



Respiratory Therapy Program

Student Handbook
2020 - 2021

**UNIVERSITY OF SOUTHERN INDIANA
RESPIRATORY THERAPY PROGRAM
STUDENT HANDBOOK
2020 - 2021**

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INTRODUCCION

Welcome to the University of Southern Indiana Respiratory Therapy Program. The choice of Respiratory Therapy is a course of study that should be accompanied by a devotion of one's total effort toward sound educational and professional objectives. You have been selected on the basis that you have made such a commitment.

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). CoARC is located at 1248 Harwood Road, Bedford, TX 76021-4244 and can be reached at 817-283-2835.

Please read carefully each section of this manual. After reading, if you feel you understand the program policies and agree to comply with them, sign the acknowledgement page, remove it from the manual and return it to the Program Chair.

ACADEMIC INTEGRITY POLICY

All students and faculty are expected to abide by the policies found in the CNHP Handbook. The handbook is located on the CNHP website listed under "About the College."

Web Link: <https://www.usi.edu/health/handbook/>

PROGRAM VISION

It is the vision and desire of the Respiratory Therapy Program faculty in conjunction with the College of Nursing and Health Professions to produce highly skilled, trained, and competent graduates through excellence in training and instruction in the profession of Respiratory Therapy.

MISSION STATEMENT

The mission of the Respiratory Therapy Program is to provide sound instruction and resources that will enable students to develop the knowledge, skills, attitude, and critical thinking which are necessary to become successful and competent respiratory therapists. The Respiratory Therapy Program fosters and promotes health and wellness through the advancement of education, teaching excellence, practice, research, community engagement and a commitment to lifelong learning.

PROGRAM GOALS

1. To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, or advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapists.
2. To provide community leadership through engagement, service learning, and organizational involvement.
3. To provide an inclusive learning, caring community that supports students' success and graduation.
4. To serve as a leader in respiratory education, evidence-based practice, research, and health care.
5. To promote and advance personal development and inter-professional collaboration of respiratory faculty, staff, graduates, and health professionals.

STUDENT PROGRAM OUTCOMES

Upon successful completion of all respiratory therapist program requirements, graduates will be able to:

1. Demonstrate professional behaviors consistent with the respiratory care code of ethics, ethical obligations, and professional conduct.
2. Demonstrate appropriate critical thinking and problem-solving skills, time management skills, interpersonal communication skills, and technical skills necessary to provide competent respiratory care in multidisciplinary care settings.
3. Evaluate evidence-based best practices through research and the critique and interpretation of professional scientific literature.
4. Assess current issues and trends in health care, including public policy, access, quality improvement, and legal and ethical topics.
5. Develop respiratory education through the diagnosis, management, and treatment of patients affected by cardiopulmonary disorders.
6. Apply and evaluate information in relation to the advanced medical treatment of the critically ill adult patient relevant to his/her role as an advanced level respiratory therapist.
7. Illustrate understanding of the importance of pulmonary rehabilitation and its impact on cardiopulmonary disorders.
8. Examine effective leadership techniques and practices used in the healthcare setting.
9. Apply knowledge learned to specific areas of respiratory therapy through independent research.

PROGRAM COMPETENCY SUMMARY

Upon successful completion of the USI Respiratory Therapy Program, graduates should be able to achieve the following competencies associated with the scope of practice of respiratory therapy:

1. Patient Data Evaluation and Recommendation:

- A. Assess data from the patient.
- B. Collect and evaluate additional pertinent clinical information.
- C. Recommend procedures to obtain additional patient data.

2. Initiation and Modification of Therapeutic Procedures:

- A. Maintain patient records.
- B. Maintain a patent airway including the care of artificial airways.
- C. Remove bronchopulmonary secretions.
- D. Achieve adequate respiratory support.
- E. Evaluate and monitor patients' objective and subjective responses to respiratory care.
- F. Independently modify therapeutic procedures based on the patient's response.
- G. Recommend modifications in the respiratory care plan based on the patient's response.
- H. Determine the appropriateness of the prescribed respiratory care plan and recommend modifications when indicated by data.
- I. Initiate, conduct, or modify respiratory care techniques in an emergency setting.
- J. Assist the physician during the performance of special procedures.
- K. Initiate and conduct pulmonary rehabilitation and home care.
- L. Effectively communicate with patients and other health care providers.

3. Equipment Manipulation, Infection Control, and Quality Control:

- A. Manipulate equipment by order or protocol.
- B. Ensure infection control measures.
- C. Perform quality control procedures for equipment.

A detailed list of programs check-offs and competencies can be found in each student clinic syllabus and Data Arc. Data Arc competencies can be found at the following link: www.DataArc.ws

TECHNICAL STANDARDS

Technical standards are determined by the tasks commonly performed by respiratory care practitioners. Students accepted into the program must meet certain technical standards necessary for successful and competent performance in respiratory care.

Technical/Academic Standards

Standard	Issues	Examples of Necessary Activities
Critical thinking ability sufficient for clinical judgment.	Critical thinking	Assess patient's physical and emotional abilities as therapeutic procedures are performed.
Problem solving to make adjustments in therapy based on normal and abnormal physical and emotional responses to therapy.	Problem solving	After assessment, adjust therapy appropriately to conditions.
Interpersonal abilities sufficient to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Interpersonal relations	Establish and maintain support relationships with patients, visitors, and other health care providers.
Communication abilities sufficient for appropriate interaction with others.	Communication skills	Explain procedures, give directions, answer patient questions while performing procedures; communicate effectively with physicians, patients, visitors, and other health care professionals.
Ability to perform patient care procedures safely and efficiently.	Technical skills	Manipulate equipment to control and adjust machines/equipment, operate panels and knob controls; position patient and equipment; assist patients from wheelchairs and stretchers. Conduct suctioning procedures and arterial blood sampling.
Ability to complete assessment of physical health conditions, implementation of patient care and monitoring procedures; and to monitor for issues related to environmental and patient safety.	Observational/Interpretive Skills	Observe patient responses; read orders; obtain data from computer screens; control panel buttons/patient monitors. Obtain data from radiographs for assessment and determination of tube placement. Detect environmental issues that are contributory to assessing and/or maintaining patient's health status, e.g. detect fire.

Ability to maneuver in small areas and to maneuver equipment.	Mobility	Independently move around patient's rooms and work areas with equipment. Administer CPR, chest percussion.
Ability to present professional appearance and implement measures to maintain own health.	Self-care	Implement universal precautions; follow established procedures for body hygiene.
Respond appropriately to stress produced by work and interpersonal interaction situations.	Temperament	Perform procedures on patients in pain from trauma, disease, or under the influence of drugs/alcohol. Maintain professional composure under stress.

Essential Physical and Cognitive Requirements

Constant:

- Independently travelling through the respiratory therapy department and to/from other departments and floors of the facility.
- Remaining in a stationary position for long periods of time.
- Independently manipulating a weight of up to 20 lbs.
- Observing and monitoring patients and the surrounding environment.
- Effectively communicating with colleagues, patients, families, and other members of the public.
- Maintaining concentration and appropriate decision-making processes, including during exposure to stressful situations.

Frequent:

- Operating computers and telephones.
- Physically positioning and transferring patients, and assisting patients with walking or wheelchair use
- Accessing and understanding information from a variety of sources.
- Operating controls, equipment, etc.

Occasional:

- Operating office machines.
- Independently manipulating more than 20 lbs.
- Assuming a variety of physical positions in order to access patients and/or equipment.
- Maintaining professional demeanor during exposure to trauma, grief, or death.

Environmental Working Conditions:

Frequent exposure to airborne/blood borne pathogens and body fluids. Exposure to ionizing radiation.

Program admission requirements:

A review of the admission application occurs after completion of 29 hours of required courses (see the curriculum for the specific courses which are considered). Students admitted to the entry level BSRT program will begin respiratory therapy courses in the following spring semester. To be considered for admission to the entry level BSRT program, students must have completed 29 college credit hours identified for the first year's courses (or their equivalent) in the respiratory therapy curriculum.

General admission guidelines:

Students must have completed the following courses with a grade of "C" or better prior to the application deadline of October 1. **Applicants in the process of completing required program prerequisites during the fall semester will be given consideration on a contingency basis, although those who have completed all prerequisites will be given first consideration in the selection process**

Biology 121*	Math 114*
Biology 122*	English 201*
Biology 272	CMST 101 or 107*
Chemistry 141*	Psychology 201*
English 101*	HP 115*

- Applicants must apply and be accepted to the University of Southern Indiana. This includes the payment of an application fee as well as the submission of high school and college/university transcripts to USI Undergraduate Admissions, 8600 University Blvd, Evansville, IN 47712.
- Applicants must complete and submit the Respiratory Therapy Program Application that can be found on the USI website or at the College of Nursing and Health Professions office. Respiratory Therapy Applications are due on or before October 1 for Spring semester admission to the program.
- Applicants must complete 12 hours of observation in a Hospital Respiratory Therapy Department and submit an Observation Verification Form which is available on the program website prior to the October 1 application deadline.
- Applicants must submit official transcripts from all undergraduate institutions attended.
- After completion of the first year required prerequisite courses, pre-respiratory students are eligible to apply to the respiratory program. Accepted admission students must maintain a "C" or better in the completion of all prerequisite second year courses according to the curriculum.

- Admission acknowledgment forms will accompany acceptance letters and must be returned to confirm acceptance or denial to the program.

Admission to the program is competitive and the selection of applicants is based upon the following criteria:

- Applicants must have a grade point average in required first year prerequisite courses of at least 2.5 or above based on a 4.0 scale. These courses are designated with an asterisk (*). GPA will then be multiplied by 6 for total maximum of 24 points.
- 2 points will be awarded for healthcare experience: 2 points for Direct Health Care work experience (i.e. C.N.A. or E.M.T.) or 1 point for Non-Direct Health Care work experience (i.e. receptionist, pharmacy tech) or for completion of a health occupations program.
- If applicants have equivalent qualifications, SAT and /or ACT scores will be considered.
- Completion of all required pre-respiratory therapy courses.

Curriculum Outline

The program is comprised of 120 credit hours of coursework leading to a Bachelor of Science degree in Respiratory Therapy. The program includes 41 credit hours from selected shared core of courses, 11 credit hours selected from elective course offerings, and 68 credit hours of required respiratory therapy courses.

The shared Core will consist of 44 credit hours selected from the following:

- English 101 – Rhetoric and Composition I: Literacy and the Self (3 credits)
- English 201 – Rhetoric and Composition II: Literacy and the World (3 credits)
- Math 114 – Quantitative Reasoning (3 credits)
- BIO 121 – Human Anatomy and Physiology I (4 credits)
- BIO 122 – Human Anatomy and Physiology II (4 credits)
- PSY 201 – Introduction to Psychology (3 credits)
- UNIV 101 – Freshman Seminar (1 credit)
- IPH 356 – Ethics and Health Care in a Pluralistic Society (3 credits)
- CMST 101 – Introduction to Public Speaking (3 credits) OR CMST 107 – Introduction to Interpersonal Communication (3 credits)
- CHEM 141 – Principles of Chemistry (4 credits)
- KIN 192 – Concepts of Wellness and Fitness (1 credit)
- SOC 121 – Principles of Sociology (3 credits)
- WOK (Elective) – Ways of Knowing (HI, WLC or CAE) (3 credits)
- IPH 401 – Interprofessional Perspectives on Global Health (3 credits)
- WLS (Elective) – World Language and Cultures for BS (3 credits)

The shared required non-respiratory courses will consist of 8 credit hours selected from the following:

- BIOL 272 – Medical Microbiology (3 credits)
- PHYS 101 – Introduction to Physical Sciences (3 credits)
- HP 215 – Medical Terminology for the Health Professions (2 credits)

The shared respiratory therapy courses will consist of 68 credit hours from the following:

- REST 201 - Introduction to Respiratory (2 credits)
- REST 211 - Respiratory Therapy Modalities I (2 credits)
- REST 211 - 2-hour REST 311 Lab (1 credit)
- REST 216 - Cardiopulmonary A &P I (3 credits)
- REST 223 - Pulmonary Diseases I (3 credits)
- REST 226 - Cardiopulmonary Pharmacology (3 credits)
- REST 303 - Cardiopulmonary Support and General Airway Mgt. (2 credits)
- REST 322 - Introduction to Mechanical Ventilation I (3 credits)
- REST 322 - 2-hour REST 322 Lab (1 credit)
- REST 312 - Respiratory Therapy Modalities II (3 credits)
- REST 317 - Cardiopulmonary A&P II (3 credits)
- REST 325 - Pulmonary Diseases II (3 credits)
- REST 381 - Clinical Practice of Respiratory Therapy I (1 credit)
- REST 323 - Mechanical Ventilation II (3 credits)
- REST 323 - 2-hour REST 323 Lab (1 credit)
- REST 361 - Emergency Respiratory Therapy Mgt. (3 credits)
- REST 362 - Pediatric and Newborn Respiratory Therapy (2 credits)
- REST 363 - Pulmonary Diagnostics (3 credits)
- REST 382 - Clinical Practice of Respiratory Therapy II (2 credits)
- REST 451 - Management and Leadership for Respiratory Therapy (3 credits)
- REST 452 - Introduction to Research in Respiratory Therapy (3 credits)
- REST 453 – Respiratory Therapy Disease Management Concepts (3 credits)
- REST 491 - Clinical Practice of Respiratory Therapy IV (3 credits)
- REST 454 - Advanced Critical Care Management (3 credits)
- REST 455 – Pulmonary Rehabilitation Concepts (3 credits)
- REST 492 - Clinical Practice of Respiratory Therapy V - Internship (3 credits)
- REST 456 - Professional Issues in Respiratory Therapy (3 credits)

NON-DISCRIMINATION AND EQUAL OPPORTUNITY STATEMENT

The University of Southern Indiana is an equal employment opportunity/affirmative action employer. It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or veteran status. Questions or concerns should be directed to the Affirmative Action Officer, USI Human Resources Department, 8600 University Boulevard, Evansville, IN 47712.

TITLE IX POLICY

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken, and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault.

ON-CAMPUS DISABILITY STATEMENT

USI Disability Resources (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the university. We review documentation for eligibility, collaborate with students to determine appropriate accommodations, assist with the implementation of the accommodations, offer support and guidance, and advocate for access as needed.

If you have a disability for which you may require academic accommodations for this class, please register with the Office of Disability Resources (ODR) as soon as possible. Students who have or who receive an accommodation letter from ODR are encouraged to meet privately with the Counseling Center staff to discuss the provisions of those accommodations as early in the semester as possible. To qualify for accommodation assistance, students must first register to use the disability resources in ODR, 2nd floor of the Science Center - Room 2206, 812/464-1961 <http://www.usi.edu/disabilities>. To help ensure that accommodations will be available when needed, students are encouraged to meet with course faculty at least 7 days prior to the actual need for the accommodation.”

Disability Resources is part of USI's University Division and is located on the 2nd floor of the Science Center, room 2206. We are open from 8 - 4:30 Monday - Friday, Phone 812-464-1961

DISTANCE EDUCATION DISABILITY STATEMENT

If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Ronda Stone at rfstone@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be sent to their online instructors. Due to the nature of online courses some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed. Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester.

PROGRAM FACULTY

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Respiratory Adjunct Instructor

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GENERAL INFORMATION

Program Structure

The University of Southern Indiana Respiratory Therapy Program is a 30-month program, which consists of five semesters. Each new class begins in the spring and graduates at the end of the spring session after 5 semesters have been successfully completed (2.5 years).

All Respiratory Therapy courses must be taken in sequence as outlined in the curriculum.

Respiratory therapy clinical courses will be taught off-campus at area hospitals. Clinical rotations will be conducted at the clinical affiliates Deaconess Hospital, St. Mary's Medical Center, Methodist Hospital of Kentucky, Owensboro Medical Health System, Vincennes' Good Samaritan Hospital, Gateway Women's Hospital, and Select Specialty Hospital.

Campus Offices

The offices of the Dean of the College of Nursing and Health Professions and faculty are located on the second floor of the USI Health Professions Center. In locating a specific office, inquire at the administrative assistant's desk in HP2068, or consult the directory board located outside of HP2068. Offices are closed on weekends and holidays.

Faculty Availability

The Program Chair and Director of Clinical Education are available to meet with students during established office hours or by appointment. Office hours are included in each course syllabus and posted on the Program Chair's and Director of Clinical Education's office doors each semester. The Program Chair and Director of Clinical Education offices are located on the second floor of the Health Professions Center room 2068.

Student meetings should be pre-scheduled to ensure availability of faculty. Students can request to schedule an appointment by telephone or email. The Program Chair and Director of Clinical Education are available for appointments during normal University operating hours Monday through Friday excluding holidays.

In the event an emergency occurs after normal campus business/office hours, the student can leave a voice message by calling either: (1) the Program Chair at (812) 464-1751, (2) the Director of Clinical Education at (812) 464-1778 or (3) the department's administrative assistant at (812) 464-1708. The student can also communicate by email to either the Program Chair or the Director of Clinical Education. In the message the student should provide details of the emergency with return contact information.

Name/Address Change

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported to both the University Registrar's Office and the Respiratory Therapy Program. A Change of Name form (paper or online) must be submitted to the Registrar's Office.

Technology Requirements

In order to participate in required course work, you will need to have access to a computer and the Internet. While many students prefer the convenience of doing their course work on their own personal computer, computer access is available in other ways for students who do not own a computer. On the USI campus, Internet and E-mail access is available in all computer clusters, the University Library, and the Day Learning Resource Center within the College of Nursing and Health Professions.

Minimum System Requirements:

- **A Reliable Computer:** a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.
- **High-Speed Internet Connection:** (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
- **Microsoft Office & Adobe Acrobat Reader** installed.
- **Supported Web Browser:** [Firefox](#), [Google Chrome](#), or [Safari](#).
- **Headset & Webcam**

Email

The USI Computer Center assigns a free e-mail account to every newly enrolled student which is maintained throughout your time as a student. If you have any questions about your USI e-mail, contact the Computer Center Help Desk at 812-465-1080. Other email accounts can be obtained either through your own personal online service or from free Internet e-mail services such as hotmail.com, gmail.com, yahoo.com, or excite.com.

If you choose to use another e-mail account for your course work, you will need to set-up your MyUSI email so that all email will be forwarded to your other account. However, there are times when only your @eagles.usi.edu email address can be used to gain access to some University services such as MyUSI, Blackboard, and library databases from off campus locations. It will be important that you have established an e-mail account before your first class meeting.

Blackboard/MyUSI

All courses in the Respiratory Therapy Program utilize Blackboard accessed through MyUSI to post course documents, assignments, announcements, and grades. Students will use Blackboard to receive and submit required assignments. Tests, quizzes and required reading are often presented on Blackboard and it is the responsibility of each student to stay current with assignments and deadlines for each class or clinical. Students are encouraged to review Blackboard for announcements and assignments daily.

Educational Records

University of Southern Indiana complies with federal regulations pertaining to student educational records, as set forth in the Family Educational Rights and Privacy Act of 1974.

Under the Act, students have certain rights regarding official student records. These rights are summarized as follows:

1. To be provided a list of the types of educational records, as defined in the Act, which is maintained by the school and which is directly related to the student.
2. To inspect and review the contents of those records.
3. To obtain copies of those records upon payment of expenses.
4. To receive explanations of those records upon request.
5. To obtain an opportunity for a hearing to challenge the contents of those records.
6. To receive confidential treatment, by the school, of educational records; neither records nor personally identified information contained within, will be released without student or parent permission to anyone other than those parties specifically authorized by the Act.
7. Student records are archived electronically and retained permanently.

Questions concerning official student records should be directed to the USI Registrar's Office.

Registry Examination

Upon successful completion of the USI Respiratory Therapy Program graduates are eligible to take the examinations given by the National Board for Respiratory Care.

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

Refer to the CNHP Handbook for a complete policy for criminal background and drug screen for the respiratory therapy program: Web Link: <https://www.usi.edu/health/handbook/>

If the drug screen comes back positive for any one of the ten drug categories and a statement confirming use of a prescription drug affecting the results is not provided, the student will not be allowed to begin the program.

Certain criminal convictions prohibit individuals from sitting for licensure/ certification examinations and therefore may prohibit entry into the program. A criminal conviction earned while in the program may be grounds for dismissal from the program. If a conviction appears on the criminal record check, the student will be asked to confer with the Program Chair for follow up information and action.

It is the responsibility of the student to ensure that all immunizations and testing remain current throughout the program. Failure to maintain current with all required immunizations and testing will result in suspension of clinical education activities. All missed clinical education due to suspension must be made up according to program policy concerning attendance.

Student Health Insurance (Optional but recommended)

Many clinical sites now require that students provide evidence of health insurance coverage by having a health insurance certificate available upon arrival to the clinic site. Although not mandatory, you may provide a copy of your health care coverage certificate for your records. This information will be kept confidentially within your permanent record and will only be given as needed upon your request and/or authorization. In the event that you incur expenses as the result of an accident or injury while a student of the respiratory therapy program, USI will not be held responsible for expenses or liability.

CHILD PROTECTION POLICY

See the CNHP handbook for a complete policy on child protection: Web Link: <https://www.usi.edu/health/handbook/>

ZACHARY LAW COMPLIANCE POLICY

To comply with the state and federal regulations, potential and current students and faculty in selected programs within the College of Nursing and Health Professions, will be required to have a criminal records check relating to sexual and violent offenses against children.

In accordance with the state of Indiana's revisions of Zachary's law made in January of 2003, the College of Nursing and Health Professions will verify if the student is registered with the registry for convicted sexual and violent offenders against children, and will continue to do so at least annually for as long as the student remains in the program.

If the student's name appears in the sex offender registry, the student will be denied admission to or progression in the Respiratory Therapy Program. If the listing is the result of an error, it is the student's responsibility to correct the error before admission or progression in the program will be permitted.

ACADEMIC POLICY

Grading

Respiratory therapy students must maintain an overall USI grade point average of 2.0 or above in order to be eligible for graduation.

All respiratory therapy courses must be completed with a grade of "C" or above. Failure to achieve a minimum grade of "C" in any REST course will prevent the student from continuing in the program.

Grades in the lecture courses are based on written quiz grades, assignments and projects, written examination grades, oral examination grades and/or class discussion and participation.

Letter grades are established by totaling the grade scores of all tests, quizzes, etc. and dividing by the total points possible. Grades may be assigned weighted values to determine overall grades as specified by course syllabus.

Letter grades for professional respiratory therapy courses (prefix REST) are based on the following scale, unless otherwise specified in course syllabus:

Grade	Percent
A	90% - 100%
B+	87% - 89%
B	83% - 86%
C+	80% - 82%
C	75% - 79%
D	72% - 74%
F	71% and below

Grades received throughout the semester, including grades on examinations, quizzes, projects, papers, etc. will be rounded up to the next whole number if the numeric grade contains a fraction of .5 or greater. For example, an examination grade of 87.8% would be rounded up to an 88%. An examination grade of 87.4% would not be rounded up and would be recorded as an 87%. The final course percentage grade for the semester will not be rounded up. For example, a final course percentage grade of 87.8% would be recorded as an 87%.

All assignments and projects must be completed and submitted on or before the dates due. All make-up assignments must be submitted by the dates specified by the course instructor. Failure to do so will result in a grade of Incomplete (IN) for that course.

An Incomplete grade at the close of an academic semester must be approved by the Director of the Respiratory Therapy Program. An Incomplete will be used only when extenuating circumstances have resulted in the student being unable to complete course requirements by the end of the semester. In rare instances in which this occurs, the following policies are in effect:

1. A grade of Incomplete will not be used to allow for remedial work; student work must be at the passing level.
2. All University of Southern Indiana policies regarding incomplete grades are applicable to respiratory therapy courses. Please refer to the *University Of Southern Indiana Bulletin*.
3. The student must complete coursework to remove the incomplete grade within one calendar year or the grade will revert to an F.

Examinations / Review of Exams

All examinations will be administered only on the date and time announced.

Make-up exams will be given under the following circumstances:

1. *Death in the student's immediate family.*
2. *Hospitalization of the student.*
3. *Written excuse from student's personal physician.*
4. *Other extenuating circumstances will be reviewed by the Program Chair and may be approved.*

Missed quizzes cannot be rescheduled. Students missing a quiz will receive a grade of 0 for the missed quiz.

Honesty and integrity are expected while participating in the Respiratory Therapy Program. Students who cheat during an examination will receive a 0% grade for the exam as well as further disciplinary action according to USI policies and procedures relative to academic misconduct found on page 280 of the *2011-2013 Bulletin*. Further disciplinary action may include receiving an F for the course and/or removal from the program. University policy will be followed for issues regarding dishonesty and cheating.

Following each examination, time will be scheduled for the student to review and discuss the examination with the instructor. The time and place for the review will be at the discretion of the instructor. Students will not be permitted to keep previous examinations and can be reviewed any time during the semester with the exception of the week of final exams unless approved by the instructor.

Examinations / Review of Exams Continued:

Student examinations are kept both in paper format and in the students' electronic file. All paper files are scanned and maintained in the students' electronic file at the end of each semester. Student files are maintained for a period of seven (7) years as per CoARC requirements.

DataArc – A Biomedical Education Database System

Web Site: www.DataArc.ws

DataArc provides an on-line internet clinical tracking and survey system that each student will be responsible for while participating in clinical practice. Each student must purchase a DataArc license and be registered into the DataArc system prior to his or her clinical rotation. Students not registered into the DataArc system will not be allowed to participate in clinical practice and will be subject to program dismissal.

DataArc provides:

1. Student tracking through a “sign-in” or clock-in method and ensures that each student arrives at his or her designated clinical site at the designated time and day.
2. Daily logs of clinical performance that will be compiled on a daily basis.
3. Program/clinical competencies that are maintained for each student each semester.
4. Evaluations that include daily and affective evaluations to evaluate each student, and instructor/preceptor and clinical sites.

The Daily and Affective Evaluation are completed by the Clinical Instructor/Preceptor on student's cognitive, psychomotor and affective components. The Instructor/Preceptor Evaluation and Clinical Site evaluations are completed by the student evaluating their instructors/preceptors and the clinical site.

Instructions to Access DataArc

1. Log in to DataArc on any computer using the web address: www.DataArc.ws
2. Mouse over to “Allied Health” (located on the left side of the screen)
3. With the cursor over Allied Health, choose “Respiratory Care”.
4. Click on Respiratory Care
5. Type in your Log In and Password to enter the system.

DataArc Rules

1. All students must be registered into the DataArc system prior to the first day of clinical.
2. Those students not registered into DataArc by the first day of clinical will receive an unexcused absence for each day missed until registration is complete.
3. Only the Program Chair and the Director of Clinical Education can make special exceptions and considerations according to extremes in a student's situation.
4. All students must clock in and out through the DataArc web site upon arriving at the clinical site.
5. Students are not allowed to clock in or out from their home computer. Only IP addresses from USI clinical affiliations will be recognized.
6. All clinical proficiencies must be validated by the preceptor, Program Chair, Director of Clinical Education, or clinical adjunct before the proficiency can be accepted.
7. Students with non-validated proficiencies will receive a grade of Incomplete for the class if not validated by the end of the semester.
8. Any student found guilty of falsifying or altering Data Arc records in any way, including clock in and out times, will be subject to program dismissal.
9. Students are not allowed to assume a "dual role" as student and employee by clocking in through Data Arc while being a paid employee of that institution.

Civility and Professionalism in the Classroom and at Clinical Sites

Ethical and professional behavior is an important aspect of the respiratory care profession. Students are expected to conduct themselves in a respectful manner and tone to instructors, preceptors and fellow students while participating in classroom and clinical education activities. Unprofessional behavior can include but is not limited to: disrespectful remarks and or behavior, vulgar and/or offensive language or gestures, and argumentative/insubordinate behavior. This applies to written responses such as course evaluations and social media. Students found in violation with this policy will first: 1. Receive counseling. 2. Receive a written warning with possible probation. 3. Program dismissal.

The use of cellular phones is not allowed in the classroom and/or clinical areas. Exceptions may be made on a case by case basis upon prior approval of the instructor. This includes texting while participating in either classroom or clinical.

The University of Southern Indiana is a smoke free campus. Students are not permitted to use any type of tobacco product while on campus including while participating in off-campus clinical activities. This includes the use of "E-Cigs."

PROGRAM ATTENDANCE POLICY

Prompt attendance and preparation for all scheduled program learning activities is essential to success in the program and is required. Attendance records will be maintained by the faculty. Planned absences must be pre-approved by the Program Chair. The student is responsible for making an appointment to meet with the Program Chair to discuss the absence. If the absence is approved, the student must meet with each course faculty to plan make-up of missed assignments, examinations, and/or clinical assignments.

Students are expected to arrive on time for all campus classes and clinical assignments. Students more than 6 minutes late to class or clinical will be considered tardy. Tardiness of more than three (3) occurrences during one semester will result in one unexcused absence.

In the event that the student must be absent from a class without pre-approval it is the student's responsibility to notify the Program Chair and faculty a minimum of 30 minutes prior to the start of the class. Failure to do so will result in the absence being declared unexcused. A reasonable number of excused absences will be allowed such as illness with physician's note, hospitalization, and death in the family. Make-up clinical time and make-up of missed assignments is required.

If a student is absent for three (3) or more consecutive days due to illness, injury, and/or hospitalization, the student must submit a written statement from his/her personal physician regarding the student's fitness to return to classes and clinical patient contact.

Unreported or unexplained absences will be considered unexcused. Four (4) or more unexcused absences, accumulated throughout the program, which includes both classroom and clinical activities, will be considered cause for program probation. The length of program probation will continue through the end of the program.

Five (5) unexcused absences accumulated throughout the program will be cause for program dismissal.

It is understood that many students will hold some form of employment while attending the USI RT program. Therefore, it will be your responsibility to schedule any work or employment activity around any and all program classroom and clinical activities to not allow any conflicts between your work schedule and required program activities. Class and clinical schedules are posted well in advance to prevent any personal conflicts between work and program. Any work-related absence will be considered an unexcused absence.

Examples of an excused absence:

- Providing documentation supporting the death of an immediate family member such as a spouse, child, parent, grandparent, or sibling.
- Court summons or jury duty with documentation.

- Hospitalization of self, spouse, or child (if documentation supports your/their admission). Grandparents who are hospitalized will be looked at on an individualized basis.
- Emergency Room Visits will only be excused the day of clinical not pre-clinical days for both students and/or immediate family members providing appropriate documentation has been received.
- Students living in or traveling through a county that has a snow emergency in order to get to the clinical site, but the college remains open is excused but will be expected to reschedule the clinical day.
- College weather related closures. Closure of the college due to weather will be excused and NOT made up. Proper call-in procedures will be made to the facility the student is attending. The facility is not aware when the college closes. This is the student's responsibility to make them aware.

Examples of an unexcused absence:

- Anything not noted above,
- Student's own illness that does not present a physician note, or require hospitalization,
- Child's illness that does not require hospitalization,
- Physician or dental routine appointments,
- Childcare dilemmas (babysitting issues).
- Family time
- Work schedule related conflicts

Each absence occurrence will be reviewed and determined on an individual basis.

Indiana Society for Respiratory Care

Approximately five times per year Chapter VI of the Indiana Society for Respiratory Care holds evening educational and business meetings in the tri-state area. To aid in professional exposure and growth, students are encouraged to attend when possible

Clinical Assignment Attendance

Attendance in all clinical experiences is necessary for the student to accomplish the goals of the Respiratory Therapy Program and to become a competent respiratory therapist. Attendance is required for all clinical experiences.

***Clinical experience is defined but not limited to seminar, skills lab, simulation experience, and clinical rotations.*

Faculty reserve the right to dismiss a student from clinical for tardiness, dress code violations, being unprepared, being physically or mentally compromised, or for any evidence of unprofessional conduct. For the protection of hospital patients, febrile students will not be allowed to participate in clinical activities.

If the student is unable to attend a clinical assignment the student should contact the **clinical site and the Director of Clinical Education at least one hour prior to the assigned clinical.** Failure to do so will result in the absence being declared unexcused.

Students are required to make up all clinical time missed regardless of the occurrence or event. It is the student's responsibility to contact the clinical site to reschedule any missed clinical time within five (5) working days of the missed day. Failure to do so will be considered an unexcused absence. Make-up hours will be scheduled at the discretion of the clinical instructor and only with approval of the clinical affiliation. If a student is late two times, the student may be required to perform a four-hour clinical make-up time. Clinical make-up experiences will be directed by the Director of Clinical Education.

Missed clinical time will be documented and recorded in DataArc. Missing more than two clinical days may constitute a clinical failure. Missing more than six clinical days in one academic year is grounds for dismissal from the program. Documentation and circumstances regarding the clinical absences will be reviewed by the Program Chair and the Director of Clinical Education to determine if the student will continue in the program.

Failure to make up required clinical hours will result in a grade of Incomplete for the course. A grade of Incomplete will be changed only after clinical make up hours have been documented within a time frame designated by the Director of Clinical Education. The student not completing all required clinical hours will not be allowed to progress in the program. The student must complete all clinical make-up hours within one calendar year, or the course grade will revert to an F.

During the last semester and summer session of the second-year specialized rotations in areas such as intubation, and neonatal/pediatric respiratory care will be scheduled. Rotations may be scheduled on any working shift in order to expose students to the variety of experiences common to those shifts or to access clinical practitioners and/or resources.

Weather-related Class Cancellation/Delay (RAVE Alert)

In the event of inclement weather that affects travel in the area the following policies will be followed:

See a complete college policy for "RAVE." Web Link: https://www.usi.edu/media/5614249/2018-cnhp-handbook_.pdf

➤ Class Cancellations

Students are encouraged to register for the RAVE Alert (emergency text system) to receive information about class cancellations, delays, or other important University information. Students may also check USI email, the USI homepage at www.usi.edu, access major media outlets (TV and radio), or call the USI Emergency Hotline at 812/465-1085 for weather related information. When University classes are cancelled, respiratory therapy classes are also cancelled.

➤ **Class Delays**

If a respiratory therapy class is scheduled to begin prior to the University delayed time, but ends after the delayed time, the class will meet at the delayed time and end at the scheduled time.

➤ **Clinical Cancellations/ Delays**

If a clinical day is scheduled to begin prior to the announced University cancellation or delayed time, the Program Chair and Director of Clinical Education will determine if the clinical experience will be held and notify students of the decision to cancel or delay the clinical experience.

Do not contact the clinical facility to determine if your clinical experience has been cancelled. If the clinical day is scheduled after the announced University cancellation the clinical assignment will also be cancelled for that day.

When classes or clinical days are not canceled or delayed, students must use their own judgment about whether they may safely travel to class. Please notify the Program Chair and/or the Director of Clinical Education if you will not be attending class or clinical.

DRESS CODE POLICY

Classroom Dress Code

For all on-campus didactic classes, students should always dress in suitable and appropriate clothing.

Clinic Dress Code

A professional appearance is expected and required at all times while participating in clinical activities. Shorts may not be worn to any didactic classes conducted at clinical sites.

Uniforms and the USI name tag are required to be worn for all clinical assignments, rotations and physician-student rounds. The clinic uniform consists of:

- 1. Green USI polo or hunter green scrub top**
 - 2. USI photo ID/name tag**
 - 3. White crew neck T-shirt (optional)**
 - 4. Green uniform pants**
 - 5. Conservative tennis shoes (No extreme “loud” colors)**
 - 6. White long sleeve lab coat (optional)**
- Jeans of any design or color, shorts, “cut-offs”, halter/midriff tops, open-toed shoes, or sandals may not be worn to any clinical, health fair, or event.
 - Long hair should be tied back and kept off the shoulders in all clinical situations.
 - Jewelry should be limited to wedding or engagement rings, watches, and one pair of small, non-dangling earrings. Any other visible body piercings are will not be permitted in the clinical setting.
 - Visible tattoos not covered by the respiratory therapy uniform or lab coat must be covered by other means.

- Perfumes/colognes may be irritating and offensive to patients, especially those with respiratory problems, and should not be worn.
- During each clinical assignment students should have a stethoscope, black ink pen, small notebook, clinical handbook, and pocket reference book.

PROGRAM PROGRESSION

1. All pre-requisite non-respiratory courses must be completed with a minimum grade of “C” prior to, or in the sequence as outlined within the respiratory therapy curriculum. If a student receives a “D” or “F” or does not successfully complete a required non-respiratory therapy course, the student must successfully complete the course the next semester in order to progress in the Respiratory Therapy Program. A student achieving less than a “C” in two or more of the required non-respiratory courses will be dismissed from the Respiratory Therapy Program.
2. A grade of “C” or better must be achieved in each respiratory therapy course (REST prefix). If a student receives a D in a single respiratory therapy course, the student will be dismissed from the program but may be allowed to return to the program the following year to repeat the course and continue in the curriculum. If a student receives an “F” in a single respiratory course, the student will be dismissed from the program and will be evaluated by the course instructor before the student can be eligible for program re-entry.
3. The decision to allow the student to re-enter the program and repeat the course will be at the discretion of the Program Chair according to the circumstances that surround the failing grade, available space, and prior student performance. Readmission will be considered at the recommendation of the course instructor in consultation with the Director of Clinical Education.
4. Students receiving a grade of “F” in two or more required respiratory courses will not be eligible for re-admission into the program. Special consideration may be granted according to individual student circumstances and will be at the discretion of both the Program Chair and Director of Clinical Education before the student can be considered for possible program re-admission.
5. Students receiving a grade combination of “D” and “F” in two separate required REST courses will be dismissed from the program and will not be eligible for re-admission. Special consideration may be granted according to individual student circumstances and will be at the discretion of both the Program Chair and Director of Clinical Education before the student can be considered for possible program re-admission.
6. Students receiving a grade of “D” in two or more required respiratory classes will be dismissed from the program but may be considered for program re-entry the following year. Special consideration may be granted according to individual student circumstances and will be at the discretion of both the Program Chair and Director of Clinical Education before the student can be considered for possible re-admission.

Students dismissed from the program and allowed to re-enter the program due to academic circumstances will automatically be placed on academic probation for the remainder of the program. Should the student receive a single grade of D or F in any required REST courses during academic probation, the student will be dismissed from the program and will not be eligible readmission.

Clinical courses must be completed each semester with a passing letter grade (C or higher). A student receiving a grade of incomplete in a clinical course will not be allowed to progress in the program until the incomplete grade has been removed.

DISMISSAL FROM THE PROGRAM

The decision to dismiss a student from the program will be determined by the Program Chair in consultation with the Director of Clinical Education. Program dismissal may result from any of the following:

1. The falsification of records and reports and cheating on an examination, quiz, or any other assignment will be the basis for dismissal from the program.
2. Plagiarism, as defined in the University Bulletin. Plagiarism is the intentional reproduction of another person's ideas, words, or statements without acknowledgement. Students must give credit when using the works of others and are expected to properly reference the use of:

a) Direct quotes

b) Another person's ideas or opinions

c) Any borrowed statistics, facts, or other material

3. Failure to properly give credit to others' work is a form of academic dishonesty. (University Bulletin, Student Rights and Responsibilities)
4. Any act of academic dishonesty. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the respiratory therapy program.
5. Violation of client and/or agency confidential information will result in dismissal from the program.
6. Violation of program policy while on program probation.
7. A student whose personal integrity, health or behavior demonstrates unfitness to continue preparation for the profession of respiratory care.
8. Any student considered by faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory will be dismissed from the program.
9. Failure to achieve a C or above in any of the Respiratory Therapy courses.
10. Failure to achieve a C or above in two (2) or more required non-respiratory courses after two attempts have been made to complete the course(s).
11. Five (5) unexcused absences during the program.
12. Unprofessional behavior and conduct in the classroom or at a clinical site.
13. Any action or behaviors which have resulted in a student being barred from any clinical affiliate while a student in the Respiratory Therapy Program.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA guidelines may be found at the USI website:

<https://www.usi.edu/registrar/academic-records/privacy/ferpa-guidelines-for-faculty-and-staff>

STUDENT ACADEMIC RIGHTS / REMEDIATION AND APPEAL PROCESS

University of Southern Indiana Respiratory Therapy Program and Health Professions Grade Appeal Policies and Procedures:

See the CNHP Handbook for complete guidelines for the academic resolution process:

Web Link: <https://www.usi.edu/health/handbook/>

ACADEMIC INTEGRITY POLICY

See the CNHP handbook for a complete policy academic integrity: Web Link:

<https://www.usi.edu/health/handbook/>

READMISSION TO THE PROGRAM

A student who has been dismissed from the program for any of the following reasons is not eligible for readmission to the program:

1. Practicing in an unsafe manner or not making progress in meeting program objectives.
2. Unprofessional behavior and/or conduct in the classroom and/or clinical.
3. Academic dishonesty.
4. HIPAA violation.
5. Being barred or restricted from any clinical affiliate.
6. Having been readmitted under a probationary status and violating any subsequent program policy.
7. Receiving a grade of “F” in two or more required respiratory therapy courses. Special consideration may be granted according to individual student circumstances and will be at the discretion of both the Program Chair and Director of Clinical Education before the student can be considered for possible program re-admission.
8. Receiving a grade combination of “F” and “D” in two or more separate required REST Courses. Special consideration may be granted according to individual student circumstances and will be at the discretion of both the Program Chair and Director of Clinical Education before the student can be considered for possible program re-admission.

A student who has been dismissed from the program for the following reasons may be considered for readmission to the program **at the discretion of the Program Chair** in consultation with the Director of Clinical Education.

1. Receiving a grade of “D” in one or more required respiratory therapy courses. If the student is readmitted to the program the course(s) in which the student was not successful must be successfully completed within one year in order for the student to continue in the program.
2. Not achieving a grade of “C” or better in two or more non-respiratory therapy courses. If the student is readmitted to the program the courses in which the student was not successful must be successfully completed within one year in order for the student to remain in the program.
3. Receiving a grade of “F” in one required respiratory course only.
4. Having excessive absenteeism. The student may be readmitted to the program the following year. A probationary period of one year will follow readmission.

A student desiring readmission to the Respiratory Therapy Program must submit a written request to the Program Chair by January 15th for requests to return to a fall semester course, or by August 15th for requests to return to a spring semester course. The written request must include student name, USI student ID#, current address, telephone number, and email address. The written request should address reasons for dismissal and plans for successful return to the program.

Factors that will be evaluated in the readmission process include maintenance of a cumulative GPA of 2.5 or higher, course grades of “C” or higher as required by program policy, availability of space in the program, RT instructor’s approval.

If readmitted, a student may be required to validate course material previously taken through written and/or lab/clinical examination as determined by the Program Chair and course faculty. The need for course knowledge validation will be determined based upon previous grades and length of time away from respiratory therapy courses.

A student may be required to audit previously completed respiratory therapy courses and to take and pass course examinations for validation of competency and to best prepare for successful re-entry into the program.

A readmitted student will be expected to comply with all terms specified by the Program Chair. Failure to comply with the terms will jeopardize the student’s status in the Respiratory Therapy Program.

STUDENT SUPPORT SERVICES

I. Technical Support

Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. Please contact the Help Desk at [\(812\) 465-1080](tel:8124651080) or send an email to it@usi.edu for all your technical support needs. To learn more about the USI helpdesk, please visit <http://www.usi.edu/distance/students/current/help-desk>.

- **USI Blackboard Support** <http://www.usi.edu/it/blackboard-online-help>
BB On Demand for Students <http://ondemand.blackboard.com/students.htm>
- **Voice Thread Support** <https://usi.voicethread.com/support/howto/Basics/> For issues involving VoiceThread, please contact the department of Distance Learning at (812) 228-5124 or send an email to DLHelp@usi.edu.
- **Zoom Meetings** <https://support.zoom.us/hc/en-us> or contact the department of Distance Learning at (812) 228-5124 or send an email to DLHelp@usi.edu.

II. Academic Skills and Consulting Services

- **David L. Rice Library** <http://www.usi.edu/library>
- **Consulting, Disability, and ADA Support** <http://www.usi.edu/counselingcenter/>
- **Academic Skills & Tutoring:** <http://www.usi.edu/university-division/academic-skills>

College of Nursing and Health Professions Social Media Policy

Refer to the CNHP Handbook for the complete social medial policy. Web Site:
<https://www.usi.edu/health/handbook/>

STUDENT SAFETY

The University's Office of Public Safety Security Department maintains 24-hour, seven-day-a-week coverage of the campus. Security provides traffic control, security of physical assets, and safety of all employees, students, and guests of the campus. Employees, students, and guests can request campus escort 24 hours a day. In addition, all security staff members are trained in first aid and other emergency procedures.

The office is located in the Security Building. The telephone number is 812/464-1845 for routine business. For emergencies, call extension 7777 (812/492-7777 from your cell phone).

Emergency phones are located around the campus in the blue cylindrical structures with a light on top. Pressing the button will connect to the emergency number.

While participating in clinical activities off campus students will follow the facility's safety policies and procedures. Students will also comply with the College of Nursing and Health Professions Infection Control Policy while at clinical sites. The policy includes methods for preventing exposure to blood and other potentially infectious materials as well as measures to take in the event an exposure occurs.

Any acts of aggressive behavior from either a patient or staff should immediately be reported to the facility Department Chair or preceptor. In the event the Department Director or preceptor is unavailable, safety and security should be notified. As soon as possible after the incident the student should report the incident to the Program Chair and the Director of Clinical Education.

STUDENT / EMPLOYEE STATUS AT CLINICAL SITES

1. Students must not complete clinical coursework while in an employee status at a clinical affiliate.
2. Students are not permitted to receive any form of compensation in exchange for work they perform during their clinical education coursework and experiences.
3. Students must not serve as substitute respiratory care staff while in the clinic setting.

STUDENT REPRESENTATIVE TO THE RESPIRATORY THERAPY ADVISORY COMMITTEE

Each class of the USI Respiratory Therapy Educational Program will select one student representative from the membership of that class to serve on the Respiratory Therapy Advisory Committee. Each representative will serve from his/her election in January of the first year until graduation.

A.A.R.C. STUDENT MEMBERSHIP

Students are expected to join the American Association for Respiratory Care as student members to enable them to receive professional information which is essential for furthering their education and professional development as a respiratory therapist. Students are expected to maintain active student membership while enrolled in the Respiratory Therapy Program. A.A.R.C. student members are allowed web-based membership, which includes membership in the Indiana Society for Respiratory Care.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

See the CNHP handbook for a complete policy on HIPPA: Web Link:

<https://www.usi.edu/health/handbook/>

Examples of HIPPA violations would include posting photos, videos, describing experiences involving patients or using patient names that could possibly link a patient for identification to social media such as “face book.”

Violation of the HIPAA law is a serious offense and punishable by fines and/or imprisonment. Students found in violation of the HIPAA law will be immediately dismissed from the program.

CONFIDENTIALITY POLICY

See the CNHP handbook for a complete policy on confidentiality: Web Link:

<https://www.usi.edu/health/handbook/>

PRIVACY POLICY

See the CNHP handbook for a complete policy on the privacy policy and acknowledgement of receipt: Web Link: <https://www.usi.edu/health/handbook/>

THE MANAGEMENT OF EXPOSURE INCIDENTS

See the CNHP handbook for a complete policy on the management of exposure incidents: Web Link: <https://www.usi.edu/health/handbook/>

STUDENT EXPOSURE INCIDENT REPORTING

See the CNHP handbook for a complete policy on student exposure incident reporting: Web Link: <https://www.usi.edu/health/handbook/>

EMERGENCY ACTION PLAN

See the CNHP handbook for a complete policy on the emergency action plan: Web Link: <https://www.usi.edu/health/handbook/>

OVERVIEW OF CLINICAL/FIELDWORK/INTERNSHIP EXPECTATIONS

See the CNHP handbook for a complete policy on the overview of clinical/fieldwork/internship expectations: Web Link: <https://www.usi.edu/health/handbook/>

**College of Nursing and Health Professions
Respiratory Therapy Program**

I have been informed about the following policies and have initialed each item to signify my understanding of these policies and that all the questions regarding them have been answered to my satisfaction.

Please initial each statement to indicate your acknowledgement of the statement.

- _____ I understand that I am financially responsible for any treatment or care provided from any clinical Affiliation or healthcare organization as the result of an injury or exposure while participating as a USI respiratory therapy student in the event that the participating affiliation denies coverage of care.
- _____ I give consent allowing the University of Southern Indiana (USI) College of Nursing and Health Professions (CNHP) to use my picture and personal statement for educational and promotional purposes, including but not limited to the web site of the CNHP. This consent form is valid from the date below until withdrawal of the consent is received in writing from the person whose signature is below.
- _____ I understand that I am responsible for updating and maintaining my health forms and CPR certificate.
- _____ I understand I must maintain professional behavior and adhere to the dress code when representing USI and the Respiratory Therapy Program.
- _____ I have reviewed and will review annually, the HIPAA and OSHA policies as directed by the program Faculty and understand my responsibilities involved with those policies.
- _____ I understand that laptops may be used in classrooms for educational use; only with permission of faculty and handbook signatures.
- _____ I understand that it is my responsibility to read handbooks every semester prior to entering clinical sites/labs.
- _____ I understand that it is my responsibility to ask questions of faculty about handbooks, policies, and assignments.
- _____ I understand it is my responsibility to submit completed assignments on or before due dates as assigned.
- _____ I understand that while in a clinical setting of any type, I am to use facility resources including, but not limited to computers, copy machines, and food only for activities which are directly related to patient care. These resources are never to be used for my personal needs.
- _____ I understand I cannot use computers at the clinical facility to access personal web pages, social networking sites, or online communication networks such as Twitter, Instant Messaging, Facebook, or other sites used for personal communication.
- _____ I understand that if I use a phone of any type as a storage device for clinical resource information, the Phone may only be used to access the clinical resources. While on the clinical unit, the phone must be set so it cannot transmit or receive calls or data.
- _____ I understand that the use of cell phones for calls, text messaging, and Internet use is strictly prohibited during all clinical experiences and/or classrooms. The cell phone may ONLY be used when off the clinical unit during scheduled breaks.
- _____ I understand I cannot take pictures for personal reasons in the clinical setting. This restriction includes pictures/video anywhere in the clinical setting and is not limited to patient care areas or pictures that include patients, staff, or visitors.
- _____ I understand that willful violation of any of the program policies and standards can result in disciplinary action not limited to program probation and/or possible dismissal.

Print Name _____

Signature _____

Date _____

CONSENT FORM
Respiratory Therapy Program
University of Southern Indiana
College of Nursing and Health Professions

I, _____, give my consent allowing the University of Southern Indiana Respiratory Therapy Program to use my picture and personal statement for educational and promotional purposes, including but not limited to the web site of the Respiratory Therapy Program at USI. This consent form is valid from the date below until withdrawal of this consent is received in writing from the person whose signature is below.

Witness's Signature (faculty member)

Student's Signature

Date

Date

**University of Southern Indiana
College of Nursing and Health Professions
Infection Control Training
Student/Faculty Record**

I have received a copy of the University of Southern Indiana College of Nursing and Health Professions Infection Control Program and have received training in the following areas as it relates to my clinical education at the University of Southern Indiana:

See the CNHP handbook for a complete policy on infection control: Web Link:

<https://www.usi.edu/health/handbook/>

1. Information regarding the content of the OSHA Bloodborne Pathogens Standard
2. The location of an accessible copy of the OSHA Bloodborne Pathogens Standard
3. The etiology, symptoms and transmission of infectious diseases
4. My potential for exposure to blood or other potentially infectious materials
5. Actions to take in the event I am exposed to blood or other potentially infectious materials
6. Methods for reducing my potential for exposure to blood or other potentially infectious materials and preventing the transfer of infectious diseases including the use of:
 - a. standard precautions
 - b. engineering and work practice controls designed to reduce exposure potential
 - c. personal protective equipment
 - d. decontamination and protection of equipment and environmental surfaces
 - e. infectious waste management

I agree to use the required standard precautions, engineering and work practice controls, and personal protective equipment as presented in the College of Nursing and Health Professions Infection Control Program and in the curriculum of my discipline.

Signature

Date

Revised May 2012

**University of Southern Indiana
Respiratory Therapy Program
Permission to Disclose
Personal/Confidential Information**

Date _____

I, _____, do hereby grant permission for
(Full legal name)

authorized persons in the University of Southern Indiana Respiratory Therapy Program to comply with requests for information for evaluative purposes by others acting on my behalf in such matters as employment, admission to another school, admission for internship, and/or securing financial aid, scholarships, honors, or awards.

I further authorize the acquisition of performance data from the hospital/agency which employs me as a respiratory care practitioner. I understand that this data will be used by the college for curriculum evaluation and will be kept confidential.

This permission extends indefinitely and until such time as I withdraw it with a written statement to the Dean, College of Nursing and Health Professions.

Written legal signature

College of Nursing and Health Professions Social Media Policy

The use of social media has grown exponentially in the last decade and continues to reshape how society communicates and shares information. Social media can have many positive uses in health care; it can be used to establish professional connections, share best practices in providing evidenced based care, and educate professionals and patients. However, communication about professional issues can cross the line and violate patients' privacy and confidentiality, whether done intentionally or not. Health professionals, including students in health profession disciplines, have a legal and ethical obligation to protect the privacy and confidentiality of each patient's health information and privacy. The unauthorized or improper disclosure of this information, in any form, violates state and federal law and may result in civil and criminal penalties. Health professionals, including students in health care profession disciplines, have an obligation to respect and guard each patient's privacy and confidentiality at all times.

Postings on social media sites must never be considered private, regardless of privacy settings. Any social media communication or post has the potential to become accessible to people outside of the intended audience and must be considered public. Once posted, the individual who posted the information has no control over how the information will be used. Students should never assume information is private or will not be shared with an unintended audience. Search engines can find posts, even when deleted, years after the original post. Never assume that deleted information is no longer available.

Policy

- Patients (and their families) and clinical experiences with patients must **never** be discussed on any social media site. A patient's identifying information is only to be discussed with faculty and other health care providers who have a need to know and have a role in the patient's care. Discussion of a patient's case may occur with faculty and peers in a course related assignment in a place where such discussion can't be heard by people who are not involved in the clinical experience. Patients (and their families) are never to be discussed in a negative manner. At no time during course discussions is the patient to be identified by name or any other personally identifying information such as any relationship to the student. Students are prohibited from using any form of social media to discuss patients, their families or any of their patients/ families medical or health care information.
- No photos or videos of clients/patients (and their families) or of any client/patient health records may be taken on any personal electronic devices (such as, but not limited to, cameras, smartphones and tablets), **even if** the patient gives you permission.
- No photos or videos of patients/clients (and their families) or clinical field work or internships may be taken on personal electronic devices (such as, but not limited to, cameras, smartphones and tablets), unless the video or photo is a specific requirement of the internship experience and is requested in writing by an authorized representative of the clinical site.
- Students may not post messages that: incite imminent lawless action, are a serious expression of intent to inflict bodily harm upon a person, are unlawful harassment, are a violation of any law prohibiting discrimination, are defamatory or are otherwise unlawful.
- Students are prohibited from uploading tests/quizzes, faculty generated presentations, or faculty information to any website.
- Students are prohibited from claiming or even implying that they are speaking on behalf of the University.

Sanctions

- Violations of patient privacy will be subject to the policies outlined in the University’s Student Rights and Responsibilities: A Code of Student Behavior Handbook and HIPAA procedures/guidelines and sanctions.
- Students may be subject to disciplinary action if they:
 - violate University policy or HIPAA regulations;
 - share any confidential patient and/or University-related information;
 - make what the University considers to be unprofessional or disparaging comments or posts related to patients (their families), students and employees of third party organizations which provide clinical experiences for University students.

I HAVE READ THIS POLICY CAREFULLY AND UNDERSTAND I AM BOUND BY ITS TERMS.

Printed Name

Student’s Signature

Date: _____

ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the Respiratory Therapy Student Handbook. I have read the policies and practices contained in the Handbook which includes the College of Nursing and Health Professions Social Media Policy and agree to comply with them. I understand the program has the right to revise policies and practices and I agree to abide by said revisions in these policies and practices. I further acknowledge that I understand that any violation of the Respiratory Therapy Program policies which include all policies set forth by the University of Southern Indiana can result in disciplinary action including possible program dismissal.

Printed Name

Signature

Date

Program Chair

Date