

RESPIRATORY THERAPY

NARRATIVE

A one year Respiratory Therapy Technician program was initiated at the Cape Girardeau Area Vocational Technical School in September 1980 after over two years extensive establishment of need. The initial program was established to help alleviate allied health manpower shortages in health care facilities in Southeast Missouri. The program is fully accredited by the Missouri Department of Elementary and Secondary Education, The Department of Higher Education and the Committee on Accreditation for Respiratory Care (CoARC). The Respiratory Therapy Program was expanded in the Fall of 2003 to an Advanced Level Program with additional courses offered in two semesters following the first year.

The Respiratory Program at the Career and Technology Center is articulated with Mineral Area College and utilizes hospitals with respiratory care departments and home care agencies as clinical sites in addition to the Career Center's two full time and one part time staff. Students are selected from applicants who wish to study respiratory care as a career. The admission process requires applicants to complete initial general education course requirements and a personal interview with the program faculty.

The first year core RT instructional program is based on a curriculum of 12 courses with additional laboratory sessions designed to prepare the student for hospital clinical experience. Clinical observations are followed by clinical rotations at the affiliate patient care sites. The two semesters of the second year provide advanced level concepts and include specialty area clinical experiences. In accordance with the Committee on Accreditation for Respiratory Care (CoARC) education requirements an Associate in Science degree in Medical Technology with major emphasis in Respiratory Therapy is obtained through articulation with Mineral Area College (MAC).

The completion of the core R.T. courses along with 8 general degree required courses will enable graduates to take the National Board for Respiratory Care (NBRC) Entry Level and Advanced Level Exam and obtain the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) credentials. Graduation is scheduled May of the second year after entering the Program.

PHILOSOPHY: CAPE GIRARDEAU CAREER AND TECHNOLOGY CENTER

Career & Technical Education is not the end in its self, but a means by which the theory of the academic subjects may be applied to practical situations. It is the obligation of this school to provide the learning experiences needed to prepare the students to take their place in their chosen fields or careers.

The "individual" must be the center of concentration in developing programs, curriculums, and activities for the students' educational growth. Opportunities must be provided for the continuation of his social, aesthetic, and ethical development as set forth by his home school.

This school, as a political subdivision, must provide educational services to this community compatible to the demands of this community. It must offer subject areas to both high school and adult students, which will yield trained personnel to fill the occupational needs of the area.

PHILOSOPHY: RESPIRATORY THERAPY PROGRAM

The educational philosophy of the program is such that it encourages the respiratory therapy student to develop his/her own learning skills and experiences. A focus is also placed on development of student attitude, skills, experiences and knowledge necessary to become a competent respiratory care practitioner. The course curriculum has been developed to enable the graduate to meet the continuously changing field of respiratory medicine.

We believe that the individuals who choose the respiratory therapy program should be mature, in good health, have sufficient general education, and have a strong desire to commit totally towards completion of this program.

OBJECTIVES: CAPE GIRARDEAU CAREER AND TECHNOLOGY CENTER

1. To develop specific skills and related knowledge associated with the occupations involved.
2. To encourage proper attitudes.
3. To develop appreciation of, and pride in one's work.
4. To develop cooperation with fellow workers and an understanding of labor-management relations.
5. To stimulate the development of leadership qualities to improve occupational status.
6. To foster the development of self-reliance and critical thinking skills.
7. To use and appreciate occupational safety habits.
8. To develop an understanding of the necessity for the economic use of materials and equipment.
9. To develop individual initiative and responsibility as a worker.
10. To assist those who are prepared to obtain employment.

PROGRAM GOALS: RESPIRATORY THERAPY PROGRAM

1. To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
2. To enable students to earn an Associate in Science degree in Medical Technology with major emphasis on Respiratory Therapy.
3. Qualify graduates to set for current Advanced Level Respiratory Therapist Examinations provided by the National Board for Respiratory Care (NBRC) to earn the Registered Respiratory Therapist credential.
4. To maintain an instructional program providing each student with the basic skills essential to develop his or her potential.

OBJECTIVES: RESPIRATORY THERAPY PROGRAM

Upon completion of this course, the student will be able to:

1. Demonstrate advanced-level skills and knowledge of procedures and equipment to fulfill the responsibilities of a Registered Respiratory Therapist.
2. Utilize their own thinking and problem solving skills.
3. Sit for, and successfully pass a secure NBRC credentialing format Exam.
Required prior to successful completion of the R.T. Program

RT COURSES AT THE CAREER & TECHNOLOGY CENTER

FIRST YEAR

FALL SEMESTER (Aug. - Dec.)

CREDITS CLOCK HOURS

RST-1020	Pharmacology	5	62.5hrs
RST-1040	Basic Science	5	62.5hrs
RST-1000	Introduction to Respiratory Therapy	3	37.5 hrs
RST-1060	Anatomy & Physiology	5	62.5hrs
RST-1080	Cardiopulmonary A & P	3	37.5hrs
RST-1100	Fundamentals of Respiratory Therapy I	4	50hrs
RST-1120	Laboratory I	2	50hrs
RST-1140	Clinical Observation	1	40hrs

SPRING SEMESTER (January - May)

RST-2000	Adult Respiratory Diseases I	2	25hrs
RST-2040	Microbiology	1	12.5hrs
RST-2060	Pediatric Respiratory Diseases	2	25hrs
RST-2080	Fundamentals of Respiratory Therapy II	3	37.5hrs
RST-2120	Clinical Practice I	9	360hrs
RST-2100	Laboratory II	1	25hrs

SUMMER SEMESTER (May - August)

CLOCK HOURS

RST-2020	Adult Respiratory Disease II	2	25hrs
RST-2140	Fundamentals of Respiratory Therapy III	3	37.5hrs
RST-2180	Clinical Practice II	7	280hrs
RST-2160	Laboratory III	1	25hrs

One (1) credit hour requires a minimum of:

750 minutes of lecture
1500 minutes of laboratory
2400 minutes of clinical rotation

COURSE STRUCTURE

FALL SEMESTER

The first year of the core R.T. program consists of three semesters or sections. The first semester of the core R.T. program August-December consists of an introductory phase for the students, both in the classroom and in the laboratory. During this period the student receives classroom lecture in the following areas: Anatomy and Physiology, Basic Sciences for Respiratory Therapy, Introduction to Respiratory Therapy (includes Medical Terminology, Respiratory Therapy history, ethics, etc.), Cardiopulmonary Resuscitation, Cardiopulmonary Anatomy and Physiology, Pharmacology, and Fundamentals of Respiratory Therapy I (includes Medical Gas Therapy, Aerosol and Humidity, Chest Physical Therapy). During this same period the student receives laboratory instruction in the application of: Basic patient monitoring, medical gas administration, CPR, CPT, IPV and I.P.P.B.

Classroom Phase
(Foundation Courses)

Laboratory Phase
(Basic Patient Monitoring &
Introduction to Basic Therapy)

SPRING SEMESTER

After a two-week break in December, the students begin the second semester of the program. This second semester begins in January and is completed the second week in May. This section also has a classroom phase, laboratory phase, and a hospital clinical phase. The classroom phase consists of the following courses: Microbiology, Adult Respiratory Diseases, Pediatric Respiratory Diseases, and Fundamentals of Respiratory Therapy II (includes CPAP, Airway Management). The laboratory phase is coordinated with the Clinical Phase to provide instruction in the laboratory setting in the following procedures: Oxygen Administration, Aerosol therapy, Postural drainage, CPAP & IPV Therapy, Incentive Spirometry, Breathing Exercises and Airway Care. The Clinical Phase of this semester consists of rotations through the Respiratory Therapy departments of the clinical affiliates on all shifts. The student progresses from the observation phase to the application with supervision phase for each procedure on an independent basis.

Classroom Phase
(Basic Resp. Care)

Laboratory Phase
(Basic R.T. Skills)

Clinical Phase
(Observation, Application
& Testing)

SUMMER SEMESTER

In the third semester of the first year core R.T. courses May-August, the student will once again have a classroom, laboratory, and clinical phase. Classroom courses are designed to prepare the student for the more advanced forms of respiratory care and prepare the student for employment as a therapist. These courses are Adult Respiratory Diseases, and Fundamentals of Respiratory Therapy III, which include: mechanical ventilation, EKG, Pulmonary Rehab and Pulmonary Function Testing. The laboratory phase emphasizes critical care and will include laboratory practice with ventilators. The clinical practice phase is utilized to gain critical care (ventilator patient care skills), gain confidence in the application of therapy without direct instructor contact, and to refine patient/therapist relationship skills. During this phase the clinical coordinator will test each student in ventilator care skills, stressing patient assessment and patient management skills.

Classroom Phase
(Special Procedures)

Laboratory Phase
(Critical Care)

Clinical Phase
(Observation, Application & Testing)

SECOND YEAR COURSE DESCRIPTIONS

FALL & SPRING SEMESTERS

ADVANCED LEVEL COURSE DESCRIPTIONS

RST-3320 Cardiopulmonary Evaluation – A concentrated study of diagnostic testing procedures and monitoring techniques used in the clinical evaluation of the cardiac and pulmonary systems. Emphasis will be placed on measurement, interpretation, and application of hemodynamic and pulmonary function parameters.

Prerequisites: Successful completion of first year courses.

Worth 3cr hrs/ 37.5 clock hrs

RST-3340 Advanced Neonatal/Pediatric Respiratory Care – A comprehensive study in the principles and concepts of neonatal and pediatric respiratory care. Emphasis will be placed on neonatal/pediatric anatomy and physiology, assessment and monitoring, cardiopulmonary disorders, therapeutic procedures, and psychosocial interactions.

Prerequisites: Successful completion of first year courses.

Worth 3cr hrs/ 37.5 clock hrs

RST-3180 Respiratory Care Advanced Internship – This course provides advanced practitioner clinical experience with therapeutic, diagnostic, and monitoring procedures. Emphasis will be placed on adult and neonatal critical care, specialized diagnostic procedures, and advanced monitoring procedures. Upon completion, students will demonstrate skills and competency in required performance evaluations.

Prerequisites: Successful completion of first year courses.

Worth 12cr hrs/ 480 clock hours

RST-3200 Respiratory Care Computer Simulations - A problem based clinical concepts course utilizing computer simulations to provide the student with concentrated exposure to patient management problems in a variety of clinical settings. Emphasis will be placed on developing problem solving and critical thinking skills.

Prerequisites: Successful completion of first year courses.

Worth 4cr hrs/ 50 clock hours

RST-3220 Respiratory Care Advanced Procedures - An intense study of various specialized and advanced respiratory care related procedures. Emphasis will be placed on pulmonary rehabilitation, polysomnography, advanced surgical procedures, chest tubes and drainage systems, and hyperbaric therapy.

Prerequisites: Successful completion of first year courses.

3cr hrs/ 37.5 clock hours

COMPLETION OF GENERAL DEGREE REQUIRED COURSES

ENG1440	Public Speaking or Inter. Personal Com.	** ENG 1330 English Comp. I
CIS1050	Introduction to Computers	** MAT1130 Intermediate Alg. or Tech Math I
POS1130	American National Government	** HLT 2350 Med. Term/Intro Path.
PSY1250	Human Growth & Development I	** initial courses required prior to
PSY1130	General Psychology I	acceptance into the R.T. program

HISTORY OF THE RESPIRATORY THERAPY PROGRAM

Mr. Larry J. Kerr, RRT and Mr. Michael Coleman, CRTT of Southeast Missouri Hospital started initial research and program investigation in 1978 after determining a need for a Respiratory Therapy Training Program in Southeast Missouri.

The Cape Girardeau Area Vocational Technical School presented the original application to the Joint Review Committee for Respiratory Therapy Education in April of 1979. In March of 1980, Mr. Jean Erwin, CRTT, RRT, was employed by the Cape Girardeau Public Schools to be the Program Director and in August of 1980, Mr. Tim Jarrett, CRTT was hired to fill the position as Program Director of Clinical Education. Dr. Riley Adams, MD, anesthesiologist with Southeast Missouri Hospital, accepted the position as Program Medical Director.

In August of 1980 a new application was submitted to the Joint Review Committee for Respiratory Therapy Education. A letter of support was received by the program for accreditation in December of 1980.

Twenty-one students began the first twelve-month program in September of 1980. A selection committee comprised of local physicians, therapists, and educators chose these students from over sixty applicants.

On July 28, 1982 the Respiratory Therapy Program received from the Committee on Allied Health Education in cooperation with the Joint Review Committee on Respiratory Therapy Education "full accreditation" for a period of five years. In July of 1988 the program again received Accreditation for a period of five years. In July of 1992 a "Self-Study" document was sent to JRCRTE to initiate the next five-year accreditation. In June of 1994 the Respiratory Therapy Program was again accredited for five years from JRCRTE. The Committee on Accreditation for Respiratory Care (CoARC) accredited the Program in 1999 after a site visit as the new national accrediting agency. An articulation with Mineral Area College (MAC) was established which enables graduates of the R.T. Program to earn an Associate of Science Degree from MAC after completion of general education courses. The R.T. Program accepted students beginning August 2003 to begin a new Advanced Level Program qualifying them to earn the Registered Respiratory Therapist (RRT) credential. Initial Accreditation was granted 2005 by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) after recommendation by CoARC. The Respiratory Therapy Program #200497 has valid CoARC accreditation till July 31, 2025

Program Directors have been: Jean Erwin, Jack Powers, Kenneth Pfau and Pete Darnell. Directors of Clinical Education have been: Tim Jarrett, Michael Coleman, Tarilyn Starzinger, Kenneth Pfau, Tony Jamerson, Cheryl Westrich, Rose Shafer, Pete Darnell and Kyle Kern. Jennifer Pender became affiliated with the CGCTC July of 2003 to assist with the establishment of the registry program and as the primary instructor of the advanced RT courses. Kelley Sims served in the position as the advanced level RT course instructor August of 2006 through December 2013. Keri Vandeven assumed this position in August 2014 through May 2020.

Graduates of the Respiratory Care Program continue to achieve successful employment not only regionally but also throughout the United States.

RESPIRATORY THERAPY PROGRAM ORGANIZATIONAL CHART

**Director
Cape Girardeau Career
and Technology Center**

Medical Director

**Assistant Director
Cape Girardeau Career
and Technology Center**

Program Director Respiratory Care

Director of Clinical Education

Respiratory Instructors

Affiliate Clinical Coordinators

Primary Clinical Instructors

Secondary Clinical Instructors

Students

POSITION DESCRIPTION: MEDICAL DIRECTOR

Responsibilities: In cooperation with the Program Director and Clinical Director he will supply medical supervision to students, provide physician lectures to students, advise on program planning, evaluate appropriateness of medical content, clinical instruction, and when indicated, function as a liaison with the medical staff in each clinical affiliate.

Qualifications: Must be a duly licensed physician who has an interest in cardiopulmonary function, disease and appropriate respiratory therapeutic procedures and who has recognized qualifications by training and experience.

POSITION DESCRIPTION: ASSISTANT DIRECTOR CAPE CTC

Responsibilities: Is an educational executive officer of the program, and therefore, must take full responsibility for the educational operation of the program. Determine the planning and instruction for all aspects of respiratory therapy education in coordination with the Respiratory Care Program Director. In addition he will supply instructional supervision for the staff of the program to promote the highest standards of current educational practices.

Qualifications: Is a duly appointed employee of the Cape Girardeau Public Schools under the direction of the Director of the Cape Girardeau Career and Technology Center.

POSITION DESCRIPTION: PROGRAM DIRECTOR RESPIRATORY CARE

Responsibilities: In addition to classroom responsibilities, the Program Director shall be responsible for the organization, administration, periodic review, continued development and general effectiveness of the educational program. He will in addition organize the clinical part of the curriculum, review the development of clinical curriculum, evaluate effectiveness of clinical program, ensure that all students receive didactic and laboratory training prior to actual clinical performance, ensure that appropriate evaluation instruments are developed, ensure that all clinical activities are educational in structure and content, conduct critique visits to all clinical affiliates on a timely basis, and routinely evaluate the effectiveness and appropriateness of the Director of Clinical Education. Although the Director of Clinical Education is delegated specific responsibility for clinical education, it is the Program Director's responsibility that all phases of the program are appropriate and successful in meeting program goals and objectives.

Qualifications: Must be a Registered Respiratory Therapist (RRT) with four years experience and licensed as a Respiratory Care Practitioner by the state of Missouri. Two of these years must be as an instructor in a CoARC approved respiratory therapy program
The Program Director must possess at least a baccalaureate degree.

OFFICE HOURS: 30 minutes before and after the school day starts or any time during the school day when the PD is not instructing students.

Office hours during clinical days must be pre-scheduled between the student and the PD at the convenience of the student within the time frame of the normal operating hours of 7:30-3:30.

POSITION DESCRIPTION: DIRECTOR OF CLINICAL EDUCATION

Responsibilities: Shall be in charge of clinical teaching of students, scheduling, keeping records on each student to make sure supervision is adequate and that each student has sufficient, representative experience. The DCE will be responsible for, and must have the privilege of, securing physician cooperation in providing medical instruction of students so that they may understand the nature of diseases treated and the rationale for safe and effective therapy, as well as the expected results of that therapy. In addition the DCE assumes major responsibility for the content and quality of the clinical phases of the program; has a staff appointment in all clinical affiliates to enable him to observe, assist and evaluate students during their clinical experience; has primary responsibility for coordination of all clinical affiliates, coordinates all clinical rotation content, quality and evaluation; seek out and cooperate with each affiliate in order to guarantee that the clinical experience and instruction of students is meaningful and parallels in content and concept the material presented in didactic and laboratory sessions; develop rotation schedules that provide for equivalent clinical exposure of all students to each clinical affiliate; seek out and cooperate with the Medical Director in all medical aspects of clinical practice; coordinate the instructional and supervisory responsibilities of all affiliate Clinical Coordinators; routinely evaluate the effectiveness and appropriateness of all affiliate Clinical Coordinators and all others who may regularly participate in student clinical instruction; responsible for design and implementation of all appropriate clinical performance and proficiency records on each student; and routinely evaluate each student's overall performance and attitude. The DCE will keep the students informed of their progress and report any slow progress or problems to the Program Director.

Qualifications: Must be a Registered Respiratory Therapist (RRT) with four years work experience and licensed as a Respiratory Care Practitioner by the state of Missouri. Two of these years should be as an instructor in a CoARC approved respiratory therapy program. The Director of Clinical Education must possess at least a baccalaureate degree.

OFFICE HOURS: 30 minutes before and after the school day starts or any time during the school day when the DCE is not instructing students.

Office hours during clinical days must be pre-scheduled between the student and the DCE at the convenience of the student within the time frame of the normal operating hours of 7:30-3:30.

POSITION DESCRIPTION: AFFILIATE CLINICAL COORDINATOR

Responsibilities: This person shall be fully responsible for the learning activities of the students assigned to the clinical affiliate. He/She functions as the main clinical instructor in the respective clinical affiliate. Coordinate, plan, direct, control and evaluate the student's clinical experience while assigned to the clinical affiliate based on the Respiratory Therapy Programs clinical objectives and guidelines under the direction of the Director of Clinical Education. In addition the clinical Coordinator will carry out the responsibilities as noted under "Primary Clinical Instructor."

Qualifications: Each clinical affiliate Coordinator will be a CRT or RRT with one or more years of clinical supervisory experience and licensed as a Respiratory Care Practitioner by the state of their employment.

POSITION DESCRIPTION: PRIMARY CLINICAL INSTRUCTOR

Responsibilities: Function as an assistant to the Affiliate Clinical Coordinator in instruction of specifically designated task objectives. Assist the Clinical Coordinator in providing the students suitable exposure and learning experiences within their scope of specific knowledge and skills. This individual shall be fully responsible for the learning activities of the students assigned to them, being accountable to the Affiliate Clinical Coordinator. Along with the Clinical Coordinator, the Primary Instructor will evaluate the clinical performance of students. (Only the Program Director, Director of Clinical Education, affiliate Clinical Coordinator and Primary Instructors may sign off clinical proficiency sheets.)

Qualifications: Must be a CRT or RRT with one or more years of clinical experience and licensed as a Respiratory Care Practitioner by the state of their employment.

POSITION DESCRIPTION: SECONDARY CLINICAL INSTRUCTOR

Responsibilities: Review the student handbook, clinical task book and clinical "sign off" sheet prior to the beginning of clinical rotations. During the students orientation to the clinical affiliate become acquainted with the students and their experiences. The students clinical experience should be directed around material that has been covered at the school and is included in the objectives. Remove obstacles that prevent students from carrying out their assignments effectively in following guidelines and objectives. Plan activities, which draw upon and enrich didactic knowledge gained in the classroom.

When possible provide individualized learning experiences commensurate with the student's knowledge and competence. Evaluate all learning activities of the student on an ongoing basis and make recommendations to improve performance. In addition the instructor will sign log sheets in a conscientious manner. When providing a clinical learning activity the clinical instructor must remember the following:

1. Each student will present a different background of experience and a varying range and degree of interest and competence.
2. The student is there to learn and thus should be expected to display an ever-increasing growth.
3. The structured clinical experience must provide the student an opportunity to improve patient care skills in order to become a confident and competent Respiratory Therapist.

Qualifications: Professional employee of the Clinical Affiliate.

POSITION DESCRIPTION: STUDENT

Responsibilities: As designated in the student handbook, the student will obey the regulations relating to: uniforms, absenteeism, attitude, behavior, conduct, and the use of drugs and alcohol. Perform and document all clinical tasks on clinical proficiency sheets. Record all clinical time appropriately on clinical log sheets. Follow the policies of the hospitals and the respiratory therapy departments. Request assistance from Director of Clinical Education, Affiliate Clinical Coordinator, Primary Clinical Instructor and Secondary Clinical Instructor as needed. Display initiative and interest while enhancing professionalism and patient care skills. Perform self-evaluation of performance frequently. Accept and evaluate constructive comments made by instructors. Seek out formal and informal evaluation from clinical instructors regularly.

Qualifications: Must be currently enrolled in the Respiratory Therapy Program at the Cape Girardeau Career and Technology Center after completing initial general education courses.

FACILITIES AND EQUIPMENT

Classroom and laboratory facilities are provided at the Career and Technology Center for both didactic and hands on experiences. Utilization of classroom and ancillary facility equipment will provide the student experience in the wide variety of equipment they are likely to encounter in actual clinical practice.

The Library Resource Center at the CGCTC provides computer workstations including informational references, tutorials and clinical simulations in addition to Internet access. The Respiratory Therapy Program maintains a video library available to students. Extensive video libraries are also available at St. Francis Medical Center, Southeast Missouri Hospital and other clinical facilities.

Reference books and journals are readily available to students at the CGCTC and at each clinical facility.

ACCOMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

NOTIFICATION AND ASSESSMENT REQUIREMENTS:

Students requesting accommodations for special needs must notify the school of their needs. In order for the school to make appropriate accommodations, students must provide current (less than one year old) assessments identifying their needs. The assessment is to be accompanied with recommendations for accommodations that are made by the agency performing the assessment. Such assessments are at the student's expense.

LEAVE OF ABSENCE AND RE-ADMISSION

A leave of absence may be requested. It will be granted on an individual basis depending upon the needs of the student with the approval of the faculty. A committee consisting of the RT Program Director, Director of Clinical Education and the Assistant Director of the Career Center will determine reinstatement of any student to the program. No credit will be given for incomplete units of study. The committee will evaluate the wisdom of the student continuing in the program based upon the stage of accomplishment of the class as a whole compared to the student's past and anticipated accomplishment. The student will be required to make up all class work missed including tests, laboratory and clinical hours upon readmission into the program and abide by all applicable guidelines. The student may be required to pay additional fees incurred.

CLINICAL PRACTICE DRESS CODE

First Year

Male/Female Students:

1. Clean, white cotton lab vest.
2. Clean, black scrubs, white shoes (soft sole).
3. Name tag.

- # Students are expected to maintain a clean, well-groomed, professional appearance during clinical rotations.
- # Jewelry and perfume/cologne should be kept to a minimum during clinicals in accordance with the standards of our clinical facilities.
Odor of tobacco smoke is not appropriate.
- # Appropriate hair length will be determined by Director of Clinical Education. Hair must be worn in a manner that it will not fall in front of the student's face during clinical practice.
- # Abide by applicable Clinical Site Staff Guidelines regarding dress code including jewelry, artificial nails, body piercing and tattoos. Clinical sites require that no tattoos are visible and only ear piercings are allowed. Piercings are limited to a maximum of three ear piercings per side with symmetrical use of jewelry.

VIOLATION OF CLINICAL DRESS CODE

The R.T. Program Faculty will determine appropriateness of Clinical Attire. The Clinical Affiliates reserve the right to limit student access to their facility in accordance with their Cooperative Agreements with the Career Center.

DISCIPLINARY PROCEDURES OF DRESS CODE

1. Any violation of, or omission of articles contained in the dress code will result in the student not being permitted to attend clinical that day and recorded as absent.
2. The third offense of the dress code will be considered grounds for dismissal from the Respiratory Therapy program.
3. After the third offense, the review committee will meet to determine whether or not the student will be dismissed from the program.

CELL PHONES & ELECTRONICS

1. Cell phones are not to be taken into clinical facilities.
2. Personal calls and texts are not to be made during clinical rotations.
3. Cell phones and electronics may be restricted from the classroom by the Instructor and are not to be audible.

SMOKING

1. Smoking or use of tobacco products is NOT permitted in school buildings or on the school grounds of the Cape Girardeau Public School System.
2. Smoking or use of tobacco products is NOT permitted within the Clinical Affiliates.
3. Possession of cigarettes or tobacco products is NOT permitted in the Clinical Affiliates. Cigarette packs and related smoking materials must be left outside the Clinical Affiliates. Students must abide by applicable Clinical Site Guidelines.

**** Some Medical Facilities currently hire only nonsmokers ****

PROBATION/DISMISSAL/SUSPENSION

- A. Probation/Suspension/Dismissal from the Respiratory Therapy Technician Program may result from any of the following:
 1. Violation of dress code.
 2. Insubordination to:
 - a. medical personnel
 - b. allied health personnel
 - c. administrative staff
 - d. respiratory therapy staff
 - e. Cape Girardeau Career & Technology Center staff

3. An attitude that, in the opinion of the "Review Committee", interferes with the student's ability to learn.
4. Violation of attendance policy.
5. Failure to turn in all required clinical verification sheets.
6. Failure to maintain a passing grade of "C" or above in all Respiratory Therapy didactic and clinical courses.
7. Failure to successfully complete the clinical requirements.
8. Violation of the smoking/tobacco policy.
9. Any destruction, misuse, or stealing of equipment.
10. Cheating on exams, plagiarism or falsification of documents.
11. Any action, or lack of action, intentional or unintentional that causes harm or potential harm to a patient.
12. Any breach of the confidentiality of patient care including discussion or presentation of that patient in the clinical setting.
13. Failure to report an omission of, complication of, or deviation from the ordered treatment of a patient.
14. Any refusal to honor a reasonable request of an individual(s) listed under supervisor.
15. Any violation of hospital employee guidelines.
16. Any action, in the opinion of the "Review Committee" that violates professional standards of conduct and care within the clinical affiliate and/or classroom.
17. Any falsification of admission documents to the program, time sheets, patient progress sheets, department forms or patient report sheets and/or fraudulent misuse of any document.
18. Vulgar or foul language during scheduled class or clinical activity, including abusive language to hospital/school staff.
19. Drug or alcohol use, abuse or addiction or possession of a dangerous instrument (gun, knife, etc.), narcotic, stimulating drug or alcoholic beverage during class or clinical time.
20. Resentful behavior towards hospital, school, instructor, or supervisory personnel.
21. If a student is accused of a crime by a law enforcement agency, the student's record will be reviewed by the "Review Committee" for action and/or recommendation as indicated.
22. Violation of cell phone/electronics policy.
23. Violation of internet policy.

B. Course of action for Probation/Dismissal/Suspension:

1. A student may be suspended from clinical or classroom at the discretion of the Program Director or Director of Clinical Education for any of the above violations; a suspended student will go before the "Review Committee".
2. The "Review Committee" will decide if a suspended student be dismissed or placed on probation. A student's probation will last the remainder of the semester or for a period of time designated by the "Review Committee". Any infraction during this period may result in dismissal.
3. A student cannot be dismissed without due process.

The hospitals have the right to refuse to allow a student to practice in their hospital. If a student is denied access by a clinical site, the student will be unable to complete training and be dismissed from the respiratory therapy program. Specialty areas may only be available at one clinical site. The student may petition the clinical site to be allowed back at the clinical site if denied access to that site.

ATTENDANCE POLICY

Regular attendance, together with the mastery of daily tasks is the foundation for a successful school year. Absences defeat our purpose; they are definitely discouraged for any reason except emergencies.

If the student is going to be absent from clinicals, the student is required to contact the scheduled clinical affiliate and directly notify a respiratory therapy staff person prior to their scheduled shift. Students should record the name of the staff contacted. The student must also notify the Clinical Director, Program Director, or second year instructor that day as soon as possible during office hours 8:00 am to 3:30 PM explaining their absence.

Should a student accumulate more than twenty-four (24) hours absence in a semester for any reason, the student may be involuntarily withdrawn from the Respiratory Therapy Program.

All absences, regardless of reasons, are recorded. Class cuts and tardiness are not tolerated and a student who cuts a class or is tardy will be charged with the length of the class as absent.

When a student accumulates sixteen (16) hours of absence in a semester, the student will be notified in writing and placed on probation.

Should a student be absent for a scheduled test, the student:

1. Must take the exam(s) the first day returning back to **class**.
2. Upon call-in the student will contact the instructor(s) to schedule a time to take the exam on the first day back to class.
3. Will automatically have at least 10% deducted from their score.
4. Failure of that student taking the exam(s) the first day back to **class** will result in an additional 10% deduction from their score.
5. If the student fails yet to take the exam(s) the second day back, it will result in an additional 10% deduction from their score.
6. If the student still fails to take the exam(s) by the third day back it will result in the student receiving a "0" score for the exam(s).

It is the **student's responsibility** to contact their instructor for any assignments, handouts, test dates, or material covered in the class when the student is absent.

The Program Director or Clinical Director is to be notified by phone prior to class time, if a student is going to be absent or tardy from class.

Second Year RT students (the following are further guidelines/rules for Second Year Students)

1. Are required to notify the appropriate (2nd Yr.) instructor & Director of Clinical Education prior to class time, if absent or tardy from class or clinical.
2. **Every missed clinical day** will result in an automatic clinical make up shift, at the Director of Clinical Education's discretion.
3. For every clinical call-in that a student accumulates after 12 hours missed of clinical time, the student will be subjected to a 1% loss from their overall, clinical grade. A second clinical call-in (after 24 hours missed) will result in another 1% loss to their overall, clinical grade. A third call-in will result in another 1% loss, etc...
4. Late weekly summaries will result in an automatic two point loss, and a one point deduction for each day late.
5. No more than 12 **class** hours may be missed per semester as a second year RT student without being subjected to dismissal from the program. After every four hours missed in excess of the 12 hours allotted for absence, a twelve hour make-up clinical shift will be mandated, that will be assigned by the Director of Clinical Education or second year instructor's discretion. (if the student is allowed to continue with the program)

ATTENDANCE POLICY VIOLATION

Failure of a student to follow proper procedure when absent or tardy may result in probation or dismissal from the program. Always follow proper notification procedures if you are unable to be where you are scheduled.

Students may appeal for special hardship consideration. Reinstatement is at the discretion of the Program Director. The student may submit evidence in his/her favor in writing for readmission. If reinstated, the student must make up all missed assignments, missed clinical days, and must attend all further scheduled classes remaining in that semester without any absence or tardiness. Failure to comply will result in termination from the Respiratory Care Program.

Students have the right to appeal all faculty and program decisions.

PATIENT CARE INCIDENT REPORT

Should a patient care incident occur involving a Respiratory Therapy student, an instructor must be notified immediately. The Program Director and Director of Clinical Education will review the incident. If deemed necessary the student will go before the "Review Committee" for action and/or recommendations.

Hospital policy will be followed regarding an incident.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Cape Girardeau Public School District No. 63 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning compliance of Cape Girardeau Public School District No. 63 with the regulations implementing Title VI, Title IX, or Section 504 as amended or any other applicable statute or regulation is directed to contact:

**Mrs. Mandy Keys
301 North Clark Avenue
Cape Girardeau, Missouri 63701
(573) 335-1867**

The compliance officer has been designated by the school district to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 as amended.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

DIRECTORY INFORMATION

NOTICE TO STUDENTS ATTENDING CAPE GIRARDEAU PUBLIC SCHOOLS

In compliance with Federal Law, Private Rights of Parents and Students, Section 99.3, public notice is hereby presented to students attending the Cape Girardeau Public Schools that "Directory Information" may be released to the various communication media of the district as deemed necessary by school officials.

"Directory Information" includes the following information relating to a student:

The student name, address, telephone number, date and place of birth, parent's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance, degrees and awards received, and most recent previous education agency of institution attended by the student, and other similar information.

A student's educational record, or an official transcript thereof, will be forwarded to an educational institution the student makes application to attend.

If you do not want information of this type released, notify in writing the principal of the school where you attend within two weeks of the commencement of any given semester in which the student is enrolled.

NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS

Parents and eligible students (age 18 and over) are guaranteed by federal law certain rights as to the privacy of their educational records as well as personal access to these records. These rights are guaranteed by the "General Education Provisions Act," Title IV, P.L. 90-247, as amended by Section 513, P.L. 93-380, and Section 2, P.L. 93-568. Each educational institution must notify eligible students and parents annually of their rights under this regulation.

This regulation guarantees to parents and eligible students the right to inspect their educational records, the assurance that personally identifiable information within these records (other than "Directory Information") will not be revealed to other than authorized personnel without the consent of the parent and/or student, and the right to challenge items within the record. Further, the regulations require that each educational record must contain therein a list of the individuals to whom personally identifiable information has been released, when it was released, and the usage to be made of this information.

The Board of Education of Cape Girardeau Public School District No. 63 has adopted a policy to assure compliance with the privacy regulation. Ms. Deena Ring, at the Cape Girardeau Board of Education Office, has been named by the Board of Education as the responsible person to whom inquiries concerning the privacy regulation should be directed. A copy of the "Board" policy, a description of the information declared to be "Directory Information," procedures to be used to gain access to a student's records, and the right to challenge the content of these educational records may be secured from:

**Mrs. Mandy Keys
301 North Clark Avenue
Cape Girardeau, Missouri 63701
(573) 335-1867**

Department of Health, Education and Welfare regulations pertinent to the privacy rights of parents and students are contained in the Federal Register for Thursday, June 17, 1976, and a copy of these regulations is available for inspection at the Cape Girardeau Board of Education Office.

SNOW POLICY

Students are expected to attend all scheduled class days. Classes will be dismissed/canceled if the Cape Girardeau Career and Technology Center dismisses or cancels. There will be **NO** excused snow days during the scheduled **clinical rotations**.

Should an accumulation of snow days cause the student to exceed the acceptable number of hours missed per semester the student will go before the "Review Committee" for consideration of reinstatement back into the program.

GRADES AND GRADING SYSTEM

The following grading system will be used in all program courses including classroom, laboratory and clinical:

<u>Letter Grade</u>	<u>Percent</u>	<u>Definition</u>
A	93-100	Excellent, minimal supervision required.
B	84-92	Functions above the minimal level of competency.
C	75-83	Minimal acceptable level to insure adequate knowledge, skills and attitudes necessary to provide safe respiratory patient care.
F	below 75	Unacceptable performance.

1. In the process of any given course, should the student's grade fall below a "C" (minimal acceptable level), the student will be notified and placed on academic and/or clinical probation.
2. Failure to have a "C" (minimal acceptable level) or above at the end of any given classroom course, will indicate an unacceptable academic standard and the student will go before the review committee to determine their continued status with the program.
3. Failure to have a "C" (minimal acceptable level) or above at the end of a given clinical practice will indicate an unacceptable clinical standard and the student will go before the review committee to determine their continued status with the program.
4. Students failing any course (classroom or clinical) are subject to dismissal from the R.T. Program.

TEST REQUIREMENTS

1. Respiratory Therapy Students must take and PASS ALL unit tests and final examinations.
2. If the student scores below 75% on any unit exam or final exam, he/she will:
 - a. be given a total of 3 attempts to pass (including the first attempt). The instructor reserves the right to modify/change the exam on each attempt. If, after the third attempt, the student hasn't received a 75% or greater on any of the exams the student **will be exited from the program.**
 - b. arrange remediation with the instructor and complete remediation based on the instructors expectations for that course.
 - c. be required to complete all subsequent testing before or after school on the very next scheduled class/clinical day or at a day and time arranged between the student and instructor of that course.
 - d. on academic probation for an exam grade of less than a 75%. A student may not have any more than two academic probations due to exam failures per course per semester.
 - e. meet with program director if grades do not improve; to evaluate student's academic standing and reevaluate goals for grade improvement.

EXAMINATIONS

Students who are absent for a scheduled test are responsible to contact the instructor upon their return to **class or clinical** to schedule a time to take the test. The instructor may administer a different test or different test format. If the student does not take the make-up exam, a "0" will be given. The grade earned for a test is final. See further details described under attendance.

TRANSFER OF CREDIT

Academic credits will be accepted for Anatomy and Physiology of the Human Body, Microbiology and Respiratory Pharmacology if the course was taken within the past three years, and a grade of "C" or higher was awarded from an accredited college. Proper documentation must be provided. The faculty reserves the right to test the student's knowledge of the above courses before transferring credits. An articulation agreement between the Cape Girardeau Career and Technology Center and Mineral Area College (MAC) exists enabling transfer of credits to MAC with certain requirements.

STUDENT EXPENSES

MEALS

Food service is available during clinical rotations and can be purchased at the hospital cafeterias. Students are not allowed to leave the Hospitals for meals during scheduled clinical rotations. The Cape Girardeau Career and Technology Center Culinary Arts restaurant is open part of the school year and students may purchase meals. Vending machines are also available in the student break room. Students are given an hour for lunch during classes at the school and one half hour during clinical rotations.

SUPPLIES

The student will need one of each of the following when in the clinical setting:

- | | |
|---------------------------|-------------------------------------|
| a. I.D. tags (2) | f. watch (with second hand) |
| b. lab vest (2) | SMART WATCHES NOT ALLOWED |
| c. stethoscope | g. clinical log and progress sheets |
| d. pen and small notebook | h. clinical manual |
| e. pocket calculator | i. clinical R.T. handbook |

SEMINARS

During the core RT program students will be required to attend seminars, local and out of town, for additional education, at their expense. Organizational monies may be used to offset actual expenses of students. Students are responsible for providing their own transportation, lodging and registration (student registration and lodging at the Missouri Society for Respiratory Care annual convention has been included in the program fees).

INSURANCE

Health insurance is not provided by the school. If the student desires health insurance, it will be at his/her own expense. It is highly recommended that students maintain personal health insurance.

Liability/Malpractice Insurance for student clinical rotations will be provided for the student. The cost of this insurance is included in the program fees.

HOUSING

Student housing is not provided by the school system. Assistance in locating housing should be directed to the Assistant Director of the CGCTC.

PARKING

Off street parking is available at the school. Temporary parking permits can be obtained from the affiliate hospitals during clinical rotations.

STUDENT RESPIRATORY THERAPY ORGANIZATION

1. American Association for Respiratory Care AARC:

All students enrolled in the program will be expected to be a member of the AARC. Students receive reduced rates and will also become a student member of the Missouri Society for Respiratory Care (MSRC). The cost of this membership is included in the program fees.

2. Class Organization:

All students are required to be members of the class respiratory therapy organization. The organization is educational in nature. Money raising activities may be conducted by the organization to assist in financing educational programs and attendance at seminars. All students are required to participate in the activities to some degree. During the first month of class the following offices will be filled by election:

President

Vice-President

Secretary

Class Representative

Class Photographer

CLASSROOM REGULATIONS

1. The classroom day is 8:00-3:30, with a one-hour lunch break.
2. Students are expected to be prepared in the classroom by 8:00 a.m. and as scheduled following lunch hour.
3. Students are responsible for keeping the classroom and other rooms utilized in a clean and orderly manner.
4. Under most circumstances the student will be granted a ten-minute break each hour. Students are encouraged to use this time for restroom purposes.
5. Students should be alert and prepared for class. Students who appear to be sleeping may be asked to leave the class.
6. Students may use the break room during scheduled breaks, during lunch, before and after scheduled class hours.

CLASSROOM REGULATIONS (cont.)

7. Food and drinks are allowed in the break room but not in the classroom.
8. Students will be required to wear professional attire when notified of scheduled guest speakers.
9. During summer months students are allowed to wear shorts. Shorts should be in good taste. Cutoffs and short-shorts are not permitted.
10. Students are encouraged to raise their hand when wanting to speak or ask a question.
11. Unnecessary talking with fellow students is disruptive and distracting to other students and the instructor. If excessive (as determined by the instructor) the student may be asked to leave the classroom or be assigned to sit elsewhere.
12. The instructor reserves the right to assign a seating arrangement.
13. On appropriate forms the student will be responsible in keeping and maintaining accurate records when absent or tardy.
14. Comments and/or personal views, concerns and dissatisfaction in regard to the program's policies and regulations, program faculty, hospital policies and regulations, and hospital staff should be directed to the Program Director or Director of Clinical Education.
15. Program Director and Clinical Director will always be addressed as applicable: Mr., Mrs., Miss or Ms.
16. Cell phones and other electronics may be prohibited from the classroom by the instructor. They are not to be audible, visible, or used during class and are not to be carried into clinical rotations.
17. Students will not be allowed to have any personal electronic devices on their persons during testing. This includes cell phones, smart watches, tablets, or other devices.
18. R.T. students are expected to comply with any applicable rules of the Cape Girardeau Career and Technology Center.

***Dishonesty shall result in the immediate dismissal
from the respiratory therapy program.***

***It is each student's ethical obligation to report
cheating done by others to faculty.***

BEHAVIOR

As a student representing the Respiratory Therapy Program at the Cape Girardeau Career and Technology Center you are expected to behave in a professional and courteous manner at all times, but especially when attending clinical sites. Students who behave in a manner that embarrasses the program and institution will be instructed in the behavior expected of them and if such adverse behavior continues to be a problem the student may be asked to leave the program.

CRITERIA FOR PROBATION

- Accumulation of sixteen hours of absences.
- Violation of stated rules and regulations.
- Course grade of less than "C".
- Incomplete grade in any course due to illness or extenuating circumstances.

CRITERIA FOR INVOLUNTARY WITHDRAWAL

- Final course grade less than "C".
- Exam grade of less than 75% after three attempts.
- Violation of stated rules and regulations.
- Recommendation of "Review Committee".
- Failure to make-up an incomplete grade by the agreed date.
- Violation of attendance policy.

RE-ADMISSION

Any candidate who withdraws or fails to complete the program in normal sequence may apply for re-admission. The "Review Committee" shall review all applications for re-admission. Candidates for re-admission must present evidence for successful completion of the program if re-admitted. The candidate must also pay any additional expenses: tuition, textbooks, etc. The "Review Committee" may recommend admission or denial of admission or conditional re-admission. The candidate may submit evidence in his/her favor in writing to the committee.

CLINICAL GUIDELINES

A Workload.

1. The student's variety of the workload during a clinical should be representative of what an employee with comparable experience and education would be expected to perform.
2. The quantity of the workload that a student is expected to perform should be carefully evaluated by the Clinical Instructor for each individual student. This workload should never exceed what an employee of equal qualifications would be expected to perform.
2. There is no function within the department's range of duties that a student at any time in his training is exempt from. If a student has demonstrated proficiency in a certain aspect of respiratory care, this entitles him/her to less direct supervision of that task, not to be excused from it.
4. The workload should be scheduled in such a manner that the student will have sufficient time for relaxation and refreshment, including lunch, as is provided for the employees of the hospital.

Workload (cont.)

5. While functioning in a student capacity, a student, under no circumstances is to be compensated monetarily or gratuitously for performance or participation of any procedures, treatments or activities. Any student violating this policy may risk immediate withdrawal from the program with no consideration for re-admission.

B. BREAK TIME

1. The students are entitled to the same amount of break time that is granted to the employees of the hospital.
2. The break time will be determined by the Clinical Instructor, not the students, and need not be concurrent with the employee break time.
3. The student, under no conditions, will leave the hospital complex for purposes of securing refreshment, relaxation or any other reason during the clinical shift.
4. Facilities for storage of food or beverages from outside the hospital are provided for the students.

C. STUDYING

1. Textbook studying or academic material within the department is allowed only by permission of the Clinical Instructors.
2. Studying in areas outside the department is allowed only by permission of the Clinical Instructors.
3. Studying never, under any circumstances, takes precedence over clinical responsibilities assigned to the student and any interference of studying with these responsibilities may result in dismissal from the academic program.

D. COMPLETION ASSIGNED RESPONSIBILITIES

1. Failure to complete on time or to complete at all, any task assigned to the student, must be reported to the supervisor immediately.
2. Any complications or adverse effects of care given to a patient by a student must be reported to the supervisor immediately.
3. Any suggestions concerning patient care should be expressed to the Clinical Instructor in private at a time that permits open discussion of that suggestion. Such a discussion should not take place in the patient care areas nor in the presence of other allied health or medical personnel unless those persons have initiated such a discussion.
4. Failure to report non-completion of, complications of, or adverse reaction to therapy administered by a student may result in dismissal of the student from the academic program.

SUPERVISION

A. SUPERVISORS

1. All students of the respiratory therapy department are responsible to the following personnel:
 - a. Program's Staff
 1. Medical Director
 2. Program Director
 3. Director of Clinical Education
 4. Program Faculty
 - b. Hospital Staff
 1. Respiratory Therapy Director and/or Assistant Director
 2. The Affiliate Clinical Coordinator
 3. The Primary Clinical Instructor
 4. The Shift Supervisor
 5. Any director of a Specialty Area the student may be rotating through.
2. The student is directly responsible to the clinical instructors.
3. The term "Clinical Instructor" will include:
 - a. Medical Director
 - b. Program Director
 - c. Director of Clinical Education
 - d. Affiliate Clinical Coordinator
 - e. Primary Clinical Instructor

B. AUTHORITY

1. The extent of authority over the student that any of the above mentioned personnel, excepting the program's staff, can exert on the student is limited to the following:
 - a. Counseling
 - b. Dismissal from the clinical affiliate
 - c. Coordination, instruction, and supervision of clinical tasks
2. Any of the personnel listed in Section A-1b, who feels that a student has committed a violation of regulations or has committed an offense that should result in the student being asked to leave a clinical affiliate, must contact the Director of Clinical Education or Program Director as soon as possible and state the circumstances for dismissal.

RIGHTS AND RESPONSIBILITIES

A. Rights

The student has a right to:

1. Expect that the student's progress in clinical and classroom not be discussed with personnel other than those listed under Supervisor.
2. Expect reasonable consideration of their needs concerning clinical and academic training and education.
3. Expect to be treated with respect, consideration and objectivity regarding criticism of their progress.
4. Know what is expected of him/her in the clinical and classroom setting.
5. Expect that all procedures and guidelines applicable to his/her conduct will be explained.

B. Responsibilities

The student is responsible for:

1. Evaluating the performance of the clinical & program instructors.
2. Following the guidelines contained within.
3. Maintaining a professional and discrete attitude towards other allied health personnel and patients in the hospital.
4. Completing any task given to him/her by an individual listed as a supervisor.

PROCEDURE FOR HANDLING VIOLATIONS OF GUIDELINES

- A. The student should be directly informed of any grievance by the supervisor as soon as possible after the violation.
- B. Should any individual listed under Supervisor have a grievance against a student that in his/her opinion constitutes a dismissible offense it should be brought to the attention of the Director of Clinical Education or Program Director immediately.
- C. The student will then go before the Program Director, Director of Clinical Education and Affiliate Clinical Coordinator. Both the student and accusing party will have the opportunity to express their views and opinions concerning the situation.

APPEALS PROCESS

Disciplinary Action:

The R.T. Program Director shall recommend disciplinary actions, including but not limited to dismissal from a program, to the school's Assistant Director. The Assistant Director may accept, reject, or modify the recommended disciplinary action.

If a student does not agree with a disciplinary action, including but not limited to dismissal from a program, the student can appeal the decision by submitting a letter to the school's Director. A student has five business days to submit the appeal. Otherwise, the student will be expected to abide by the terms of the disciplinary action.

Appeals Process:

If an appeal is requested, the school's Director will convene the Review Committee, and will act as the chair of the Review Committee. The Review Committee will review all appropriate records pertaining to the disciplinary action and may interview appropriate individuals including but not limited to the student being disciplined.

The Review Committee members will each provide an individual recommendation regarding the appeal to the school's Director. The final decision will be rendered by the school's Director.

The Review Committee will meet within five business days of the receipt of the student's appeal. The final decision will be put in writing and a copy will be mailed to the student, or the student may be notified of the final decision by phone or in person.

REVIEW COMMITTEE

Members

1. Career and Technology Center Director.
2. Career and Technology Center Assistant Director
3. R.T. Program Director
4. R.T. Director of Clinical Education
5. Adult Instructor CGCTC (non R.T.)
6. Any other individual(s) deemed appropriate to assist in the review of a student's appeal

EMPLOYMENT

It is suggested that the student should minimize employment during the first six months of the program in order to maintain satisfactory grades, derive the utmost from their studies, and have adequate rest and recreation. If it is essential for the student to work, the maximum hours recommended during the first six months is sixteen hours per week. Students are expected to make successful completion of the Program a top priority. During the later half of the first class year hospitals often make available "student positions" in the R.T. departments.

It is impossible for the school to alter classroom and clinical assignments to fit the work schedules of students. Please Don't Ask!

STUDENT LOANS AND SCHOLARSHIPS

Student Loans

This program is approved for grants, loans and veteran's benefits. Application information may be obtained from the Offices of Financial Aid at the Career Center (School code **005532**) or Mineral Area College.

Scholarships

There are various organizations dedicated to the advancement of science, technology, and the art of respiratory therapy that provide funding for scholarships based on need and/or scholastic achievement. The Program Director will announce Scholarships as they become available and provide application information.

ILLNESS/INJURY/PREGNANCY

Illness

1. Classroom:

If a student becomes ill while in the classroom, the student may leave the room without permission. However, if the illness is of a nature that requires the student to go home, visit their physician, or emergency department, he/she must report to their instructor before leaving if possible.

2. Clinical:

If a student becomes ill while on duty in the clinical affiliate, the student must report to the clinical instructor before leaving the hospital. If the illness is an emergency health problem, it will be handled through the emergency department, preferably under the supervision of the student's personal physician. The physician on emergency duty will care for the student if the personal physician is not available.

Records will be kept on each student with the name of his/her personal physician and person to be notified in case of illness or emergency.

Students are responsible for the cost of their own health care and are urged to provide themselves with hospital and medical insurance.

Injury

1. Classroom:

All injuries obtained while on school property must be reported immediately to the Assistant Director of the Cape Girardeau Career and Technology Center.

2. Clinical

All injuries obtained while on duty in the clinical affiliate must be reported to a "Supervisor" and a report must be filed. Hospital policy will be followed concerning any injuries.

Pregnancy

The student who becomes pregnant is requested to inform the Program Director as soon as possible so that individual need regarding the program may be determined.

STUDENT RESPONSIBILITY FOR HANDBOOK INFORMATION

Each student is responsible for being familiar with the information in this handbook. Failure to read the information will not be considered an excuse for non-compliance.

The program faculty reserves the right to change policies or revise curriculum as necessary due to unanticipated circumstances.

WAIVER OF REGULATIONS

The faculty and administration have adopted the rules and policies in this handbook. When a student finds that extenuating circumstances might justify the waiver of a particular regulation, the student may petition the program director.

CREDENTIALLING

1. Program Graduates apply to the National Board for Respiratory Care (NBRC) to sit the credentialing examinations.

The Entry Level Certification Examination must be taken and successfully passed prior to attempting the Written Registry Examination for Advanced Respiratory Therapists and the Clinical Simulation Examination (CSE)

Entry Level Respiratory Therapy Examination
Certified Respiratory Therapist - CRT credential

Written Registry Examination &
Clinical Simulation Examination
Registered Respiratory Therapist – RRT credential

2. The NBRC examinations are given on computer by the NBRC. The flexible Examination dates are scheduled through the NBRC.
3. The current fees for first time applicants are (**included in tuition**):

CRT/RRT Written Only	\$190.00 *
RRT CSE Only	\$200.00
RRT Both	\$390.00 **

4. Application information will be provided to students prior to graduation by the Program Director. Applications may be completed online.
5. Further details may be obtained online at **<http://www.nbrc.org>**

REFUND POLICY:

For all programs, a deposit is to be made at the time of enrollment to reserve a seat for the applicant. If a student withdraws before the start of the program, a refund of the deposit will be made minus any expenses incurred by the school on the student's behalf. Processing of a refund check could take up to 45 days.

For long-term programs (those eligible for financial aid), during the first 60% of a payment period, tuition due will be prorated based upon the days completed. After 60% of the payment period has elapsed, no tuition will be deducted. Students will always be responsible for the payment of textbooks and fees that have been used or cannot be returned. If a student cancels enrollment before classes begin, the deposit will be refunded minus and expenses incurred by the CTC on the student's behalf.

OBLIGATION FOR PAYMENT

Registration constitutes a financial contract between students and the school. Students are ultimately responsible for payment of amounts owed to the school, including instances where anticipated financial aid becomes unavailable. If students do not make payments of amounts owed to the school when they become due, the school has the right to cancel students' registration; to withhold their grades, transcripts, diplomas, certificates, and to refuse admittance to final exams.

EDUCATION REQUIREMENT FOR APPLICATION

High School Diploma or equivalent required for admission to the Respiratory Therapy Program. Home schooled applicants are asked to provide:

- A plan book, diary, daily log, or other written record indicating the subjects taught and the activities engaged in with the student.
- A portfolio containing samples of the student's academic work.
- A record of evaluation of the student's academic progress.
- Other written or credible evidence equivalent to the above.

Note: Home schooled applicants are highly encouraged to complete the GED as a part of the application process due to the expectations of many employers.

Contact the front office of the Cape Girardeau Career and Technology Center for further information.

Revised 1/15/21

FIRST YEAR

RESPIRATORY THERAPY SCHEDULE OF FEES 2021/2023

PAYMENT ARRANGMENTS WITH FINANCIAL AID BEFORE CLASS STARTS BEFORE ORIENTATION DAY JULY 30, 2021.

* R.T. Program Tuition 1st year 2021-2022	\$8,100.00
* Textbooks fees subject to change	\$945.00
* Liability Insurance	\$15.00
* American Association Respiratory Care, Membership dues	\$50.00
* MSRC State Seminar Registration & Lodging	\$305.00
* MSRC District V Seminar registration	\$30.00
CPR Training Fee	\$50.00
Computer Usage Fee	\$35.00
Total	\$9,530.00
Deposit	\$200.00
Adjust Total	\$9,330.00

The expenses listed below are **not** to be paid to the Cape Career and Technology Center
These are **estimated** expenses for supplies you will be expected to **purchase as needed**.

Lab Vests (need at least two)	\$75.00
Scrubs for Clinical Rotations	\$115.00
Stethoscope	\$145.00
Calculator	\$15.00
Notebooks/Supplies	\$95.00
Computer Flash Drive memory stick	\$10.00
Criminal History Background Check (cost subject to states lived in)	\$65.00
9 Panel Drug Screen (clinical site requirement)	\$50.00

*****Physician Examination and Immunizations*****
(Hepatitis B required by Clinical Sites)

RESPIRATORY THERAPY SECOND YEAR

RESPIRATORY THERAPY SCHEDULE OF FEES 2021/2023

THE FOLLOWING IS A SCHEDULE OF REES FOR THE SECOND YEAR OF THE CGCTC RESPIRATORY THERAPY PROGRAM

* R.T. Program Tuition 2nd year 2021-2022	\$5,400.00
* Textbooks Estimated on 21/22 school year. *	
subject to change	\$200.00
* Liability Insurance	\$15.00
* Computer Simulation Software (Lindsey Jones/Kettering)140/160	\$340.00
* Kettering Review Seminar RRT	\$440.00
* MSRC State Seminar Registration & Lodging	\$305.00
American Association For Respiratory Care	\$50.00
ACLS \$175 PALS \$175 NRP \$125	\$475.00
ACLS Text \$40 PALS Text \$45 NRP Text \$75	\$160.00
MBRC Board Test Fees (Written and Clinical Simulation)	\$395.00
Computer Usage Fee	\$35.00
Graduation Fees (MAC & CTC)	\$135.00
Exit Testing Fee's (SAE Written RRT \$60 & Clinical Simulation \$70)	\$130.00
Total	\$8,080.00

The expenses listed below are **not** to be paid to the Cape Career and Technology Center
These are estimated expenses for supplies you will be expected to **purchase as needed.**

Scrubs/Embroidery	\$65.00
Notebooks/Supplies	\$75.00
Missouri Board for Respiratory Care Education	
Permit (if employed)	\$90.00

TB Testing Annually

CURRICULUM VITAE

NAME	<u>George “Pete” Darnell</u>
PRESENT POSITION	Program Director Respiratory Therapy Program #74612
EMPLOYMENT	<p>July 2014 - Present Program Director Respiratory Therapy Program Cape Girardeau CTC</p> <p>August 2008 - 2014 Director of Clinical Education Respiratory Therapy Program Cape Girardeau CTC</p> <p>2003 – 2008 Science Teacher/Dept. Head Middle School Ste. Genevieve Public School District</p> <p>2020 – Present, Staff Respiratory Therapist St. Louis University Hospital</p> <p>1994 - 2016 Respiratory Therapist Full/Part Time St. Francis Medical Center</p> <p>1993 – 1994 Respiratory Therapist Western Baptist Hospital</p>
EDUCATION	<p>Southeast Missouri State University Masters of Natural Science (MNS,Ed), Science Education December 2016</p> <p>Southeast Missouri State University Bachelor of Science Education August 2003</p> <p>Cape Girardeau Area Vocational Technical School Respiratory Therapy Certification Program Certificate of Completion August 1993</p> <p>Three Rivers Community College Associates of Arts Degree May 2000</p>
CREDENTIALS	<p>Registered Respiratory Therapist (RRT) Certified Respiratory Therapist (CRT) Missouri Educator Certification Cardio Pulmonary Resuscitation Instructor Certified #03160436871 Advanced Cardiac Life Support Instructor #03160436871 Licensed Respiratory Care Practitioner Missouri #101719</p>
MEMBERSHIP	<p>American Association for Respiratory Care AARC Missouri Society for Respiratory Care PACT Co-chair MSRC</p>

CURRICULUM VITAE

NAME	<u>Kyle Kern</u>
PRESENT POSITION	Director of Clinical Education Respiratory Therapy Program #117648
EMPLOYMENT	July 2014 - Present Director of Clinical Education Respiratory Therapy Program Cape Girardeau Career & Technology Center 2010 - 2019 Respiratory Therapist Full/Part Time St. Francis Medical Center 2010-2011 – Graduate Assistant Southeast Missouri State University 2007 – 2008 MYCC Regional Coordinator Missouri Dept. of conservation
EDUCATION	Southeast Missouri State University Masters of Science December 2011 Southeast Missouri State University Bachelor of Science in Biology December 2006 Cape Girardeau Career & Technology Center/Mineral Area College Respiratory Therapy Certification Program Associates of Science in Respiratory Therapy May 2010 Various Continuing Education Courses and Seminars for both Medical and Educational Advancement
CREDENTIALS	Registered Respiratory Therapist (RRT) Certified Respiratory Therapist (CRT) Missouri Educator Certification Licensed Respiratory Care Practitioner Missouri #2009006565
MEMBERSHIP	American Association for Respiratory Care AARC Missouri Society for Respiratory Care

STUDENT DRUG/ALCOHOL TESTING POLICY

The Cape Girardeau School District No. 63 is concerned with the health, welfare and safety of the students as well as our patients. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school or clinical site property. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip, where students are under the jurisdiction of the school district and/or are representing the respiratory therapy program. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Cape Girardeau School District reserves the right to select the alcohol/drug screening lab. *Refusal to submit to testing or positive test results will result in dismissal from the Respiratory Therapy program.*

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812 (c).

Students may only be in possession of their own prescription or nonprescription medication as detailed in the Cape Girardeau School Board Policy.

The school administration shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with the Cape Girardeau School Board Policy. Upon discovery of any prohibited substance, local law enforcement will be notified.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate termination from the respiratory program and referral for prosecution. Strict compliance is mandatory. The respiratory therapy program administrator/faculty shall immediately report all incidents involving a controlled substance to the Director and/or Assistant Director of the Career & Technology Center who will in turn notify the local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement. .

Students with disabilities who violate this policy will be subject to the same disciplinary action as any other student in accordance with the Cape Girardeau School Board Policy.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Refusal to submit to testing or positive test results will result in dismissal from the respiratory therapy program. Cape Girardeau School District reserves the right to select the alcohol/drug screening lab.

Some clinical sites may require random alcohol/drug test screenings as a condition by which students are allowed the privilege to participate in clinical rotations at their facility. These clinical rotations are required for the completion of the respiratory therapy program.

Clinical Rotation Drug Screening

Students in the Respiratory Therapist Program through MAC/CTC are given the opportunity and privilege of working at clinical sites under circumstances when their actions can directly impact the health and safety of patients. The purpose of the drug and/or alcohol screening policy is to protect from harm those patients who come into contact with students from the CTC RT Program. Many of our clinical sites require a negative urine drug screen before allowing students to participate in caring for patients. To ensure compliance, all RT students will be screened for drugs and/or alcohol and other controlled substances as follows: **As a condition of clinical rotation eligibility**, re-admission, at any time upon reasonable suspicion or at any time upon random selection during your enrollment in the RT program.

A positive test will result in immediate dismissal from the RT program. If an illegal drug and alcohol test is positive, a second test if requested, may be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test will result in immediate dismissal from the RT Program.

Any student dismissed following a positive illegal drug, controlled substance, or alcohol test will be removed from all RT courses and dismissed from the program. A grade of "W" will be transcribed if prior to the College's withdrawal date. A grade of "F" will be transcribed if the student is removed from courses following the college's withdrawal date.

Students in clinical agencies are subject to the policies of MAC and the CTC, and must also abide by the policies of the agency in which they are assigned as a student Respiratory therapist. A student may be required to have alcohol or drug testing alone or in combination. A student who refuses to submit to initial or subsequent testing will be dismissed from the RT program.

The Program Director must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the Assistant Director of the CTC, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violation of rules, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

Students must abide by the terms of the above policy and must report any arrest under a criminal drug statute for violations occurring on or off College premises. A violation must be reported within five (5) days. Students convicted of involvement in a criminal drug offense will be dismissed from the RT program. Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration and readmission to the RT program upon successful completion and documented evidence of treatment remedying the rationale for dismissal following a twelve (12) month interval.

ACCREDITATION

The Cape Girardeau Career and Technology Center Respiratory Therapy Program number 200497, Associates of Science degree is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

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.

Commission on Accreditation for Respiratory Care

www.coarc.com

PROGRAM OUTCOMES

Cape CTC Respiratory Program outcomes (3 year averages) may be found at:

<https://coarc.com/students/programmatic-outcomes-data/>

STUDENT / EMPLOYEE BACKGROUND CHECKS / DRUG SCREENING

Missouri state law requires that hospitals and nursing homes conduct a criminal background check for employees that have patient contact. The Missouri Board for Respiratory Care requires similar background checks and a full set of fingerprints in order to be licensed or hold a permit as a Respiratory Care Practitioner in the state of Missouri. An individual, who has been convicted of, pled guilty or nolo contendere to certain crimes in Missouri or other states may not be eligible for Licensure in Missouri under the Respiratory Care Practice Act. These include but may not be limited to class A or B felonies.

The hospitals and other clinical sites utilized by the Respiratory Care Program require that the school conduct criminal background checks and may require drug screening on students before allowing them access for clinical rotations. Results of a student's criminal background check and drug screen will be provided to the clinical site when requested by the clinical site. This may affect a student's ability to perform clinicals.

Applicants accepted into the Respiratory Therapy program will be required to sign a release authorizing a criminal/sex offender background check and drug screening at the applicant's expense.

Background checks for a MBRC student respiratory permit if the student seeks employment would be completed through the Missouri State Highway Patrol at the students' expense.

The Missouri Board determines rulings concerning Missouri licensure/permits for Respiratory Care. The prospective employer with regards to state law determines eligibility for health care employment. The clinical site determines suitability of students regarding patient care at clinical sites.

This information is given to prospective Respiratory Care Students so that they may make an informed choice of pursuing health care education.

Questions concerning this should be directed to the Program Director, Missouri State Board for Respiratory Care or the applicable employer.

RESPIRATORY THERAPY GUIDELINES

1. Students accepted into the Respiratory Therapy Program attend clinical rotations at hospitals and homecare providers under cooperative agreement guidelines. Each clinical site (Facility) "retains full authority over patient care and retains the authority to deny access to the patients and Facility by any student or instructor if deemed by the Facility to be in the best interest of patient care". The Cape Girardeau Career and Technology Center's Respiratory Care faculty are obligated to inform the clinical sites of information that might affect a student's ability to provide safe patient care. The CGCTC is required to provide results of a student's criminal background check to the clinical sites upon request. Students denied access to clinical sites would be unable to complete the R.T. program.
2. Graduates of an R.T. program are required to pass an examination by the National Board for Respiratory Care (NBRC) in order to earn a credential. Judicial and Ethics policies address the individual's ability to appropriately interact with patients and others on the job.

National Board for Respiratory Care
10801 Mastin Street, Suite 300
Overland Park, KS 66210
Toll-Free: 888-341-4811

E-mail: nbrc-info@nbrc.org
Web: www.nbrc.org

3. Respiratory Therapists are required to be licensed or have a permit to practice respiratory therapy in most states. The Missouri Board for Respiratory Care (MBRC) requires a valid NBRC credential and fingerprints for a background check in order to be licensed in Missouri. Any criminal or medical conditions which in any way impair or limit the ability to perform the duties of a respiratory care practitioner with reasonable skill and safety would need to be evaluated.

Missouri Board for Respiratory Care
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
573-522-5864

rcp@pr.mo.gov

<http://pr.mo.gov/respiratorycare.asp>

4. Respiratory therapy employment by a hospital or other health care provider is based on the facility's existing policy. In Missouri, a valid MBRC license/permit is a legal requirement for employment as a respiratory care practitioner.

Individuals interested in pursuing a career in Respiratory Therapy are directed to the contacts listed above regarding any questions they may have. The CGCTC R.T. Program is unable to predict judgments by them and can only provide guidelines. Admittance into the R.T. Program does not guarantee completion of the program, credential, license or employment in respiratory therapy due to factors beyond the control of the R.T. Program.

TECHNICAL STANDARDS TO PRACTICE AS A RESPIRATORY THERAPIST

VISUAL	Ability to sufficiently monitor and assess patients including skin color and use of accessory muscles and other clinical signs. Ability to monitor equipment to provide safe and effective respiratory care. Ability to read written and computer communications.
HEARING	Ability to hear and understand patients, families and staff. Ability to monitor and assess patient sounds such as blood pressure and breath sounds. Ability to hear patient/equipment alarms and equipment functioning.
MOBILITY	Mobility and strength sufficient to support and move patients and equipment. Ability to respond rapidly to emergency situations including climbing stairs. Ability to reach equipment or parts of a patient's body.
MOTOR SKILLS Gross & Fine	Perform multiple motor tasks simultaneously. Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care. Have steady arm and hand movements while manipulating objects or assisting patients. Ability to provide written communication and data entry/keyboarding. Ability to provide CPR including manual ventilation and chest compressions. Have stamina sufficient to provide safe patient care during assigned shift.
TACTILE	Tactile ability sufficient to assess patient's response to therapy including textures, degrees of firmness, temperature and pulse rate.

Respiratory therapy employment by a hospital or other health care provider is based on the facility's existing policy. The CGCTC R.T. Program is unable to predict judgments by them and can only provide guidelines. Admittance into the R.T. Program does not guarantee completion of the program, credential, license or employment in respiratory therapy due to factors beyond the control of the R.T. Program.