respiratory Care Program

Information about the Respiratory Care Program

The Associate in Applied Science (Respiratory Care) degree is awarded to individuals successfully completing the Respiratory Care program.

The Respiratory Care program of Ferris State University is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC). CoARC can be contacted as follows:

CoARC.

1248 Harwood Road. Bedford, TX. 76021-4244.

Office: 817-283-2835.

Fax: 817-354-8519.

Website: www.coarc.com

Ferris State University Respiratory Care Program Framework

Program Goals:

The goals of the Respiratory Care program are 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).

Respiratory Care Program Outcomes

1. Graduates will demonstrate the ability to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in the following areas:
 - Patient data and clinical information
 - Therapeutic modalities
 - Diagnostic procedures
 - Emergency care
2. Graduates will demonstrate the ability to apply technical skills in all prescribed therapeutic modalities and diagnostic procedures required of an entry-level registered respiratory therapist.
3. Graduates will demonstrate the ability to display professional behaviors appropriate to the registered respiratory therapist.
4. Graduates will demonstrate the ability to transition from the role of respiratory therapy student to entry-level respiratory therapist.

Advisory Committee

The Respiratory Care Program has developed a committee of allied health professionals who are committed to improving the Respiratory Care Program curriculum through evidence-based education, resource development and communications. This group is composed of individuals from across the continuum of healthcare with a representation of large and small, rural and urban, education, practice, regulation, and the full allied health care team. The Respiratory Care Program desires to be the best in health care education for client, staff, student, health care provider, and the community.

The Respiratory Care Program strives to foster excellence in healthcare education by recognizing and capitalizing on the wisdom of outstanding individuals who have contributed to healthcare education in sustained and significant ways. These professionals are expected to provide visionary leadership in

the field of healthcare and to hold the Program accountable for providing our students with an excellent education and thus, by extension, providing the community at large with outstanding and compassionate care.

Respiratory Care Student Organization

Students are urged to seek membership in the Respiratory Care Club. Members participate in recreational activities and in projects which promote health in the community and support a positive image of Respiratory Care. Students are also urged to seek membership in the American Association for Respiratory Care (AARC) and the Michigan Society for Respiratory Care (MSRC).

Services

Students in the Respiratory Care program will have access to the academic support services that are provided to other students enrolled at Ferris State University.

Ferris State University General Information

About the College of Health Professions

The College of Health Professions prepares graduates to work with physicians, dentists, and other health professionals in safeguarding the health of the American people. The College's enrollment makes it one of the largest of its kind in the nation. Please visit the College of Health Professions webpage for more information:

<http://www.ferris.edu/HTMLS/colleges/alliedhe/>

Affirmative Action Statement

Ferris State University affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by federal and State laws, the Affirmative Action Program of the University, and other pronouncements made by its President. Ferris State University will ensure equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, heights, weight, sexual preference, veteran status, handicap, or other characteristics which cannot lawfully be the basis for educational or employment opportunity. Ferris State University also ensures that all activities associated with the Respiratory Care program, including but not limited to recruitment, admission and educational practices are non-discriminatory and in accordance with federal and state statutes, rules and regulations.

Non-Discrimination Statement

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying or participating in any discrimination investigation or proceeding is prohibited.

Students with disabilities requiring assistance or accommodation may contact Educational Counseling & Disabilities Services at (231) 591-3057 in Big Rapids, or the Director of Counseling, Disability & Tutoring Services for Kendall College of Art and Design at (616) 451-2787 ext. 1136 in Grand Rapids. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak Street, Big Rapids, MI 49307 or call (231) 591-2150.

Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar Street, Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Drive, Big Rapids, MI 49307, or by telephone at (231) 591-2088.

Reference: Ferris State University Board Policy Part 7. Equal Opportunity and Non-Discrimination Policy, Subpart 7-3 [Policy on Non-Discrimination](#).

Community Expectations for Ferris**As a Ferris Community Member...****I will practice personal and academic integrity.**

A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. Refraining from plagiarizing or offering another's work as your own, lying, practicing deceit, or being disloyal in personal and academic relationships.

I will respect the dignity of all persons.

A commitment to this ideal means not taking part in or condoning behaviors which demean dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing and discriminating against others.

I will respect the rights and property of others.

A commitment to this ideal means not stealing, vandalizing, committing arson, destroying property, or misappropriating funds. Respect for another's personal rights means refraining from any behaviors which violate persons' rights to move about freely, express themselves appropriately and to enjoy privacy.

I will refrain from all forms of bigotry and will strive to be open and accepting of the differences in people, ideas and opinions.

A commitment to this ideal pledges affirmative support for equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social or other affiliation or disaffiliation, or sexual preference.

I will demonstrate concern for others, their feelings and will work to bring about an environment that promotes intellectual development and a sense of community.

A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, or inhospitable, or insightful, or which unjustly or arbitrarily inhibit one's ability to feel safe as they pursue their goals in the Ferris community.

Source: Ferris State Catalog

Dismissal

As a result of misconduct, as outlined in the Ferris State University Student Handbook, a student may be dismissed from the University without the opportunity for re-enrollment. This is consistent with the policy of Ferris State University.

In addition, the faculty of the Respiratory Care Program reserves the right to recommend at any time the withdrawal of a student whose personal conduct, health, or scholastic standing (see progression policy) makes it inadvisable for him/her to remain in the program.

I. Disruptive Behavior Policy Statement

The College of Health Professions strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards or grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal. If a student is asked to leave that student is responsible for all material that is missed. The student must also contact the instructor prior to reentry. If a student is asked to leave the student is considered absent for that entire session and will be subject to attendance policy.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Health Professions Dean's Office

and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the “Student Conduct and Discipline Policy.” Available on-line at www.ferris.edu/htmls/administration/StudentAffairs/studenthandbook.)

5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor’s grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students as well as employees are bound by the University’s policy against harassment, in any form. Harassment will not be tolerated. (Policy available at: www.ferris.edu/diversity/ONCampus/Employee.htm.)
7. The office of the student’s dean will be notified of any serious pattern or instance of disruptive behavior.

Equity of Resources-

The program ensures that course content, learning experiences (didactic, laboratory and clinical), and access to learning materials are substantially equivalent for each student regardless of location.

General Harassment-

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial or otherwise) should approach the individual whom they believe is responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, contact the Director, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible, (i.e., you are uncomfortable or uncertain as to how the situation should be handled or you are concerned the situation may become volatile), or does not resolve the matter, it should then be reported immediately to the Director, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Affirmative Action or the Office of Student Conduct. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of the University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to, and including, discharge or dismissal that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy would be subject to discipline up to and including discharge or dismissal.

Racial Harassment – includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2. Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3. The conduct has the effect of unreasonably interfering with an individual's working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at Ferris State University.

Sexual Harassment – Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
2. submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
3. such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Ferris State University Board of Control Policy 11/14/00.

Student Issue Resolution Policy (CHP)

When a student has an issue with a grade, internship or other student/faculty issue, it is the responsibility of the student to use a progressive procedure to resolve the issue. This policy provides a step-by-step means of resolving student/faculty issues. Individual programs may have other specific steps for resolving student/faculty issues.

The first step in resolving a grade, internship or other student/faculty issue is for the student to talk to the faculty member about the situation. There may be a simple remedy (e.g., a calculation error and the faculty member can make the correction with a change of grade form). The student and faculty member must try to resolve the issue within five business days of the initial meeting of the student and faculty member. All discussions will be recorded and placed in the student's file on a standard form.

If the issue is not resolved between the student and faculty member within five days, the next step is for the student to submit a written request, stating the issue of concern, to the Department Head. After reading the documentation between the student and faculty member, the Department Head will meet with the student and faculty member to hear both sides of the situation and analyze the issue. The Department Head will render a decision on the issue and inform the student and faculty member in writing within five business days of the meeting.

If the issue is not resolved between the student, faculty, and Department Head within five days, the next step is for the student to submit a written request, stating the issue, to the Dean. After reading the documentation between the student and faculty member, and the Department Head's decision, the Dean will meet with the student, faculty member and Department Head to hear all sides of the situation and analyze the issue. The Dean will render a decision on the issue and inform the student, faculty member and Department Head in writing within five business days of the meeting. All discussions will be recorded and placed in the student's file on a standard form.

If the student does not agree with the decision of the Dean, he/she may petition in writing to the office of the VPAA according to the respective policies and procedures of that office. All discussions will be recorded and placed in the student's file on a standard form.

According to FSU Academic Policy, students have one year to appeal a course grade. After a year, grades cannot be changed. All other issues must be resolved within the semester the issue occurred or within the following semester at the latest.

Steps in the Student/Faculty Issue Resolution: Progressive Only if Required

<u>Steps</u>	<u>Parties Involved</u>	<u>Timeline (Business Days)</u>
Step 1. Student meets with Faculty Member	Student/Faculty	5 days
<i>Time allowed between Step 1 and Step 2</i>		5 days
Step 2. Student meets with Faculty/Dept. Head	Student/Faculty/Dept. Head	5 days
<i>Time allowed between Step 2 and Step 3</i>		5 days
Step 3. Student meets with Faculty/Dept. Head and Dean	Student/Faculty/Dept. Head/ Dean	5 days
Step 4. Student petitions Office of the VPAA	Student and Appropriate Representative of VPAA	According to VPAA Policies/Procedures

In all cases for steps 1 to 3, if the issue occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters.

Student Rights and Responsibilities

As a student at Ferris, you have the right to:

- Be treated as an adult
- Be treated with respect
- Know the instructor's expectations for you in the class
- Know the grading scale
- Obtain a written syllabus
- Know all class policies (attendance, etc.)
- Know the instructor's office hours
- Know all safety procedures (if applicable)

As a student at Ferris, your responsibilities include:

- To read the course syllabus.
- To attend class on a regular basis according to the requirements set forth in the course syllabus
- To be on time for class
- To be prepared for class
- To wear appropriate clothing to class
- To use appropriate language in class
- To take responsibility for your own learning
- To adhere to the academic honesty policies
- To respect all points of view, everyone's rights and feelings

If a student fails to fulfill his/her classroom responsibilities, such behavior may reflect negatively on his/her grade in the class, and/or disciplinary action may result.

Student Records

Student records will be securely maintained for student admission, advisement, counseling and evaluation. These records will be maintained until the student is awarded their Associate in Applied Science degree in Respiratory Care. Student clinical portfolios documenting successful completion of required competencies will be maintained for a minimum of 5 years. Grades and credits for courses will be recorded on the student's transcript and permanently maintained by Ferris State University in a safe and accessible location.

Program Records

Program records will be kept by Ferris State University permanently. These records will include:

- Annual Report of Current Status
- Course Syllabi
- Resource Assessment Surveys
- Clinical Affiliation Agreements/Schedules
- Advisory Committee Minutes

Suspension

A student may be suspended for a specified for an indefinite period of time for misconduct. When readmitted, he/she is placed on disciplinary probation.*

Timely Response & Availability

It is the Respiratory Care program policy to respond to student telephone calls and e-mails within 48 business hours of receipt. It is also the program policy to maintain a minimum of 4 office hours per week during the fall and spring terms which are made known to the student through the FSU website and relevant course syllabi.

Academic Policies for Respiratory Care

The remainder of this Respiratory Care Program Student Handbook addresses policies and general information that relate to the experience of a Respiratory Care Student at Ferris State University. All students are required to review this handbook to become familiar with the policies that may impact the status of a student within the School of Respiratory Care. Students are also subject to University policies as outlined in the Ferris State University Student Handbook, which is available at the following website:

<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

Academic Advising

A Respiratory Care Program faculty member will be assigned as your advisor once you are fully admitted to the Respiratory Care Program. On-campus students should make an appointment to see their assigned advisor each semester and as needed. Advisors are also available by telephone or e-mail for off-campus students.

Academic Dishonesty

A student must not intentionally or knowingly utilize any materials that have not been provided by the course faculty in a manner that would be considered “cheating”.

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

If a student has committed academic dishonesty, the situation will be evaluated by the Program Coordinator, Clinical Coordinator, and faculty member to determine if disciplinary action is necessary. Action could include a zero for the assignment, a failing grade for the course, or dismissal from the program. A report may be sent to the office of Student Affairs.

Academic Transcripts

When transferring credit from another institution, official transcripts must be submitted directly to:

Records Office
Center for Student Services
Ferris State University 1201
S. State Street
Big Rapids, MI. 49307-2020
231-591-2792

When requesting an official academic transcript from Ferris State University, contact the same address or you can request transcripts on-line at:

<http://www.ferris.edu/admissions/registrar/homepage.htm>

Admission Criteria to the Professional Sequence of the Respiratory Care Program

Students must first be admitted to the University. Students must meet current qualification criteria to make application to the professional sequence. Enrollment is limited to assure students of a quality technical education in classroom/lab and clinical practice.

Admission Criteria

- College GPA of 2.5 or higher.
- Completion of qualifying coursework or competency to be admitted to the professional sequence:
 - Math Competency: MATH 114 or 115 or MATH ACT sub-score of 24 or higher.
 - BIOL 205
 - CHEM 114
 - MRIS 102
 - ENGL 150
- Application to the program consistent with CHP Clinical Programs Application Procedure

Admission to the Clinical Programs

- The qualification criteria and application forms for each clinical program can be accessed on the CHP website (see link below). Students are urged to review this information carefully so that they fully understand how they can make the most of their time at Ferris and how they can be positioned to enter the professional sequence of their desired clinical program on the earliest possible date.
- A set of frequently asked questions (FAQ) has been developed to assist students in the professional sequence application process. Students are directed to review this information to assist them in the application process. The FAQs about the CHP Admission to the Professional Sequence Process can be found on the CHP website (see link below). This site will outline the step-by-step procedure for submission of the application packet.
- During each fall and spring semester, students will have an opportunity to meet with the CHP Advising Assistant for academic advising in each clinical program. The group advising sessions scheduled for each clinical program will be posted on the College website and at the entry points of the VFS building. During these group advising sessions you will have an opportunity to meet other students in the program, to learn more about the program and to ask questions. The application process will be addressed during these sessions. It is important that you attend these advising sessions to stay up-to-date with the program.

Additional information and qualification criteria and guidelines for the application process can be found at the College of Health Professions website:

<http://www.ferris.edu/htmls/colleges/alliedhe/index.cfm>

Confidentiality (Student)

Materials prepared by students relating to clinical/classroom assignments must conform to ethical standards of confidentiality and the client's right to privacy.

In addition, information regarding student records is covered by the Privacy Act of 1974. Therefore, student files are private and most information may not be released without written consent of the student.

Course Challenge

Students may elect to challenge didactic or laboratory respiratory courses in accordance with University policy. Clinical practicum respiratory courses are exempt from challenge.

Course Materials

Each Respiratory Care course may have course materials and required texts which are available for purchase in the Ferris Bookstore or through approved vendors

Credit Hour Definition

For each **classroom** credit hour, you will be scheduled for the equivalent of 50 minutes of classroom instruction per week, which is consistent throughout the University. For each **laboratory** credit hour, students are scheduled for either 2 or 3 hours of laboratory instruction per week, depending on the course.

Curriculum Sequence

The curriculum sequence is designed to provide the most optimal educational experience. Students must follow the curriculum sequence. See Progression Policy.

Disclaimer

The FSU Respiratory Care Program faculty reserves the right to amend or develop additional policies or procedures at any time and without prior notice of information within this handbook to ensure the needs of its students are being met. Students enrolled in the Respiratory Care Program will be notified of any changes through the Respiratory Care course they are currently taking should policies or procedures be amended or created.

Faculty of the Respiratory Care Program have academic freedom to develop and deliver required course content as they see fit, including grading of assignments.

Grade of Incomplete

Within the University the “incomplete” (Grade of “I”) is one of the grading options available for student coursework. The intent of the “I” grade is not to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an alternative to withdrawal from a class (W). The following guidelines should be used in determining if assigning this grade is appropriate:

- The “I” will only be considered for extenuating circumstances that have led to the student missing a portion of the course. Extenuating circumstances generally defined as those situations over which the student has little or not control, e.g., illness, birth, jury duty, death of an immediate family member, injury, or military service. Instructors may wish to require suitable documentation.
- Students must be making reasonable progress in their coursework as evidenced by completion of at least 75% of coursework at passing levels.
- Instructors will require students to sign an agreement stipulating assignments and deadlines that must be met in order to complete the course.
- An “I” grade will automatically become an “F” at the conclusion of the following semester (not counting summer) unless the faculty member files another grade or extends the incomplete grade.
- The student must make arrangements with the instructor to complete all requirements by the close of the following semester
- It is the responsibility of the student to ensure all requirements are complete.

- A second registration for the course being completed in the following semester is not required to finish the incomplete course; however, if the grade becomes an "F", the class may then be repeated.

Grading Scale

The grading scale for all Respiratory Care courses is:

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	93.0 – 100.0
A-	90.0 – 92.9
B+	87.0 – 89.9
B	83.0 – 86.9
B-	80.0 – 82.9
C+	77.0 – 79.9
C	73.0 – 76.9
C-	70.0 – 72.9
D+	67.0 – 69.9
D	63.0 – 66.9
D-	60.0 – 62.9
F	Below 60.0

Faculty may elect to round scores to the whole number, tenth of a point, or hundredth of a point as they see fit.

Graduation

To graduate from the Respiratory Care Program, the student must earn a "C" grade or better in each of the Respiratory Care courses and the CHP core curriculum courses and must meet all general education requirements for the Associate in Applied Science degree.

One semester prior to a student's intended graduation date, he/she is required to complete a graduation audit form and an application for graduation. Additionally, the student must complete a Michigan Department of Community Health Certification of Completion of a Respiratory Therapy Program form and the NBRC Electronic Eligibility Database Student Information Sheet.

The student must be fully cleared for graduation by the dean's office and the registrar's office before the program will submit verification of graduation to the credentialing and licensing agencies.

Orientation

All admitted students will be required to attend a program orientation where the program policies and procedures will be addressed. If questions persist the student may contact any member of the faculty for further guidance.

Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she quotes or paraphrases another person's words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

Program Progression

- A grade of “C” or higher is required for all Respiratory Program requirements.
- Any student receiving less than a “C” in one or more Respiratory course must stop out of the Respiratory sequence and repeat the course and pass the final exam the next time it is offered, if a seat is available.
- All general education requirements must be completed before admission to the clinical rotation courses (RESP 192/RESP 193/RESP 292/RESP 294).
- All pre-requisite courses must be successfully completed prior to progression to clinical rotations.
- Students that stop out due to academic failure of a course must repeat the course the next offering or be required to reapply to be readmitted.
- All students that stop out must successfully complete a laboratory re-evaluation of course material prior to attending the clinical rotation.
- Any student with a conviction record is cautioned that a criminal record may prohibit or limit progression in the program, clinical placement, future employment and licensure.

Remediation Policy

It is the students’ responsibility to maintain a passing grade throughout the course.

- Check the course Blackboard shell for your grades often. Midterm grades will also be posted in the Banner system.
- If a student falls behind, it is suggested that they meet often with their course instructor during office hours. Meet with your instructor early on, before it is too late.
- Students may also benefit from small study groups with other students in the course.
- At times, group tutoring may be offered.
- You are always welcome to seek assistance from Student Services.

Respiratory Care Program Readmission

Students who were previously enrolled in the Respiratory Care program must apply for readmission and will be considered for readmission on a space available basis. Due to rapid changes in the Respiratory Care profession, the faculty reserves the right to assess prior Respiratory Care knowledge and skills. Readmission is based on current academic program requirements* and meeting any deficiencies identified by the Respiratory Care Program faculty.

When a returning student’s transcript is reviewed, the student may, at the discretion of program faculty and the academic department head/chair, be required to repeat courses deemed no longer current.

According to the Ferris State University Sunset policy, if a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission.

Students are referred to the program check sheet that is in effect at the time of program entry to determine specific program requirements and course progression.

*Ferris State University Catalog: <http://www.ferris.edu/htmls/fsucatlg/>

Transfer Credit – Respiratory Care Courses

Credit for Respiratory Care courses at Ferris State University may be given for work of equivalent character, level, and amount successfully completed at another accredited college or university within

the five years prior to application. Advanced standing may be determined on the basis of these credits. When Respiratory Care credits earned at another college or university are transferred to Ferris, they will be evaluated by the program to determine equivalency. If accepted toward advanced standing, the credit is converted into equivalencies of Ferris courses and applied to the program of study. Grades are not transferable; only credit in the courses is recorded.

Prospective students should view “General Education Transfer Equivalency Determinations” (www.ferris.edu/admissions/Transfer/WebPages/equivalencies.htm) to determine which courses taken elsewhere are acceptable. Students seeking transfer credit for Respiratory Care courses taken at another college should contact the Respiratory Care Program Coordinator for additional information.

Excellence in Community Service

The College of Health Professions (CHP) aims to improve faculty-student engagement through shared participation in community service activities. To facilitate this engagement, CHP faculty and students will collaborate in the planning and implementation of two community service events each year, one in Fall semester and one in Spring semester. Students who 1) Participate in the two CHP community service events; 2) Complete at least 10 community service hours each semester (Fall and Spring) and 3) Provide evidence of meeting the first two criteria on the “CHP Community Service Log” form will earn an “Excellence in Community Service” certificate at the end of the academic year.

Classroom & Laboratory Policies

Absence/Tardiness:

Students are expected to attend all classroom and laboratory experiences to receive full benefit of the program.

- **Absence:** A student shall be allowed a maximum of two absences in any class or lab course without penalty. The laboratory session may need to be made up at the discretion of the faculty member. All laboratory practicums must be attended on the date set (make up will not be allowed). Any absence over the two allowed will result in failure of the course and the student will receive an "F" grade.
- **Tardiness:** A tardy is considered arrival after the assigned course start time, regardless if the session has begun. Any tardy that equals $\frac{1}{2}$ or more of the course session will be considered an absence. Leaving early from a course session is also considered tardiness. Each student will be allowed no more than 2 tardies without penalty. Every 3 tardies will count as one absence.

Students that are dismissed from a course due to absence or tardiness may repeat the course at the next offering. See program progression policy.

Policy on Uniforms: Students are required to wear proper uniform attire in the lab at all times. Students will be asked to leave the lab if they are not in uniform or are unprepared. This will follow the Demerit Policy for the Respiratory Care Program. Proper Uniform consists of:

- Plain leather or leather like shoes with rubber soles or plain Croc-type shoes
- Socks
- Approved FSU name badge
- A plain white T-shirt or turtleneck may be added underneath the scrub top
- Clean maroon-colored scrub pants and maroon-colored scrub shirt with FSU logo
- No hats/bandanas etc.
- No gum
- Long hair must be pulled back

Equipment for lab:

- Stethoscope
- Writing Utensils (Pen/Pencil)
- Calculator
- Lab Assignment/ Lab Book
- Text books

A professional career requires a personal attitude of responsibility and commitment. This career responsibility will be reflected through academic and clinical courses.

Program Dismissal:

Once a student has been dismissed (other than for attendance) they must wait a minimum of 5 years before reapplying for re-admission to the Respiratory Care Program.

The following are examples of actions which may lead to immediate dismissal from the program:

1. Unprofessional behavior
 2. Disruptive behavior
 3. Harassment of any nature
 4. Falsification of any records or exams
 5. Academic dishonesty
 6. Unlawful possession, use, or distribution of illicit drugs or alcohol
 7. Theft
 8. Failure to abide by program dress regulations
 9. Indifferent attitude toward any person
 10. Insubordination
 11. Any HIPAA violation during clinical rotations
 12. Failure to phone the program when unable to be there at the appointed time
 13. Any breach of personal rules and regulations of the University
 14. Felony conviction
 15. Any infractions of the Code of Ethics.
 16. Maximum amount of demerit's due to failure to abide by the Respiratory Program's Demerit Policy.
 17. Arriving at the clinical location, classroom or laboratory under the influence of drugs &/or alcohol.
- NOTE: Documentation of these incidents must be on file and signed by the Respiratory Faculty. The student must also sign and date the report. The program director/clinical coordinator must be notified immediately of any unprofessional activity of the student(s).

Demerit System:

A Demerit system will be in place to guide and reprimand students as it pertains to professional conduct and performance. Do understand that you are in control of your conduct during your professional sequence course. The guidelines are as follows:

Demerits will accumulate throughout the program once earned. A maximum of 3 demerits in a single course or 5 total demerits will result in dismissal from the Respiratory Care Program without the ability to re-apply or be re-admitted for a period of 5 years.

Extreme circumstances may result in immediate dismissal from the Respiratory Care Program.

The respiratory care student/intern may EARN a DEMERIT through EACH of the following as documented by the Faculty, Clinical Coordinator, or Program Coordinator:

- Poor protection practices of self/others
- Excessive Tardiness
- Failure to contact program when absent
- Failure to give proper notice to instructor when requesting personal time off
- Poor personal hygiene

- Not in uniform according to dress code policy
- Not using technical equipment according to program policy
- Lack of professional conduct (including, but not limited to):
 - Rolling of eyes
 - Insubordination (inefficient use of time, not following instructions, roving, low # of exams performed)
 - Sighing
 - Sexual harassment
 - Breach of confidentiality
 - Disrespect toward Ferris Faculty, Supervisors
 - Dishonesty
 - Profanity
 - Behaviors not in the best interest of the program
 - Peer complaint
 - Use of cell phone during classroom, clinical or laboratory time
 - Leaving the class before scheduled time
 - Utilizing social media in an unprofessional manner
 - Showing disrespect towards Ferris State University, the Respiratory Care Program, faculty/staff, etc.
 - Not following programs protocol
 - Not maintaining a clean work area
 - Misuse of Ferrisconnect chat, discussion boards or e-mail. This includes any communication that does not pertain to the course material.
 - Any violation of HIPAA

Attire

- Students will abide by the dress code at all times as described in the Policy on Uniforms.
- Students must purchase AT LEAST one set of the determined maroon-colored scrub pants and shirt.
- Students must be in professional attire, which includes: Non-wrinkled scrubs, clean and neat appearance.
- Scrub pants must be of a maroon solid color, no prints allowed. A white or gray t-shirt material may be worn underneath the scrub. No printed shirts, jeans, belts, etc. are allowed under the scrub attire.
- Scrubs must be well fitting and adequately hemmed. Scrubs are not to be rolled at the waist or to the knee.
- No excessive jewelry, long earrings, gold chains, tongue rings, hats, bandana's, etc.
- Nails should be well kept and no longer than 1/8th inch. No chipped nail polish.
- No open toed shoes are allowed. Shoes must be clean and in good condition.
- Hair must be of natural color (ie no bright colors). Hair must be pulled back away from face. No outlandish hair styles ie. Mohawk.
- Failure to abide by the dress code will result in Demerits as described in the Merit/Demerit system.

Program Requirements to Enroll in Clinical Respiratory Care Courses

Before attending the first Respiratory Care course, each Respiratory Care student must show evidence of having met, at the student's expense, the following program requirements:

Cardiopulmonary Resuscitation (CPR) Certification

Prior to the beginning of the clinical sequence, students are required to provide and maintain a Cardiopulmonary Resuscitation Health Care Provider Course Card from the American Heart Association (certification is for 2 years) while enrolled in the program. Students must recertify before their original certification expires.

Confidentiality (Patient)

Students and faculty may not take any patient records, notes, or any identifying data out of a clinical site on paper or electronically. Students will conform to the guidelines of the Health Insurance Portability & Accountability Act (HIPAA).

Criminal Background Check

All Respiratory Care students are required to complete an initial criminal background check (CBC) using *Certified Background/Certified Profile*, with fingerprinting in order to be authorized to go to a clinical site to fulfill clinical course objectives. This is a requirement of the clinical agency and is intended to protect patients as a vulnerable population from convicted felons. Upon acceptance into the clinical sequence of the Respiratory Care program and then again if required by the clinical agency. Prior to admission to the beginning of the program, students will be directed to a web site where they will complete the required information for a background check.

Students with a criminal history may be restricted from a clinical setting, which could jeopardize the ability to progress in the Respiratory Care program. Additional CBCs may be required by some clinical sites or by the School of Respiratory Care if indicated. In addition to the criminal background check, some sites may also require drug screening and fingerprinting as part of their requirement for you to be a student in their institution. The cost of all CBC screening is the responsibility of the student. (See Program Costs Sheet)

Health Insurance

Students must provide proof of health insurance while enrolled in the Respiratory Care program to provide coverage for any medical care required during the clinical experience. This cost is not assumed by Ferris State University. If the student does not carry health insurance they are still responsible for any medical care costs incurred that would result from injury. If the student does not carry health insurance they are responsible for signing the waiver of health care coverage. However, health insurance is required at some clinical sites. Therefore, your clinical site assignment will be contingent on the individual clinical site requirements.

Health and Safety

The health and safety of patients, students and faculty associated with the educational and learning environment of the students will be adequately safeguarded.

Immunizations:

Prior to the beginning of the professional sequence, students must provide evidence of immunity for the following diseases:

- Measles (rubeola), Mumps & Rubella (MMR): Titer to reflect immunity is required or evidence of immunizations.
- Chickenpox (varicella): Titer to reflect immunity is required or evidence of immunizations.
- Tetanus: If it has been 2 or more years since your last Tetanus booster you are required to get the newest immunization, the Tdap (tetanus, diphtheria and pertussis). This is the recommendation for health care workers in direct patient care roles and it only needs to be administered one time as opposed to every 10 years.
- Hepatitis B: 3 doses followed by a titer (both are required). Students may be able to start their clinical experience if the series has been initiated, but may not progress if the series and titer are not completed within the standard timeframe of 6-8 months.
- Tuberculosis: Step 2 TB Program is required for those without a prior TB test, which entails the following:
 - 2 Tests, 3 weeks apart for initial testing documentation (if you have documentation of this kind of testing, then you only need an annual update)
 - Annual testing for the duration of the program
 - Chest X-Ray is required for students who have a positive TB test.

Documentation of immunizations using www.CertifiedBackground.com must reflect the date of the immunization or test on an official medical or immunization record, with a signature or other identification of a health care provider. If you cannot provide childhood immunizations for MMR, you must have a titer drawn to reflect immunity or be re-immunized.

Drug screening/fit testing may be required by some clinical sites. The student may be responsible for all charges incurred.

Injury

Students injured during clinical experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. An incident report for the agency and one for the University must be completed.

Post-Exposure Statement

Students exposed to bloodborne/body fluid pathogens during clinical experience will follow the agency's policy. The cost of treatment is the responsibility of the student.

Transportation

Transportation to clinical sites is the responsibility of the Respiratory Care student. Affiliations exist with a variety of agencies throughout Michigan. The site and hours of clinical assignment will change from semester to semester. Clinical experiences may be scheduled throughout and outside of the State.

Student operated vehicles on campus must abide by the regulations presented in the Ferris State University Student Handbook. Exceptions to parking permits may be made for Respiratory Care students because of their need to travel to clinical facilities.

Ferris Respiratory Care has internships in various semesters of the program; because of limited space, specific clinical site locations cannot be guaranteed. Travel and housing may be necessary to attend some clinical internship locations. The student will be required to assume any costs associated with transportation and lodging.

**College of Health Professions
Respiratory Care Program
Clinical Policies**



Purpose: To provide the student with a guideline for appropriate behavior and to provide a description pertaining to the clinical activity of each Clinical Practicum of the Respiratory Care Program.

Policy: These policies are subject to change and modification following periodic review by program faculty and the clinical affiliates associated with the Respiratory Care Program of Ferris State University. Changes in policy will be placed in effect following a reasonable period of notification and will be binding on students, faculty, and clinical affiliates. Changes in policy shall supersede prior policy. A clinical sites policies will supersede Ferris policy.

Failure to comply with the Respiratory Care Clinical Policy may result in disciplinary action. See the Respiratory Care Program Student Handbook for clarification.

The clinical portfolio is required to be brought with the student to the clinical facility each day the student is there. Within this portfolio the following are required:

- Checkoffs
- Evaluations
- Attendance
- Case study
- Immunizations/passport
- Weekly logs
- Pt assessments
- Faculty assessment
- Syllabi
- Uniform info
- Criminal Background Check & Records of Immunizations

Clinical Placement Guidelines

•All placements will go by a student's Respiratory GPA. The GPA used is the one that is posted in MyDegree on the transcript. Students will be rank ordered by GPA and placements will be made in that order.

•Placements will be made by students request. The clinical coordinator will have the students complete a Clinical Placement Request form and will utilize that to determine placement.

•In order of GPA, if a student's first choice is available they will be placed in that choice, if not it will fall to their second, etc. If there are no placements available from the first 3 choices a students has submitted, the clinical coordinator will request additional placements from the student.

•If there is a specific academic reason (or in the case of a special needs student) for awarding a certain placement that will be taken into account. If the clinical site specifically requests a student be placed there and the student wishes placement at that site, all attempts will be made to honor the sites request for placement. If a clinical site specifically indicates they would prefer a student not be placed there, the site's wishes will be honored.

•All attempts will be made to place all students during the semester they are assigned clinical time, but specific clinical placements can not be guaranteed secondary to availability of clinical sites, multiple requests for the same clinical sites and the above placement criteria

I. Attendance:

- A. Attendance is required during all scheduled clinical days
- B. Students may not participate in clinicals during officially designated holidays and breaks
- C. Absence(s):
 - 1. Students with an absence must contact:
 - a. FSU Clinical coordinator
 - b. Clinical site no later than one-half hour before expected arrival time
 - 2. Unexcused absences:
 - a. Are a serious violation of professional conduct
 - b. Shall require a meeting with the FSU Clinical Coordinator
 - 3. Whether due to documented and verified medical or extenuating personal reasons, any absence:
 - a. In excess of one day for RESP 192, RESP 193 and RESP 294 will result in failure of the clinical course.
 - b. In excess of two days for RESP 292 will result in failure of the clinical course.
 - 4. Students are required to 'make-up' all absences:
 - a. During the remainder of the semester in which the absence occurred
 - 5. Tardy or partial shift absences are:
 - a. Considered a full-shift absence and will need a 'make-up' date.
 - b. The student must notify the clinical site no later than the time he/she is expected to report.
- D. 'Make-up' dates/times:
 - 1. Shall only be arranged by the FSU Clinical Coordinator. Students are not to contact the clinical site to make these arrangements.
 - 2. Shall not be more than 12 hours per week in addition to regularly scheduled clinical hours
- E. Employment at clinical site
 - 1. If the student is gainfully employed at the same clinical site as their clinical rotation the student may not count any employment hours towards their required clinical internship time.

II. Clinical Day:

- A. The length of each clinical day:
 - 1. Will be determined by the clinical site
- B. Students must arrive prepared to participate in report and begin clinical responsibilities
- C. The student will not be regularly scheduled for more than 80 hours in a 2 week period.
- D. Early release from a clinical day shall be determined:
 - 1. By the FSU Clinical Coordinator and the clinical site on an individual basis
- E. Additional clinical hours cannot be completed ("banked") in advance
- F. Hospital orientation programs:
 - 1. Must be arranged by the student and attended when required
 - 2. May require the student to provide copies of pre-clinical paperwork
 - 3. May be in addition to the student's assigned clinical time

4. May be held on a day and time different than their clinical schedule
 5. Students failing to attend the assigned hospital orientation may not be allowed into the clinical site
- G. Students are expected to:
1. Remain in the clinical site at all times during scheduled clinical hours
 2. Remain with assigned clinical instructor or within the clinical areas to which he/she is assigned
 3. Complete assigned objectives each day
- H. During scheduled clinical hours, students will not be permitted to:
1. Conduct personal or business affairs
 2. Carry personal/business paging devices, cell phones, electronic tablets, or laptop computers
 3. Use the internet unless both of the following exceptions are met:
 - a. Given permission by the Preceptor or other authorized hospital staff member
 - b. Research for class assignments

III. **Clinical Course Performance:**

- A. A student may be asked to leave a clinical site at any time, for any reason by either the clinical affiliate or an FSU instructor
- B. If a student is asked to leave a clinical site it will be necessary for said student to complete remediation session(s) that may include advising, evaluation and education (to be defined in length and scope by Clinical Coordinator)
- C. Student will not be reassigned to a clinical site until remediation is complete (remediation must be complete within current semester or a failing grade will be issued)
- D. The remediated student will then either be re-assigned to the original clinical site or assigned a new clinical site at the discretion of the FSU Clinical Coordinator
- E. Any costs associated with remediation and/or clinical placement will be the responsibility of the student
- F. Final grade for the clinical internship will be the aggregate of both clinical site placements
- G. The clinical coordinator and program coordinator reserve the right to determine that a student is not capable of completing the clinical rotation and said student will receive a failing grade and will be required to repeat the clinical course in addition to remediation.

IV. **Course Registration:**

- A. Every clinical student will be registered by the College of Health Professions for the required clinical courses.
 1. It remains the student's responsibility to assure that tuition payment or submission of required scholarship/aid forms are made on time.
 - a. Late tuition payment or submission of required forms will result in the student being dropped from the course.

V. **Dress Code:**

- A. The student shall appear at the scheduled clinical site in accordance with program dress code policies
- B. Ultimately, the FSU Clinical Coordinator, clinical adjunct instructors, and/or designee shall determine whether any questionable items concerning the dress code are acceptable
- C. Should the student be considered as not meeting the dress code by the clinical affiliate or the FSU Clinical Coordinator, the student will be sent home and given an absence for the day

- D. More than two (2) dress code violations will result in disciplinary action:
 - 1. A conference will held between the Clinical Coordinator and/or Program Director and the student
 - 2. The student will be placed on probation for the remainder of the semester
- E. If a student violates the dress code they will be immediately dismissed from the clinical site
- F. The dress code for both men and women shall be:
 - 1. Clean maroon-colored scrub pants and maroon-colored scrub shirt with FSU logo
 - 2. Plain white leather or leather like shoes with rubber soles or plain Croc-type shoes
 - 3. Socks
 - 4. Approved FSU name badge
 - 5. A plain White or coordinating T-shirt or turtleneck may be added underneath the scrub top
 - 6. A white lab coat is optional or as required by the clinical site
- G. Students are to bring their own stethoscope to the clinical site (with the exception of neonatal)
- H. Tobacco use:
 - 1. Smoking paraphernalia must not be kept on any student's person while in patient care areas
 - 2. The student must not have any noticeable tobacco odor at any time (see IV.H., below)
- I. Students with long hair shall tie it back in such a fashion to keep it off the face, ensure personal safety, and maintain hygiene conditions during patient contact
- J. Due to the close and personal contact with patients:
 - 1. No excessive make-up is allowed
 - 2. No cologne or perfume is allowed
 - 3. No artificial nails are allowed
 - 4. Light-colored or clear nail polish only.
 - 5. No jewelry is allowed (in neonatal)
 - 6. No body piercings with the exception of no more than 2 earrings per ear are allowed
 - 7. No controversial personal items worn in such a fashion as to offend the patient
 - 8. All tattoos must be covered
 - 9. Good personal hygiene habits are required to ensure personal cleanliness and lack offensive body odor

VI. Grading:

- A. Students are required to demonstrate minimal acceptable competency during each clinical term.
- B. Any performance consistently below minimal competency will result in a meeting with the Clinical Coordinator and Program Coordinator and may result in a failing grade for the clinical course.

VII. Library Materials:

- A. Each affiliate Respiratory Care Department and Medical Library has agreed to make available to students, for limited periods of time, texts, monographs, periodicals, reprints, and other reference materials.
 - 1. Any student assigned reference material at any clinical affiliate shall assume total and final responsibility for its condition, return, or replacement
- B. Any student assigned reference material shall return this material on or before the due date.

- C. All assigned texts, journals, periodicals, or any other reference materials not returned or replaced by the student at the end of the academic term shall result in the withholding of the course grade for that term until restitution is made.
- D. Any student found in possession of reference material from any clinical affiliate which has not been officially assigned to that student shall be assumed to have stolen that material. Appropriate disciplinary action will be taken.

VIII. Professional Conduct:

- A. Each student's attitude, appearance, and conduct are viewed as a reflection of the clinical affiliate and Ferris State University as well as the profession of respiratory care.
- B. Each student shall reflect the highest standards of professional demeanor at all times.
- C. Unethical or unprofessional conduct shall not be tolerated.

- D. Any breach of ethical or professional conduct shall be dealt with as follows:
 - 1. The FSU Clinical Coordinator and/ or Program Coordinator shall meet with the student to discuss specific allegations. Based on the outcome, disciplinary action may be warranted.
- E. No student shall expect, request, or otherwise arrange for altered clinical hours or early daily release in order to participate in paid employment of any nature.
- F. Each student shall follow the policies governing the clinical site employees in general and the Respiratory Care Department, in particular.
- G. The following are examples of conduct which shall result in the immediate disciplinary action:
 - 1. Reporting to any clinical affiliate in a mentally impaired, inebriated condition resulting from the use and/or abuse of alcoholic beverages or impairing substances.
 - 2. Use of any alcoholic or chemical substance not prescribed by a physician during any clinical hours.
 - 3. Conviction of addiction, illegal possession, use of or distribution of substances outlined within the Federal Controlled Substance Act.
 - 4. Falsification of records.
 - 5. HIPAA violations

IX. Records/Documentation:

- A. The FSU course instructor, in cooperation with each adjunct clinical instructor, shall maintain a record of student attendance, performance evaluations, and grades.
- B. Clinical handbooks shall be:
 - 1. Located on the Homepage of each clinical course practicum at the beginning of each term
 - 2. Read by the student before he/she arrives at the clinical affiliate
 - 3. Acknowledged as being read by signing and submitting the Respiratory Care Student Handbook Acknowledgement and Acceptance Form located at the end of the Respiratory Care Program Student Handbook.
 - 4. Acknowledgement and Acceptance form must be submitted along with pre-clinical paperwork to the Clinical Coordinator.
- C. Student proficiency evaluations:
 - 1. Consist of check-offs and Preceptor/faculty evaluations
 - 2. Original copy must be kept in the clinical manual until completion of the clinical rotation
 - 3. Must be completed during normal clinical time
- D. In order to pass the clinical practicum, the student must complete and submit all paperwork, materials, assignments, and criteria listed in the course syllabus by the stated date.
- E. It shall be the student's responsibility to:
 - 1. Initiate all requests for clinical procedure check-offs
 - 2. Complete all assigned competencies with appropriate signatures by the due date
- F. Falsification of any proficiency evaluation(s) or the procedure checklist shall result in disciplinary action
- G. A written record shall be maintained:
 - 1. Of any and all consultations between the clinical instructor, FSU faculty, and students relating to problems with:
 - a. Clinical/academic progress
 - b. Attendance
 - c. Tardiness problems
 - 2. All disciplinary problems shall be documented and will list the:

- a. Names of those present
- b. Date and time of the meeting
- c. Problems discussed
- d. Recommendation(s) made (if any)
- e. Signatures of all present, including faculty and student

X. Wrap Up Day Policy:

- A. At the conclusion of each clinical course there will be a mandatory wrap up day(s) on main campus Big Rapids, Michigan. For each clinical course (RESP 192/RESP 193/RESP 292/RESP 294) there will be one mandatory wrap up day.
- B. Attendance at these sessions is mandatory and absence will result in a lower grade for the clinical course.

XI. Non-work Policy:

- A. Students may not act as a substitute for an employee position during clinical rotations.
- B. Students may not substitute actual employment hours for clinical rotation hours.
- C. It is suggested that student work no more than 20 hours per week during the program.



**FERRIS STATE UNIVERSITY
RESPIRATORY CARE PROGRAM**

**HANDBOOK ACKNOWLEDGEMENT
AND ACCEPTANCE FORM**

I, _____ (please print), have received a copy of the Ferris State University Respiratory Care Program Student Handbook that outlines my privileges and responsibilities as a student in this program. I have read, understand, and agree to abide by the policies and regulations contained within the handbook. I understand that these policies may be modified or eliminated by the program faculty with sufficient notification in writing to all students and that I will be governed by these changes.

Signature

Name Printed

Date