



2017-2018

RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

Purpose	3
Welcome	4
Directory	4
Description of the Profession	5
Codes of Ethics	6
Student Group Information	7
Recognition and Awards	7
Accreditation and Professional Registration	8
Professional Registration/Certification.....	8
Program Accreditation.....	8
Policies and Procedures	9
Academic Progression.....	9
Academic Advising.....	10
Counseling/Disciplinary Process.....	10
Academic Integrity Policy.....	10
Repeating Courses.....	11
Re-Entry Into the Program.....	11
Resolution Process for Academic Concerns.....	11
Denial of Access to Clinical Affiliates.....	12
Title IX Sexual Misconduct Policy.....	12
Pregnancy Policy.....	13
Failure of Two Professional Courses.....	13
Grading Protocol.....	14
Clinical Policies and Procedures.....	15
Clinic Assignment.....	15
Clinic Attendance.....	16
Return to Clinical Following Injury/Illness.....	17
Clinical Dress Code.....	18
Communication Guidelines.....	19
Communication Devices.....	20
Confidentiality of Records.....	21
Electronic Communication.....	22
Employment.....	23
Informed Consent.....	23
Medical Error Reporting.....	23
Accident or Unusual Occurrence.....	24
Blood/Body Fluid Exposure	25
Professional Conduct.....	25
Severe Weather.....	26
Technical Standards of Performance	28
Statement of Responsibility	29

PURPOSE

The purpose of these policies is to provide the student with information specific to the Respiratory Care Program. The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Dean.

Any changes made will be communicated to students in a timely manner. This information is a supplement, not a substitute for, those present in the College Student Handbook and the NMC College Catalog. It is the student's responsibility to become familiar with all three documents while a student at the College. You are expected to abide by the regulations contained in them.

Your signature at the back of the Handbook indicates that you have read and understand the policies and that you agree to act in accordance with those policies and regulations

WELCOME

We are pleased that you have decided to jump in and dedicate yourself to becoming a Registered Respiratory Therapist through the Respiratory Care Program at Nebraska Methodist College. The path you have chosen is rigorous, but we believe that you will find that the time and energy you expend will expand your horizons as a healthcare professional.

During your experience here you will apply information from the classroom into the laboratory and clinical setting. You will develop and draw on many skills, from critical thinking to empathy. In the clinical setting every patient, every situation is unique. You can't memorize all the answers, but you will be expected to apply the Respiratory Care skills that you have learned.

Your professional behavior is also essential. Those qualities—over and beyond the knowledge you gain and the skills you learn—which are essential for your success in school and in your later work as a Registered Respiratory Therapist. In broad terms, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a professional. Give 100% and treat your classmates, instructors, patients, and co-workers as you would like to be treated.

Those who make the most of the program learn early on that the program faculty, clinical staff and instructors, and other college personnel work extremely hard to build a bridge for you to successfully graduate and realize your dream. You can become a Registered Respiratory Therapist and enjoy a rewarding and successful career. It is up to you to be successful; we are here to help you achieve your goals.

RESPIRATORY CARE PROGRAM DIRECTORY

Personnel	Office	Phone	Mobile
Program Director , Lisa Fuchs, MHA, RRT, CHWCL-2023		(402)354-7072	(402) 960-2903
Director of Clinical Education , Diane Krueger C-2245		(402)354-7065	(402)639-5778
Medical Director , Patrick Meyers, MD		(402)390-0606	
Clinical Preceptor, Alicia Walter, RRT	Good Sam	(308)865-7517	
Clinical Preceptor, Julie and Dawn	Mary Lann	(402)984-0779	

DESCRIPTION OF THE PROFESSION

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As members of this team, respiratory therapists should exemplify the standards and ethics expected of all health care professionals.

Respiratory therapists provide patient care which includes clinical decision-making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- acquiring and evaluating clinical data;
- assessing the cardiopulmonary status of patients;
- performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography;
- evaluating data to assess the appropriateness of prescribed respiratory care; establishing therapeutic goals for patients with cardiopulmonary disease; participating in the development and modification of respiratory care plans; case management of patients with cardiopulmonary and related diseases;
- initiating prescribed respiratory care treatments, managing life support activities, evaluating and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives;
- initiating and conducting prescribed pulmonary rehabilitation;
- providing patient, family, and community education;
- promoting cardiopulmonary wellness, disease prevention, and disease management; promoting evidence-based medicine by using established clinical practice guidelines and evaluating published research for its relevance to patient care.

From the Commission on Accreditation for Respiratory Care's —Accreditation Standards for the Profession of Respiratory Carell (CoARC, 2015).

[file:///C:/Users/lfuchs/Downloads/CoARC%20Entry%20Standards%20clarif%2011.21.15%20\(1\).pdf](file:///C:/Users/lfuchs/Downloads/CoARC%20Entry%20Standards%20clarif%2011.21.15%20(1).pdf)

As a student, you are expected to learn the skills described to become a competent respiratory therapist.

AARC STATEMENT of ETHICS and PROFESSIONAL CONDUCT*

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Seek educational opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.

*Effective 12/94. Revised 04/15. For a more detailed description of the expectations for ethical behavior, see http://www.aarc.org/resources/position_statements/ethics_detailed.html

STUDENT GROUP INFORMATION

Methodist Allied Health Student Association – Respiratory Care Chapter

The Methodist Allied Health Student Association (MASHA) – Respiratory Care Chapter is composed of all students enrolled in a respiratory care program at the College. MASHA-Respiratory Care Chapter has a representative on the College Student Senate.

Throughout an academic year, MASHA – Respiratory Care students are involved in leadership, professional development and community service activities.

RECOGNITION and AWARDS

Lambda Beta

This is a national honor society for Respiratory Care students. Program personnel nominate students who earn a cumulative grade point average in the top 25% of their professional year cohort and exhibit professional behavior. Categories of membership include Associate and Bachelor degree levels. Students are invited to join Lambda Beta and are eligible to apply for scholarships through the Society.

Nebraska Society for Respiratory Care Scholarship

This is a monetary award presented by the Nebraska Society for Respiratory Care to a current professional year student, chosen once a year from the group of students in the professional year courses who meet the criteria and apply.

American Respiratory Care Foundation

The American Respiratory Care Foundation offers scholarships to selected undergraduate students. More information is found at:

<https://www.aarc.org/education/educator-resources/scholarships/>

ACCREDITATION AND PROFESSIONAL REGISTRATION

Professional Registration/Certification

One of the goals of the College is to educate students in their respective health care field so that they are prepared for national certification/registration examinations. Taking these examinations is a graduate's choice and responsibility. The College does not guarantee that a student will pass these examinations, nor is the College responsible for the expenses incurred by a student as a result of the certification/registration process.

The Respiratory Care Program obtained national accreditation after the first class of students matriculated into the College. This accreditation qualifies graduates to apply for examinations administered by the National Board for Respiratory Care. Graduates first take the entry-level Therapist Multiple Choice (TMC) examination. The exam has a high and low cut score that determines the candidate's status for the advanced level (RRT) exams. Passing at the low cut score gains the student the CRT level credentials. At this level the student will then have to take a two part exam to obtain their RRT credential. Students passing the TMC exam at the high cut score or above are only required to take and pass the clinical simulation exam to become a RRT. Passing this examination is a requirement in most states to be licensed as a respiratory care practitioner.

Program Accreditation

The Nebraska Methodist College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

The Commission on Accreditation for Respiratory Care (CoARC)

1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835

POLICIES and PROCEDURES

ACADEMIC PROGRESSION

Purpose:

To monitor progression of students throughout the program curriculum.

Policy:

Upon acceptance into the Respiratory Care Program, a clinical start date is reserved for the student. To progress in the program a student must maintain a minimum grade of C or above in all courses, and must have a 75% or higher average on all exams in each course. If a grade of C and a 75% exam average is not attained, the course must be retaken when it is offered again.

If a student fails a course (receives less than a grade of C, and or below a 75% on exams), the student cannot progress in the program until the course is successfully repeated. Because most professional courses are only offered once per year, students are advised that progression may be delayed by as much as one year. Furthermore, when a student is unable to progress with their cohort, they forfeit their clinical position. Therefore, students will be required to re-apply to the Respiratory Care Program for placement in a new cohort.

Respiratory Care courses may have additional requisites beyond the grade of C for a course. This includes professional behavior, examples of, but not limited to are; attendance in clinical and class, respectful behavior towards others, being on time to clinical and class and courteous, professional language. Students are assessed on their professional behavior at all times by their instructors and preceptors. Any issues with professional behavior will be addressed with the student by the Program Director and the Director of Clinical Education on an individual basis. An unsatisfactory grade for professional behavior will be considered a failing grade in that course and progress in the program will be stopped.

If a student is having difficulty with course content, it is the student's responsibility to contact the instructor for assistance with forming strategies for successful completion of course requirements. However, the student's progress will be assessed at mid-term and if any difficulty is perceived by the instructor, a contract for remediation will be initiated. If the student's final grade is below a C or Satisfactory the student will not be allowed to enroll in successive professional course work and will be reviewed, along with other applicants, at the next respective Admissions Committee meeting for a future clinical position.

Procedure:

- Students will inform their academic advisor or collegiate liaison of any mid-term grade of

C or below received during a course.

- For any courses not taken at NMC, students will submit an official transcript of grades to NMC within four weeks after the start of the next semester.
- Contracts for remediation will be documented in the student's permanent advising folder and a copy sent to the Program Director.

Academic Advising

- Each student is assigned a faculty advisor upon entering the respiratory therapy program. You are encouraged to become acquainted with your advisor during available time and bring academic problems to the advisor as soon as recognized. The advisor is available to you for counseling on grades and progress toward graduation.

Counseling/Disciplinary Process

- The program follows the same counseling and disciplinary policies for each student. The purpose of these policies is to provide consistency and a route for each student to be made aware of areas of academic or clinical performance that do not meet the standards of the program.

Evaluation:

- Regular evaluation is part of every student's education. You are evaluated based on academic and clinical performance using DataARC forms for clinical. College instructors, clinical preceptors, and other members of the hospital staff may provide input into this evaluation.

Counseling:

- Whenever clinical or academic performance does not meet program professional standards, a warning will be given to you as soon as possible following the incident. The purpose of the warning is to make you aware of the problem and to discuss and identify methods for improvement. The warning is placed on the appropriate academic or clinical counseling form. The warning is detailed, calls for immediate improvement, and requires a follow-up.

Disciplinary Action:

- This warning shall serve as the one and only notice. Any further problems will result in your withdrawal from the course with a grade of F.

Academic Integrity Policy

- Fundamental to our mission, our core values, and our reputation, Nebraska Methodist College adheres to high academic standards. Students of NMC are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty is fundamental to the integrity of professionals. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the College. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the students will not be accountable for adherence to them. At a minimum, NMC expects that a student will complete any assignment, examination, or other academic endeavor with the utmost honesty,

which requires the student to:

- Acknowledge and adhere to the expectations and guidelines in the syllabus or instructions on assessments as determined by the faculty member
 - Acknowledge the contributions of other sources to their scholastic efforts
 - Complete all academic work independently unless otherwise instructed by faculty
 - Follow instructions for assignments and examinations as determined by faculty
 - Avoid engaging in any form of academic dishonesty on behalf of themselves or another student
 - Ask faculty for clarification if there are any questions
- This policy is for academic integrity violations occurring in or because of academic coursework and activities associated with taking and completing courses at Nebraska Methodist College. The full version of the policy is located at the following link: <http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>. The College Code of Conduct applies to non-academic offenses.

Repeating Courses

- A grade of C or higher is required for satisfactory completion of all courses in the curriculum. To continue in the program, students may repeat an RSPT course only one time and may repeat no more than two RSPT courses while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. Students dropped from the program under this policy are not eligible for re-entry at a later date.

Re-Entry into the Program

- Students seeking re-entry into the Respiratory Care program must file a new program application form and complete additional admission procedures, which include but are not limited to demonstration of continued clinical competency and exhibiting an adequate knowledge base related to the respiratory care sciences. Readmission to the program will be based on the faculty’s evaluation of the student’s readiness to return.

Resolution Process for Academic Concerns

- The Academic Concerns Resolution Policy is to be used for instances in which a student has an academic concern regarding:
 - **The grade received in a course or**
 - **A decision perceived to be arbitrary, capricious, or applied unequally and impacts one's academic progression.**

This full version of the policy is available at the following link:

<http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies>.

No adverse action will be taken against a student who chooses to utilize this process. Non-academic complaints are handled through the College Code of Conduct policy. Sexual harassment/misconduct complaints are handled through the College's Title IX-Sexual Misconduct Policy.

Denial of Access to Clinical Affiliates

- Graduation from the NMC Respiratory program requires satisfactory completion of all clinical competencies. Certain competencies are only available during certain clinical rotations at specific clinical affiliate sites. If, for some reason, a student is denied access, in writing, to a clinical affiliate, the student's ability to satisfy the clinical competency requirements and complete the program may be in jeopardy. The faculty will make every effort to reschedule the clinical rotation at an alternative clinical affiliate site. However, if the remaining rotations are available only at the affiliate that has denied access, the student may not be able to complete the program at the discretion of the Program Director and Director of Clinical Education.

Title IX - Sexual Misconduct Policy including Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking

- Nebraska Methodist College (NMC) strives to create a respectful, safe, and non-threatening environment for its students, faculty, staff, administrators and visitors. This policy sets forth the resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents that includes sexual harassment, sexual assault, domestic violence, dating violence, stalking and other unwelcome behaviors as explained below.
- NMC prohibits discrimination, which can include disparate treatment directed toward individuals or group of individuals based on race, ethnicity, sex, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, pregnancy, gender identity, status as a U.S. Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodation to continue their work or studies.
- NMC also prohibits sexual misconduct in any form, including sexual assault or abuse, sexual harassment, sexual violence, stalking, dating violence, domestic violence and any other forms of unwelcome conduct of a sexual nature, all of which can be forms of sexual discrimination. Members of the NMC community should be able to live, study, and work in an environment free from sexual misconduct.
- It is NMC's position that sexual misconduct in any form will not be excused or tolerated. It is the College's goal to prevent the occurrence of discriminatory and harassing activity and to promptly stop such conduct. While grounded in state and federal non-discrimination laws, this policy may cover those activities, which, although not severe, persistent, or pervasive enough to meet the legal definition of harassment, are unacceptable and not tolerated in an educational or work environment.
- All members of the administration, faculty, staff and student will be subject to NMC's disciplinary process for violation of this policy. Persons engaged in prohibited conduct may also be subject to criminal and civil procedures at state and/or federal levels. NMC is committed to fair and prompt procedures to investigate and adjudicate reports of sexual misconduct and to the education of the NMC community about the importance of

responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of the person with a complaint, as well as the rights of the accused. At the same time, NMC adheres to all federal, state, and local requirements for intervention and crime reporting related to sexual misconduct.

- Please refer to the entire policy on the website at the following link: <http://www.methodistcollege.edu/about/policies-and-guidelines/personal-conduct>.

Pregnancy Policy

- Please review to the Pregnant and Parenting Students Policy within the College Catalog.
- It is recommended that a student who becomes pregnant:
 - Inform the Program Director of her pregnancy.
 - Consult with the Program Director, Clinical Coordinator, and NMC Coordinator of Academic Success to devise a plan for completion of clinical education requirements.
 - Obtain a physician release to return to clinical education after delivery.

Failure of TWO Professional Courses

Purpose:

To halt the progression of students who are not demonstrating satisfactory academic performance necessary for completion of the Respiratory Care Program.

Policy:

Any student who fails two or more Respiratory Care courses will be dismissed from the Program.

Procedure:

- A student who has failed one Respiratory Care course in any single term will be placed on an Academic Development Plan.
- A student who fails a Respiratory Care course in any subsequent term will be dismissed from the Program

GRADING PROTOCOL

Purpose:

To clarify the grading policies of the Respiratory Care classroom, laboratory and clinical coursework.

Policy:

Students are expected to achieve a score of 75% or above when all Respiratory Care course examinations (including mid-term and final examinations) are averaged at the end of the term, and also to achieve a minimum grade of a 70% (C) for each course.

Procedure:

Students must achieve a minimum of 70% average to successfully complete the course.

- Course grades will be figured by the total number of points that were available in the course for that semester.
- There will be **no curve grading**, so the grade you earn is a direct reflection of your own performance, and uninfluenced by the class average. There will **not be any rounding of numerical grades** to the nearest integer.

Prior to the final course grade computation, examinations scores will be averaged to determine if an average of 75% has been met or exceeded.

If the student receives below a 75% average, the grade for the course will be a D or below. Examinations and quizzes should be taken at the scheduled day and time. **If one examination/quiz is missed, the student will contact the instructor and make arrangements to make up the examination/quiz the day they return to class.**

Students are expected to make the exam/quiz up within a week of their return to class. Extenuating circumstances will be dealt with on an individual basis between the student and the instructor(s) of the class (is) missed. It is the responsibility of the student to make the arrangements with the instructor. If arrangements are not made the day the student returns to class the student will receive a grade of zero for that exam/quiz. If a second or subsequent examination or quiz is missed, the student will receive a grade of zero for that examination or quiz.

Grading for clinical courses include two additional components.

1. Clinical competencies must be completed as required for each clinical course.
2. Students must pass the Affective Behavior evaluation for each clinical course. This includes professional behaviors such as attendance, arrival on time for clinical experiences, **AIDET** communication, professionalism, and a respectful attitude.

CLINICAL POLICIES AND PROCEDURES

Purpose:

To allow students to become familiar with a variety of requirements in the clinical setting. Students will comply with Policies and Procedures of the College and the assigned clinical site.

Policy:

Students will be provided with Policies and Procedures of the College. An orientation at each clinical site and will review the Policies and Procedures, as appropriate.

Procedure:**Interruption of Clinical Education**

Students who, for any reason, must interrupt their clinical education for one semester or more will be required to prove continued clinical competency upon returning to clinical. This will include, but not be limited to, demonstrating skills in the clinical setting, under the supervision of a NMC Respiratory program faculty member. Readmission to the clinical portion of the program, and therefore the ability to complete the program, will be based on the faculty's evaluation of the students' readiness to return to clinical.

Denial of Access to Clinical Affiliates

Graduation from the NMC Respiratory program requires the completion of clinical rotations at all clinical affiliates. If, for some reason, a student is denied access, in writing, to a clinical affiliate, the student's ability to complete the program will be jeopardized. In these instances, the faculty will make every effort to reschedule the remaining clinical rotations at an alternate site. However, if the remaining rotations are available only at the affiliate that has denied access. The student may not be able to complete the program at the discretion of the Program Director and Director of Clinical Education.

CLINIC ASSIGNMENT

Purpose:

To facilitate continuity and consistency of patient care.

Policy:

Every student will be assigned a clinical site using; a clinical preceptor appointed by the facility to provide oversight of a RT clinical student. Using general clinical practicum experience the instructor assigned by the site at the facility may oversee the student's clinical experience along; with a qualified health care professional assigned to those patients by the facility. It is the responsibility of the student, preceptor and the designated instructor to communicate on an ongoing basis with the respiratory therapist assigned to a patient area; which aspects of care will be provided by the student. The assignment will be determined by the course objectives and client requirements. Based on this communication, the student, preceptor, designated instructor and the respiratory therapist, or other appropriate health care professional share the responsibility for

assuring that all client care is provided.

The respiratory therapist or other appropriate health care professional is responsible for the provision of supervision of learning experiences for the students. The respiratory therapist/instructor, or other appropriate health care professional is ultimately responsible for all client care that is given.

Procedure

- At the beginning of each clinical session, each student will confer with the respiratory therapist or other appropriate health care professional regarding client care (e.g., treatments, procedures, and other pertinent information). The student will meet the therapist in the clinical department, as assigned by the clinical schedule.
- Students will review each client's condition with the respiratory therapist or other appropriate health care professional prior to the end of their assigned clinical experience.

CLINIC ATTENDANCE

Purpose:

To provide information and expectations regarding clinic attendance.

Policy:

Students are required to attend all scheduled clinical sessions. Students will follow designated clinical hours and must notify appropriate personnel of any absence. Failure to attend clinical will result in a decreased course grade. If clinical assignments are not complete, the student will receive a failing grade for the course (extenuating circumstances will be considered).

Procedure:

- Scheduled time during clinical rotations will be provided to the students and clinic staff prior to the start of a semester. Lunch periods and breaks will be determined by the clinic personnel/preceptor with whom the students are assigned. Students are to stay at the clinical facility during lunch periods and breaks. Students leaving the assigned area during the clinical day must have the approval of the clinic personnel with whom they are assigned.
- Students must notify the clinic personnel and the Director of Clinical Education if they will be late to, absent from, or leaving early from the scheduled clinical experience.
- Students who are ill should refrain from attending clinical for the health and safety of their patients and co-workers. Students should follow the established clinical procedures when notifying the clinical instructors and or clinical sites of their absence. Students who miss **two or more consecutive clinical days** will need to provide documentation to the

program and the college health nurse from their healthcare provider that they are cleared to return to clinical rotations prior to returning to clinical. All days missed due to illness are counted as missed clinical days and are counted towards the student's clinical attendance grade.

- Students are responsible for their own transportation to assigned clinical sites.
- Students must park in assigned areas. Students are responsible for the cost of parking at a clinical site. The College is not responsible for tickets or violation incurred by the student.

RETURN TO CLINICAL FOLLOWING INJURY/ILLNESS

Purpose:

To determine the student's ability to return to normal clinical activities and to protect the students and patients.

Policy:

- Upon return from an absence caused by having surgery, any orthopedic pain/injury including back/neck pain, pregnancy, and a student must present documentation from their personal health care provider to the Student Health Center and the clinical coordinator that they are cleared to return to clinical and any restrictions that they may need to follow. Students who are ill should refrain from attending clinical for the health and safety of their patients and co-workers. Students should follow the established clinical procedures when notifying the clinical instructors and or clinical sites of their absence. Students who miss two or more consecutive clinical days will need to provide documentation to the program and the college health nurse from their healthcare provider that they are cleared to return to clinical rotations prior to returning to clinical. All days missed are counted as missed clinical days and are counted towards the students clinical attendance grade.

Procedure:

- Documentation must indicate the date that the student may return to clinical and any restrictions. Students with physical restrictions may not be allowed to provide patient care. Restrictions will be evaluated on a case-by-case basis depending on the clinical area at the time of the illness/injury.
- Before returning to class/clinical from an absence related to an actual or probable infectious condition including, but not limited to, pink eye, diarrhea/vomiting, rash, draining wounds or influenza, the student must contact and may need to be seen by the Student Health Center at the request of the faculty. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and may return to class/clinical.

- All documentation related to the issues above shall be presented to the Student Health Center to be placed in the student's medical file.

CLINICAL DRESS CODE

Purpose:

To provide students with a professional dress code in clinic. All students are expected to adhere to the following dress code policy and the policy of clinical sites.

Policy:

All students will arrive at the clinical site dressed in a clean uniform with the proper equipment.

The uniform for Respiratory Care students consists of:

- Solid color hospital scrubs, silver top and black bottoms / per RT Program
- Clean, comfortable (high heels or ***opened toed shoes are not allowed*** as they pose a safety risk)
- College identification badge, name and picture showing
- Program patch affixed to the left shoulder of the scrub top or a white lab coat.

Required equipment includes:

- Stethoscope
- Watch (minutes and seconds visible)
- Calculator (battery backup is recommended)
- Pen or some type of writing utensil (note; most sites do not allow an iPad or other such electronic devices on the floors)

All students are expected to be well groomed.

- Perfumes or colognes are not allowed (may cause an allergic reaction in hypersensitive patients, or Asthmatics)
- Long hair must be pulled back and kept in a manner so as not to prevent the student from doing good patient care, or to cause contamination of equipment or sanitized areas
- Jewelry and body ornamentation is not allowed (small, non-dangling earrings from earlobe are the exception). Any body art must be covered during clinical, or extra piercings.

- Fingernails must be kept clean and short, due to infection control procedures (nail polish or false tips are not allowed) ***Students must be in compliance with the dress code. If a student is NOT in compliance, he or she will be sent home to correct the problem, and the missed time will be counted towards the clinical attendance grade.***

COMMUNICATION GUIDELINES

Purpose:

To provide a clear chain of communication for the student to follow to seek resolution of a problem that may arise in the classroom, laboratory, or clinical setting. As a part of the professional expectations of a student, the student is always encouraged to seek immediate resolution by directly engaging the party involved. When this is not possible, the student is expected to use the following line of communication. If the student feels they need to deviate from this procedure, he or she may do so, but must be able to explain why they did not follow the established procedure.

Policy:

Academic:

- Student should notify the course instructor of the issue or concern to seek resolution.
- If the desired outcome is not reached the student should then report the issue/concern to the Program Director.
- If the issue cannot be resolved at the Program Director level, the Program Director will take the matter to the Dean. The student may take their concern directly to the Dean of Health Professions if the issue is with the Program Director.
- The VP of Academic Affairs will be contacted if the matter is not successfully resolved with the Dean.
- The student has the option of initiating the Judicial Process if the student feels that the matter has not been addressed to their satisfaction, refer to the Judicial Process in the NMC Student Handbook for procedures.

Clinical:

- The student should notify the designated clinical instructor/ preceptor or a clinical staff member about the situation.
- The clinical instructor/staff will notify the Director of Clinical Education or the Program Director of the situation and whether or not the matter was successfully resolved.

The Director of Clinical Education will schedule a meeting with the student involved, and involve the clinical instructor or department supervisor as necessary. The Program

Director will be notified of the issue and the planned steps for intervention. The Program Director will notify the Dean of Health Professions in situations requiring further intervention.

***Please note, the Program Director and the Director of Clinical Education, utilize an open door policy in regards to student issues or complaints.**

COMMUNICATION DEVICES: (PERSONAL CALLS, CELL PHONES AND TEXTING)

Purpose:

To support an academic atmosphere free from distractions caused by communication devices.

Policy:

No personal telephone communication should be received, or made while in the classroom, laboratory, or clinical area. Departmental telephones **may not** be used for personal calls.

- Students must turn off cell phones during all educational activities (class, laboratory, and clinical). These devices are disruptive to the educational environment and should only be activated during breaks. ***Cell phones must be placed in a backpack/bag, and off the desk/table in the classroom and lab.***
- Failure to do so *may result in dismissal* from the classroom, lab or clinical site and could result in disciplinary action. Disciplinary action for violations of the student code of conduct (privacy violations, photographing documents or individuals, text- messaging during an exam, etc.) range from suspension to dismissal.

IPad/Electronic Device Usage in the Clinical Setting

Purpose:

To ensure appropriate usage amongst clinical sites and student conduct.

Policy:

Students may use electronic devices for clinical documentation, reference, record keeping and as a means of effective downtime utilization. The devices may only be used in **NON- CLINICAL areas during clinical rotations**

- iPad version 2 or higher (*optional*)

- Minimum 32gb (64gb recommended)
- Wi-Fi capable

Electronic device usage in the clinical setting offers tremendous educational advantages. In order to maximize these advantages, appropriate use of the devices in the clinical setting is as follows:

- Use of the device for activities pertaining to the clinical and educational experience.
- Do not use the device to access the DataArc system for daily clock in/clock out or clinical documentation. You must clock in/out on a computer in the RT department.
- Usage of the device to research pathology, pertinent images and diagnostic techniques is wholly permitted and encouraged in the clinical setting.
- Usage of the device to access the Methodist College e-mail system and/or MyMethodist.
- Usage of the device to study educational materials pertinent to NMC courses.
- Usage of the device to review assigned journal articles and other pertinent readings.

Inappropriate uses of electronic devices in the clinical setting:

- Usage of the device to transmit and/or store sensitive patient information.
- Usage of social media, games and non-pertinent apps are **forbidden** in the clinical setting. Apps pertaining solely to the clinical and educational experience can be used in clinical.
- Usage of the device to access non-NMC email accounts.
- Any other device usage that is deemed inappropriate by either the clinical coordinator and/or clinical staff.

There are no exceptions to these guidelines. These guidelines are independent of the policies pertaining to regular clinical personnel.

Misuse of electronic devices in any way; will lead to you being banished from using it at any other clinical site, for the entire year. Any assignments or projects that are assigned during clinical that utilize electronic devices, will be completed after clinical hours on your own time off site.

CONFIDENTIALITY OF PATIENT RECORDS

Purpose:

To protect the privacy of clients and comply with agency policy.

Policy:

All client information is confidential. Whenever students have access to confidential information, they must follow agency policy in the handling of that information. Whenever it is necessary for a client's plan of care or other confidential information to be taken from the health care institution for educational purposes, all identifying data must be deleted.

Failure to abide by this policy may result in suspension or dismissal from the College.

Procedure:

The student must protect confidential information.

- Written information, such as charting or notes, should not be left in areas that may be seen by other people, computer screens with patient data should be discreetly displayed, and closed when not in use.
- Client information is not to be discussed in areas that may be overheard by others, such as in the hallway, elevators or cafeteria.

Whenever client information is taken from a unit/agency, students must have the permission of the faculty/staff member and adhere to agency procedure.

ELECTRONIC COMMUNICATION POLICY

Purpose:

To ensure the privacy of all communications with the College.

Policy:

All students are required to utilize the Nebraska Methodist College e-mail system for electronic communication with College/ Program faculty and personnel. Students are responsible for content of their email communication. Inappropriate material or material in bad taste sent may be subject to disciplinary action as deemed by Program Director. This includes any disrespectful or denigrating comments about another person.

Electronic Communication Etiquette: Students are to use appropriate and professional etiquette when communicating with College faculty or personnel, or any representative of the Program including clinical instructors. This includes, but is not limited to:

- Appropriate salutation or greeting by name (i.e. - Hello, Dr. Smith, Hi Jane, etc.)
- Full sentences with appropriate grammar —(no text-message shortcuts or jargon)
- Closure- (i.e.- Thanks, Mary; Regards, Tom)

EMPLOYMENT

Purpose:

To provide a standard for outside employment. Students may be employed outside the classroom and clinical times. Employment within the professional area being studied will not substitute for program clinical time.

Policy:

Outside employment must be arranged to not interfere with program classroom and clinical schedules.

INFORMED CONSENT – Patient Consent

Purpose:

To provide a mechanism to ensure patients are informed when students are involved in patient care and to ensure the risk-free right of patients to refuse to participate in clinical education.

Policy:

- Students are to introduce themselves to the patient as a Respiratory Therapy student with Nebraska Methodist College using AIDET communication.
- In accordance with the dress-code policy, students are required to wear their scrubs with the identification badge in clear view that identifies them as a Nebraska Methodist College student.
- If a patient refuses to allow the student to participate in their care, the student is to respond appropriately and respectfully to the patient and seek out the supervising clinical instructor/preceptor, after ensuring that the patient's safety is secured.

MEDICAL ERROR REPORTING

Purpose:

It is a professional obligation to immediately report and actively prevent medical errors. Because students will be working with patients in a health care setting, there is the potential for error, and the possibility of identifying the potential for error. Students have an obligation to report any errors that may have gone unnoticed so that patient safety can be maximized. The purpose of reporting error, in addition to its direct impact on the patient affected, is to develop a plan to prevent such errors in the future.

Policy:

- When a student feels that an error in practice has occurred (whether or not they made the error), it is their responsibility to inform their direct clinical instructor or lab instructor.
- The student is obligated to report the error as soon as reasonably possible to a person in authority.
- If the student fears possible repercussions from reporting the error, they should contact either the Director of Clinical Education or Program Director immediately.
- Depending on the nature of the error committed by the student, a plan for remedial education may be required.

ACCIDENT OR UNUSUAL OCCURRENCE

Purpose:

If a student is involved in an accident or unusual occurrence which may cause actual or potential harm, proper documentation of the accident must be made within 24 hours. The incident report will be filed in the office of the department chairperson/program director and Student Health (this policy is also located in the College Student Handbook). **Policy:**

Protocol for on-campus and off-campus occurrences:

- The student reports any accident or unusual occurrence to the appropriate faculty member, preceptor or designated supervisor, who assists the student in both the reporting and treatment.
- The student receives immediate first aid or medical attention at the site as needed, with the assistance of the faculty member, preceptor or designated supervisor, and will receive information related to the nearest emergency services if necessary.
- The faculty member, preceptor or designated supervisor collects the information related to the accident or occurrence and assists the student in completing the Illness/Injury Report Form within 24 hours. It is the responsibility of the faculty, preceptor or designated supervisor to have a supply of Illness/Injury Report Forms.
- The faculty member, preceptor or designated supervisor makes copies of the completed form.
- The original form accompanies the student when he/she seeks treatment. A copy of this form is given to the department chairperson/program director and the Student Health Office (fax: 402-354-7010) within 24 hour. If necessary, the student will seek further treatment from the provider/agency of their choice.
- The exception is a blood/body fluid exposure which requires immediate treatment (see protocol below). Any costs incurred are the responsibility of the student.
- The student must take the original NMC Student Illness/Injury Report Form to the place

of treatment.

- The Program Director and the student complete any other follow-up, as necessary.

BLOOD/BODY FLUID OCCUPATIONAL EXPOSURE PROCEDURE

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident at any campus or clinical facility. (This policy is also located in the College Student Handbook.)

- Faculty, preceptor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash area (i.e. eyes, mucus membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.
- If the exposure occurs Monday-Friday 6:30am-5pm. At Methodist Hospital, call Methodist Employee Health at 354-5684. When speaking to the secretary, the caller should identify him/herself as a Nebraska Methodist College student with a potential BBF exposure. The student will be directed to go to one of the Employee Health locations (Methodist Hospital, 2nd floor, North Tower or 8601 W. Dodge, Suite 37).
- If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 354-4000 and page the House Supervisor to report the exposure.
- The faculty, preceptor or designated supervisor, and the student complete the NMC Student Illness/Injury Report Form. The student takes a copy of this form to Employee Health. If necessary, the student returns to Methodist Employee Health for follow-up lab testing, as directed. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

PROFESSIONAL CONDUCT

Purpose:

As students in training for a professional field, it is expected that each student will behave in a professional manner at all times.

Policy:

Professional behavior will be part of the student's assessment. Professional conduct includes, but is not limited to, punctuality, respect of other people, their property, and their right to learn. It also includes an appropriate respect for those in authority. As each affiliated clinical site has granted students the privilege of learning in their facility, students are expected to demonstrate professional behavior at all times.

Professional conduct includes:

- **Honesty** – Being truthful in communication with others, including not omitting appropriate information. This includes academic honesty.
- **Trustworthiness** – Maintaining the confidentiality of patient information admitting errors and not intentionally misleading others or promoting self at the patient's expense.
- **Professional Demeanor** – Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under pressure or fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the patient population served.
- **Respect for the Rights of Others** – Relating to members of the health team in a considerate manner and with a spirit of cooperation; respecting the rights of others, allowing patients and their families to be informed and share in patient care decisions; and respecting patients' modesty and privacy.
- **Personal Accountability** – Participating responsibly in patient care to the best of your ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.
- **Concern for the Welfare of Patients** – Treating patient and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or illegal drugs; not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

SEVERE WEATHER

Purpose:

To inform students of the colleges response to severe weather. The College will be closed during severe weather situations

Policy:

- It is the responsibility of each individual to receive announcements of closing or delays when severe weather exists. Students are not to report to the College if it is declared closed. For students attending clinical outside of the Omaha area, check with the Director of Clinical Education for specifics.
- Faculty and staff are to report to the College or clinical site when able. The ultimate decision concerning personal safety in bad weather is the responsibility of the individual.

Procedure:

Announcements concerning disruption in College operations will be:

- Recorded on the College Hotline at 402-354-7222
- Texted through *e2Campus* to emergency text-message subscribers
- Emailed to all Methodist College email account holders
- Posted on the College Website Alert Notification Page (link below)_

<https://www.methodistcollege.edu/currentstudents/index.asp?S=39>

*In addition, the College Emergency Phone Tree will be activated as deemed necessary.

TECHNICAL STANDARDS OF PERFORMANCE

Purpose:

To determine the physical and emotional abilities of a student in the Department in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991. Students are required to perform respective duties of the profession based on the necessary physical and emotional abilities as well as scholastic achievement. The College will make reasonable accommodation for all students.

Policy:

- Behavior and Social Skills- Possess qualities of compassion, integrity, empathy and interpersonal skills. Possess emotional health necessary to effectively complete professional responsibilities
- Communication- Read, write, speak, hear and observe patients to effectively communicate the patient's condition and interact with the patient and other health care individuals.
- Integrative and Quantitative Skills- Problem solve utilizing computation, synthesis and analysis. Visualize and analyze three-dimensional relationships.
- Motor and Functional Abilities- Perform therapeutic and diagnostic procedures. Supply patient and associated services.
- Observation- Use instruments requiring sight, e.g., pulmonary function equipment and mechanical ventilation. Make observations and evaluations. Observe results of treatment and communicate client's response to care

Responsibility Statement

Please tear out this page and return it to your Program Director within the first week of class.

As a student at Nebraska Methodist College, I have received a copy of this Respiratory Care Program Student Handbook and agree to abide by the rights and responsibilities outlined herein. I understand that as new policies are implemented, I will receive notification of those policies and will likewise be held accountable.

Signature: _____

Date: _____