Respiratory Therapy Program

Student Handbook
2021 - 2022

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PREFACE

Welcome to the University of Southern Indiana (USI) 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.

This handbook has been written to provide you with important information about the program and inform you of the many policies and procedures that affect students. Although great care has been taken to provide virtually all of the information students need to know, this handbook is not the only source of information. As a student of the University of Southern Indiana, you are subject to all policies, procedures, rules, and regulations established by the University and College of Nursing and Health Professions. All students should, therefore, should review the current University Bulletin and become familiar with its content. In addition, the University's Code of Conduct, "Student Rights and Responsibilities" and registration schedules for each semester contain important information. Information concerning various university services can be obtained by contacting appropriate offices on campus. The university telephone directory contains a section describing Campus Emergency Procedures. A list of all personnel associated with the program is provided in this handbook. The list provides names, office locations, and telephone numbers for your reference. Finally, all students should read the College of Nursing and Health Professions' Handbook found on the College's web-page.

Please read through this Student Handbook completely as all students are required to know the program's policies and procedures and to abide by them. This handbook should not be construed as a contract or offer to contract between program and student. All contents are subject to periodic revision.

All students and faculty are also required to abide by the policies found in the College of Nursing and Health Professions (CNHP) Handbook. The CNHP handbook is located on the CNHP website and can also be accessed through this web link: https://www.usi.edu/health/handbook/

If you have questions or comments regarding this handbook or any policy or procedures, do not hesitate to contact the program director or faculty. We look forward to helping you complete the program and achieve your goal of becoming a competent respiratory therapist.

For information regarding policies or information not contained in this handbook, refer to the [College of Nursing and Health Professions Handbook](#) and/or the [University of Southern Indiana Student Handbook](#).

GENERAL INFORMATION

ACCREDITATION

The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. The CoARC is located at 264 Precision Blvd. Telford, TN 37690 and can be contacted at 817-283-2835.
CoARC Main Webpage: www.coarc.com
CoARC Outcomes Webpage: https://coarc.com/students/programmatic-outcomes-data/

PROGRAM STRUCTURE

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

Respiratory therapy clinical courses will be taught off-campus at area hospitals. Clinical rotations can be conducted at the following clinical affiliates: Ascension St. Vincent Evansville Medical Center, Deaconess Midtown Hospital, Deaconess Henderson Hospital, Deaconess Gateway Hospital, Deaconess Women's Hospital, Owensboro Health, Good Samaritan Hospital (Vincennes). Additional clinical affiliates may be utilized as necessary.

PROGRAM VISION

In conjunction with the College of Nursing and Health Professions, it is the vision and desire of the Respiratory Therapy Program faculty 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 prepare graduates with demonstrated competence in the knowledge, skills and behavior required for respiratory care practice as performed by registered respiratory therapists (RRTs).
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 interprofessional 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 proficiency as a respiratory care practitioner, as described by the National Board of Respiratory Care and the Commission on Accreditation for Respiratory Care.
2. Demonstrate professional behaviors consistent with the respiratory care code of ethics, ethical obligations, and professional conduct.
3. 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.
4. Demonstrate the ability to communicate effectively in oral, written, and visual forms.
5. Show proficiency in establishing an evidence base for best practices through research and the critique and interpretation of professional scientific literature.
6. Display knowledge of current issues and trends in health care, including public policy, access, quality improvement, and legal and ethical topics.
7. Exhibit knowledge of the roles in respiratory education and management.
8. Assist physicians in diagnosis, management, and treatment of patients affected by cardiopulmonary disorders.
9. Demonstrate the ability to apply and evaluate information relevant to his/her role as an advanced level respiratory therapist.
10. Demonstrate basic competencies in alternate care sites (i.e., homecare, rehabilitation centers, and long-term mechanical ventilator centers).

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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 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:

- ENG 101 – Rhetoric and Composition I: Literacy and the Self (3 credits)
- ENG 201 – Rhetoric and Composition II: Literacy and the World (3 credits)
- MATH 114 – Quantitative Reasoning (3 credits) *or*
  MATH 111 – College Algebra (4 credits) *or*
  MATH 215 – Survey of Calculus (3 credits) *or*
  MATH 230 – Calculus I (4 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 – First Year Experience (1 credit)
- HP 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) *or*
  CHEM 261 – General Chemistry 1 (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 Micro Biology (3 credits)
- PHYS 101 – Introduction to Physical Sciences (3 credits)
- HP 115 – 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 (3 credits: 2 credit lecture, 1 credit lab)
- 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 – Mechanical Ventilation I (4 credits: 3 credit lecture, 1 credit lab)
- 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 (4 credits: 3 credit lecture, 1 credit lab)
- 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 III (3 credits)
- REST 454 – Advanced Critical Care Management (3 credits)
- REST 455 – Pulmonary Rehabilitation Concepts (3 credits)
- REST 492 – Clinical Practice of Respiratory Therapy IV (3 credits)
- REST 456 – Professional Issues in Respiratory Therapy (3 credits)

PLAN OF STUDY

First Year, Fall Semester

Course Number	Course Name	Semester Hours
UNIV 101	First Year Experience	1
ENG 101 (C or better)*	Rhetoric and Composition I	3
BIO 121 (C or better)*	Human Anatomy and Physiology I	4
PSY 201 (C or better)*	Introduction to Psychology	3
MATH 111 (C or better)* *or*	College Algebra	4
MATH 114 (C or better)* *or*	Quantitative Reasoning	3
MATH 215 (C or better)* *or*	Survey of Calculus	3
MATH 230 (C or better)*	Calculus I	4

First Year, Spring Semester

Course Number	Course Name	Semester Hours
ENG 201 (C or better)*	Rhetoric and Composition II	3
BIO 122 (C or better)*	Human Anatomy and Physiology II	4
HP 115 (C or better)*	Medical Terminology for the Health Professions	2
CHEM 141 (C or better)* *or*	Principles of Chemistry	4
CHEM 261 (C or better)*	General Chemistry I	4
CMST 101 (C or better)* *or*	Introduction to Public Speaking	3
CMST 107	Introduction to Interpersonal Communication	3

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Second Year, Fall Semester

Course Number	Course Name	Semester Hours
KIN 192	Concepts of Wellness and Fitness	1
BIOL 272 (C or better)	Medical Microbiology	3
PHYS 101 (C or better)	Introduction to the Physical Sciences	3
SOC 121 (C or better) *or*	Principles of Sociology	3
GNDR 111 (C or better)	Introduction to Gender Studies	3
Core 39 Elective from the Ways of Knowing (WOK) section	Select a course from Creative & Aesthetic Expressions, Historical Inquiry, *or* World Languages and Culture	3
Core 39 Elective from the BS Skills/World Languages & Culture section	Select a course from World Languages & Culture	3

Second Year, Spring Semester

Course Number	Course Name	Semester Hours
REST 201	Introduction to Respiratory Therapy	2
REST 211	Respiratory Therapy Modalities I	3
REST 216	Cardiopulmonary Anatomy & Physiology I	3
REST 223	Introduction to Pulmonary Diseases	3
REST 226	Cardiopulmonary Pharmacology	3

Third Year, Fall Semester

Course Number	Course Name	Semester Hours
REST 303	Cardiopulmonary Support and General Airway Management	2
REST 312	Respiratory Modalities II	3
REST 317	Cardiopulmonary Anatomy & Physiology II	3
REST 322	Mechanical Ventilation I	4
REST 325	Advanced Pulmonary Diseases	3
REST 381	Clinical Practice of Respiratory Therapy I	1

Third Year, Spring Semester

Course Number	Course Name	Semester Hours
REST 323	Mechanical Ventilation II	4
REST 361	Emergency Respiratory Therapy Management	3
REST 362	Pediatric and Newborn Respiratory Therapy	2
REST 363	Pulmonary Diagnostics	3
REST 382	Clinical Practice of Respiratory Therapy II	2

Fourth Year, Fall Semester

Course Number	Course Name	Semester Hours
REST 451	Management & Leadership in Respiratory Therapy	3
REST 452	Introduction to Research & Evidence Based Practice in Respiratory Therapy	3
REST 453	Respiratory Therapy Disease Management	3
REST 491	Clinical Practice of Respiratory Therapy III	3
IPH 356	Ethics & Healthcare in a Pluralistic Society	3

Fourth Year, Spring Semester

Course Number	Course Name	Semester Hours
REST 454	Advanced Critical Care	3
REST 455	Pulmonary Rehabilitation and Geriatrics	3
REST 456	Professional Issues in Respiratory Therapy	3
REST 492	Clinical Practice of Respiratory Therapy IV	3
IPH 401	Interprofessional Perspectives on Global Health	3

PROGRAM COMPETENCY SUMMARY

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

1. Patient Data Evaluation and Recommendation
    a. Evaluate data in the patient record
    b. Gather clinical information
    c. Perform procedures to gather clinical information
    d. Evaluate procedure results
    e. Recommend diagnostic procedures
2. Troubleshooting and Quality Control of Equipment and Infection Control
    a. Assemble and troubleshoot equipment
    b. Ensure infection control
    c. Perform quality control procedures
3. Initiation and Modification of Interventions
    a. Maintain a patient airway including the care of artificial airways
    b. Perform airway clearance and lung expansion techniques
    c. Support oxygenation and ventilation
    d. Administer medications and specialty gases
    e. Ensure modifications are made to the respiratory care plan
    f. Utilize evidence-based medicine principles
    g. Provide respiratory care techniques in high-risk situations
    h. Assist a physician/provider in performing procedures
    i. Initiate and conduct patient and family education

BLACKBOARD/MYUSI

All courses in the Respiratory Therapy Program utilize Blackboard to post course documents, assignments, announcements, grades, etc. Students will use Blackboard to receive and submit required assignments. Blackboard is accessed by logging into MyUSI. It is the responsibility of each student to stay current with assignments and deadlines for each course. It is recommended for students to check Blackboard for announcements and assignments daily.

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TEXTBOOKS

A list of all required and recommended textbooks for respiratory therapy courses can be found in each course syllabus and on the campus bookstore website. Many of these books are used for more than one course and will be used when preparing for the national credentialing exams following graduation. Students are advised to keep all books for future reference.
Web Link: https://usi.bncollege.com/course-material/course-finder

TECHNOLOGY AND SYSTEM REQUIREMENTS

In order to participate in required course work, you will need to have access to the following:

1. Reliable Computer – a dedicated computer with an updated operating system, such as Windows 7or later, or Mac OSX
2. High-Speed Internet Connection (e.g. DSL or Cable) – USI students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
3. Supported Web Browser –Google Chrome, Firefox, or Safari
4. Microsoft Office & Adobe Acrobat Reader installed
5. Minimum Technical Skills: Students will need to be able to navigate Blackboard (submit assignments through Blackboard, download course content, etc.), send and respond to emails, and utilize ZOOM (if a meeting is needed).
6. For detailed information about the privacy policies and accessibility statements of the course technologies, please visit the Web Link: Accessibility Statements and Privacy Statements for Course Tools.

While many students prefer the convenience of doing their course work on their own personal computer, computer access is available for students who do not own a computer. Computer labs are available on the USI campus. Web Link: https://www.usi.edu/it/computer-labs/

STUDENT SUPPORT SERVICES AND RESOURCES

For technological needs and assistance, please refer to the contact information below and/or select from the list of web links:

IT Help Desk Support
Please contact the Help Desk at (812) 465-1080 or send an email to it@usi.edu
- Web Link: USI IT Help Desk
- Web Link: USI Blackboard Support
- Web Link: Blackboard On Demand for Students

Online Learning Support

Please contact Online Learning at (812) 465-1010 or send an email to online.learning@usi.edu

- Web Link: Online Learning Support Services
- Web Link: VoiceThread Support
- Web Link: Zoom Web Meeting Support

For academic support, please select from the list of web links:

- Web Link: Academic Skills and Tutoring
- Web Link: David L. Rice Library
- Web Link: Rice Library Libguides for Citing Sources
- Web Link: Distance Learning Research Guide
- Web Link: Research Guides

For additional student support services and resources, please select from the list of web links:

- Web Link: Counseling and Psychological Services
- Web Link: Dean of Students
- The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. It located in the lower level of the Health Professions Center and is open Monday through Friday, 8 am to 4:30 pm CST. To schedule an appointment, click on the link below or call (812) 465-1250. Web Link: University Health Center
- Information about current or future financial aid (including the implications of withdrawal from courses) can be obtained from the University Financial Aid Office. Click on the link below for additional information. Web Link: Financial Aid Office

RESPIRATORY THERAPY ADVISORY COMMITTEE STUDENT REPRESENTATIVE

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

PROFESSIONAL SOCIETY MEMBERSHIP

As part of professional development, students are expected to join and participate in respiratory therapy professional societies. Societies exist at the national and state levels. Nationally, the American Association for Respiratory Care (AARC) provides a variety of services for respiratory therapists. Students are expected to join and maintain active student membership in the AARC while enrolled in the Respiratory Therapy Program. Becoming a member will enable students to receive professional information which is essential for furthering their education and professional development as a respiratory therapist. At the state level, the Indiana Society for Respiratory Care (ISRC) sponsors educational activities in

conjunction with statewide Annual Meetings and fall seminars, and represents the interests of respiratory therapists throughout Indiana. Participation in professional societies helps students to understand the scope of the field they are entering. It also demonstrates interest in the advancement of the profession, enhances learning, and provides students with an opportunity to meet and interact with professionals and students from other programs. Students automatically gain ISRC membership when joining the AARC. AARC Membership information can be found at this website: https://www.aarc.org/aarc-membership/member-services/join-renew/early-professional-membership-for-students/

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. While participating in clinical activities off campus students will follow the facility's safety policies and procedures.

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. For emergencies, call extension 7777 or (812) 492-7777 from your cell phone.

Any acts of aggressive behavior from either a patient or staff should immediately be reported to the facility Department Director 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 (DCE).

STUDENT BASIC NEEDS

Students who have difficulty affording food on a regular basis or lack a safe place to live and believe this may affect their class performance are encouraged to contact the Dean of Students Office. A list of resources is also available.

STUDENT HEALTH INSURANCE (OPTIONAL BUT RECOMMENDED)

Students are liable for medical expenses associated with illness or injury while a student of the USI respiratory therapy program. USI will not be held responsible for the expenses or liability. Affiliated hospitals do not provide free health care services to students. Student Health Services provides information on how students can purchase an office visit plan

(OVP) to be seen in the campus health clinic. Services related to hospitalization, surgical procedures, referrals to specialists, and accident care (typically "insured services") are not covered by the OVP. Students are expected to have their own health insurance to pay these expenses. Many students are covered by their parents' insurance. Students who are married or who are no longer considered dependents on a family policy will need their own health insurance policies.

CREDENTIALING EXAMINATION

Upon successful completion of the USI Respiratory Therapy Program, graduates are eligible to take the National Board for Respiratory Care (NBRC) Therapist Multiple-Choice credentialing examination. Additional information is provided to students prior to graduation. For complete information about the NBRC, please visit the following web link: https://www.nbrc.org/

PROGRAM AND CLINICAL POLICIES

ADMISSION REQUIREMENTS POLICY

A review of the admission application occurs after completion of 29 hours of required pre-requisite courses. 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 as the first year's courses (or their equivalent) in the respiratory therapy curriculum. The first-year courses (or their equivalent) MUST be completed by all students before applying to the program.

General Admission Guidelines

Students must have completed all of 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.

ENG 101*	ENG 201*
BIO 121*	BIO 122*
PSY 201*	HP 115*
MATH 114* *or* 111* *o*r 215* *or* 230*	CHEM 141* *or* 261*
	CMST 101* *or* 107*

- 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 submit official transcripts from all undergraduate institutions attended.
- 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 program 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 prior to the October 1 application deadline. The form is available on the program website. ***Note:*** Due to COVID-19 restrictions, we will not require an observation for our 2022 applicants.
- After completion of the first year required prerequisite courses, pre-respiratory students are eligible to apply to the respiratory therapy program. Accepted

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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 no later than 12:00 midnight Central Standard Time (CST) on November 7 of each application year. Admission acknowledgment forms not received by this date and time will signify an admission decline.

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

- Applicants must have a grade point average (GPA) 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 (*). The applicant's GPA will then be multiplied by 6 for total maximum of 24 points. ***Note: GPA points are calculated based on pre-requisite scores and not overall GPA.***
- Up to two points will be awarded for healthcare experience: Two points for direct health care work experience (i.e. C.N.A. or E.M.T.) or one point for indirect health care work experience (i.e. receptionist, pharmacy tech) or for completion of a health occupations program
- In the event that applicants have equivalent qualifications, SAT and /or ACT scores will be considered.
- Completion of all required pre-respiratory therapy courses.
- If an applicant is put on the alternate list, please note that this does not carry a guarantee of acceptance to this class or any future class. Each year, students are selected from the available pool of applicants for that year. If students placed as an alternate for one year, they may apply again the following year and be considered again among those applicants.

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

To ensure that students in professional programs in the College of Nursing and Health Professions uphold the professional standards, integrity, and behavior expectations of their discipline, all students are required to obtain a satisfactory national background check and drug screen. Please review the CNHP Handbook for a complete policy for Criminal Background Check and Drug Screen.

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

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.

Please review the Criminal Background Check and Drug Screen policies located in the CNHP Handbook. Web Link: https://www.usi.edu/health/handbook/

TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS) POLICY

Essential functions are those physical, mental, and psychosocial characteristics that are necessary to meet the clinical/practice/fieldwork expectations for the College of Nursing and Health Professions programs. Becoming a healthcare professional requires the completion of an education program that is both intellectually and physically challenging. The purpose of this statement is to articulate the essential function requirements of the CNHP programs in a way that allows students to compare their own capabilities against these demands.

There are times when reasonable accommodations can be made in order to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

Technical Standards (Essential Functions)		
Technical standards (essential functions) 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.		
Standard	**Issue**	**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 in order 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,

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		visitors, and other healthcare 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 interactions.	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:

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

Frequent:

1. Operating computers and telephones.

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2. Physically positioning and transferring patients, and assisting patients with walker or wheelchair use.
3. Accessing and understanding information from a variety of sources.
4. Operating controls, equipment, etc.
5. Maintaining professional demeanor during exposure to trauma, grief, or death.
6. Wearing personal protective equipment for prolonged periods of time, including, but not limited to gloves, gown, N95 mask.

Occasional:
1. Operating office machines.
2. Independently manipulating more than 20 lbs.
3. Assuming a variety of physical positions in order to access patients and/or equipment.

Please review the Essential Functions policies located in the CNHP handbook.
Web Link: https://www.usi.edu/health/handbook/

PERFORMANCE IMPROVEMENT PLAN POLICY

The performance improvement plan policy is utilized by program faculty to document and warn students in violation of program, college, university, and/or clinical affiliate policies and provide students with a plan of action in order to correct behaviors and prevent subsequent violations. Students who violate policies of the Respiratory Therapy Program, the College of Nursing and Health Professions, the University of Southern Indiana, or clinical affiliates shall be subject to a performance improvement plan. The performance improvement plan involves disciplinary action with four levels of severity. The level of action taken is dependent on the nature of the offense and circumstances under which it occurred. A performance improvement plan can impact the student's status in the Respiratory Therapy Program and/or course grade(s).

The levels are:
1. Receive a verbal warning and performance improvement plan
2. Receive a written warning and performance improvement plan
3. Receive a written warning, performance improvement plan, and be placed on program probation
4. Dismissal from the program

When a student violates a program, college, university, and/or clinical affiliate policy, the student will receive a warning by faculty on the violation and provided with a performance improvement plan. See the appendices for a sample warning and performance improvement plan. Students will have the opportunity to discuss the violation and plan and make written comments. Regardless of the nature of the violation, the student must sign and date the plan to indicate they have received it.

A pattern of policy non-compliance as evidenced by five (5) or more policy violations of any type cumulatively throughout the respiratory therapy program, is grounds for program probation or dismissal from the program. For example, if the student receives a verbal warning and performance improvement plan for a policy violation, then violates a different policy and

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receives a verbal warning and performance improvement plan for violating a separate policy, then violates three more policies, the student can be placed on program probation or dismissed from the program, even if each separate violation is at the verbal warning level.

Some examples of policy violations and corresponding level of disciplinary action include, but are not limited to:

- Attendance Policy: A reasonable number of excused absences will be allowed, however, excessive absences, including excused absences, may affect progression in the respiratory therapy program and result in dismissal from the program. Individual circumstances may be reviewed on a case-by-case basis and students are encouraged to communicate with program faculty. If the student feels he/she has a disability or illness that will/may require multiple absences, the student should petition for variance through the program chair.
    - Unexcused Absences
        1. First unexcused absence: Receive verbal warning with performance improvement plan
        2. Subsequent unexcused absence(s): Progressive disciplinary action
    - Arriving Late to Class/Clinical: Three (3) or more occurrences in a semester will result in an unexcused absence and is subject to the Performance Improvement Plan policy.
    - Leaving Early from Class/Clinical: Three (3) or more occurrences in a semester will result in one unexcused absence and is subject the Performance Improvement Plan policy.
    - Time clock violations (i.e. non-clinical site IP address, forgetting to clock in and/or out)
    - Failing to communicate absences/tardiness according to course and/or clinical manual policy
- Clinical Dress Code Policy:
    - First violation: Receive verbal warning with performance improvement plan
    - Subsequent violation(s): Receive progressive disciplinary action
- Infection Control Policy: Failure to use appropriate personal protective equipment (PPE) according to program, college, and/or clinical site
    - First violation: Receive written warning and performance improvement plan
    - Subsequent violation(s): Receive progressive disciplinary action
- CastleBranch and Documentation Requirements Policy (with the exception of CPR requirements):
    - First violation: Receive written warning and performance improvement plan
    - Subsequent violation(s): Receive progressive disciplinary action
- CPR Requirements Policy:
    - First violation of a student being unable to attend clinical due to expired CPR: Receive written warning and performance improvement plan
      or
    - First violation of a student attending clinical with expired CPR: Receive written warning and performance improvement plan

o Subsequent violations of either listed above: Receive progressive disciplinary action

Violations of the following college and university policies are subject to harsher sanctions as outlined in these policies:
- Academic Integrity
- Civility and Inclusion
- COVID-19 Safety
- Title IX
- Zachary's Law Compliance
- Child Protection Policy: Duty to Report
- CNHP Social Media
- HIPPA
- Confidentiality

Program Dismissal
Students shall be dismissed from the program for serious or repeated violations of program, college, university, and/or clinical site policies. Dismissal actions shall follow due process. Due process for a program dismissal action follows the university's process for student conduct. This process contains three fundamental steps:

1. presentation of the charges
2. hearing
3. decision and action by an administrator

Read the entire policy on Conduct located in the Student Rights and Responsibilities: Code of Student Behavior at the following web link: https://www.usi.edu/student-handbook

Program dismissal is implemented upon recommendation of a Disciplinary Committee. The Disciplinary Committee is comprised of the Program Director, Director of Clinical Education, and a Director/Program Chair from another health program in the College of Nursing and Health Professions.

1. The Disciplinary Committee conducts a hearing to determine the proper course of action.
2. The student is given written advanced notice of the date and time of the hearing and advised of all rights as described under "Program Dismissal".
3. The hearing is conducted with or without the student's participation.
4. After the hearing, the student is informed, in writing, of the committee's recommendations and resultant program action.
5. The student may appeal within five days of notification. See the "Appeals" section below.
6. If a dismissal action is the final recommendation, the student is required to withdraw immediately from all respiratory therapy courses.

Program Appeals
Students shall have the right to appeal any action taken against them by the program. The program uses the University's policy on Grievances for appeals to disciplinary action. Formal

and informal methods of appeal may be utilized. Since most grievances can be resolved through informal methods, the student is strongly encouraged to use the informal procedure first. Students should review the University policy on Grievances found in the University Student Handbook located at the following web link: https://www.usi.edu/student-handbook

All grievances and their resolutions will be kept on file with the program.

PROFESSIONAL STANDARDS AND BEHAVIORS POLICY

Ethical, respectful, and professional behavior are important aspects in the respiratory care profession. We acknowledge that all participants in the USI Respiratory Therapy Program (faculty, staff, and students) have a role in maintaining and modeling behavior that is consistent with ethical, respectful, and professional practice. Ethical, respectful, and professional behavior is expected in the classroom, lab, online, and in clinical settings, and in any additional circumstances in which students, faculty, or staff are representing the university.

Maintaining professionalism is a shared responsibility of students, staff, and faculty. Each individual must accept responsibility for his/her own behavior but must also acknowledge responsibility for supporting and encouraging others to behave professionally. Respiratory Therapy professionals assume responsibility for working with others to promote desired outcomes. Students are expected to conduct themselves in an ethical, respectful, and professional manner with their peers/classmates, preceptors, patients, and professors while participating in classroom, lab, online, and clinical training, and in any additional circumstances in which the student is representing the university.

The USI Respiratory Therapy Program promotes the highest standards of conduct and professionalism in its students, staff, and faculty. It is our responsibility as members of the profession to conduct ourselves in a manner that is consistent with those attributes deemed essential. The American Association for Respiratory Care (AARC) Statement of Ethics and Professional Conduct serves as the guide in defining the expectations of conduct for members of the respiratory therapy profession and guides the behavior of all faculty and students while in the classroom, at clinical sites, and when representing the USI Respiratory Therapy Program during other educational activities.

The AARC Statement of Ethics and Professional Conduct and is as follows:

In the conduct of professional activities the Respiratory Therapist shall be bound by the

following ethical and professional principles. Respiratory Therapists shall:

1. Demonstrate behavior that reflects integrity, supports objectivity, and fosters

    trust in the profession and its professionals.

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2. Promote and practice evidence-based medicine.

3. Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.

4. Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.

5. Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.

6. Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.

7. Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.

8. Promote disease prevention and wellness.

9. Refuse to participate in illegal or unethical acts.

10. Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.

11. Follow sound scientific procedures and ethical principles in research.

12. Comply with state or federal laws which govern and relate to their practice.

13. Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.

14. Promote health care delivery through improvement of the access, efficacy, and

cost of patient care.

15. Encourage and promote appropriate stewardship of resources.

16. Work to achieve and maintain respectful, functional, beneficial relationships and

communication with all health professionals. It is the position of the American

Association of Respiratory Care that there is no place in a professional practice

environment for lateral violence and bullying among respiratory therapists or

between healthcare professionals.

(American Association for Respiratory Care, 2015)

Violation of the Professional Standards and Behavior Policy is subject to the Performance Improvement Plan policy and could also result in a deduction of points in the course.

Examples of policy violations could include, but is not limited to:
- Making disrespectful, uncivil, and/or unprofessional comments (verbally and/or in writing, including on social media)
- Falsification of any documents or statements
- Intoxication or abuse of prescription or nonprescription drugs
- Theft of any kind
- Use of profane/vulgar, offensive language and/or gestures (verbally and/or in writing, including on social media)
- Argumentative behavior
- Insubordination
- Inappropriate use of technological devices, use of personal cell phones in patient care areas
- Malicious gossip
- Failing or refusal to work/communicate with classmates or clinical personnel
- Displaying rude or discourteous behavior
- Violating HIPAA
- Excessive absenteeism and/or tardiness
- Abandonment of clinical assignment
- Inattention or carelessness of clinical responsibilities (including sleeping during clinical assignment)
- Other misconduct as deemed by program administration and/or clinical affiliates

COMMUNICATION POLICY

Communication from program faculty will be via email and Blackboard. Students are responsible for checking their email and having access to a computer that meets or exceeds USI standards. If a student is unsure if their computer meets the USI standards, contact the Director of the LRC at (812) 464-1805.

To stay informed, students should check email and Blackboard daily for announcements, assignments, etc. It is recommended for students to have readily available access to their USI email. In order to do so, students may setup their USI email to forward to their personal email or setup their USI email on their mobile device. Instructions can be found at the following web links. For questions about USI e-mail, contact the IT Help Desk at (812) 465-1080.
Web Link: Instructions to have USI email forwarded to personal email
Web Link: Instructions to setup USI email on a mobile device

If a student chooses to use another e-mail account for course work, the student must setup their MyUSI email to forwarded to the other account. However, there are times when only the USI email address (@eagles.usi.edu) can be used to gain access to some University services such as MyUSI, Blackboard, and library databases from off-campus locations. Students must have an established e-mail account before the first class meeting.

All online class communication and interactions with other students and the professor should follow common social standards for respect and courtesy. To get the most out of their classes, students may learn more about Netiquette by using the following web link: Netiquette

Violation of this policy is subject to the Performance Improvement Plan Policy.

CELL PHONE USE (DURING CLASS, LAB, & CLINICAL) POLICY

Cell phones are to be silenced or turned off during lecture, lab, and during all clinical activities. The use of the vibration mode is also prohibited during class time. Cell phones are prohibited in patient care areas and are to be silenced while at clinicals. Absolutely no messaging or use of social media during class, lab, or clinicals. This includes web-based social media chat services utilized on laptop computers and texting on smart watches.

If a student is expecting an urgent call/message, the student must notify the instructor prior to class/lab/clinical in order for an exception to be made. If the student has an emergency, the student must notify the instructor.

Violation of this policy is subject to the Performance Improvement Plan Policy and could also result in a deduction of points in the course.

CLASSROOM DRESS CODE POLICY

For all on-campus didactic classes, students should always dress in suitable and appropriate clothing. For off-campus didactic classes, students should dress business casual or wear program uniform. Violation of this policy is subject to the Performance Improvement Plan Policy.

GRADING POLICY

In order to be eligible for graduation from USI, respiratory therapy students must maintain a cumulative grade point average (GPA) of 2.0 or above based on a 4.0 scale. All respiratory therapy courses must be completed with a grade of "C" or higher. Failure to achieve a minimum grade of "C" or higher in any REST course will prevent the student from progressing in the program. Unless otherwise specified in a course syllabus, letter grades for respiratory therapy courses (prefix REST) are based on the following scale:

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 in the lecture courses are based on quiz and examination grades, assignments, projects, laboratory experiences, and/or class discussion and participation. Grades in the clinical courses are based on accurate and complete documentation of time and attendance, accurate and complete documentation of required competencies, assignments, and evaluations. Letter grades are established by totaling the scores of all assessments and requirements, then dividing by the total points possible. Grades may be assigned weighted values to determine overall grades as specified in the course syllabus.

Grades received throughout the semester, including grades on examinations, quizzes, projects, papers, etc. may be rounded up to the next whole number if the numeric grade contains a fraction of 0.5 or greater. For example, an examination grade of 87.8% might 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 rounding of grades throughout the semester is subject to the discretion of the course instructor and may vary from course to course. **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%.

A grade of an "Incomplete" at the close of an academic semester must be approved by the

Program Chair. 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. When a grade of an "Incomplete" is entered, the following policies are in effect:

1. A grade of "Incomplete" will not be used to allow for remedial work. The student's work must be at the passing level.
2. All USI policies regarding incomplete grades are applicable to respiratory therapy courses. Please refer to the USI Bulletin. **Web Link: https://bulletin.usi.edu/**
3. The student must complete coursework to remove the incomplete grade within one calendar year or the grade will revert to an F.

ASSIGNMENTS POLICY

All assignments and projects must be completed as instructed and submitted on or before the due dates. For assignments not completed as instructed, the course instructor reserves the right to not accept the assignment. Late assignments may have point deductions according to the course syllabus. For assignments more than 5 days late, the course instructor reserves the right to not accept the assignment. If make-up assignments are scheduled, they must be submitted by the dates specified by the course instructor. Violation of Assignments policy is subject to the Performance Improvement Plan Policy.

QUIZZES AND EXAMINATIONS POLICY

The only items that may be used during a quiz or an exam are a calculator (which will be provided to you), a pencil, and, if necessary, ear plugs approved by the instructor. Wearing headphones, smart watches (i.e. Apple watch), or any other electronic device is prohibited during a quiz or exam.

Allotted Time for Quizzes/Examinations
Unless the student has provided the course instructor with an accommodations letter from Disability Resources, all quizzes and examinations must be completed in the allotted time given by the instructor. Additional time will not be permitted.

Online Quizzes/Examinations
Online quizzes and/or examinations require online proctoring via Proctorio. For additional information regarding Proctorio, refer to the following web link: https://www.usi.edu/online-learning/student-services/

Missed Quiz/Examination
Except for excused absences, all exams and quizzes will be administered only on the date and time listed on the course calendar or as announced by the instructor. Exams/quizzes missed due to excused absences must be made up within 48 hours unless otherwise directed by the instructor. Exams/quizzes missed due to unexcused absences will not be able to be made up.

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Quiz/Examination Review

Following each quiz/examination, time will be scheduled for the student to review and discuss the quiz/examination. The time and place for the review will be at the discretion of the instructor. Students will not be permitted to keep previous quizzes/examinations.

During an in-class review of an exam/quiz, students may only have a blue or black ink pen and one piece of paper (provided by instructor) on their desk. All other items, including cell phones, laptops, etc. must be put away and off the desk. Taking photos or any duplication of the exams/quizzes is prohibited. Review of exams is not permitted during the week of final exams.

ATTENDANCE POLICY

Prompt attendance and preparation for classroom, lab, and clinical experiences are required for success. Attendance records will be maintained by program faculty. Faculty reserve the right to dismiss a student from class/clinical for tardiness, dress code violations, being unprepared, being physically or mentally compromised, or for any evidence of unprofessional conduct.

Absences (Class and/or Clinical)

The student is responsible for communication with course faculty to develop a plan for make-up of missed assignments, clinical, and/or exams. In the event the student is absent from a class/clinical, it is the student's responsibility to notify faculty, DCE, and/or clinical site according to policy. Failure to do so will result in the absence being deemed unexcused and will be subject to the Performance Improvement Plan policy.

A reasonable number of excused absences will be allowed, however, excessive absences, including excused absences, may affect progression in the respiratory therapy program and result in dismissal from the program. Individual circumstances may be reviewed on a case-by-case basis and students are encouraged to communicate with program faculty. If the student feels he/she has a disability or illness that will/may require multiple absences, the student should petition for variance through the program chair.

> **Examples of an excused absence:**
> - Student's illness in which the student provides a physician's excuse upon return to the next class or clinical day or within three (3) days of absence, whichever comes first.
>   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 physician regarding the student's fitness to return to classes and/or clinical patient contact.
> - Hospitalization of student, spouse, or child **and** the student provides documentation upon return to the next class or clinical day or within three (3) days of absence, whichever comes first.
> - Emergency Room visits for the student and/or immediate family will only be

excused the day of class/clinical, not pre-class/clinical days, **and** the student provides a physician's excuse upon return to the next class or clinical day or within three (3) days of absence, whichever comes first.
- Death of an immediate family member such as spouse, child, parent, sibling, or grandparent **and** the student provides documentation upon return to the next class or clinical day or within three (3) days of absence, whichever comes first.
- Court summons or jury duty **and** the student provides documentation upon return to the next class or clinical day or within three (3) days of absence, whichever comes first.
- Students living in or traveling through a county in which a declared state of emergency has been ordered
- Military service
- University-declared closures

Examples of an unexcused absence (not limited to this list):
- Student's illness in which the student does not present a physician's excuse according to policy
- Child's illness which does not require hospitalization
- Routine physician or dental appointments
- Childcare dilemmas (babysitting issues)
- Employment-related conflicts
- Family time, vacation, leisure activities, etc.

Arriving Late to Class/Clinical
Students are expected to arrive on time for all classes and clinicals. Students arriving to class or clinical more than 10 minutes late will be considered tardy. Students are expected to communicate late arrival with faculty, DCE, and/or clinical site according to course syllabus or clinical manual policy, as applicable. Violation of this policy is subject to the Performance Improvement Plan Policy.

Leaving Class/Clinical Early
Students are expected to stay the entire class and clinical times as assigned/scheduled. Students leaving class more than 10 minutes before the conclusion of class without obtaining permission from the course instructor will be in violation of policy. Students leaving clinical more than 30 minutes before the end of their scheduled clinical time without obtaining permission from the Director of Clinical Education will be in violation of policy.

Clocking In and/or Out (Clinical)
On occasion, students may not be able to clock in on the clinical site's computer. ONLY during these few occasions are students permitted to clock in on their mobile device, however, the student must be connected to the clinical site's WiFi prior to accessing DataArc. DataArc reports

all IP addresses when students clock in and out. Only IP addresses from the student's assigned clinical site will be accepted. If the student forgets to connect to the clinical site's WiFi when clocking in and/or out on a mobile device, the student must ask their preceptor to contact the DCE to confirm clinical attendance. This is the student's responsibility and is outlined in the clinical manual.

Students failing to connect to the clinical site's WiFi prior to using their mobile device to clock in and/or out in DataArc and/or failing to have the preceptor contact the DCE to confirm clinical attendance, will be in violation of policy.

Forgetting to Clock In and/or Out (Clinical)
It is understandable there may be times when a student is unable to clock in and/or out for various reasons. However, clocking in and out is a responsibility of the student. If a student forgets to clock in or out, the student must ask their preceptor to contact the DCE to confirm clinical attendance. This is the student's responsibility and is outlined in the clinical manual. Students failing to have the preceptor contact the DCE to confirm clinical attendance, will be in violation of policy. Students failing to clock in and/or out more than five times in a semester will be in violation of policy.

Violation(s) of the Attendance policy is subject to the Performance Improvement Plan policy.

ACADEMIC INTEGRITY POLICY

Academic integrity is the hallmark of truth and honesty in an engaged university community. Students have the right and responsibility to pursue their educational goals with academic integrity. All members of the university are accountable for their actions in maintaining high standards of academic integrity. Academic integrity is an expected behavior of all students. Students are responsible for completing academic requirements without action and/or material that violates academic integrity. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students violating the academic integrity policy are subject to sanctions as outlined in the university student handbook. 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, failing grade for the course, and/or removal from the program. Please view the Academic Integrity Policies and Procedures.

CLASS WITHDRAWAL AND INCOMPLETE POLICY

It is the student's responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the USI Academic Calendar for specific dates. For more information, please visit Registrar's Office Schedule Changes. Under special circumstances, students may petition for an incomplete

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grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an "F" grade.

PROGRAM PROGRESSION POLICY

Progression through the respiratory therapy program will be delayed if a student:

- Withdraws from a respiratory therapy course (with or without evaluation)
- Postpones enrollment in any respiratory therapy course
- Fails to achieve a "C" or higher in a respiratory therapy course
- Fails to achieve a "C" or higher in two or more pre-requisite or other required program course

Any of these circumstances will require:

1. the student to submit a Request for Readmission into the Respiratory Therapy Program form to the Chair of the Undergraduate Respiratory Therapy Admission and Progression Committee within five business days of the conclusion of the course(s) in which these circumstances occurred.
2. a revised plan of study

Readmission to the Respiratory Therapy Program is **not guaranteed**. The Undergraduate Respiratory Therapy Admission and Progression Committee will meet to review the request, and the student will be notified of the decision to accept or deny readmission. 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. Students may only be readmitted to the Respiratory Therapy Program **one time**. Readmission will likely delay graduation. 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. Clinical courses must be completed each semester with a passing grade of "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 and a grade of a "C" or higher is achieved.

Factors that will be considered in the decision to readmit a student include, but are not limited to:
- Availability of space in courses.
- Course sequencing.
- Student performance including grades, professional behavior, and clinical performance.

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- 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 readmission.

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

DISMISSAL FROM THE PROGRAM POLICY

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:

- Any student not meeting academic standards after readmission.
- The falsification of records and reports, cheating on an examination, quiz, clinical records, or any other assignment will be the basis for dismissal from the program.
- 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
- Failure to properly give credit to others' work is a form of academic dishonesty. (UniversityBulletin, Student Rights and Responsibilities)
- 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. Policies and procedures governing academic dishonesty and sanctions can be found on the University's webpage.
  Web Link: http://www.usi.edu/deanofstudents/academic-integrity
- Violation of client and/or agency confidential information will result in dismissal from the program.
- Faculty reserve the right to dismiss any student whose personal integrity, health, or behavior demonstrate unfitness to continue preparation for the profession of respiratory therapy and/or violate the Code of Ethics.

- 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.
- Any action or behaviors which have resulted in a student being barred from any clinical affiliate while a student in the Respiratory Therapy Program.
- Failure to adhere to and/or violation of Performance Improvement Plan

READMISSION TO THE PROGRAM POLICY

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

- Practicing in an unsafe manner or not making progress in meeting program objectives
- Unprofessional behavior and/or conduct in the classroom and/or clinical
- Academic dishonesty
- HIPAA violation
- Being barred or restricted from any clinical affiliate
- Having been readmitted under a probationary status and violating any subsequent program policy
- Failure to comply with performance improvement plan

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 and in consultation with the Director of Clinical Education:

- Withdraws from a respiratory therapy course (with or without evaluation)
- Postpones enrollment in any respiratory therapy course
- Fails to achieve a "C" or higher in a respiratory therapy course
- Fails to achieve a "C" or higher in two or more pre-requisite or other required program course.

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

RESPIRATORY THERAPY STUDENT HANDBOOK/ POLICY CHANGES

The student handbook and/or respiratory therapy program policies are subject to changes and/or additions. Students will receive notice of new policies and/or changes to existing policies. Students will receive an electronic version of the policy. Students may be required to submit a signed statement acknowledging the new or changed policy.

STUDENT EMPLOYMENT POLICY

Students who work may need to modify their hours of employment to avoid conflicts with scheduled classes, labs, and clinical assignments. It is important for students to realize that semester schedules and clinical rotation schedules show contact hour requirements. These are the hours spent in class, lab, or in clinical education. In addition, students must allow adequate time for study and rest. If too many work hours are attempted, fatigue or poor preparation can adversely affect student performance.

Each semester, students have access to a schedule with meeting times and days for all academic and clinical courses well in advance. It is important to note, however, that while the scheduled times and days for academic classes and labs are fixed, clinical hours may vary according to course requirements or assigned clinical affiliate. Prior to each clinical semester, students are provided with a detailed clinical schedule well in advance.
This is helpful in avoiding most conflicts; however, it is the student's responsibility to schedule work/employment activity around classroom and clinical activities as to not allow any conflicts between work and program schedules. Work-related absences are unexcused. Violation of this policy is subject to the Performance Improvement Plan Policy.

STUDENT RECORDS POLICY

The University of Southern Indiana complies with federal regulations pertaining to student educational records, as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974. The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. All student records accumulated during the program are considered confidential and kept secured. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records pertaining to them at the university or clinical affiliate by request during regular office hours. Student records are archived electronically and retained according to minimum requirements.

The Respiratory Therapy program uses CastleBranch for storage of medical records and other program documents. Students use this system to upload their required program immunizations and information. Students have access to the system for retrieval of that information after graduation.
Additional information pertaining to FERPA is located in the CNHP Handbook.
Web Link: https://www.usi.edu/health/handbook/

CIVILITY AND INCLUSION POLICY

The university is dedicated to a culture of civility among students, faculty, and staff. The

university embraces and celebrates the many differences that exist among the members of a dynamic, intellectual and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Any form of unlawful discrimination will not be tolerated. Each student has the right to be free from discrimination, including harassment, on the basis of race, color, religion, sex, pregnancy, or marital status, national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected by law or identified by the University as a protected class. If you have experienced discrimination, or know someone who has, you may seek help by contacting USI's Interim Affirmative Action Office, Dameion Doss, at 812-464-1835 or at ddoss@usi.edu. Find more information in the Student Rights and Responsibilities: Code of Student Behavior and Equal Opportunity and Non-Discrimination policy.

ACADEMIC CONTINUITY POLICY

In the event of an announced campus closure or emergency, it may be necessary for the university to suspend normal operations. During this time, the university may opt to continue instruction through online or alternative modes of delivery. Each student is responsible to monitor the USI homepage at www.USI.edu and their USI email for important general information and instructions regarding classes. Please also view the guidance on emergency procedures and information.

COVID-19 SAFETY POLICY

The University of Southern Indiana is committed to providing a safe, on-campus learning environment for students and employees. It is the responsibility of each person at USI to reduce the risk of COVID-19 transmission and contribute to the overall safety of the campus community. As a student and a member of the USI community, you are required to:

1. Self-monitor for COVID-19 symptoms and report to a medical professional if you experience a fever of 100° F or higher, a dry cough, difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, or loss of taste or smell;
2. Use hand sanitizer when entering and leaving the classroom;
3. Clean your classroom desk area before and after class, and clean any materials and equipment you used as directed by your instructor;
4. Wear a face covering in the classroom and in university buildings, regardless of vaccination status, and until further notice. Please work with the Disability Resources office if accommodation is needed regarding wearing face coverings;

5. Maintain physical distancing of three feet or more whenever possible. This includes sitting in the spaces marked in the classroom.

6. Stay home if you feel ill or if you have been exposed to someone who is ill or has tested positive for COVID-19. Please email your instructor to make arrangements to complete missed classwork in these situations;

7. Inform the University through the <u>self-reporting form</u> if you test positive or are presumed positive for COVID-19. You will be contacted by a trained University employee regarding your next steps.

If a student or instructor tests positive for COVID-19, the University Safety Committee will work with the college dean, Dean of Students and/or Human Resources, and the Office of the Provost to determine the next steps for classroom instruction and other safety measures.

TITLE IX – SEXUAL MISCONDUCT POLICY

The University of Southern Indiana is committed to providing a safe learning, living and working environment free from discrimination. Sexual misconduct and incidents of interpersonal violence deeply interrupt the collegiate experience, and USI is dedicated to ensuring a campus that is free of these types of incidents in order to promote community well-being and student success.

USI encourages individuals who believe that they have been sexually harassed, assaulted or subjected to sexual misconduct to seek assistance and support. Confidential resources are available on campus at Counseling and Psychological Services (CAPS) and the University Health Center (UHC).

As Responsible Employees, all faculty, staff, and administrators of the University community (except those noted above) are not considered confidential resources and are required to report incidents of sexual misconduct to the University Title IX Coordinator. The University will work with complainants to protect their privacy by sharing information with only those who need to know to ensure that USI can respond and assist. For a full list of resources, support opportunities, and reporting options, contact Chelsea Keaton, the University Title IX Coordinator, at 812-464-1703 or Dameion Doss, Deputy Title IX Coordinator, at 812 464-1835. Additionally, you may email the office at title.IX@usi.edu or stop by the Title IX office located in the Wright Administration Building, Forum Wing, Suite 171.

DISABILITY ACCOMMODATIONS POLICY

For on-campus courses: If you have a disability for which you may require academic accommodations for this class, please register with Disability Resources as soon as possible. Students who have an accommodation letter from DR are encouraged to meet privately with course faculty to discuss the provisions of those accommodations as early in the semester as

possible. To qualify for accommodation assistance, students must first register with [Disability Resources](#) located in Science Center Rm. 2206, 812-464-1961. 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. However, if you will be in an internship, field, clinical, student teaching, or another off-campus setting this semester, please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting.

For online learning courses: 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 Disability Communications at usi1disres@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be emailed to them to forward 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. If you will be in an internship, field, clinical, student teaching, or another off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the [Disability Resources](#) website.

CHANGE OF NAME/ADDRESS/PHONE

Changes in name, local and/or permanent addresses, and/or telephone number must be promptly reported to the USI Registrar's Office and the Respiratory Therapy Program. Applicable forms may be found on the USI Registrar's Office webpage. **Web Link: https://www.usi.edu/registrar/**

TOBACCO POLICY - UNIVERSITY

The University of Southern Indiana prohibits smoking or the use of tobacco or tobacco products, including E-cigarettes while on University-owned, -operated or -leased property or in University-owned, -operated or -leased vehicles. Students are not permitted to use any type of tobacco products, including E-cigarettes, while on campus. Please review the tobacco policies located in the Student Handbook. **Web Link: https://www.usi.edu/student-handbook**

UNIVERSITY DELAYS, CANCELLATIONS AND EMERGENCY CLOSINGS

When University classes are cancelled, respiratory therapy classes and clinicals are also

cancelled. Everyone with an active USI email address is automatically enrolled in the Rave Alert emergency system, however, students can also register their mobile or home phone number(s) to receive text and voice alerts. Students are strongly advised to do so. The instructions can be found at this web link: Rave Alerts. In addition, the 6:00 a.m. local news channels will make announcements regarding weather-related university-declared delays or closures.

1. Class/Clinical cancellation: In the event of a university-declared closure, all classes and clinicals will be canceled. Students are not required to make up clinical time as a result of a university-declared closure.
2. Class/Clinical Delay: In the event of a university-declared delay, all classes/clinicals will begin at the designated hour. If the delay is declared during a scheduled class/clinical time, the class/clinical will meet for the time remaining. Students are not required to make up clinical time as a result of a university-declared delay.
3. When the university does not cancel or delay classes/clinical, students must use their own judgment about whether they may safely travel to class/clinicals. Regardless, if the university does not cancel or delay classes/clinical, the absence will be considered unexcused. If this is a class absence, the student must notify course faculty according to policy. If this is a clinical absence, the student must notify the clinical site and DCE according to policy.

Please review the Rave Alert, Weather Cancellation, and Emergency Action Plan policies located in the CNHP Handbook. Web Link: https://www.usi.edu/health/handbook/

OVERVIEW OF CLINICAL/FIELDWORK/INTERNSHIP EXPECTATIONS

Following a violation of the code of ethics, infractions of professional behavior, or other violations of program, college, university or clinical site policies, clinical sites reserve the right to refuse a student admission or continued clinical experiences at their facility. Clinical affiliates also reserve the right to ask a student to leave their facility when patient safety is a concern.
Please review the Overview of Clinical Fieldwork/Internship Expectations policies located in the CNHP Handbook. Web Link:https://www.usi.edu/health/handbook/

CLINICAL SCHEDULE POLICY

Clinical schedules are developed based on several factors (i.e. required experiences, clinical site availability). Students are not guaranteed preferences of clinical site, day(s) of week, and/or shifts. The DCE reserves the right to schedule student rotations as necessary.

The approximate number of clinical hours provided in the clinical manual is based on completion of all scheduled clinical shifts. Regardless of the number of hours a student has recorded in DataArc, all scheduled shifts must be completed as scheduled.

Except for circumstances approved by the DCE, there will be no changes made to the clinical

schedule once finalized.

CLINICAL DRESS CODE POLICY

In order to reflect a positive health image, a professional and groomed appearance is always expected and required while participating in clinical activities. Students are required to wear the uniforms as approved by the Respiratory Therapy program and photo ID/nametag for all clinical assignments, rotations and physician-student rounds. If the site/specialty rotation requires special dress to attend (i.e. operating room), the student may change uniform at the clinical site. Any situation in which there is a planned lab, simulation or clinical day, the student will be required to dress in full clinical attire. The clinical uniform consists of:

1. Hunter green scrub top or green USI Respiratory Therapy polo
2. Hunter green uniform pants
3. Conservative tennis shoes (no extreme "loud" colors)
4. USI photo ID/name tag; if applicable, clinical facility ID/name tag
5. Stethoscope (may be loaned from USI)
6. White crew neck T-shirt (optional)
7. White long sleeve lab coat (optional)

In addition, during each clinical assignment and in all clinical situations:

1. Students should have a stethoscope, black ink pen, small notebook, clinical handbook, and pocket reference book.
2. Hair should be clean. Long hair should be tied back and kept off the shoulders.
3. Jewelry should be limited to wedding or engagement rings, watch, and one pair of small, non-dangling earrings. Any other visible body piercings are not permitted in the clinical setting.
4. Visible tattoos must be covered by the uniform, lab coat, or by other means.
5. Perfumes/colognes/scented lotions are not to be applied prior to clinicals as they may be irritating and offensive to patients, especially those with respiratory problems.

Unless instructed otherwise, dress policy for attendance at special lectures/events, meetings, conferences, service learning, etc:

1. The student will wear the green USI Respiratory Therapy polo and approved dress casual slacks/pants (black or khaki).
2. Any other non-approved attire is not acceptable and may not be worn to any clinical event (i.e. jeans of any design/color/style, cargo pants, shorts, capri pants, tank tops, flip flops, frayed/torn clothing, "cut-offs", halter/midriff tops, open-toed shoes/sandals, etc.).

Violation of the Dress Code policy is subject to the Performance Improvement Plan policy.

CLINICAL DOCUMENTATION POLICY

Revision: December 26, 2021

Completion of clinical requirements for each clinical course must be documented according to the corresponding clinical course manual policy. Violation of these policies is subject to the Performance Improvement Plan policy.

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.

Should the student's name appear in the registry, the student will be denied admission to or progression in the undergraduate nursing program. If the listing is the result of an error, it will become the student's responsibility to correct the error before admission or progression in the program will be permitted. **Please review the policy in the University Handbook.**
Web Link: https://handbook.usi.edu/zacharys-law

CHILD PROTECTION POLICY: DUTY TO REPORT

Indiana law states that any person who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to Child Protective Services ("CPS") 1-800-800-5556 or to their local law enforcement officials. Failure to report may result in criminal charges. **Please review the policy in the University Handbook.**
Web Link: https://handbook.usi.edu/child-protection-policy

CNHP SOCIAL MEDIA POLICY
Please review the CNHP Social Media policies located in the CNHP handbook.
Web Link: https://www.usi.edu/health/handbook/

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Health Information Privacy Policies and Procedures have been implemented by the CNHP. Student and faculty members of the CNHP workforce are obligated to protect the privacy of individually identifiable health information that we create, receive, or maintain as part of participation in a health program or course. Examples of HIPPA violations could include posting photos, videos, or describing patient experiences on social media platforms, such as Facebook, that could possibly identify a patient. Violating HIPAA is a serious offense and is punishable by fines and/or imprisonment. Students found in violation of HIPAA could be immediately dismissed from the program. **Please review the HIPAA policies located in the**

CNHP Handbook. Web Link: https://www.usi.edu/health/handbook/

HIPAA EDUCATION REQUIREMENTS

The USI Nursing and Health Professions Programs comply with HIPAA standards for patient confidentiality and personal health information. Students must complete the USI CNHP HIPAA education program on an annual basis and submit documentation to CastleBranch. Submission of annual HIPAA certification through an employer is acceptable as an alternative. **Please review the HIPAA policies located in the CNHP handbook.**
Web Link: https://www.usi.edu/health/handbook/

CONFIDENTIALITY POLICY

Please review the Confidentiality policies located in the CNHP Handbook.
Web Link:https://www.usi.edu/health/handbook/

INFECTION CONTROL POLICIES

Protecting health care professions students from exposures to pathogenic microorganisms is a critical component of the clinical education environment. Clinical situations present the possibility for contact with blood, body fluid, or biological agents which pose infectious disease risk, particularly risk associated with the hepatitis B virus, hepatitis C virus, the human immunodeficiency virus, and tuberculosis. The College of Nursing and Health Professions maintains policies and procedures on infection control. The policies and procedure found within the Infection Control policy are designed to prevent transmission of pathogens and must be adhered to by all students and faculty in the College of Nursing and Health Professions when participating in clinical education experiences. 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. **Please review the Infection Control policies located in the CNHP Handbook. Web Link: https://www.usi.edu/health/handbook/**

Violation of the Infection Control policy is subject to the Performance Improvement Plan policy.

PPE REQUIRED FOR AEROSOL-GENERATING PROCEDURES (AGP)

Regardless of clinical site, students participating in/providing AGPs to any patient (non-COVID, COVID positive, and persons under investigation), must abide by the University of Southern Indiana Respiratory Therapy Program policies and procedures for use of PPE. It is the policy of the Respiratory Therapy Program that students must wear a fit-tested N95 mask, N100 mask, or fit-tested PAPR **and** approved eye protection for **all** of the following:

- **Nebulizer administration:** via face mask, mouthpiece, trach mask, inline via non-invasive positive pressure and invasive positive pressure. The only exception to this is when administering inline medications via vibrating mesh nebulizer (i.e. Aerogen) to a

patient on invasive ventilation. After the vibrating mesh nebulizer is initially setup within the circuit, there is no exposure to the particles as long as the ventilator system remains closed.

- **High flow O2 delivery**
- **Non-invasive ventilation (i.e. BiPAP, CPAP)**
- **Endotracheal intubation and extubation**
- **Bronchoscopy:** includes intubated, non-intubated, and bedside percutaneous tracheotomy
- **Manual ventilation:** includes bag-valve-mask and bag-valve-tube
- **Cardiopulmonary resuscitation**
- **Open suctioning of airways:** includes NT suction, open tracheostomy suctioning, and open endotracheal tube suctioning
- **Sputum induction**

According to Centers for Disease Control and Prevention (2021), the following are "often considered AGPs, or that might create uncontrolled respiratory secretions":
- non-invasive ventilation (e.g., BiPAP, CPAP)
- endotracheal intubation and extubation
- bronchoscopy
- manual ventilation
- cardiopulmonary resuscitation
- open suctioning of airways
- sputum induction

In addition, the Centers for Disease Control and Prevention (2021) states "it is uncertain whether aerosols generated from some procedures may be infectious". Examples of these are:
- nebulizer administration
- high flow O2 delivery

Violation of this policy is subject to the Performance Improvement Plan policy.

Centers for Disease Control and Prevention. (2021, October). Clinical questions about COVID-19: questions and answers. https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html#Infection-Control

STUDENTS PROVIDING CARE TO COVID-19 PATIENTS

Students may care for COVID patients with the following recommendations:

1. Faculty/clinical instructors are comfortable with making these assignments.
2. Student assignment to care for a COVID diagnosed patient ***must be voluntary***. As a student attending clinicals, if you do not feel comfortable providing care to a patient suspected of or confirmed to have COVID, you have the right to refuse to participate in the care of the patient. You will not be penalized for your decision.

3. Students and faculty must follow protocols for USI and the clinical agency regarding PPE, isolation, and reporting.
4. Students and faculty should be diligent in self-monitoring and immediately report any signs/symptoms and/or exposures.

MANAGEMENT OF EXPOSURE INCIDENTS

Please review the Management of Exposure Incidents policies located in the CNHP Handbook.
Web Link: https://www.usi.edu/health/handbook/

STUDENT EXPOSURE INCIDENT REPORTING

Please review the Student Exposure Incident Reporting policies located in the CNHP Handbook.
Web Link:https://www.usi.edu/health/handbook/

TOBACCO POLICY - CLINICAL

Students shall adhere to tobacco regulations established by the clinical affiliate. All clinical affiliates prohibit the use of tobacco or tobacco products, including E-cigarettes, anywhere on hospital properties. Violation of the tobacco policy is subject to the Performance Improvement Plan policy.

CASTLEBRANCH AND DOCUMENTATION REQUIREMENTS

It is the responsibility of the student to ensure all CastleBranch requirements remain current throughout the program. In addition to initial program requirements that must be documented in CastleBranch, the following requirements are due on an annual (yearly) basis and/or biennial (every other year) basis:

Annual requirements include the following:
1. Completion and submission of the USI CNHP OSHA Training as instructed in CastleBranch
2. Completion and submission of the USI CNHP HIPAA Training as instructed in CastleBranch
3. Completion and submission of the Tuberculosis requirement as instructed in CastleBranch
4. Submission of proof of Influenza vaccination or approved declination form as instructed in CastleBranch

Biennial requirements include the following:
1. CPR renewal as instructed in CastleBranch

If a student attends clinical without current requirements documented and approved in CastleBranch, the student will be in violation of this policy.
Failure to maintain current with all requirements will result in suspension of clinical education and any absence(s) will be unexcused. All missed clinical education must be made up according

to clinical policy.

Violation of the CastleBranch policy is subject to the Performance Improvement Plan policy and a deduction in course points.

CPR REQUIREMENTS

All students are required to have current "Healthcare Provider" CPR documented and approved in CastleBranch. Violation of the CPR Requirements policy is subject to the Performance Improvement Plan policy.

OSHA REQUIREMENTS

The USI Nursing and Health Professions Programs comply with OSHA standards for infection control and exposure. Students must adhere to the USI CNHP Infection Control Program. Students must complete the USI CNHP OSHA education program on an annual basis and submit certificate to CastleBranch. Submission of annual OSHA certification through an employer is acceptable as an alternative.

STUDENT/EMPLOYEE STATUS AT CLINICAL SITES

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

Violation of this policy is subject to the Performance Improvement Plan Policy.

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APPENDICES

APPENDIX A: FACULTY AND STAFF, OFFICES, AND PHONE NUMBERS

Campus Offices

The offices of the Dean of the College of Nursing and Health Professions (CNHP), Respiratory Therapy Program Chair, and faculty are located on the second floor of the Health Professions Center on the University of Southern Indiana main campus. Offices are closed on weekends and holidays.

Faculty Availability

Program faculty are available to meet with students during established office hours or by appointment. Office hours are included in each course syllabus and posted on faculty office doors. Student meetings should be pre-scheduled to ensure availability of faculty. Students can request to schedule an appointment by telephone or email. Program faculty are available for appointments during normal University operating hours Monday through Friday excluding university closures (i.e. holidays). In the event of an after-hours emergency, the student may leave a voice message with faculty or may communicate via email. The student should provide details and return contact information in the message.

ADMINISTRATION:	Constance Swenty, DNP, RN, CWON	Julie McCullough, Ph.D.
	Interim Dean of CNHP	Assistant Dean of CNHP
	Health Professions Center	Health Professions Center
	8600 University Blvd.	8600 University Blvd.
	Evansville, IN 47712	Evansville, IN 47712
	(812) 461-5408	(812) 461-5213

PROGRAM MEDICAL DIRECTOR: Dr. Duane H. Kuhlenschmidt, M.D.
Anesthesiologist
Ascension Health
dkuhlensch@aol.com

PROGRAM DIRECTOR: Jody Delp MEd, RRT, CPFT
Clinical Assistant Professor
Health Professions Center, HP 2099
(812) 464-1778
jmdelp@usi.edu

DIRECTOR OF CLINICAL EDUCATION: Julie Morgan, MHA, RRT, RRT-ACCS
Assistant Professor
Health Professions Center, HP 2108
(812) 465-1180
jnmorgan2@usi.edu

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FACULTY:

Mary Phillips, BS, RRT, AE-C
Instructor
Health Professions Center, HP 2107
(812) 465-1148
mlphillips5@usi.edu

Charlie G. Brooks, Jr., MEd, RRT, FAARC
Board ofTrustees Member – NBRC
Adjunct Instructor
(913) 265-9884
Charlie.brooks01@gmail.com

Steve Greubel, BS, RRT, RRT-NPS
Adjunct Instructor
Clinical Coordinator NICU and PICU
Ascension St. Vincent Evansville Hospital
(812) 485-4827 or (812) 485-4114
sjgreubel@usi.edu or sjgreubel@ascension.org

Chandler Jones, BS, RRT, RRT-ACCS, RRT-NPS, CPFT
Adjunct Instructor
cjones19@usi.edu

Kyle Mahan, MSM, RRT
Adjunct Instructor
kmahan@usi.edu

Elizabeth Schnarr, MS, RRT, RRT-ACCS, AE-C, CCM
Adjunct Instructor
eascnarr@usi.edu

Lee Wisdom, MHS, RRT, RRT-ACCS, RRT-NPS
Adjunct Instructor
lwisdom@usi.edu

Revision: December 26, 2021

APPENDIX B: REFERENCE

American Association for Respiratory Care. (2015, April). AARC Statement of Ethics and Professional Conduct. https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf

Revision: December 26, 2021

APPENDIX C: STUDENT WARNING AND PERFORMANCE IMPROVEMENT PLAN

UNIVERSITY OF SOUTHERN INDIANA®

College of Nursing and Health Professions
Respiratory Therapy Program

STUDENT WARNING AND PERFORMANCE IMPROVEMENT PLAN

Attention: _____

Student First and Last Name

You are receiving a formal student warning and performance improvement plan for violating an established program, college, university, and/or clinical site policy (see below for details of the violation). This warning is an effort to provide you with documentation of the violation, a plan of action in order to correct the behavior and prevent subsequent policy violations.

Date, Time, Location of Violation: _____

Level of Warning (faculty to select)

☐ Verbal Warning with Performance Improvement Plan

☐ Written Warning with Performance Improvement Plan

☐ Written Warning with Performance Improvement Plan and Program Probation

☐ Program Dismissal

Violation(s) of Program/College/University/Clinical Site Policies (faculty to select)

☐ Assignments   ☐ Attendance (absences, tardiness, leaving early, clocking in/out, etc.)

☐ CastleBranch   ☐ Cell Phone Use   ☐ Clinical Documentation   ☐ CNHP Social Media

☐ Confidentiality ☐ COVID-19 Safety   ☐ CPR Requirements   ☐ Dress Code

☐ HIPAA   ☐ Infection Control   ☐ Professional Standards and Behavior

☐ PPE Requirements for AGP   ☐ Other _____(specify)

☐ University Policy Violation_____(specify, i.e. Academic Integrity)

Summary of Violation (faculty to summarize)

_____

_____

_____

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Corrective Action Plan (faculty to summarize in discussion with student)

_____

_____

_____

Failure to correct this behavior and/or further policy violations will result in additional disciplinary action, as stated in program policy. Subsequent violations of this policy and/or other program, college, university, and/or clinical policies can lead to program probation and/or dismissal from the program. It is strongly advised that you review the program policies provided in the Respiratory Therapy Student Handbook, College of Nursing and Health Professions Handbook, University Student Handbook, and/or Clinical Manual.

The next violation of this policy will subject you to:

☐ Written Warning with Performance Improvement Plan
☐ Written Warning with Performance Improvement Plan and Program Probation
☐ Program Dismissal

Student Comments and Acknowledgement Section

Student may provide any comments below:

_____

_____

_____

_____

The violation has been discussed with me by program faculty. I acknowledge and understand this student warning and performance improvement plan, the corrective action required, and the consequences of continued non-compliance.

_____

Student Printed Name

_____   _____

Student Signature   Date

_____   _____

Program Faculty Signature   Date

_____   _____

Program Director Signature   Date

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APPENDIX D: RESPIRATORY THERAPY PROGRAM POLICIES ACKNOWLEDGEMENT

College of Nursing and Health Professions
Respiratory Therapy Program

RESPIRATORY THERAPY PROGRAM POLICIES ACKNOWLEDGEMENT FORM

I hereby acknowledge and agree that I have been informed about each of the policies described below and to confirm this, I have placed my initials at the line before each policy to signify my understanding of the policy and also to confirm that all questions about the information described below have been answered to my satisfaction. I understand that any violation of any of these policies will result in disciplinary action, which may include dismissal from the program. **Place your initials** next to each item below to signify your acknowledgement of the statement above.

_____ 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 untilwithdrawal of the consent is received in writing from the person whose signature is below.

_____ 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 andthe Respiratory Therapy Program.

_____ I have reviewed and will continue to review on an annual basis, the HIPAA and OSHA policies and understand my responsibilities involved with those policies.

_____ I understand that laptops may be used in classrooms for educational use; only with permission of facultyand handbook signatures.

_____ I understand that it is my responsibility to read handbooks every semester prior to entering clinicalsites/labs.

_____ I understand that it is my responsibility to ask questions of faculty about handbooks, policies, andassignments.

_____ I understand it is my responsibility to submit completed assignments on or before due dates as assigned.

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_____ 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 networkingsites, or online communication networks such as Twitter, Instant Messaging, Facebook, or other sites usedfor 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 setso 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 clinicalunit during scheduled breaks.

_____ I understand I cannot take pictures for personal reasons in the clinical setting. This restriction includespictures/video anywhere in the clinical setting and is not limited to patient care areas or pictures that include patients, staff, or visitors.

_____ I understand the Performance Improvement Plan policies and the disciplinary actions associated with the policies.

_____ 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.

_____

Student's Printed Name

_____

Student's Signature

_____

Date

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College of Nursing and Health Professions
Respiratory Therapy Program

CONSENT TO USE PICTURE AND PERSONAL STATEMENT

I,_____, give my consent allowing the University of

            (Print ***Full Legal*** Name)

Southern IndianaRespiratory 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 ProfessionsInfection 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 andpreventing the transfer of infectious diseases including the use of:

    - standard precautions
    - engineering and work practice controls designed to reduce exposure potential
    - personal protective equipment
    - decontamination and protection of equipment and environmental surfaces
    - 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.

_____

Student's Printed Name

_____   _____

Student's Signature   Date

Revised May 2012

College of Nursing and Health Professions
Respiratory Therapy Program

PERMISSION TO DISCLOSE PERSONAL/CONFIDENTIAL INFORMATION

I,_____, do hereby grant permission for authorized

                 (Print *Full Legal* Name)

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 of the College of Nursing and Health Professions.

_____

Student's Signature

_____

Date

APPENDIX H: CHNP SOCIAL MEDIA POLICY ACKNOWLEDGEMENT
<u>**CNHP Social Media Policy**</u>
College of Nursing and Health Professions
Social Media Policy Acknowledgement Form
Approved: August 2015
Revised: May 2021

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.

<u>**Policy**</u>

- 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, families, or any visitors, are allowed using any type of electronic device. Photos or videos of other students or selfies must not be taken at a clinical site or in a healthcare setting. In addition, no photos or videos 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.

- 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.

- No photos or videos of patients/clients, families, any visitors for clinical, fieldwork, 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 course requirement as documented in the course syllabus or other course documents or is requested in writing by an authorized representative of the clinical site and must not be published or utilized for any other purpose.

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:
    o violate University policy or HIPAA regulations;
    o share any confidential patient and/or University-related information;
    o 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.

_____   _____
Student's Printed Name   Student's Signature

_____
Date

College of Nursing and Health Professions

WORKFORCE MEMBER REVIEW OF HIPAA PRIVACY
POLICIES AND PROCEDURES

I, _____, have received and reviewed a copy

(Print Name)

of the University of Southern Indiana College of Nursing and Health Profession's Health
Information Privacy Policies and Procedures.

_____

Student's Signature

_____

Date

APPENDIX J: RESPIRATORY THERAPY PROGRAM HANDBOOK ACKNOWLEDGEMENT

College of Nursing and Health Professions
Respiratory Therapy Program

RESPIRATORY THERAPY PROGRAM HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I, _____, have received an

(Print Name)

electronic or hard 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.

_____

Student's Signature

_____

Date

Revision: December 26, 2021