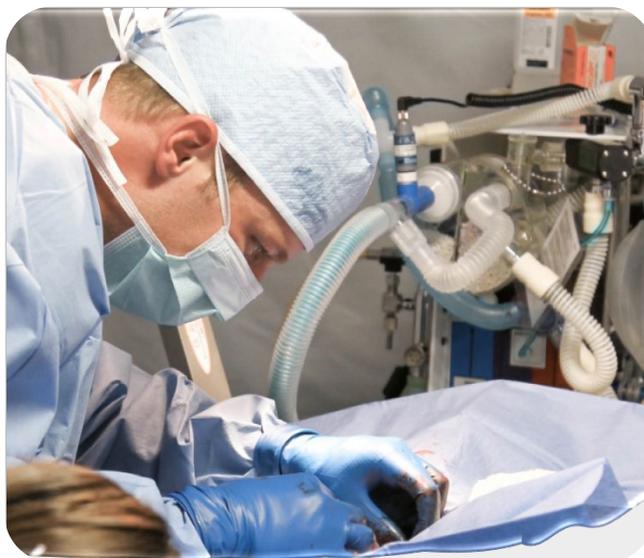


# ASSOCIATE IN APPLIED SCIENCE IN RESPIRATORY CARE

## STUDENT HANDBOOK



**2025-2026**

*The Respiratory Care Student Handbook is issued as a supplement to the Northampton Community College's Student Handbook. This Handbook contains specific information related to the Respiratory Care Program.*

***Policy Statement:*** *Policies contained within this Student Handbook were current at the time of publishing and are subject to change without notice.*

*(This page was intentionally left blank.)*

## AAS in Respiratory Care Student Handbook

### Table of Contents

A MESSAGE FROM THE PROGRAM DIRECTOR.....	7
INTRODUCTION.....	8
RESPIRATORY CARE PROGRAM APPROVAL AND ACCREDITATION.....	8
LOCATION INFORMATION .....	8
CONTACT INFORMATION .....	9
POLICYMAKERS	
ORGANIZATIONAL CHART: RESPIRATORY CARE PROGRAM.....	<b>Error! Bookmark not defined.</b>
MISSION STATEMENT .....	10
VISION STATEMENT.....	10
RESPIRATORY CARE PROGRAM HISTORY.....	10
CODE OF ETHICS .....	10
American Association for Respiratory Care Code of Ethics and Professional Conduct.....	10
ESSENTIAL FUNCTIONS OF A RESPIRATORY CARE THERAPIST.....	11
RESPIRATORY CARE MISSION, GOALS, AND OBJECTIVES.....	11
NCC Respiratory Care Program Mission.....	11
NCC Respiratory Care Program Mission with Clinical Education Settings .....	11
Program Description .....	11
Program Goal .....	11
Program Objectives.....	11
On-Going Program Evaluation .....	12
NCC COLLEGE POLICIES AND PROCEDURES .....	12
Accommodations.....	12
Confidentiality of Educational Records (FERPA) .....	12
<i>Trajecsys Records</i> .....	13
Policy on Tobacco/E-Cigarettes on College Campuses and Clinical Facilities.....	13
Campus Public Safety Policy .....	13
Law Enforcement Agency Notification.....	13
Cancellation of Classes.....	13
ADMISSION AND PLACEMENT POLICIES AND PROCEDURES.....	14
Transferring In Non-Respiratory Care Credits.....	14
Respiratory Care Coursework from Other Programs.....	14
College Level Examination Program (CLEP) and Challenge Exams .....	14
Housing.....	14
Before Admission Requirements .....	15
<i>Respiratory Care Special Admission Requirements</i> .....	15

After Admission Requirements .....	15
<i>Address, E-mail, and Telephone Number Changes</i> .....	15
<i>Respiratory Care Essential Admission Requirements</i> .....	15
<i>Criminal Background Checks</i> .....	15
<i>Physical Exam and Required Immunizations and Titers</i> .....	16
<i>Medical Marijuana Policy</i> .....	17
<i>Drug Screening</i> .....	17
<i>Insurance (Personal Health and Liability)</i> .....	17
<i>Basic Life Support (BLS) for Healthcare Providers: CPR</i> .....	18
Failure to Comply with After Admission Requirements .....	18
RESPIRATORY CARE PROGRAM COURSE INFORMATION.....	18
Course Descriptions.....	19
Student Learning Outcomes.....	20
ACADEMIC POLICIES AND PROCEDURES.....	23
Respiratory Care Program Grading Policy .....	23
<i>Methods of Instruction</i> .....	24
Attendance.....	24
Academic Recognition .....	24
Academic Standing and Progress Policy.....	24
Academic Integrity and Ethics .....	24
Academic Honesty Violation .....	25
Academic Progression/Program Completion Requirements.....	26
<i>Classroom and Clinical Behavioral Expectations</i> .....	26
<i>Academic Progression within the Respiratory Care Program</i> .....	27
Policy for Academic Dismissal from Health Sciences Programs.....	27
Incomplete Policy .....	27
Course Drop, Withdrawal, Refunds, Class Changes, and Adjustments .....	27
<i>NCC Policy and Procedure for Voluntary and Involuntary Withdrawal</i> .....	27
<i>Respiratory Care Program Policy and Procedure for Voluntary Withdrawal</i> .....	28
<i>Exit Interview</i> .....	28
<i>Respiratory Care Program Policy and Procedure for Involuntary Withdrawal</i> .....	28
Academic Appeals.....	28
Appeals Not Covered Under Other Policies.....	29
Academic Support.....	29
<i>Endowments/Scholarships/Financial Aid</i> .....	29
<i>NCC Learning Center</i> .....	29
<i>Mack Library</i> .....	29
<i>Counseling Services</i> .....	29
<i>Disabilities (Disclosure)</i> .....	29
<i>NCC Culture of Caring: You Matter @NCC</i> .....	30
<i>NCC Respiratory Care Academic Advisors</i> .....	30
Procedures for Occurrence of an Injury/Illness .....	30
Student Improvement Plan: Forms and Processes.....	30
<i>Summary of Forms</i> .....	30

<i>General Process: Student Improvement Plan</i> .....	32
Re-entry to Respiratory Care Program .....	32
RESPIRATORY CARE PROGRAM CLINICAL POLICIES.....	33
Clinical Learning Experiences .....	33
Dress Code Standards .....	34
<i>Name Badge</i> .....	34
<i>Pewter Scrubs</i> .....	34
<i>Shoes/Sneakers</i> .....	34
<i>Jewelry, Piercings, and Tattoos</i> .....	34
<i>Personal Hygiene</i> .....	34
Clinical Code of Conduct Policies .....	35
<i>Discrimination, Harassment, and Sexual Misconduct Policy</i> .....	35
<i>Professional Conduct Policy</i> .....	35
<i>Mistreatment of Respiratory Care Student at Clinical Education Site</i> .....	35
<i>Respiratory Care Student Request to Transfer from Clinical Education Site</i> .....	35
<i>Withdrawal of Respiratory Care Student from the Clinical Education Setting</i> .....	36
<i>Social Networking</i> .....	36
<i>Social Media Policy</i> .....	36
Legislative Clinical Site Policy .....	36
<i>Confidentiality of Patient Information: HIPAA</i> .....	36
<i>Patient’s Bill of Rights</i> .....	37
Laboratory and Clinical Conduct and Standards .....	38
<i>Laboratory Standards</i> .....	38
<i>General Rules of the Respiratory Care Laboratory</i> .....	38
<i>Competency Evaluation - Laboratory</i> .....	38
<i>Clinical Conduct</i> .....	40
Simulation Experience.....	41
Clinical Safety Policy and Procedures.....	42
<i>Emergency Medical Care at the Clinical Education Setting</i> .....	42
<i>Infectious Disease Precautions</i> .....	42
<i>Exposure to Infectious Disease</i> .....	42
<i>Accidental Exposure to Infectious Materials</i> .....	43
<i>Accidents Occurring in Laboratory or at the Clinical Practice Setting</i> .....	43
Clinical Site Allocation and Schedule .....	43
<i>Student Assignment</i> .....	44
<i>Clinical Orientation Schedule</i> .....	44
<i>Clinical Rotation Schedule</i> .....	44
<i>Rotation Schedule Change</i> .....	44
<i>Clinical Attendance</i> .....	45
<i>Clinical Absence</i> .....	45
<i>Rescheduling Missed Clinical Time</i> .....	45
<i>Clinical Evaluation</i> .....	45
<i>Student Improvement Plan</i> .....	47
<i>Clinical Site and Preceptor Evaluation</i> .....	47
Course Requirements.....	47
STUDENT EVALUATION .....	48

Examination/Testing .....	48
<i>Sitting for Face-to-Face Exams</i> .....	48
<i>Attendance for all Exams</i> .....	48
<i>Students with Special Accommodations</i> .....	49
<i>Posting of Exam Grades and Exam Review</i> .....	49
<i>Respiratory Care Calculation Skill (Clinical Courses)</i> .....	49
<i>Medication Administration</i> .....	50
Physician Contact/Interaction .....	51
<i>Patient-Focused</i> .....	51
<i>Tutorial</i> .....	51
<i>Small Group</i> .....	51
<i>Large Group</i> .....	51
Program Requirements - Clinical.....	52
PROHIBITIVE OFFENSES.....	54
APPENDIX A: INJURY REPORT .....	55
APPENDIX B: STUDENT IMPROVEMENT PERFORMANCE PLAN.....	55
APPENDIX C: HEALTH CAREERS MEDICAL MARIJUANA POLICY .....	55
APPENDIX D: POLICY ON SMOKING TOBACCO AND E-CIGARETTES.....	55
APPENDIX E: STUDENT RELEASE OF INFORMATION FORM .....	55
APPENDIX F: PHOTOGRAPHY RELEASE FORM .....	55
APPENDIX G: PERMISSION FOR RELEASE OF INFORMATION FORM.....	55
APPENDIX H: PRIVACY, CONFIDENTIALITY, AND SOCIAL MEDIA.....	55
APPENDIX I: NCC DEPARTMENTAL CONFIDENTIAL POLICY .....	55
APPENDIX J: COVID-19 POLICY.....	55
APPENDIX K: ESSENTIAL FUNCTIONS OF A RESPIRATORY THERAPIST .....	55
APPENDIX L: RESPIRATORY CARE STUDENT AGREEMENT .....	55

# **NORTHAMPTON**

## COMMUNITY COLLEGE

### **AAS IN RESPIRATORY CARE**

#### **Student Handbook**

#### **A MESSAGE FROM THE PROGRAM DIRECTOR**

Dear Respiratory Care Student:

Welcome to the Respiratory Care Program at Northampton Community College (NCC), where you have the opportunity to start your academic journey toward career advancement. You have chosen a career path that is rewarding but challenging. Despite the challenges of Respiratory Care School, most Respiratory Care therapists will agree that it was definitely worth it. Respiratory Care therapists can positively impact the lives of patients and their families. They also enjoy a good salary, and job security as the demand for Respiratory Care therapists is expected to grow exponentially in the future. One of the hardest things that you will face in Respiratory Care school is finding balance. I assure you that Northampton Community College is committed to helping you find that balance, from coursework to skills checkoffs to your clinical rotations. The last semester of your Respiratory Care school is dedicated to preparing you for your board exams.

The Respiratory Care Program Student Handbook is intended to be used as an information source and a reference for the program's policies and procedures. To keep abreast of changes in the College's policies and procedures, the reader is referred to either the College Catalog or the NCC Student Handbook for the most current information.

All the items listed in the "Respiratory Care Program Student Handbook" are to be adhered to by each student during their Respiratory Care education. For this reason, each student is required to read and understand the contents of the document. If something is not understood, it is the student's responsibility to ask for clarification. A signed paper verifying that the student has read and understands the contents of the "Respiratory Care Program Student Handbook" will be placed in their program file.

The Respiratory Care Program Advisory Committee endorses the "Respiratory Care Program Student Handbook."

Thank you for choosing the Respiratory Care Program at Community College for your Respiratory Care education. We look forward to helping you achieve your professional Respiratory Care career goals. As you move through this program of study, please know faculty and staff are here to assist you.

We wish you the absolute best in your academic journey.

Sincerely,

***Tina Fitzgerald, M.A. RRT***

Respiratory Care Program Director

Northampton Community College

Fowler Family Southside Center

511 E. Third Street, Office 637

Bethlehem, PA 18015

(610) 332-6410

[tfitzgerald@northampton.edu](mailto:tfitzgerald@northampton.edu)

## **INTRODUCTION**

Welcome to the AAS in Respiratory Care Program at Northampton Community College (NCC). The following information outlines the expectations and responsibilities for each student as well as your rights. Please read the information carefully because you will be expected to adhere to all rules and regulations. These rules encourage safe participation for all students and create an environment conducive to learning and work.

For more detailed information on NCC's policies and procedures, please refer to the college student handbook at <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>.

The academic policies of Northampton Community College and the Respiratory Care Student Handbook will apply to all students and faculty regardless of the location where instruction occurs, which includes classroom, laboratory, and clinical sites. (Standard 1.06)

## **RESPIRATORY CARE PROGRAM APPROVAL AND ACCREDITATION**

- The Respiratory Care Program holds provisional accreditation from:  
The Commission on Accreditation for Respiratory Care (CoARC)  
264 Precision Blvd  
Telford, TN 37690  
(817) 283-2835  
[www.coarc.com](http://www.coarc.com)
- Northampton Community College is accredited by the Middle States Commission on Higher Education (MSCHE). The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.  
The Middle States Commission on Higher Education  
3624 Market St. Philadelphia, PA 19104-2680  
(215) 662-5606  
<http://www.msche.org>
- Northampton Community College is authorized as an institution of higher education by the State of Pennsylvania.  
Pennsylvania Department of Education  
Forum Building, 607 South Drive  
Harrisburg, PA 17120  
(717) 783-6788  
[www.education.pa.gov](http://www.education.pa.gov)

## **LOCATION INFORMATION**

### **CAMPUS ADDRESS:**

Fowler Campus  
511 E. Third Street  
Sixth Floor  
Bethlehem, PA 18015  
610-332-6585

### **CLASS LOCATIONS:**

Fowler 607 – Classroom  
Fowler 609 – Laboratory  
Fowler 614 – Debriefing  
Fowler 625 – Classroom  
Fowler 627 – Laboratory

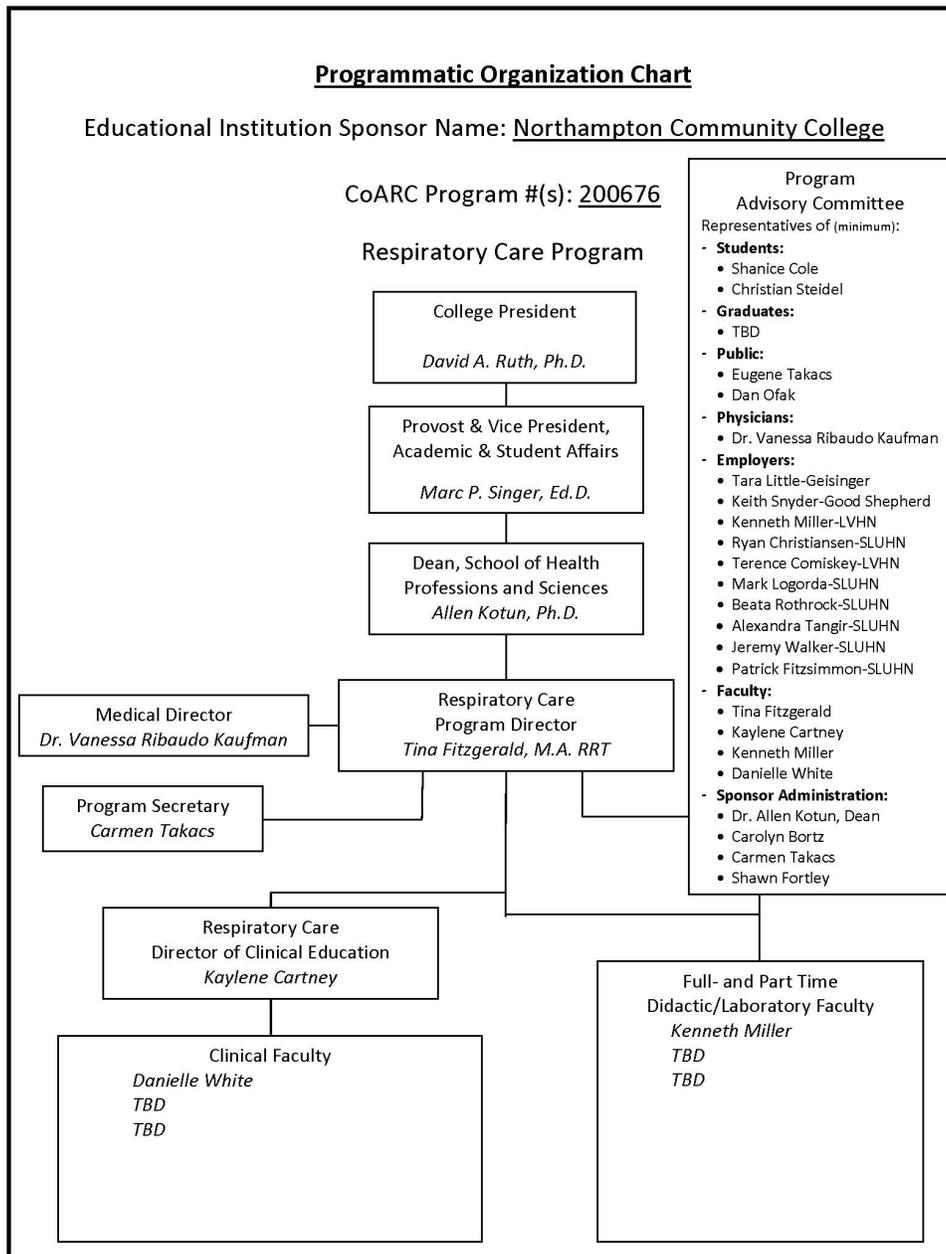
## CONTACT INFORMATION

- |  |                 |              |  |
|--|-----------------|--------------|--|
| • Program Director                     | Tina Fitzgerald | 610-332-6410 | <a href="mailto:tfitzgerald@northampton.edu">tfitzgerald@northampton.edu</a> |
| • Director of Clinical Education       | Kaylene Cartney | 610-332-6560 | <a href="mailto:kcartney@northampton.edu">kcartney@northampton.edu</a>       |
| • Healthcare Records Assistant         | Shawn Fortley   | 610-861-4192 | <a href="mailto:sfortley@northampton.edu">sfortley@northampton.edu</a>       |
| • Dean, Health Professions and Science | Allen Kotun     | 610-861-5533 | <a href="mailto:akotun@northampton.edu">akotun@northampton.edu</a>           |
| • Administrative Assistant             | Carmen Takacs   | 610-332-6422 | <a href="mailto:ctakacs@northampton.edu">ctakacs@northampton.edu</a>         |

## POLICY MAKERS

Alan Kotun, Dean, School of Health Professions and Science  
 Tina Fitzgerald, Director, Respiratory Care Program

## ORGANIZATIONAL CHART: RESPIRATORY CARE PROGRAM



## **MISSION STATEMENT**

Recognizing that students are the primary reason that Northampton Community College exists, we seek to provide excellent, accessible, and comprehensive learning experiences in partnership with the dynamic, diverse communities we serve.

## **VISION STATEMENT**

As one of the leading community colleges in the nation, we will:

- Promote the highest level of student success in achieving academic, personal, and professional goals.
- Provide state-of-the-art education and training in every community we serve.
- Be the college of choice for innovative programming.
- Encourage every member of our community to have a lifelong connection to the college.
- Respect and affirm the dignity of all people.

## **RESPIRATORY CARE PROGRAM HISTORY**

Northampton Community College was awarded a grant from the US Department of Education to support the establishment of a Respiratory Care Associate Degree program that will prepare students to practice as Respiratory Care Therapists in the healthcare system. The core Respiratory Care program will be delivered at the Fowler Family Southside Center, 511 East Third Street Bethlehem.

## **CODE OF ETHICS**

### **American Association for Respiratory Care Code of Ethics and Professional Conduct**

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education 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 client or family unless disclosure is required for the responsible performance of duty as authorized by the client 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 client care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among Respiratory Care therapists or between healthcare professionals.

American Association for Respiratory Care. (2020). AARC (American Association for Respiratory Care) Guide to Professionalism. AARC. Retrieved from <https://www.aarc.org/resources/professional-documents/whitepapers/professionalism/>

## **ESSENTIAL FUNCTIONS OF A RESPIRATORY CARE THERAPIST**

Students accepted into the program are required to read and acknowledge understanding of the Essential Functions of a Respiratory Care Therapist (*see Appendix K*) located at the back of this Student Handbook prior to the start of the program and upload signed acknowledgement to myRecordTracker®.

The inability to perform these skills at a competent level may require withdrawal from the program to protect the patient population.

## **RESPIRATORY CARE MISSION, GOALS, AND OBJECTIVES**

### **NCC Respiratory Care Program Mission**

Our mission is to provide student Respiratory Care therapists with an innovative and educationally sound program that will enable them to deliver quality patient-centered care, entry level Respiratory Care therapy and display professionalism throughout their careers.

### **NCC Respiratory Care Program Mission with Clinical Education Settings**

Through mutual respect, in a learner-centered environment, we will collectively educate students to embrace the following components of the profession:

- Effective communication
- Critical thinking
- Professional excellence
- Patient advocacy
- Technical competency and proficiency

### **Program Description**

The program is designed to produce a graduate prepared to provide competent Respiratory Care in a variety of healthcare settings to patients across the lifespan. Several courses include laboratory and clinical learning experiences, while others include didactic instruction only. Laboratory learning will be conducted in the on-campus lab and clinical experiences will occur at a variety of clinical sites in the region.

### **Program Goal**

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain of respiratory care practice as performed by registered respiratory therapists (RRTs).

### **Program Objectives**

Upon successful completion of the respiratory care program, students will be able to:

1. Successfully pass the professional registry exam to be credentialed as a Registered Respiratory Therapist (RRT). (G)
  - a. Achieve a passing score on the registry exam. (LO)
  - b. Achieve their RRT credential upon successfully passing the registry exam. (LO)
2. Plan, deliver, and evaluate respiratory care modalities for patients across the lifespan in a variety of healthcare settings. (G)
  - a. Perform respiratory physical assessments, patient history, and laboratory data. (LO)
  - b. Identify appropriate respiratory care modalities. (LO)
  - c. Deliver and evaluate planned respiratory care modalities. (LO)

- d. Differentiate respiratory care modalities for neonates, infants, and children. (LO)
3. Employ clinical decision-making based on critical thinking skills and evidence-based practice to deliver safe effective respiratory care. (G)
    - a. Employ critical thinking skills to use appropriate modalities (and positioning) based on patient condition.
    - b. Evaluate clinical data to determine the effectiveness of the respiratory plan of care and adjust plans appropriately. (LO)
    - c. Apply evidence-based research to the plan of care and to clinical practice. (LO)
  4. Demonstrate professional behaviors consistent with the respiratory care scope of practice and code of ethics and employer expectations, as a collaborative member of the healthcare team. (G)
    - a. Communicate effectively in written and oral formats with patients, families, and members of the healthcare team.
    - b. Respect the privacy, dignity, and confidentiality of patients and their respective health information.
    - c. Contribute to the healthcare team to improve patient outcomes.
    - d. Reflect on clinical performance as a means of continuous professional growth and improvement. (LO)
  5. Engage individuals, families, and communities in the teaching-learning processes to promote, maintain, and restore respiratory health and wellness. (G)
    - a. Assess patient educational needs related to respiratory health and wellness. (LO)
    - b. Develop and implement patient teaching strategies to meet the patient's needs. (LO)
    - c. Evaluate and reinforce the patient teaching as appropriate. (LO)

### **On-Going Program Evaluation**

The program will be evaluated by the student and staff. The program will use a course evaluation form, as well as, report forms from the clinical sites, clinical resident, testing vendor, and on-site review information from the Pennsylvania Department of Education. The evaluation form will also include a question on the knowledge of abuse, neglect, and exploitation. An overall evaluation of this program will be done at least annually.

## **NCC COLLEGE POLICIES AND PROCEDURES**

### **Accommodations**

Northampton Community College encourages academically qualified students with disabilities to take advantage of its educational programs. Services and accommodations are offered to students with disabilities at no additional cost to facilitate accessibility to College programs and facilities. These services are based upon each student's individual needs and must be indicated by current documentation of disability. For more information, you can contact the Coordinator of Disability Services at 610-861-5342 or TDD (610) 861-5351 or view the Disability Services Webpage by following these links from the NCC home page (<http://www.northampton.edu>): Administration > Student Services > Students with Disabilities.

Students requesting accommodations of any nature must complete the appropriate forms at registration and provide documentation supporting the request at that time.

### **Confidentiality of Educational Records (FERPA)**

As outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA), a student has the right to have their educational records remain confidential. The student's education records will be maintained in a secure and confidential manner.

No one outside the institution will have access to, nor will the institution disclose, any information from a student's educational record without the written consent of the student, except to personnel within the institution, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation functions, to persons involved with institutional research, or to persons in an emergency in order to

protect the health or safety of the student or other person. All these exceptions are permitted under the act. Please reference “Academic Information and Policies” in the current <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/> for details.

### **Trajecsys Records**

Northampton Community College has access to student’s records in Trajecsys for seven (7) years after the students’ payment arrangement has ended. NCC will also have access to these records for accreditation purposes.

Students have thirty (30) days after the payment arrangement has ended to obtain any reports or summaries from the system for their personal records. Once the thirty (30) days have elapsed, students must contact the Program Director or Director of Clinical Education should they need additional reports.

### **Policy on Tobacco/E-Cigarettes on College Campuses and Clinical Facilities**

Northampton Community College strives to provide a safe and healthy environment in which to teach, learn, research, live, and work. The full policy is listed as **Appendix D** of this Student Handbook. Students should read, understand, sign, date, and upload the signed acknowledgement of the policy to myRecordTracker®.

### **Campus Public Safety Policy**

NCC is concerned about the safety and welfare of all individuals who study or work at the College or who visit the campus. We believe that every student, employee, and visitor have the right to be part of an environment which is safe and does not tolerate misconduct. Please visit the website for further information and to sign up for text alerts at <https://www.northampton.edu/about/public-safety/index.html>.

Urgent concerns should be reported to Campus Public Safety at 610-861-5588 (the Bethlehem Campus radio-linked number) or by calling 9-1-1 as appropriate.

Non-urgent concerns may be reported via the Online Reporting Form at <https://www.northampton.edu/about/student-affairs/reporting-concerns-and-complaints.html> or by visiting the Office of Student Affairs (Bethlehem), College Center Suite 200, 610-861-4558.

### **Law Enforcement Agency Notification**

Nothing limits the college to notify competent law enforcement agencies when staff or individuals believe a violation of the law has taken place

### **Cancellation of Classes**

- a. Instruction for late starts or cancellations will have announcements made via:
  - College’s Weather Information Line:
    - Bethlehem Campus (610) 861-4595
    - Pocono Campus (570) 369-1800
  - College Website: [www.northampton.edu](http://www.northampton.edu)
  - NCC Alerts: a notification system that enables the school to send urgent news to your cell phone or email address. Once you sign up for the service, the college can text your cell phone or email you with timely information about emergencies and weather-related closings and delays. Sign up at <https://northampton.omnilert.net/subscriber.php>
  - Radio Announcements
  - Television Announcements (such as WMFZ – 69 News)
- b. If NCC has a delay or closure, the student is not permitted to participate in clinical rotation during those hours. Make-up days may be required to fulfill program hours. Notification of delays or closings will be available through the NCC notification service.
- c. Clinical absence or college closure on clinical days will result in the completion of an alternative assignment, which may be assigned by course faculty.

- d. Clinical absence assignments will be assigned at the earliest convenience of the instructor but not more than 24 hours after the absence occurrence. An absent student is responsible for contacting the instructor for an assignment.
- e. These assignments have no attached points for completion and are to assist students in meeting course outcomes. The assignment must be completed and submitted within two weeks of the assigned day by 2359.
- f. If the assignment is not completed by the due date, a student will receive a “Fail” or F for the course outcome related to professionalism for each week the assignment is not submitted. Failure to complete assignments will result in course failure.
- g. The student is responsible for contacting their clinical site if the school is closed or delayed informing them of their non-attendance at the facility.

## **ADMISSION AND PLACEMENT POLICIES AND PROCEDURES**

### **Transferring In Non-Respiratory Care Credits**

Northampton Community College will accept non-respiratory Care credits when transferring from another institution if one or more of the following criteria are met:

Credits earned from:

- U.S. colleges and universities that are regionally accredited. (Coursework from other institutions not regionally accredited will be reviewed on a case-by-case basis).
- Foreign institutions evaluated by a member of a recognized evaluation agency like World Education Services Inc. or Educational Credential Evaluators Inc. and a copy of the evaluation sent directly to NCC. (For more information concerning an evaluation service provider, please contact the NCC Admissions Office).
- The military provided the College on the official DD295 form, AARTS, or Joint Services transcript.
- The course grade is C or better. Courses taken on a pass/fail basis may be accepted only if the official transcript states that a “pass” grade is equivalent to a C or above.
- The course content is equivalent to a Northampton course.
- The course is applicable to the student’s Northampton program.

Official transcripts are mailed or sent electronically to the Admissions Office directly from the student’s previous college, university, or other post-secondary educational institution.

Admissions determines transferability of credits for new students and change of majors into the Health Sciences majors; the Registrar determines all other transferability of credits. Please refer to “*Transferring In*” in the current <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/> for details.

### **Respiratory Care Coursework from Other Programs**

Respiratory Care-specific coursework (courses coded RESP) must be completed in the Northampton Community College Respiratory Care program. Clinical, lab, and lecture coursework is synchronized throughout the program. This ensures that our graduates have satisfied all the components required to take the Registry examination.

### **College Level Examination Program (CLEP) and Challenge Exams**

Students may earn credit through CLEP or Challenge Exams. Please refer to “*Advance Placement Policy*” in the <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>.

### **Housing**

Space is available on campus for students in the residence hall. There is also a list of off-campus housing opportunities available in the Student Activities/Housing Office, College Center 252, 610-861-5324, or visit their website: <https://www.northampton.edu/student-experience-and-support/housing-and-residence-life/index.html>.

## Before Admission Requirements

### Respiratory Care Special Admission Requirements

The following is information taken from “*Special Admission Requirements*” in the <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>:

- Completion of high school diploma or equivalent
- High school biology with lab with "C" or better (Or BIOS 115 with "C" or better)
- Two units of Algebra (OR MATH 022) with "C" or better
- Minimum overall GPA of 2.75
- Complete Career Assessment Form (CAF)
- Information session and meeting with the program director

## After Admission Requirements

### Address, E-mail, and Telephone Number Changes

It is imperative to update your mailing address, e-mail address, or telephone number for the departments to contact you. These items are populated through the Workday® application. A delay in communication may forfeit your seat in the program. If concerned, please contact the Records Office and the Respiratory Care Department Secretary for any changes.

### Respiratory Care Essential Admission Requirements

Upon acceptance into the program, students will be given a Respiratory Care Acceptance Checklist Packet providing a timeline for completing the essential program admission requirements. Subsequent sections describe further detail for each requirement.

- State, FBI, and Child Abuse Background Clearances
- Verification of Student Release of Information Form for Health Professions and Sciences Clinical Sites (**Appendix E**)
- Verification that Medical Marijuana Policy is understood (**Appendix C**)
- Basic Life Support (BLS) certification for Health Care Providers: CPR (cardiopulmonary resuscitation)
- Carry and maintain Health Insurance during length of program
- Physical Exam and Required Immunizations and Titters
- Proof of negative drug screen
- Verification that the Essential Functions of a Respiratory Therapist can be met (**Appendix K**)
- Verification that Health Insurance Portability and Accountability Act of 1996 is understood (**Appendix I**)

### Criminal Background Checks

After acceptance into the Respiratory Care Program, a criminal background check for each student (State, FBI, and Child Abuse) is required as stipulated by both the College and the affiliated clinical sites. All documents are to be uploaded into the myRecordTracker® system.

Accepted students who submit a report reflecting “no record” (no conviction) can consider themselves as “fully” accepted into the Respiratory Care Program. Anyone with incidents that have not been adjudicated or anyone in prison, work release, or on probation is not accepted into the program.

If there is a criminal record, the student will be conditionally accepted until a decision is made by the Health Career Review Committee followed by the approval from the assigned clinical site.

The Health Career Review Committee will require a written explanation from the applicant describing the offense that led to the conviction. Upon receipt of the statement, the Health Career Review Committee will consider the report and make a recommendation to the Program Director regarding the applicant’s acceptance into the program.

Conditional applicants will be notified of their status within three (3) days following the committee's review. The applicant may appeal the decision in writing within 5 working days of the decision to the Vice President for Academic Affairs whose decision is final. However, the clinical site's criteria (same as the criteria for hiring an employee) may be more stringent than the College's. There are affiliation agreements between the health networks and the College that mandate clinical sites to be informed of any criminal record of incoming students. The clinical sites have the right to deny access to any student with a criminal record based on their institution's criteria. A clinical site's decision to deny clinical access would override that of the Health Career Review Committee.

While your criminal background may be acceptable for this program, you should be aware that Pennsylvania maintains a database by the Department of Health and Human Services Office of Inspector General (HHS-OIG) that identifies individuals or entities that have been excluded nationwide from participation in any federal healthcare program. Healthcare facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal healthcare programs. If you are on the exclusion list, it is possible that you will not be eligible for employment in a healthcare agency. To see if you are on the list, please go to <http://oig.hhs.gov/fraud/exclusions.asp>.

Students may not be actively in prison, on work release, or on probation or parole, and will not be allowed to participate in the program, regardless of the criminal offense and whether it is on the "Prohibitive Offenses" According to PA Act 14 until the sentence and legal obligations have been satisfied. Upon satisfaction, students must include with their background clearances a letter stating why the offense happened and why the offense will not be committed again. Northampton Community College issues letters of acceptance or denial when a state background check contains a criminal record. If a student's record is expunged and now displays compliance with ACT 14, the student may reapply for enrollment.

If any participant/student is arrested or charged with any offense during the length of this program, it is the participant/student's responsibility to notify the Program Director immediately and the participant/student acknowledges that this may affect the student's ability to continue the program.

***If, for any reason, an applicant is denied clinical placement based on their criminal record their acceptance into the Respiratory Care Program will be rescinded.***

### **Physical Exam and Required Immunizations and Titters**

A Physical Exam and School Provided Health Form must be completed no sooner than six (6) months by the student and medical provider. The form lists the immunizations and titers requiring supporting documentation (immunization records and lab reports) to be individually uploaded into myRecordTracker®.

- **Required Vaccinations**  
Health Sciences students are required to be immunized, and/or document immunity against varicella (chickenpox), hepatitis B, tetanus, diphtheria, pertussis (whooping cough), influenza (flu), measles, mumps, rubella, and Covid-19.
- **Meningococcal Vaccination**  
Students living in campus housing must receive the meningococcal vaccination unless religious beliefs prohibit the student from obtaining the vaccine, in which case a waiver will need to be signed and uploaded into myRecordTracker®.
- **Tuberculosis**  
Health Sciences students are required to be tested annually for TB. Proper documentation is to be uploaded into myRecordTracker® for review by the Health and Wellness Center. If any employee/student contracts active tuberculosis (not latent/inactive tuberculosis), they shall be removed from their job/classroom/dorm setting until medical documentation and laboratory results have been received at the Health and Wellness Center to confirm diagnosis and mode of treatment. Signed documentation from a licensed physician must state that they are not in an infectious state. These forms are available at the Health and Wellness Center. Thereafter, a progressive note must be submitted annually by the treating physician and/or a tuberculosis screening questionnaire done at the Health and Wellness Center.

### **Medical Marijuana Policy**

To be transparent, regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. This policy is included with the Acceptance Checklist and is included in this Student Handbook (**Appendix C**) and must be read carefully. The signed Health Careers Medical Marijuana Policy is uploaded to MyRecordTracker® as part of the onboarding process.

Despite having a medical marijuana card, a positive drug screen for marijuana, THC, cannabinoids, etc. will result in revocation of program acceptance or other actions including withdrawal from the program.

### **Drug Screening**

A negative drug screen for each student is required by the Respiratory Care Program and the clinical affiliates prior to clinical rotations in both the first year and second year of the program. The cost of the drug screening is the responsibility of the student.

The Program's clinical sites, and as a partner, NCC, is entrusted with providing high-quality patient care and a safe educational and work environment. The unauthorized use or trafficking in alcohol or drugs is a significant hazard to patients, visitors, and employees. Students who are found to have drugs or alcohol on their person or in their system are subject to serious discipline, up to and including termination of their experience.

In accordance with Northampton Community College's (NCC) policy governing the use of alcohol and other drugs, the School of Health, Sciences, and Education has adopted procedural steps pertaining to the suspicion of student substance abuse or impairment at the clinical site. The clinical settings are an educational extension of the College and as such, the policies of the College, as stated in the Student Handbook under "Student Policies" in the <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/> apply to students when participating in clinical education.

In accordance with clinical site practice, students may be subjected to random drug screens. If a student, while at clinical, is suspected of substance abuse or being under the influence, the student will be:

- Immediately removed from all patient/work areas by the Clinical Preceptor or immediate supervisor.
- Immediately referred to a drug screening facility or the clinical site's testing area and will need to follow up with drug and alcohol counseling in the event of a positive result.
- Arrangements for safe transportation of the student will be secured by the preceptor/supervisor after coordinating with the Director of Clinical Education.
- Refusing to submit to drug/alcohol testing is grounds for banning the student from any further activities and withdrawing them from the program.
- The student is responsible for paying the drug screen fee.

Be advised that as a matter of protocol, many clinical sites require drug and alcohol screening in the event of any accidental incident involving a patient, employee, or student. If substance abuse is confirmed, and the clinical site agrees, the student will be permitted to return to the clinical education setting if they comply with the prescribed plan of action. Failure to comply with the individualized plan of action or repeat incidents will result in withdrawal from the program.

### **Insurance (Personal Health and Liability)**

Health insurance coverage is required throughout the duration of the program. Documentation of coverage must be uploaded to myRecordTracker® for review by the Health and Wellness Center by the published deadline and whenever there is a policy change, or an updated insurance card is received. Students should always have their health insurance available in the event of illness or injury whether on-campus or at the clinical education setting.

The College shall maintain liability (malpractice) insurance, purchased by the student, in the following amounts: a minimum of \$1,000,000 for each claim and \$5,000,000 aggregate. The course fee for each Fall semester clinical practice course includes the annual fee for the malpractice insurance.

## Basic Life Support (BLS) for Healthcare Providers: CPR

The Respiratory Care Program, and the affiliation agreement with the clinical education sites require that each student maintains CPR certification during their training. Training requires an in-person component to demonstrate skills using mannequins. A copy of the student's certification (AHA: BLS Provider, ARC: BLS Healthcare Provider) is to be uploaded into the myRecordTracker® system.

The student should obtain the two-year certification. If the certification expires while enrolled in the program, renewal is required on, or before, the expiration date. It is the student's responsibility to know, and renew prior to, the expiration date deadline. CPR certification is verified prior to the start of each clinical rotation.

## **Failure to Comply with After Admission Requirements**

Failure to comply is a violation of the affiliation agreement with the Respiratory Care clinical sites. The Respiratory Care Program Director and Director of Clinical Education work together to ensure all required documents are updated, uploaded, and approved by various deadlines. It is the student's responsibility to comply with the published deadlines to ensure their seat in both the program and the clinical site.

The following can occur if the Respiratory Care student is non-compliant:

- Forfeiture of seat in Respiratory Care Program
- Withdrawal of housing privileges if occupant in Residence Hall
- A "hold" placed on registration process
- Suspension from clinical practice program
- Withdrawal from Respiratory Care Program

## **RESPIRATORY CARE PROGRAM COURSE INFORMATION**

<b>CURRICULUM SEQUENCE</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
<b><u>Semester 1 - Summer</u></b>		
BIOS 204	Human Anatomy and Physiology I	4
COLS 101	College Success	1
MATH 112	Math for Allied Health	<u>3</u>
		<b>8</b>
<b><u>Semester 2 - Fall</u></b>		
BIOS 254	Human Anatomy and Physiology II	4
ENGL 101	English I	3
PSYC 103*	Introduction to Psychology	3
RESP 101	Introduction to Respiratory Care	5
RESP 102	Respiratory Care Pharmacology	<u>2</u>
		<b>17</b>
<b><u>Semester 3 - Winter</u></b>		
CMTH 102	Introduction to Communications	<u>3</u>
		<b>3</b>
<b><u>Semester 4 - Spring</u></b>		
BIOS 202	Microbiology	4
ENGL 151L	English II	3
PHIL 202*	Ethics and Moral Problems	3
RESP 103	Respiratory Care Therapeutic Modalities	<u>6</u>
		<b>16</b>
<b><u>Semester 5 - Summer</u></b>		
RESP 201	Cardiopulmonary Disease Processes	2
RESP 202	Mechanical Ventilation	<u>6</u>
		<b>8</b>

<b><u>Semester 6 - Fall</u></b>		
RESP 203	Neonatal and Pediatric Respiratory Care	2
RESP 204	Respiratory Care Critical Care	5
SOCA 102*	Cultural Anthropology	<u>3</u>
		<b>10</b>
<b><u>Semester 7 - Spring</u></b>		
RESP 205	Respiratory Care Practicum	<u>4</u>
		<b>4</b>
	<b>Total Credits</b>	<b>66</b>

*\* One of the three Humanities (AH, SIT, SSHB) General Education Electives must be taken as a Writing Intensive (WI) section – PHIL 202G, PSYC 103G, or SOCA 102G.*

## Course Descriptions

The following are detailed descriptions of the core Respiratory courses in the program:

### **RESP 101: Introduction to Respiratory Care – 5 Credits**

This course introduces Respiratory Care students to the fundamental concepts of Respiratory Care and introduces them to the professional role and practice setting. This includes patient assessment, cardiopulmonary pathophysiology, common treatment modalities, and infection control procedures and practices. Role related interdisciplinary communication and professionalism will be introduced. This course includes didactic instruction, laboratory skill practice and clinical learning environment. Restricted to Respiratory Care Students.

- Introduction to each clinical site in this course: 7.5 hours of clinical per week
- Prerequisite: BIOS 204
- Corequisite: RESP 102
- Semester Offered: Fall

### **RESP 102: Respiratory Care Pharmacology – 2 Credits**

This course introduces Respiratory Care students to the study of pharmacological principles in the care and treatment of cardiopulmonary patients across the lifespan. Students will learn the biochemical and physiological effects medications have on body systems and their therapeutic use in treating a variety of cardiopulmonary conditions. Indications, desired effects, side effects and patient education implications will also be covered in the course. Students will be introduced to drug dosage calculations and basic principles and methods of medication administration.

- Prerequisite: BIOS 204
- Corequisite: RESP 101
- Semester Offered: Fall

### **RESP 103: Respiratory Care Therapeutic Modalities – 6 Credits**

The focus of this course is to explore advanced concepts in diagnostic and therapeutic Respiratory Care modalities. This includes arterial blood gas puncture and analysis, bedside spirometry, non-invasive Respiratory Care support and airway management. This course builds on the core concepts from RESP 101. This course includes didactic instruction, laboratory skill practice and clinical learning environment.

- 16 hours of clinical per week.
- Prerequisites: RESP 101, RESP 102
- Semester Offered: Spring

### **RESP 201: Cardiopulmonary Disease Processes – 2 Credits**

In this course, the Respiratory Care student will learn advanced concepts related to pathophysiology of major Respiratory Care diseases and their current treatment modalities to include ventilation, perfusion, gaseous diffusion, and a review of acid base disorders. Students will learn how to conduct a cardiopulmonary assessment and use assessment data to formulate an individualized Respiratory Care plan of care for patients with cardiopulmonary conditions.

- Prerequisite: RESP 103
- Corequisite: RESP 202
- Semester Offered: Summer

### **RESP 202: Mechanical Ventilation – 6 Credits**

The mechanical ventilation course provides Respiratory Care students with a solid foundation for managing patients receiving invasive mechanical ventilation. The content is based on current evidence-based practice and will be presented in a progressive stepwise approach, where students are introduced to fundamental concepts initially with more advanced topics being gradually introduced as the semester progresses. Students will be practicing mechanical ventilation core competencies in the skills lab and applying these competencies in the clinical learning environment. This course includes didactic instruction, laboratory skill practice and clinical learning environment.

- 24 hours of clinical per week.
- Prerequisite: RESP 103
- Corequisite: RESP 201
- Semester Offered: Summer

### **RESP 203: Neonatal and Pediatric Respiratory Care – 2 Credits**

This course is designed to provide the Respiratory Care student with a foundational knowledge of neonatal and pediatric Respiratory Care. Students apply theory and safe clinical practice to simulated case studies in the assessment, diagnosis, and treatment of this patient population. Specific cardiopulmonary disease states, and treatment modalities will be emphasized.

- Prerequisite: RESP 202
- Corequisite: RESP 204
- Semester Offered: Fall

### **RESP 204: Respiratory Care Critical Care – 5 Credits**

This course presents the Respiratory Care student with the physiological processes of the cardiovascular patient in a critical care environment. Students will apply a multisystem approach to Respiratory Care aimed at restoring normal integrated function of the pulmonary, cardiovascular, and renal systems. Students learn the various therapeutic, diagnostic, and monitoring processes used in the critical care setting to improve their clinical decision-making and critical thinking skills.

- 24 hours per week of clinical
- Prerequisite: RESP 202
- Corequisite: RESP 203
- Semester Offered: Fall

### **RESP 205: Respiratory Care Practicum – 4 Credits**

This final Respiratory Care course will prepare students for successful completion of both the Therapist Multiple Choice and Clinical Simulation examination certifying them to practice as a Respiratory Care therapist. The course offers students insights and a comprehensive review of the curriculum as it relates to the national registry exams required at the program's completion. Students will complete their culminating clinical rotations during this course to refine their clinical skills and assimilate to Respiratory Care practitioners.

- 24 hours of clinical per week
- Prerequisite: RESP 204
- Semester Offered: Spring

## **Student Learning Outcomes**

The following lists the student learning outcomes for each of the Respiratory Care core courses:

### **RESP 101: Introduction to Respiratory Care**

- SL01. Identify the scope of practice for the Respiratory Care practitioner as defined by national, state, and local regulatory agencies.

- SL02. Discussion of the roles of Respiratory Care: professional, organizational related to Respiratory Care practice, credentialing, and educational requirements.
- SL03. Demonstrate a comprehensive health assessment including focused assessment of the cardiopulmonary systems and identify relevant normal and abnormal assessment data.
- SL04. Develop appropriate treatment plans for patients with a variety of cardiopulmonary pathologies.
- SL05. Demonstrate infection control and prevention practice and procedures used in health care settings.
- SL06. Demonstrate administration of common therapeutic modalities prescribed for common cardiopulmonary diseases.
- SL07. Observe the role of the Respiratory Care practitioner with the clinical environment as part of the interdisciplinary healthcare team.

### **RESP 102: Respiratory Care Pharmacology**

- SL01. Describe basic physiological processes occurring in the body with medication administration.
- SL02. Apply principles of safe medication administration when delivering pharmacologic agents.
- SL03. Discuss indications, contraindications, desired effects, and potential side effects for medications used to treat cardiopulmonary conditions.
- SL04. Demonstrate the ability to correctly convert between metric, apothecary and household systems of measurements and accurately calculate drug dosages for patient administration.
- SL05. Analyze patient responses to pharmacological interventions associated with various cardiopulmonary diseases.
- SL06. Compare classifications and interactions of Respiratory Care medications used in the treatment of cardiopulmonary pathologies.
- SL07. Identify appropriate patient education content for Respiratory Care related medications.

### **RESP 103: Respiratory Care Therapeutic Modalities**

- SL01. Demonstrate competency performing arterial blood gas puncture.
- SL02. Interpret normal and abnormal arterial blood gas values.
- SL03. Demonstrate ability to assemble non-invasive Respiratory Care support equipment including masks, hoses, machines, which would include high-flow nasal cannula (HFNC), continuous positive airway pressure (CPAP) & bi-level positive airway pressure (BIPAP) devices.
- SL04. Describe indications and contraindications of non-invasive Respiratory Care support and anticipated clinical outcomes.
- SL05. Describe the clinical uses of pulmonary function testing and demonstrate competency performing bedside spirometry.
- SL06. Discuss indications and contraindications of advanced airways.
- SL07. Demonstrate competency in the following: oropharyngeal and nasopharyngeal airway insertion, insertion, and confirmation of endotracheal tube placement, perform sterile suctioning, and ability to perform tracheostomy care.
- SL08. Provide patient education on non-invasive Respiratory Care support, arterial blood gas, bedside spirometry, and advanced airways.

### **RESP 202: Mechanical Ventilation**

- SL01. Understanding the basic components of ventilators and key terms related to mechanical ventilation.
- SL02. Recognize the desired outcomes, indications, contraindications, and complications of mechanical ventilation for patients in acute and chronic Respiratory Care distress.
- SL03. Evaluate patient assessment criteria for weaning parameters and liberation from mechanical ventilation.
- SL04. Propose recommendations for ventilator settings (mode, flow, tidal volume, frequency, sensitivity, ramp, FIO<sub>2</sub>,) when given simulated patient cases.
- SL05. Demonstrate ability to perform ventilator safety check, to monitor and assess ventilated patient's status, and make recommend changes to the ventilator based on evidence-based practice.
- SL06. Differentiate between modes of ventilation using waveform interpretation.
- SL07. Execute safety techniques related to airway management.

### **RESP 203: Neonatal and Pediatric Respiratory Care**

- SL01. Describe the gestational development of the cardiopulmonary system.
- SL02. Summarize an assessment and monitoring of a newborn.
- SL03. Describe neonatal and pediatric cardiopulmonary diseases.
- SL04. Explain the indications, contraindications, and side effects of current treatment modalities.
- SL05. Recognize signs and symptoms of Respiratory Care distress in a newborn.
- SL06. Assist in a team-based approach in providing care for newborn at the time of delivery.
- SL07. Summarize the assessment and monitoring of a pediatric patient.

**RESP 204: Respiratory Care Critical Care**

- SL01. Interpret data obtained from common noninvasive monitoring methods in the Intensive Care Unit (ICU).
- SL02. Understand the physiology and application of invasive hemodynamic monitoring and its application to fluid infusion and vasoactive support.
- SL03. Relate normal anatomy with heart and lung ultrasound to understand its clinical application in ventilated patients.
- SL04. Optimize the role of the palliative care team in supporting Respiratory Care of ICU patients and families.
- SL05. Distinguish ICU patients at specific risk based on nutritional status and understand feeding strategies that impact patient clinical outcomes.
- SL06. Apply the principles of monitoring a patient's neurological status in the ICU.
- SL07. Demonstrate accountability, responsibility, and evidence-based practice in the delivery of care to patients across the lifespan.

**RESP 205: Respiratory Care Practicum**

- SL01. Collect and interpret physical assessment diagnostic data.
- SL02. Integrate knowledge of pathophysiology of acute and chronic diseases to develop a Respiratory Care plan of care.
- SL03. Apply evidence-based medicine and Respiratory Care protocols to the planning and delivery of Respiratory Care.
- SL04. Provide emergency and critical care to patients across the lifespan.
- SL05. Demonstrate foundational knowledge of neonatal and pediatric respiratory care.
- SL05. Assess the need for and evaluate appropriate application of therapeutics to Respiratory Care practices.
- SL07. Evaluate the effectiveness of Respiratory Care interventions of the patient's health status.
- SL08. Collaborate as a healthcare team member demonstrating competent care delivery and quality leadership.
- SL09. Provide post-acute care education regarding patient, environment and equipment and monitoring software.

General Education Courses Contribution to Enhanced Respiratory Care Knowledge		
Course Code	General Education Course	Contribution
COLS 101	College Success	<ul style="list-style-type: none"> <li>• Supports student development of study skills and behaviors that support academic achievement.</li> <li>• Required of all incoming students.</li> </ul>
ENGL101 ENGL 151	English I English II	<ul style="list-style-type: none"> <li>• ENGL 101 introduces the writing process in various forms of thesis-based writing. The course develops skills in logical and focused writing, through thesis development using supporting ideas and evidence.</li> <li>• ENLG 151 continues to develop the academic writing and critical reading skills begun in English I.</li> <li>• Both courses support Program Goals 1 and 5.</li> </ul>

BIOS204 BIOS 254	Human Anatomy & Physiology I Human Anatomy & Physiology II	<ul style="list-style-type: none"> <li>Provides foundational knowledge of structure and function of the human body so the physiologic and psychosocial needs of the patient can be identified, and interventions initiated.</li> <li>Supports Program Goals 1, 2, 3, 4, and 6.</li> </ul>
MATH112	Math for Allied Health	<ul style="list-style-type: none"> <li>Review arithmetic operations on whole numbers fractions, decimals, and integers. Introduction algebraic notation: solution of algebraic equations, inequalities, and applications including apothecary measurements, dosage calculations, parenteral dosage, intravenous fluid administration and dosage by body weight. Only fulfills General Education requirements for specific Allied Health degrees.</li> <li>Supports Program Goals 1, 2, 3, 4, and 6.</li> </ul>
CMTH 102	Introduction to Communication	<ul style="list-style-type: none"> <li>Provides basic principles of communication theory and practice, including speech preparation and delivery, and the effective use of critical thinking and listening in relation to intrapersonal, interpersonal, intercultural, and group communication.</li> <li>Supports Program Goals 1, 2, 3, 4, 5, and 6.</li> </ul>
PSYC 101	Introduction to Psychology	<ul style="list-style-type: none"> <li>Provides requisite knowledge of psychotherapeutic methods, and fundamental knowledge of the biological bases of behavior, sensation, perception, consciousness, learning, memory, language and thought, intelligence, motivation, emotion, human development, personality, stress, and coping.</li> <li>Supports Program Goals 1, 2, 3, 4, 5, and 6.</li> </ul>
SOCA 102	Cultural Anthropology	<ul style="list-style-type: none"> <li>Provides an analysis of human culture as it has evolved to the present, covering theories and methods, cultural universals, and variations in such areas as marriage and family, politics, economics, kinship, religion, and the arts.</li> <li>Supports Program Goals 1, 4, 5, and 6.</li> </ul>
BIOS 202	Microbiology	<ul style="list-style-type: none"> <li>Provides foundational knowledge in the principles of morphology and physiology as they apply to microbes. The control of bacteria and other microorganisms are also discussed.</li> <li>Supports Program Goals 1, 2, 3, 4, and 6.</li> </ul>
PHIL 202	Ethics & Moral Problems	<ul style="list-style-type: none"> <li>Provides a critical study of major ethical theories and concepts and their application to selected moral issues, to aid in shaping one's own ethical stance and in making sound ethical choices.</li> <li>Supports Program Goals 1, 3, 4, and 5.</li> </ul>

## **ACADEMIC POLICIES AND PROCEDURES**

### **Respiratory Care Program Grading Policy**

The plus/minus grading system is utilized in the Respiratory Care Program. The Respiratory Care Program's grading scale is different than the College's scale. The lowest passing grade is 73% to remain competitive with the registry examination's scale.

## Methods of Instruction

Lecture, Classroom Discussion, Case Studies, Group Activities, Role Play, Demonstration of Skills, Required Textbook Readings, Required Workbook Assignments, Laboratory Practice, Clinical Experience, and Clinical Log, Audiovisual: Computer Software, CD-ROM, Videocassettes, and DVD.

Grading Policy	
A = 93–100	C+ = 77– 79
A- = 90– 92	C = 73– 76
B+ = 87– 89	C- = 70– 72
B = 83– 86	F = 0– 69
B- = 80– 82	

## Attendance

Class attendance during the learning process is critical for student success. Northampton Community College students are expected to attend all class sessions and participate in courses in which they are enrolled and are responsible for all material presented in class sessions or in online activities for these courses. Students will be deducted 2 points for each absence from a lecture class and/or lab class and 4-point deduction from a clinical day missed.

Refer to the College Student Handbook and Class Syllabus. The college student handbook may be found at <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>.

## Academic Recognition

Students who complete at least six credits in the semester and achieve a grade point average of not less than 3.50 will be carried on the Dean's Honor List, a mark of academic distinction. Reference "Academic Recognition" in the current <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/> for details.

## Academic Standing and Progress Policy

To remain in good academic standing, a student must maintain a minimum grade point average of 2.0 for all work attempted for graduation. For more details, please reference "Academic Standing and Progress Policy" at <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/policies-college-academic/academic-standing-and-progress/>.

## Academic Integrity and Ethics

NCC Respiratory Care Program promotes academic integrity and ethics by committing to the following standards:

- Trust:**
  - Educators foster trust by establishing clear expectations for assignments and by fairly, promptly, and openly assessing students' work.
  - Students foster trust by preparing work that is sincere, considerate, and honest.
- Fairness:**
  - When faculty members set an example by setting clear expectations, dealing with dishonesty in a consistent manner, and upholding the principles of academic integrity, they are being fair to students, each other, and their institutions.
  - By completing their own original work, properly citing borrowed work, and adhering to academic integrity guidelines, students are being fair to themselves and others.

### 3. **Respect:**

- a. Faculty demonstrate respect by actively listening to different perspectives and offering students comprehensive and honest feedback on their work.
- b. Students exhibit respect by recognizing the value of learning opportunities and actively engaging in their own education. This includes actively participating in discussions and genuinely considering their peers' ideas.

### 4. **Responsibility:**

- a. Responsible faculty members not only establish and enforce classroom and institutional policies, but they also effectively convey the expectations associated with these policies. They consistently uphold their commitments and adhere to both course and NCC's policies.
- b. Students show responsibility by adhering to the policies and procedures outlined in this Student Handbook, the NCC Student Handbook, and the rules and regulations established by the clinical facilities.
- c. More information on student conduct and academic honesty is available at: <https://www.northampton.edu/about/student-affairs/student-conduct-and-academic-honesty.html>.
- d. The NCC Respiratory Care Program utilizes the Brightspace LMS platform for submission of all didactic coursework, which includes but not limited to exams, quizzes, worksheets and/or presentations.
  - i. Brightspace is a website that is accessed by any computer, tablet, or smartphone. It is strongly recommended that you use the Google Chrome Browser to access it. Although there is a mobile app, it does not provide the same content as the website provides. The website should be the primary way that students access course content.
  - ii. Students understand that Respondus LockDown Browser is enabled when taking online exams and/or quizzes.
  - iii. Students consent to have cameras and microphones on during online examinations.

## Academic Honesty Violation

When a faculty member believes a student committed acts that violate the academic honesty policy, they will advise the student of the offense and the penalty imposed.

- A written warning with the requirement that the assignment be redone within the faculty's specified time. Faculty members are encouraged to report the incident and action to their division Dean and to the Assistant Dean of Students (Bethlehem) using the online Academic Honesty Violation Form.
- A failing grade for the assignment or test. Faculty members must report the incident and action to their division Dean and to the Assistant Dean of Students (Bethlehem) or the Associate Dean of Students (Pocono) using the online Academic Honesty Violation Form.
- An "F" grade for the course.

If a faculty member issues an "F" grade in the course as a penalty for academic dishonesty, he or she must send a written report of the instance of cheating or plagiarism and the action taken to the division Dean and the Assistant Dean of Students (Bethlehem) using the online Academic Honesty Violation Form.

If the faculty member has given an "F" grade for the course as a penalty for a violation of academic honesty, a student may not withdraw from the course while the matter is under appeal or if it is resolved that the "F" grade stands.

The College affirms the right to revoke a previously awarded degree due to subsequent discovery of academic dishonesty by the student, clerical error by the college, or revocation of credit from institutions of academic accreditation. Please reference "Academic Honesty - Policy and Appeal Procedure" in the current <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/> for details.

## Academic Progression/Program Completion Requirements

### Classroom and Clinical Behavioral Expectations

The NCC Respiratory Care student is expected to abide by the requirements and policies contained in the NCC student handbook in addition to the Respiratory Care student handbook. Specifically, the Respiratory Care student will abide by the following expectations:

- The student will attend all classroom, laboratory, and clinical experiences.
- The student will be prepared for all classroom, laboratory, and clinical experiences.
- The student is expected to prepare before arriving at all classroom and laboratory experiences. The student will understand that faculty will not permit a student to leave class or lab to print handouts, outlines or articles provided by faculty.
- It is expected that the student prepares prior to arriving at every clinical experience. Students should be well prepared to discuss each assigned patient's case history, pathophysiology, and plan of care and medication regimen. Any student arriving unprepared may be dismissed from clinical and subsequently given an unexcused absence for the experience. The student must make up the experience at the discretion of Faculty and/or the Director of Respiratory.
- The student will communicate and interact with others in a respectful, professional manner.
- Students are expected to respect one another and the faculty. Students understand that only one person speaks at a time during classroom and laboratory experiences. Students also understand that talking amongst one another during class or lab will not be tolerated.
- The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom, laboratory, or clinical setting.
- The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).
- Any student engaging in aggressive, disrespectful, unethical, or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty will be directed to leave or be escorted off the clinical unit or NCC campus by security. This behavior will also require a conference with faculty, the Director of Respiratory Care, and the Dean of Students.
- Personal cell phones and smart watches are not permitted during classroom, lab, or clinical experience, except when specifically allowed by the instructor for data search or recording notes. Cell phones and smart watches will be placed in a basket at the door upon entry to a classroom or lab education. Unacceptable use of cell phones includes making phone calls and/or texting, gaming, Internet surfing, shopping, and using email. Use of the camera function is never permitted in the clinical unit.
- The student will assume responsibility for their own learning.
- Students are expected to check the Brightspace system and their Northampton email daily. Important announcements may be posted on the Brightspace at any given time, and it is the expectation that students take responsibility for their education and periodically check the course Brightspace site and/or their Northampton e-mail account.
- The student understands that the course faculty cannot cover every detail of theoretical knowledge in the classroom or laboratory setting. The student is responsible for reading and understanding theory discussed in the course textbook and supplemental readings provided by the faculty.
- The student understands that extensions for assignments will not be granted. This document has been prepared so that every student enrolled in the Respiratory Care program at Northampton Community College will understand what is expected regarding classroom and clinical conduct. The student must understand that failure to comply with these stated expectations will negatively impact their course grade and may also affect progression in the Respiratory Care Program.
- Students understand that they are accountable for their actions, which include but are not limited to, communication, dress code, attendance, professionalism, confidentiality, course work, patient, and peer interaction, and that there may be consequences for failure to uphold these expectations.

## Academic Progression within the Respiratory Care Program

Students must show didactic and clinical progression each consecutive semester for courses carrying the RESP prefix. This means the student is required to pass each RESP academic course, both didactic and the clinical practice component with at least a grade of "C" to show academic progression.

- All courses in the program are provided once every year.
- Each course carries the requirement that all courses be pre-requisites to subsequent courses in the 24-month program. The Respiratory Care program allows for one failure in the course that carries the prefix of the student's Health Sciences program.
- The failed course, and the semester the course is offered again, requires a re-entry cumulative exam of all courses preceding and concurrent with the course failed.

For example, if a student fails a RESP course in the second semester. The student's seat, if in good ethical and professional standing, will be held for a year until the course is offered again. However, the student must pass a re-entry cumulative exam, given several months prior, consisting of all the material covered in their first and second semester, excluding the course material they failed. If they pass, according to the Respiratory Care grading schema, the student may proceed to re-enter the failed course and continue the program into the second year. If the student fails, the student is automatically withdrawn from the program.

This option does not apply if the student failed or withdrew from the course due to:

- "Repeated Courses - Academic Dismissal from Health Sciences Programs"
- Failure due to inability to perform the "Essential Functions of a Respiratory Care Therapist"
- Failure due to "Academic Honesty Violation"
- Failure due to "Withdrawal of Respiratory Care Student from Clinical Settings"

## **Policy for Academic Dismissal from Health Sciences Programs**

Any student who does not successfully complete two (2) courses (either two different courses or the same course twice), that carry the prefix of the student's Health Sciences Program\*, regardless of when in the program curriculum the unsuccessful attempt occurs, will be dismissed from his/her Health Sciences program. An unsuccessful course completion is defined as a final course grade of an "F," "WF," or being withdrawn for excessive absences, for which a WF will be issued.

\* *Health Sciences major classes include: Dental Hygiene (DENH); Diagnostic Medical Sonography (DMSG); Funeral Service Education (FUNS); Medical Assistant (MDAS); Nursing (NURS); Radiography (RADT); Respiratory Care (RESP), and Veterinary Technician (VETC).*

Please refer to the college student handbook at <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>.

## **Incomplete Policy**

An incomplete grade of "I" is given only when a student has obtained the permission of the instructor to postpone completion of specific course work for a valid reason (illness, death in the student's immediate family, etc.).

The deadline for completing the course requirements is no more than five months—or sooner as designated by the instructor—after grades were due in the semester in which the "I" grade was issued. If the "I" grade is not changed within that period through your completion of applicable course work, it will be changed to an appropriate grade. The instructor may designate that the "I" become a specified letter grade. The grade may not be a W, WP, or WF.

## **Course Drop, Withdrawal, Refunds, Class Changes, and Adjustments**

### NCC Policy and Procedure for Voluntary and Involuntary Withdrawal

Total withdrawal from the College or withdrawal from a single course may affect your financial aid award and your eligibility for future semesters of financial aid.

Students who wish to drop out or withdraw from either a course or the College must receive official authorization from the Records Office. Failure to drop or withdraw officially may result in the recording of an F grade. A student asked to leave the College for misconduct or delinquent attendance will receive no tuition or fee refund.

Students who drop with the approval of the Records office prior to the date specified in the College Calendar, will be entitled to a 100 percent refund (or adjustment) of tuition and fees charged, less any amounts owed to the College for fines, returned checks and other charges and fees.

Refunds will be paid to the student according to their original method of payment apart from A) contractual third-party payments – refund payable to third party named, and B) excess parent plus loan funds – refund payable to the parent unless designated otherwise. Refunds for amounts paid to NCC by check are not processed until 2 weeks after the payment was deposited.

After the Drop deadline students may withdraw themselves from classes in which they are enrolled through the 90%-point of the semester. An instructor may issue a withdrawal for poor attendance.

If the student drops the course within the Add/Drop period, there is no “W” issued and a partial tuition refund is issued. Refer to the <https://www.northampton.edu/academic-calendar/index.html> for specific dates.

### **Respiratory Care Program Policy and Procedure for Voluntary Withdrawal**

Students may not selectively withdraw from a Respiratory Care course due to the structured scheduling of the program. If a student chooses to withdraw from one (1) Respiratory Care course, they must withdraw from all Respiratory Care courses and the program. If after having withdrawn from the program, a student wishes to re-enter the program, they must re-apply through Admissions. The only exception, with Program Director and Director of Clinical Education approval, is for a student who needs to take a medical leave of absence.

### **Exit Interview**

As part of our continuous improvement initiative, each student withdrawing from the Respiratory Care Program is asked to speak with either a program representative or the admission’s liaison to document the reasons for leaving. An email to the Program Director or Director of Clinical Education addressing the reasons for withdrawal is required.

### **Respiratory Care Program Policy and Procedure for Involuntary Withdrawal**

Involuntary withdrawal may be completed for documented consecutive violations or more severe violations that involve but are not limited to: Professional Conduct Policy, Academic Honesty Violation, Drug Screening, HIPAA, Repeated Courses, Medical Marijuana Policy, Essential Functions for Respiratory Care, Social Media Policy and/or non-compliance of requirements uploaded to myRecordTracker®.

Any offense that warrants involuntary withdrawal is communicated between the Program Director and the Dean, School of Health, Sciences, and Education and may warrant a change in status or action plan.

Please refer to the Student Improvement Plan section for implementation practices.

## **Academic Appeals**

Appeals of grades, appeals of penalties for academic honesty violations, and appeals of actions related to the policy on Professional Conduct, will begin informally through discussion between the student and the faculty member involved and will proceed, if continued, through a series of formal steps culminating in a hearing before an Academic Appeals Committee, which will present its findings and recommendations for a decision to the Vice President for Academic Affairs.

No final recommendation can be made without a quorum. The decision of the Vice President for Academic Affairs will be final, unless it differs from that of the committee; in such cases, the student may appeal to the President, whose decision is final. Please reference “Academic Appeals” in the current <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/> for details.

## **Appeals Not Covered Under Other Policies**

The following is a generic policy for appeals not stipulated in the College Catalog or NCC Student Handbook. Students may appeal against a decision made by the Program Director to the Dean, School of Health, Sciences, and Education. Students who do not agree with the recommendation of the Dean, School of Health, Sciences, and Education may appeal in writing within three working days either to the Vice President for Academic Affairs or Vice President, Enrollment & Student Affairs (appeal route determined by the Dean, School of Health, Sciences, and Education).

The Vice President's decision will be final unless stated otherwise in a specific College policy. Note: Working day is defined as any day when a full schedule of classes is in session (this excludes Saturdays and Sundays).

## **Academic Support**

### **Endowments/Scholarships/Financial Aid**

To be considered for an endowment or scholarship, the student needs to file for financial aid (including a FAFSA filing). Even if not eligible for financial aid, you must file to be entered into the candidate pool. Please contact the Financial Aid Office, on campus, or visit <https://www.northampton.edu/cost-and-financial-aid/financial-aid/index.html> for filing information.

### **NCC Learning Center**

To help you make the most of your education, NCC has established a Learning Center (LC). The Center can provide you with academic support in a variety of ways.

- Tutors: The LC can assign a tutor to work with you by appointment. One could also work with a professional assistant on a drop-in basis.
- Computers: The LC houses computers with academic tutorial software which allows you to do additional work. One could also work individually with on-line tutorial programs. In addition, computers are located at various locations on campus.

Call or visit the LC in College Center 315, 610-861-5517, to find out more. Please refer to the following website for current hours and opportunities to schedule a session: <https://www.northampton.edu/student-experience-and-support/learning-center/index.html>. The website also offers Science Tutoring, located in Penn Hall 211, for students taking chemistry and biology courses.

### **Mack Library**

The Mack Library on the fourth floor of the College Center has both print and non-print materials including books, magazines, newspapers, audio/visual materials, hardware, and software. Lounge areas, individual study compartments, and Internet access are available, as is audio/visual equipment.

### **Counseling Services**

A staff of professional counselors is available to help you with your educational and personal counseling. The office is in the College Center CC 341. Call 861-5346 for more information. Also visit their website: <https://www.northampton.edu/student-experience-and-support/counseling-services/index.html>.

### **Disabilities (Disclosure)**

After acceptance into the Respiratory Care Program, a disclosure sheet is signed by the student. If there is a written documented disability, reasonable services and accommodations are offered to the student to facilitate accessibility to the Respiratory Care Program and the clinical facilities. Please visit the website for further information: <https://www.northampton.edu/student-experience-and-support/accessibility-resource-center/index.html>.

Services provided to students with disabilities are based upon each student's individual needs. Accommodation includes, but is not limited to: Academic support, Extended time for tests, recording lectures, Oral tests, Note-takers.

### **NCC Culture of Caring: You Matter @NCC**

It can be difficult to focus on your academic progress while also dealing with personal concerns. NCC can help with the following: transportation, financial assistance, housing, food, academic support, childcare, and emotional or mental health support. Please visit website for further information: <https://www.northampton.edu/student-experience-and-support/you-matter-at-ncc/index.html>.

### **NCC Respiratory Care Academic Advisors**

Your academic advisor will help you coordinate your learning experiences and assist you in your progress toward your educational goals. As a Respiratory Care Program major, your advisor will be either the Program Director or the Clinical Education Director.

Each student is assigned a faculty advisor from the Respiratory Care faculty. This individual will serve as a student mentor and provide guidance related to questions involving the Respiratory Care profession, course selection and career pathways. Students are required to meet with their faculty advisor at least once each semester. The goal of meeting is to ensure that the student is on a guided pathway for success.

### **Procedures for Occurrence of an Injury/Illness**

Any student who sustains an injury or feels ill should immediately:

- Report the incident to the faculty member or Director.
- If the injury was caused by a needle or sharps or equipment, discard the object in the proper receptacle and wash the area immediately with soap and water.
- If caused by other equipment, identify the item.
- If necessary, participant may be referred to the College Health Center on Bethlehem Campus.
- Document the injury/illness on **Appendix A** in this document and submit to the faculty member or Director.
- Students are responsible for any medical follow-up.

### **Student Improvement Plan: Forms and Processes**

The following is a brief explanation of forms followed by proactive steps in documentation and notification for miscellaneous instances of conduct. There may be issues or concerns that are so serious that the procedure will bypass the verbal and written steps and warrant an immediate suspension or withdrawal from the Respiratory Care Program.

### **Summary of Forms**

- **Verbal Warning: Written Action Plan**

The verbal warning form is verbal verification between the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, and/or Program Director. It is utilized to communicate a minor issue before preceding a "Continual Non-Compliance" or "Written Warning" unless bypassed to higher levels depending on the seriousness of the situation.

A Verbal Warning is completed for minor issues that include but are not limited to the following:

- ✓ Late Policy
- ✓ Trajecsyst Clock In/Out
- ✓ Clinical Education Dress Code
- ✓ Competency Refusal
- ✓ Clinical Attendance Policy

- **Continual Non-Compliance: Action Plan for Improvement**

Each student has running documentation, in their file, of repeated occurrences categorized as 'Continual Non-Compliance.' An incident that has already perpetrated a verbal warning will result in further

disciplinary action. Documentation is verified between the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, and/or Program Director.

- **Written Warning: Action Plan for Improvement**

A written warning is utilized if either a verbal warning was contradicted for the same issue, or the incident is a cause of concern requiring counsel and an action plan for improvement. Documentation is verified between the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, and/or Program Director. A written warning usually precedes a “Student Improvement Plan” unless bypassed to higher levels dependent on the seriousness of the situation.

- **Student Improvement Plan: Written Warning and Action Plan for Improvement**

A Student Improvement Plan is completed for repetitive non-compliance or significant infringements that may warrant point deductions and/or forfeiture of days from the current clinical rotation. Each occurrence is documented and verified by the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, and/or Program Director.

A Student Improvement Plan is completed for significant infringements that include but are not limited to the following:

- ✓ Repetitive Non-Compliance (i.e., Clinical Attendance Policy)
- ✓ Direct and Indirect Supervision
- ✓ Missing in Action at Clinical
- ✓ Leaving without Permission from Clinical

- **Disciplinary Action Plan (DAP): Written Warning and Action Plan for Improvement**

A Disciplinary Action Plan is completed for consecutive infringements (prior Student Improvement Plan for the same offense) or more critical infringements. Both instances may warrant point deductions and/or forfeiture of days from the current clinical rotation. Each occurrence is documented and verified by the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, Professional Clinical Student Supervisor, and/or Program Director. Documentation at this level precedes either “Suspension” or “Involuntary Withdrawal.”

A Disciplinary Action Plan is completed for consecutive significant infringements or more critical infringements that include but are not limited to the following:

- ✓ Consecutive offenses listed under Student Improvement Plan
- ✓ Failure of one course

Any offense that warrants a DAP is communicated between the Program Director and the Dean, School of Health Sciences & Education and may warrant a change in status.

- **Suspension**

Dependent on infringement, a student may be suspended in lieu of withdrawal (i.e., class attendance policy). Documentation is verified by the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, Professional Clinical Student Supervisor, and/or Program Director.

Any offense that warrants suspension is communicated between the Program Director and the Dean, School of Health Sciences and Education and may warrant a change in status or action plan.

If there is a suspension from the Respiratory Care Program, the student will be withdrawn from clinical practice and the days missed will be made-up during the six (6) week extension of the last clinical education course. However, if the decision is rescinded, the student will be given, if reasonable, an opportunity to make up the missed clinical practice time prior to the six (6) week extension.

- **Involuntary Withdrawal**

Involuntary Withdrawal is completed for consecutive infringements (prior DAP for the same offense) or more severe infringements. Either instance is documented and verified by the student and either the Faculty, Clinical Preceptor, Director of Clinical Education, Professional Clinical Student Supervisor, and/or Program Director.

Involuntary Withdrawal is completed for consecutive significant or critical infringements or more severe infringements that include but are not limited to the following:

- ✓ Consecutive offenses carried over from Student Improvement Plan
- ✓ Consecutive offenses listed under Disciplinary Action Plan (DAP)
- ✓ Essential Functions of a Respirator Care Professional
- ✓ Academic Honesty Violation
- ✓ Laboratory Safety Practices
- ✓ HIPAA Violation
- ✓ Professional Conduct Policy

Any offense that warrants involuntary withdrawal is communicated between the Program Director and the Dean, School of Health, Sciences, and Education and may warrant a change in status or action plan.

### **General Process: Student Improvement Plan**

The Clinical Preceptor(s) will have copies of the forms at each clinical site and available on Trajecsyst. The following are general guidelines for initiating an action plan:

1. The witness documents the issue or concern and notifies DCE and/or PD.
2. A conference will be scheduled with the student and the involved parties to discuss the issues at hand.
3. During the conference, the student will be made aware and given an opportunity for discussion.
4. Depending on involvement, the student, DCE, and/or PD will complete the Student Improvement Plan form.
  - a. Verbal Warning
  - b. Continual Non-Compliance
  - c. Written Warning
  - d. Corrective Action
  - e. Disciplinary Action
  - f. Involuntary Withdrawal
  - g. Suspension
5. The form is to be emailed to the student, Director of Clinical Education, and Program Director.
6. DCE and/or PD to determine if additional follow-up is needed or a Student Performance Plan needs to be developed and will review the document form. If so, the student will be notified accordingly.
7. Should further follow-up be necessary, the DCE and/or PD will develop the Student Performance Plan with the student in the timeframe noted.

### **Re-entry to Respiratory Care Program**

Contact the Admissions Office at to find out the current process for readmission to the Respiratory Care program at [adminfo@northampton.edu](mailto:adminfo@northampton.edu) or 610-861-5500. Returning students may be required to submit a readmit form and reapply to the Respiratory Care Program.

Contact the Healthcare Records Coordinator, Shawn Fortley, at [sfortley@northampton.edu](mailto:sfortley@northampton.edu) for required criminal background information, medical, and clinical form updates.

Readmission documents must be uploaded to myRecordTracker® by established deadlines prior to reentering the program. All documents must be current within six (6) months of reentry into the program.

The following documentation will be required but not necessarily limited to: evidence of good health. A physical form will be provided. All applicants will be expected to demonstrate the “Essential Functions of a Respiratory Care Student.”

- PA State Criminal Records Clearance
- Child Abuse History
- FBI Criminal Background Clearance
- An applicant convicted of any of the “Prohibitive Offenses” contained in the Older Protective Services Act or an applicant convicted of any type of child abuse will be disqualified from admission to the Respiratory Care Program or continuing in the program regardless of the amount of elapsed time elapsed from the date of conviction
- Evidence of current valid health insurance
- Immunization Records
- Immunization documentation submitted with the student’s original packet will be reviewed for currency and clinical site-specific requirements. The Program Director or Healthcare Records Coordinator will determine if any or all requirements are met
- Evidence of a negative drug panel
- Evidence of current American Heart Association Basic Life Support (BLS) CPR Certification for the Health Care Professional
- The cost of all required documentation is the student's responsibility
- Additional documentation may be required based on clinical site requirements

## **RESPIRATORY CARE PROGRAM CLINICAL POLICIES**

### **Clinical Learning Experiences**

The Respiratory Care program provides students with the opportunity to apply knowledge and skills learned in the classroom and on campus laboratory in the clinical environment through clinical learning experiences. Each course has specific performance expectations and clinical competencies identified which are required of the student within that course. These expectations are communicated via the course outline and via the Trajecsys clinical software. The clinical expectations are aligned with the theoretical content of the course, and they are organized to support sequential acquisition of knowledge, skills, and competence.

Students are made aware of the clinical performance expectations at the beginning of each clinical course. Clinical preceptors are knowledgeable of the expectations and review these frequently with the students. Students receive formative performance feedback daily from their preceptor. A formal mid-term evaluation occurs at the mid-term to review performance expectations and plans to successfully complete all competencies for that course by the end of the course.

Clinical progression is monitored by the preceptors and feedback is provided to the student weekly by the DCE. The Director of Clinical Education (DCE) monitors a student’s progression and maintains contact with students and clinical sites.

The Director of Clinical Education (DCE) completes a midterm clinical evaluation and a final clinical evaluation for each student in the clinical course. Students must pass their midterm and final clinical evaluations with an 80% to progress in the Respiratory Care Program. Students receiving less than an 80% on their midterm evaluation will be provided with a detailed student driven improvement plan to complete prior to the end of the clinical course to achieve a passing final clinical course evaluation. The student may be withdrawn from the Respiratory Care Program. The student may be provided with a student driven improvement plan to be completed prior to the end of the clinical course to achieve a passing clinical course final evaluation. The student may be placed on probation and given a student improvement plan to be completed prior to the end of the clinical course to achieve a passing clinical course final evaluation. Any student receiving less than an 80% on their midterm evaluation **MUST** schedule an appointment with the DCE. Students must achieve an 80% for the clinical component of the course to pass the course. Completion of designated clinical hours is mandatory for program completion. Clinical hours missed are to be rescheduled and completed in the clinical semester in which the clinical absence occurred. Students will have a 4-point deduction for missed clinical days.

Clinical evaluative feedback is recorded electronically on the Trajecsys system by the Clinical Preceptors. This feedback is accessible to students at any time so they can remain appraised of their respective progress. Students who are unsuccessful in completing the clinical competencies for the course will be issued a failing grade for the course despite their performance in the theoretical portion of the course.

## Dress Code Standards

The following are the requirements for uniform regardless of site. Failure to comply to the following falls under the category of failure to comply with the “Clinical Education Dress Code.”

### Name Badge

All students are to wear NCC ID name badge with uniform. Failure to comply to the following falls under the category of failure to comply with the “Clinical Education Dress Code.”

### Pewter Scrubs

All students are to wear pewter scrubs with identifying embroidery above the left chest pocket which includes the college logo, “Northampton Community College Respiratory Care Program”

- Students are allowed to purchase any style or brand
- NO stretch pants or leggings

### Shoes/Sneakers

- Must be non-porous, clean and remain clean
- NO sandals

### Jewelry, Piercings, and Tattoos

- A limit of two (2) smooth rings are allowed
- One watch/Fitbit is acceptable
- Plugs (gauges) must be solid and match skin color if worn
- Tongue piercings must be tongue colored if worn
- Tattoos must be covered
- NO necklaces or bracelets
  - ✓ Jewelry may harbor bacteria, tear gloves, or pose a scratch risk to patients.
- NO loops or dangling earrings
  - ✓ Patients may grab and pull
- NO exposed piercings (e.g., eyebrow, lip, nose rings)
  - ✓ Low profile nose studs may be permissible - check with your Clinical Preceptor
  - ✓ Presents as a risk of infection if grabbed by a patient

### Personal Hygiene

The following is a list of items to provide a safe and welcoming environment between the student, patient, and personnel. *Failure to comply with the following falls under the category of failure to comply with the “Clinical Education Dress Code.”*

- Hair
  - ✓ Hair must be of a naturally occurring color, worn in good taste, out of the face, and tied back to prevent it from contacting the patient
  - ✓ Facial hair must not impede a secure fit of the face mask used for patients on airborne precautions
- Nails
  - ✓ Only clear fingernail polish may be used for the clinical education setting
  - ✓ Fingernail length should not exceed 1/4" due to hygienic and patient safety considerations
  - ✓ NO artificial finger nails
- Scents and Odor

- ✓ Deodorant should be worn
- ✓ Use breath freshener after eating onions, garlic etc.
  - No chewing gum
- ✓ No eating/drinking around patients
- ✓ NO perfume, cologne, after shave or scented lotions
  - These scents can be offensive and cause allergic reactions to patients and personnel
- ✓ NO odor of smoke is permitted
  - All clinical sites are smoke free campuses

## Clinical Code of Conduct Policies

### *Discrimination, Harassment, and Sexual Misconduct Policy*

Members of the NCC community, guests and visitors have the right to be free from sexual discrimination, harassment, and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator's attention, and a Respondent (hereinafter referred to as "Responding Party") is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for Complainants (hereinafter referred to as "Reporting Party") whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. For detailed information, please refer to the "Discrimination, Harassment, and Sexual Misconduct Policy" in the <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>.

### *Professional Conduct Policy*

Documented evidence of a student's failure to conduct themselves in accordance with professional codes of conduct (e.g., Program, College, Departmental and Host Facility Codes of Ethics, Codes of Conduct, Policies on Clinical Procedures, Departmental Policies and Procedures, etc.) will result in serious academic penalties up to and including failure of the course and/or dismissal from the program.

If a student wishes to appeal any action taken under this policy, they should follow the procedures listed in the NCC College Catalog/Student Handbook, and other applicable policies listed in this handbook. For further information, please refer to "Student Code of Conduct" in the <https://northampton.smartcatalogiq.com/en/2023-2024/college-catalog/student-handbook/>.

### *Mistreatment of Respiratory Care Student at Clinical Education Site*

If there is an issue of student mistreatment by a staff person at the clinical site, the student should complete an incident report form and submit it to the Program Director or Director of Clinical Education for follow-up. The "Incident Report" form is included with the other program documents on Trajecsys.

At the completion of fact finding by the Program, the Respiratory Administrator will be approached if the issue cannot be resolved and warrants that level of intervention or disciplinary action.

### *Respiratory Care Student Request to Transfer from Clinical Education Site*

After attempts have been made by the Director of Clinical Education, Clinical Preceptor, and student to resolve a student's issue or reason for the request, the student may initiate a written request for a transfer from the clinical education setting. Transfer of clinical education settings will be done on a **one-time basis**.

The written request should contain information regarding the reason for requesting the transfer and any attempts that have been made to resolve the issue. Upon receipt of the written request, the Program Director and/or Director of Clinical Education will act as mediators and meet with all parties involved to determine if an alternative solution can be found.

If the reasons are due to the student's unprofessional conduct, the request will be denied, and the student will be withdrawn from the program. If the decision is to transfer the student, the Program Director will assist the student in, but not be responsible for, nor guarantee, finding another clinical education setting.

### **Withdrawal of Respiratory Care Student from the Clinical Education Setting**

The clinical education setting reserves the right to request that the college withdraw a student from their site due to a variety of reasons (e.g., unacceptable personal behavior, unethical conduct, insubordination, substance abuse, threats to patient or staff safety, etc.) **Any student that is asked to leave a clinical site due to unprofessional conduct will be withdrawn from the program.**

Until a decision is reached, the student will be placed on suspension. The days missed will be made-up during the six (6) week extension for clinical education if the student is allowed to continue in the program.

### **Social Networking**

Being active in social media can help you meet and communicate with other students, but it is important to use good judgment. Familiarize yourself with the terms and conditions of the sites or services you use and be careful not to post anything that would jeopardize your safety or future job prospects.

Be careful not to use social media to harass or threaten others or to damage their reputation. It is only human to disagree with someone, but differences of opinion should be expressed respectfully. Behavior that is not acceptable on campus is not acceptable online. Infringing on the rights of others or seriously disrupting the educational functions of the College may be in violation of the Student Code of Conduct and may result in disciplinary action. If you have questions, please contact the Assistant Dean of Student Life at 610-861-4558.

### **Social Media Policy**

**Social networking is not permitted during classes, lab, and clinical practice.** Be aware that information published on social media about, or related to your clinical experience, clinical site, clinical or college personnel may be considered a violation of the professional conduct policy and/or HIPAA resulting in an involuntary withdrawal from the Respiratory Care Program.

Make every effort to present yourself in a positive, mature, responsible, authentic, and professional manner. Interactions should always be honest, civil, and respectful. Despite your personal privacy settings, content that you publish on social media should always be considered public and can never truly be removed or deleted. With this said, it is a HIPAA violation if you mention a patient and include enough information that the person could possibly be identified. This includes posting images (whether the patient is specifically identifiable or not). Furthermore, said violation may expose the offender to criminal and civil liability. **When in doubt, do not post.**

The policy regarding social media photography and videotaping is listed on **Appendix H** of this Student Handbook. Students should read, understand, sign, date, and upload the signed acknowledgement of this policy to myRecordTracker®.

### **Legislative Clinical Site Policy**

#### **Confidentiality of Patient Information: HIPAA**

Refer to section under [Health Insurance Portability and Accountability Act \(HIPAA\) of 1996](#). The student is required to abide by the policies concerning confidentiality issues and “anything” regarding HIPAA. The requirement is brought forth by acknowledging and signing the NCC Departmental Confidential Policy: HIPAA form (**Appendix I**).

Students will comply with the Confidentiality Policies and HIPAA regulations at their clinical sites. Requests for confidential information related to the clinical education center and/or patient should be referred to the Director of Clinical Education, clinical preceptor, or attending physician.

Any documentation (e.g., competency forms, image critiques) containing protected patient information must be kept at the clinical site in a secure area. Documentation containing patient information is never to be taken home by the student.

**Failure to abide by the policy will result in strict disciplinary action such as withdrawal from the program.**

### **Patient's Bill of Rights**

There is not one single Patient's Bill of Rights. A typical example follows and serves to acquaint you with the rights and expectations of patients as well as the clinical site where you will be assigned. We consider you a partner in your hospital care. When you are well informed, participate in treatment decisions, and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. This hospital encourages respect for the personal preferences and values of everyone.

While you are a patient in the hospital, your rights include the following:

- You have the right to considerate and respectful care.
- You have the right to be well-informed about your illness, possible treatments, and likely outcome and to discuss this information with your doctor. You have the right to know the names and roles of people treating you.
- You have the right to consent to or refuse treatment, as permitted by law, throughout your hospital stay. If you refuse a recommended treatment, you will receive other needed and available care.
- You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have written an advance directive, you should provide a copy to the hospital, your family, and your doctor.
- You have the right to privacy. The hospital, your doctor, and others caring for you will protect your privacy as much as possible.
- You have the right to expect that treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
- You have the right to review your medical records and to have the information explained, except when restricted by law.
- You have the right to expect that the hospital will give you necessary health services to the best of its ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits, and alternatives. You will not be transferred until the other institution agrees to accept you.
- You have the right to know if this hospital has relationships with outside parties that may influence your treatment and care. These relationships may be with educational institutions, other health care providers, or insurers.
- You have the right to consent or decline or take part in research affecting your care. If you choose not to take part, you will receive the most effective care the hospital provides.
- You have the right to be told of realistic care alternatives when hospital care is no longer appropriate.
- You have the right to know about hospital rules that affect you and your treatment and about charges and payment methods. You have the right to know about hospital resources, such as patient representatives or ethics committees that can help you resolve problems and questions about your hospital stay and care.
- You have responsibilities as a patient. You are responsible for providing information about your health, including past illnesses, hospital stays, and use of medicine. You are responsible for asking questions when you do not understand information or instructions. If you believe you cannot follow through with your treatment, you are responsible for telling your doctor.

This hospital works to provide care efficiently and fairly to all patients and the community. You and your visitors are responsible for being considerate of the needs of other patients, staff, and the hospital. You are responsible for providing information about insurance and for working with the hospital to arrange payment, when needed. Your health depends not just on your hospital care but, in the long term, on the decisions you make in your daily life. You are responsible for recognizing the effect of lifestyle on your personal health.

A hospital serves many purposes. Hospitals work to improve people's health; treat people with injury and disease; educate doctors, health professionals, patients, and community members; and improve understanding of health and disease. In carrying out these activities, this institution works to respect your values and dignity.

## **Laboratory and Clinical Conduct and Standards**

### **Laboratory Standards**

Respiratory Care skills laboratory enables students to practice hands-on experimentation to enhance understanding of complex scientific course material. It also fosters observational, explorative, critical-thinking, and problem-solving skills.

### **General Rules of the Respiratory Care Laboratory**

- Please be considerate of other students and classes when talking or socializing in the laboratory.
- No eating or drinking is permitted in the classroom or practice areas. Spilled beverages and food on the floor constitute a safety hazard.
- Faculty are not responsible for items left unattended in the classroom or lab areas. It is recommended that valuables, texts, and personal equipment are not left unattended.
- In keeping with the College's policy, children are not permitted to attend lab classes or skill testing appointments or be present during practice.
- After using the lab, students are asked to practice good housekeeping. Please return equipment and supplies to their original state. Discard waste items.

### **Competency Evaluation - Laboratory**

- All Respiratory Care competencies are required to be completed satisfactorily as a prerequisite of assigned clinical activities.
- Initial competency evaluation must be conducted with a faculty member of Northampton Community College.
- Competency evaluation will include a cognitive assessment. The student must pass both the cognitive and psychomotor components of the competency being evaluated.
- Required lab competency evaluations will be evaluated and students must achieve an 80% or greater to pass.
- The clinical curriculum is competency based; thus, course completion requires demonstration of competence and proficiency in the performance of skills.
  - Lab competencies are completed in the skills lab prior to performing in clinical.
  - Lab and clinical competencies are documented in Trajecsys system.
  - Each competency has 5 components:
    1. Preliminary steps
    2. Patient interaction and equipment preparation
    3. Patient evaluation & termination of procedure
    4. Documentation and records
    5. Knowledge of fundamental concepts.
  - Each competency step is worth 3 points.
- A student must achieve 80% or above to successfully pass a competency.

- Students will have 3 opportunities to pass each competency exam. Each time a student must retake the competency exam due to **minor** errors, mediation will be provided, and 2 points will be deducted. If the student is unable to pass the competency exam after 3 attempts, they will be considered for dismissal from the program.
- If a student successfully passes their competency on their second or third attempt, the average score from all three attempts will be their final score.
- If a student makes one **major** patient safety error, they will be considered for dismissal from the program.

A **major** patient safety error is considered when a student misses any step within the following component of each competency:

- Patient Interaction and Equipment Preparation
- Patient Evaluation & Termination of Procedure
- Knowledge of Fundamental Concepts

Students will receive a 2-point deduction for **minor** errors. A **minor** patient safety error is considered when a student misses steps within the following components of each competency:

- Preliminary Steps
- Documentation and Records

Students will be randomly assigned to a Lab partner by the DCE.

### Clinical

- Clinical progression is monitored by the preceptors and feedback is provided to the student weekly by the DCE.
- It is the student's responsibility to schedule "pass-off" over the clinical course during the semester to ensure adequate time for completion and remediation, if necessary.
- The Director of Clinical Education (DCE) monitors a student's progression and maintains contact with students and clinical sites.
- The Director of Clinical Education (DCE) completes a midterm clinical evaluation and a final clinical evaluation for each student in the clinical course.
- Students must pass their midterm and final clinical evaluations with an 80% to progress in the Respiratory Care Program.
- Students receiving less than an 80% on their midterm evaluation will be provided with a detailed student driven improvement plan to complete prior to the end of the clinical course to achieve a passing final clinical course evaluation.
- The student may be provided with a student driven improvement plan to be completed prior to the end of the clinical course to achieve a passing clinical course final evaluation.
- The student may be placed on probation and given a student improvement plan to be completed prior to the end of the clinical course to achieve a passing clinical course final evaluation.
- Any student receiving less than an 80% on their midterm evaluation **MUST** schedule an appointment with the DCE.
- Students must achieve an 80% for the clinical component of the course to pass the course.
- Completion of designated clinical hours is mandatory for program completion.
- Clinical hours missed are to be rescheduled and completed in the clinical semester in which the clinical absence occurred. Students will have a 4-point deduction for missed clinical days.
- See Respiratory Care Student Handbook for additional policies.

- Prior to a graded competency evaluation, a student is required to have a peer review of the competency under evaluation. To qualify as a peer reviewer, the peer reviewer must sign and date the competency evaluation form. A student cannot attempt a graded competency without prior peer review.
- A student will have two attempts to successfully pass a competency. If a student is unsuccessful on the first attempt, the student is provided a second opportunity to pass the competency.
- If a student is unsuccessful on the first attempt, the student must:
  - Contact the DCE to schedule a remediation appointment for supervised practice. Remediation must be completed within one week of the unsuccessful attempt. Students are responsible to schedule lab time to remediate and practice between performance attempts. Competency evaluations requiring remediation must be completed successfully within two weeks of the initial evaluation.
  - If the student is unsuccessful on the second attempt, the student will fail the competency evaluation component of the course and as a result, fail the course
  - If a student fails to attend a scheduled competency evaluation, the missed evaluation will count as an attempt.
  - To progress to the next course in the program, a student must successfully pass all competencies associated with the current course.
  - All competency testing and written assignments must be passed satisfactorily at the assigned time and by the stated deadlines, in order to meet the course requirements and pass the course.

### Clinical Conduct

Student behavior in the clinical setting is a direct reflection of the Respiratory Care Program at Northampton Community College (NCC).

- Clinical orientation and onboarding paperwork must be completed as instructed before the scheduled clinical experience.
- Students should always confine conversation to a therapeutic nature as much as possible when in the presence of clients or staff at participating hospitals or facilities. Discussions of a personal nature should not occur in client care areas.
- Appropriate and professional language is respectful and must be used at all times. Appropriate language does not include profanity, slang terminology, or expletives.
- Gum chewing in the clinical setting is a breach of professional conduct and behavior.
- Student uniforms and accessories must be clean, neat, and free of offensive odors. A professional appearance must be maintained at all times.
- Personal use of cell phones is prohibited during the clinical experience. Cell phone use should be limited to documenting clinical time in Trajecsys and communicating to faculty in Canvas.
- Students must adhere to agency policies regarding all facility IDs, smoking (including all tobacco products and electronic cigarettes), parking, and any other agency-specific policies (**Appendix D**).
- All students must maintain all clinical IDs during the Respiratory Care program.
- Students must notify the preceptor when leaving the clinical unit. Failure to do so may result in dismissal from the program.
- Students may not take pictures of any kind while in the clinical or skills lab setting without prior permission from the instructor. Students may not be in any pictures taken by other students, staff, clients, or family members while in the clinical setting.
- Students may not proceed with direct client care in a clinical agency without the assigned clinical preceptor present in the agency.
- The first performance of a procedure must be competency-based and assessed by the clinical preceptor accountable for the supervision of that student. When approved, the student is responsible for maintaining that level of performance. Students are expected to implement only those Respiratory Care skills taught and practiced competently in the program.
- Students may not perform a clinical procedure in which they have not been deemed competent. In addition, the clinical procedure must be performed under the supervision of a clinical preceptor.

- Students are expected to practice and review Respiratory Care skills before performing them in the clinical setting. The level of performance must be safe and competent, and equal to the capabilities of a student at that student's particular level in the Respiratory Care program.
- Any student demonstrating inadequate performance in applying theory or carrying out tasks may be dismissed from the clinical area by the clinical preceptor responsible for supervision.
- Students are expected to seek clarification of new or novel equipment before utilizing that equipment for patient care.
- Students are responsible for collecting data on assigned clients and to acquire or review the knowledge and/or skills necessary to care for their assigned patients.
- Any clinical agency may bar a student from that agency for violation of its policies or unsafe performance.
- Students are required to review the policies associated with each facility to which the student is assigned.
- Procedures are to be performed according to the standards accepted in the clinical agency to which the student is assigned.
- Students reporting observation experiences shall not have any other person (adult or child) with them. Students are to notify friends and relatives and employers that no calls or deliveries are to be made to the clinical area. If an urgent situation arises, the call shall be made to the program's administrative specialist and the message will be forwarded to the clinical preceptor to deliver.
- Students are accountable to inform the clinical preceptor of changes in their assigned client's condition indicating a worsening of condition or danger to the client immediately.
- Students must immediately communicate **any errors (major or minor)** in client care and/or medication administration to their clinical preceptor.

## Simulation Experience

### Student Responsibilities for Simulation Experience:

- Students are expected to come to the simulation experience prepared and ready to participate.
- Student Conduct/Misbehavior:
  - ✓ Students will be simulating the role of the licensed professional, unless otherwise directed, and are to wear their clinical attire and bring equipment used in a clinical setting (i.e., stethoscope, watch, ID badge) with the exception; no pens are permitted near the manikins.
  - ✓ The Simulation Lab should always be treated as a clinical setting. To maintain realism, the manikins are to be treated like a "real person."
  - ✓ Universal Precautions, Body Mechanics, and Safety Precautions are to be followed.
  - ✓ HIPAA rules apply. Students are not permitted to share details and activities with learners who have not participated in the simulation experience except in faculty-led conferences. Students will be asked to sign a confidentiality statement prior to the simulation experience.
  - ✓ No food, drink, or gum is permitted in the Simulation area.
  - ✓ Pencils are permitted.
  - ✓ Only manikin lubricating gel can be used when inserting catheters or tubes into the manikins.
  - ✓ No iodine or betadine can be used on the manikins.
  - ✓ To maximize the learning experience, conversation and discussion will be limited to the simulation experience and related Respiratory Care topics.
- Failure to comply with professional performance standards during simulation experiences is considered a breach of professional conduct and can result in disciplinary action including course failure and dismissal from the program.
  - ✓ Comply with the American Association for Respiratory Care of Ethics and Professional Conduct.
  - ✓ Comply with the Academic Honesty and Copyright Policy.
  - ✓ Comply with the Student Code of Conduct Policy.
  - ✓ Practice professional behavior (i.e., texting during simulation, degrading another student, inattention, participating in distracting sidebar conversations or unrelated activities, tardiness, etc.).
  - ✓ Participate in reflection on strengths and weaknesses within the learning environment.
- Any student demonstrating unprofessional behavior in the simulation environment will receive a failure in the skills lab outcome associated with professionalism. In addition, any or all the following actions may be taken by the faculty member depending on the nature of the situation:

- ✓ The student receives a verbal warning.
- ✓ The student is immediately sent out of the simulation area, accruing missed lab time. If the student is sent out of the simulation area for a second time for the same offense, the student may fail the course.
- ✓ The student must meet with the program director.
- ✓ If a skill or safety behavior is identified as deficient during the simulation activity, the student must practice and perform the deficient skill in the lab under supervision.
- **The student will not be permitted to perform the deficient skill in the clinical area until the remedial assignment is successfully completed.**

## Clinical Safety Policy and Procedures

### Emergency Medical Care at the Clinical Education Setting

The Health Agency shall provide emergency medical care for injury or illness of students, using the student's health insurance, in the health Agency until provisions can be made for continued care. The student maintains the responsibility for payment of the medical expenses.

### Infectious Disease Precautions

Clinical rotations may bring you into contact with infectious patients or patients with compromised immune systems. For this reason, students must stay up to date with their immunizations and follow established infection control protocols. Protect yourself and protect your patients! Infectious diseases (airborne) include, but are not limited to, chickenpox, diphtheria, influenza (flu), measles, mumps, rubella, tuberculosis (TB), whooping cough (pertussis), coronavirus and COVID-19.

Depending on the clinical rotation, students will be required to wear personal protective equipment (PPE) appropriate for the rotation, environment, and/or patient condition. Students will follow the protocols established by their clinical site. If the PPE required by the clinical site is deemed inadequate by the School of Health Science and Education's Program, the Program's guidance will take precedence.

Students found to be out of compliance with PPE guidelines will be removed from their clinical site for the remainder of that day and the hours will need to be made up. Any continuing violations will result in escalating corrective action.

### Exposure to Infectious Disease

- ***Tuberculosis:***

Health Sciences students will need to be tested annually for TB. If any employee/student contracts active tuberculosis (not latent/inactive tuberculosis), they shall be removed from their job/classroom/dorm setting until medical documentation and laboratory results have been received at the Health and Wellness Center to confirm diagnosis and mode of treatment. Signed documentation from a licensed physician must state that they are not in an infectious state. These forms are available at the Health and Wellness Center. Thereafter, a progressive note must be submitted annually by the treating physician and/or a tuberculosis screening questionnaire done at the Health and Wellness Center.

- ***Bloodborne Pathogens:***

If any employee/student has an exposure incident, (exposure incident as defined by OSHA is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of a duty), the following procedure should be observed.

The individual should immediately inform their instructor or immediate supervisor, wash the exposed area with water thoroughly and report to NCC's Health and Wellness Center. For off campus or clinical sites, staff/student should inform their supervisor/instructor of the exposure. Hospital protocol should be followed and communicated to the Health and Wellness Center in the case of a clinical exposure.

An Incident or Exposure form must be completed. The staff/student will be counseled at the Health and Wellness Center and if appropriate, will undergo base line testing for HBV and HIV. All confidential documentation will be held at the Health and Wellness Center. The staff/student is to be followed by the Health and Wellness Center for re-evaluation and assessment while being treated.

- ***Other Exposures, or Possible Exposures:***

Since the pandemic, there has been rigorous guidance communicated by the Health and Wellness Center for any special cases of infectious disease. Guidance is continually under review and is subject to change. In the event of a public health emergency, follow the guidelines detailed on the College's Health and Wellness website: <https://www.northampton.edu/student-experience-and-support/health-and-wellness/health-and-wellness-center.html> . In any event, the student should also consult with their health care provider.

### **Accidental Exposure to Infectious Materials**

In the event of accidental exposure to infectious materials, the clinical site's protocol designed to protect Health Agency personnel shall be utilized to protect the College's students. It shall be the responsibility of the student to promptly report any suspected or actual exposure to a representative of the Health Agency and to the College faculty or staff person in charge.

If an incident occurs on site in clinical practice, the clinical site will:

1. Complete an incident report for an invasive injury and forward a copy of the incident report to the Clinical Preceptor, and Director of Clinical Education.
2. Ensure follow-up, per the clinical site's employee exposure protocols.
3. Ensure that students adhere to the clinical site's policies regarding personal protective equipment and universal precautions.
4. Send initial and follow up reports to the NCC Health and Wellness Center.

### **Accidents Occurring in Laboratory or at the Clinical Practice Setting**

All student related accidents that occur during laboratory sessions on campus or clinical education that result in patient injury, personal injury, personnel injury, or equipment damage, must be immediately reported to the lab instructor, Clinical Preceptor, and/or Director of Clinical Education.

For injuries or potentially infectious exposures at the clinical site, the hospital's emergency room will treat the student. Students should always have their health insurance information available.

It is important to document the incident stating the facts as soon as possible. If an incident report is completed at the clinical site, a copy of that incident report must be forwarded to both the Director of Clinical Education and NCC Health and Wellness Center. The Health and Wellness Center can be reached at 610-861-5365 or [HealthCenter@northampton.edu](mailto:HealthCenter@northampton.edu) or visit <https://www.northampton.edu/student-experience-and-support/health-and-wellness/health-and-wellness-center.html> for more information and current hours.

Incidents on the college campus are documented by NCC's Public Safety which can always be reached on the phone to radio link by calling 610-861-5588 or visit <https://www.northampton.edu/about/public-safety/> to for more information or to sign up for text alerts.

### **Clinical Site Allocation and Schedule**

## **Student Assignment**

When accepted into the Respiratory Care Program, students are placed at multiple, major affiliate hospitals. The selection of clinical sites is randomized, and **no specific request** will be taken into consideration before clinical sites are assigned.

As per the CoARC (Commission on the Accreditation of Respiratory Care), Respiratory Care assignments are primarily based on providing an equitable learning experience that provides a wide range of procedures for competency achievement.

To abide by these principles, students are assigned to different primary clinical education sites for each year they are in the program. The focus is switching between sites with larger patient volumes with those assigned to smaller facilities. This will provide students with a more comprehensive insight into different clinical environments and cultures. It will also give the students more networking opportunities and increase their visibility to potential hiring managers and staff.

Per Curriculum and Academic Practices, clinical education is not permitted to be scheduled, and students may not volunteer to participate in clinical rotations, any time the college campus is closed. Examples of campus closures include Labor Day Holiday, Thanksgiving Holiday, Winter Holiday, Martin Luther King Observation, Memorial Day Holiday, and Fourth of July Holiday. Please refer to <https://www.northampton.edu/academic-calendar/index.html> for current semester closure dates.

Students are supervised at all times during their clinical training. Students will not be used to substitute for paid staff and there will be no remuneration for work they perform during any part of their clinical coursework. If a student is employed at a clinical affiliate, paid employment time cannot be used toward educational clinical hours.

## **Clinical Orientation Schedule**

General orientation will be provided by the first day of clinical practice. Site orientation will include, and are not limited to, the following topics:

- Hazards (fire, electrical, chemical)
- Emergency preparedness
- Medical emergencies
- HIPAA
- Standard precautions

## **Clinical Rotation Schedule**

A clinical rotation schedule is prepared, prior to the beginning of each semester/session, by the Director of Clinical Education in collaboration with the Clinical Preceptors to ensure all students spend an equivalent amount of time at each clinical site. The schedule consists of daily “blocks” for the specific number of days in each rotation. The schedules are distributed to the Clinical Preceptors who assign the specific dates for the rotations according to staffing and patient volume availability at their site.

Copies of the schedule are distributed to the student and the Clinical Preceptor to ensure the schedule is followed. In areas where there is more than one room, the Clinical Preceptor will decide where to place the students for their optimal educational experience. Each student will receive the same rotations just in a different sequence. Clinical shifts are typically 8 ½ hours including a 30-minute lunch and a 15-minute morning break. Some sites may allow 45 minutes for lunch with no morning break.

It is not up to the staff therapist to find you in your assigned rotation. Any day missed within the scheduled rotational area is to be made-up in the same rotational area missed.

## **Rotation Schedule Change**

- **Initiated by the Clinical Preceptor**

Clinical education rotation schedule changes initiated by the Clinical Preceptor must be kept to a minimum and should be considered only in the best interests of achieving clinical education objectives as opposed to Respiratory Care department objectives.

- **Requested by Student**  
Clinical education rotation schedule changes requested by the student must be kept to a minimum and must be approved, **in advance**, by the Clinical Preceptor. There must be adequate supervisory personnel available, and the change must maintain an equitable clinical experience for each student. **Students cannot take it upon themselves to adjust their clinical schedules without approval.**

### Clinical Attendance

Student clinical assignments are randomized and requests to switch clinical assignments will not be considered. Students are required to have transportation to and from clinical sites. Clinical attendance is mandatory. Students must be punctual and prepared for all clinical experiences.

Students are required to use the Trajecsyst documentation system to document the beginning and end of the clinical day. When using a Smartphone to document clinical time, a student must select the geolocation feature of Trajecsyst. When documenting clinical time, a student must be present on the assigned clinical unit. Students are to remain on the premises of the clinical agency during clinical hours. Students may not leave the clinical site during breaks or at mealtimes.

### Clinical Absence

Clinical absence (missed clinical time) is defined as a late arrival or absence during the clinical day. Missed clinical time must be made up by the end of the clinical course/semester in which the absence(s) occurred.

A student cannot progress to the next RESP course with outstanding clinical time remaining from the previous RESP course. Students who fail to make up missed clinical time before the end of the clinical course will receive a “failure” grade in clinical. Missed clinical time must be reported to the DCE and the clinical site contact at least one hour before the clinical start time. Document the absence/late arrival using the program’s clinical documentation system (Trajecsyst).

Clinical absence assignments will be assigned at the earliest convenience of the instructor but not more than 24 hours after the absence occurrence.

These assignments have no attached points for completion and are to assist students in meeting course outcomes.

### Rescheduling Missed Clinical Time

Students are responsible for contacting and rescheduling missed time at the convenience of the clinical instructor at the site. The student must inform the Director of Clinical Education of the scheduled make-up date within one week of the missed clinical time. Alternative clinical assignments may be given at the discretion of the PD/DCE in the event that the college is closed. Alternative clinical assignments may not be used for specialty rotations.

### Clinical Evaluation

Each Respiratory Care clinical course utilizes a clinical evaluation tool based on the cognitive, affective, and psychomotor learning domains. Students are expected to meet all course outcomes to progress to the next RESP course. Course outcomes will determine the safe level of performance for passing the clinical experience. If a student fails due to clinical performance or lab skills testing, the student will earn an “F” grade for the course regardless of the theory grade. The “Student Learning Outcomes” section of this Student Handbook illustrates the course objectives associated with each program outcome. Program outcomes are listed in the “Program Learning Outcomes” section of this Student Handbook.

To support the inter-rater agreement, a three-point Likert scale of “Pass,” “Needs Improvement” and “Fail” is used to measure student performance regarding course outcomes (see **Student Learning Outcomes**). A student must

show progression in meeting course outcomes. Additionally, all outcomes must be met by the end of the course to progress to the next RESP course.

- A student must receive a “Pass” on all outcomes by the end of the semester. A student who fails to pass each outcome by the end of the semester, cannot meet course outcomes and will receive a failing grade.
- A student who achieves a rating of “Needs Improvement” or lower in any outcome (does not have to be the same outcome or in the same rotation experience) must review the evaluation with the DCE before the next clinical day.
- A student who receives a second rating of “Needs Improvement” or lower in any outcome must complete a Student Performance Improvement Plan (**Appendix B**) before the next clinical day. If the student performance improvement plan is not completed, the student will be excused from clinical until it is completed. The missed clinical time will be considered a clinical absence.
- One “F” in any clinical outcome indicates a clinical failure and course failure. The circumstances and overall performance of the student will be evaluated by the instructional team to make this determination.
  - a. Two or more failures in any clinical outcome constitute a clinical failure and a course failure.
  - b. A student who fails to demonstrate progression in the outcome(s) by the end of the course will fail the course.

*Preceptors and/or faculty must document behaviors that support assigning a “Needs Improvement” or below.*

All ratings of “Needs Improvement” or “Fail” are subject to the DCE’s review of supporting materials. The DCE reserves the right to amend ratings of “Needs Improvement” or “Fail” based on supporting evidence and the DCE/PD’s investigation.

A student who achieves a rating of “Fail” in any outcome must meet with the DCE and/or PD and complete a Student Improvement Plan.

All evaluations are to be reviewed by the DCE. The DCE will submit a midterm and final evaluation of Clinical Performance in Trajecsys. Students are required to acknowledge their midterm and final evaluations in Trajecsys.

The “Final Evaluation” will be a compilation of clinical evaluations. A student may be counseled and/or dismissed from the clinical area for unsafe or unsatisfactory clinical performance which includes:

- a. Inadequate knowledge about the patient’s biopsychosocial status, care requirements, and respiratory care actions indicated.
- b. Unsafe or inadequate clinical skill performance.
- c. Failure to follow dress code.
- d. Illness which is a hazard to patients.
- e. Unsafe judgment and decision-making.
- f. Violation of agency policies, including confidentiality.
- g. Any behavior specified in the Northampton Community College handbook under Academic Dishonesty and Disruptive Behavior.
- h. Functioning while impaired (drugs/alcohol).
- i. Unlawful acquisition of hospital records.
- j. Tardiness.
- k. Excessive absenteeism.
- l. Inappropriate classroom/clinical behavior.
- m. Not completing coursework, failing a course, and not meeting clinical objectives.
- n. Identification of a student action that seriously compromised the safety of the patient.
- o. Dismissal from the Clinical Area will require make-up time by the student unless deemed to be of a serious nature resulting in failure/dismissal from the Program.

Weekly clinical assignments are a course requirement and must be completed by deadlines set in course syllabi. Clinical assignments submitted after the assigned due date will result in penalties assigned as determined by the course instructor.

## Student Improvement Plan

- a. The Student Improvement Plan process is intended to increase the likelihood that students will succeed in meeting course outcomes and strengthen a student's academic, clinical, and professional behavior. The Student Improvement Plan form (**Appendix B**) will contain:
  - i. A list of objectives (s) not met or behaviors that need remediation.
  - ii. A detailed description of how the student is not currently meeting the listed objectives/behaviors when representing NCC.
  - iii. A plan of action to remedy the behavior/issue
  - iv. An evaluation plan which includes future meetings
    1. The Student Improvement Plan signifies commitment and collaboration between the student and faculty to establish a performance improvement plan to correct identified knowledge and or behavioral deficits.
    2. The student is asked to use reflection and self-evaluation during the remediation process. In turn, the faculty will provide the student with the necessary guidance, support, and resources as outlined in the SCIP for student success.
- b. A student's performance is considered clinically unethical or unsafe when one or more of the following occurs:
  1. Unsafe Action.
  2. Medication error or near miss.
  3. Breach of Infection prevention and control.
  4. Continual or repeated performance issues following the initial verbal notice.
  5. Student performance is unprofessional and violates College or Program standards, American Association for Respiratory Care of Ethics.
  6. Failure to demonstrate progression of course outcome achievement will result in course failure as determined by course faculty.
  - ii. Resolution of behavior (s) must be evaluated and resolved no later than the end of the RESP course/semester in which the Student Improvement Plan was initiated.
  - iii. At the time of the initial meeting, and subsequent meetings with student, the student and faculty members will both sign and date the form including any student comments
  - iv. If the student remedies the behavior (s) and meets course objectives, these will be notes on the Student Improvement Plan and all documents related to the Student Improvement Plan will be forwarded to the program director for secure storage. They will be retained for a minimum of ten (10) years.
  - v. Failure to meet course objectives or resolve the identified behavior by the end of the semester will result in failure of the course.

## Clinical Site and Preceptor Evaluation

To ensure clinical resources and student supervision at each site are sufficient to facilitate the achievement of program goals, students are required to evaluate the course, faculty, preceptors, and clinical sites at the end of each course. Preceptor and clinical site evaluations are shared with the preceptor's clinical site contact at the end of the academic year.

## Course Requirements

Assignments are to be submitted prior to or on the due date. Late assignments will be subjected to the late policy as indicated by the course syllabi. Assignment documents and uploads must be legible and submitted in an approved file format. Submissions that are unable to be opened or incomplete submissions will receive no credit for the assignment.

A student obtaining less than a **75%** on an examination must schedule an appointment with faculty within one week of the exam release date with the instructor to determine strategies for improvement.

Each student is expected to submit his/her own work. See individual syllabi and NCC Student Code of Conduct for plagiarism/cheating policies.

In Respiratory Care courses, all course outcomes and/or additional course requirements/assignments must be completed to progress in the program. Failure to complete course assignments (graded or ungraded) will result in an "F" grade for the course.

## **STUDENT EVALUATION**

### **Examination/Testing**

#### **Sitting for Face-to-Face Exams**

- A student who must be absent from an exam must call or email the faculty instructor prior to the scheduled test time.
- For identification purposes, students must have their NCC College ID Badge to sit for exams. If a student does not have a student ID, the student cannot sit for the exam. In such a case, the late exam policy will apply.
- All personal belongings or potentially assistive devices including hats, coats, textbooks, cell phones, and other electronic devices including smart technologies, backpacks, drinks, and food will be placed in a designated area. The College is not responsible for the security of personal belongings.
- Students may wear earplugs during exams to avoid distractions. Ear plugs must be examined by the faculty prior to each exam.
- Seating may be randomized at the discretion of the exam proctor.
- Once the exam begins, each student is to remain seated until the student completes the exam.
- After the exam is submitted, the student must quietly leave the room and return to the room at the time designated by the proctor.
- During the exam, students must raise a hand to ask a question. There will be no other talking during the test. Faculty will not define or explain the meaning of terminology for students during an exam.
- Before the test begins, students must write only their name on the top of the provided scratch paper.
- Students must not remove any test materials, or other documents from the room after taking the test. Scratch paper and any test printout information must be returned to the faculty before leaving the testing room.
- Once submitted to the proctor, exams are not returned to students for changes, additions, or clarifications.
- Students must not remove privacy screens from the computer or have additional browser windows open before, during, or after an exam.
- It is the student's responsibility to complete the answer sheet correctly. Blanks or transfer errors are the student's responsibility. The grade will reflect only the answer sheet.
- Time limits will be strictly observed. Students who enter the classroom after the start of the exam will not be granted extra time to complete their exam.
- Reproduction, sharing, or removal of any materials and information associated with an exam is prohibited and is considered Academic Dishonesty.

#### **Attendance for all Exams**

- All students must take theory tests at the scheduled time.
- Students must take exams on the scheduled day and time for the test. All missed exams because of extenuating circumstances must be made up within one week from the day the student returns to the course (but not during course time). Failure to do so will result in a grade of zero for the exam.
- If the student is late and the door is shut, students will not be allowed to sit for the exam and will receive a 10 percent deduction from the maximum achievable points of the exam. The exam must be made up within one week of the day of the scheduled exam. Students must reschedule the test by contacting the instructor for the course.
- Extenuating circumstances will be considered by the faculty with documentation provided by the student.
- A student will be required to complete an exam preparation evaluation "exam wrapper" after each exam. This evaluation enables faculty to assist students with individual study strategies.

### **Students with Special Accommodations**

- The legal rights of qualified individuals with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.
- Students requesting accommodation under these regulations must submit documentation from a qualified professional. Students can reach out to the Accessibility Resource Center Services at NCC at 610-861-5342 or [disabilityservices@northampton.edu](mailto:disabilityservices@northampton.edu) to meet with the specialist to develop a plan to meet his/her needs.
- Under the ADA, it is the responsibility of the student to notify the Program Director of the type of accommodation that might be necessary. Obtaining official documentation is a prerequisite to receiving accommodation in the Respiratory Care Program courses.
- Arrangements for rescheduling must be made at the time of notification of inability to take the test. If there is a scheduling conflict with Tutoring Center staff, Respiratory Care faculty will be responsible for administering the test.
- Students with special accommodations must take the exam when scheduled with Tutoring Center personnel or receive a ten percent deduction in their achieved test grade.
- Faculty will submit appropriate testing materials for the student to the Center for Academic Success. If the student chooses not to use the accommodation provided, the student's test grade will be based on the student's performance without the accommodation.

### **Posting of Exam Grades and Exam Review**

- A student who scores below 75% on an exam must meet with course faculty prior to the next exam to develop a plan for improvement prior to the next exam.
- Preliminary grades will be posted within 48 hours. Exam grades will be finalized within two weeks from the date of the exam. Exams are closed for review two weeks from the test date.
- Exams, if returned to students in the classroom, will be conducted in the same manner as exam administration. In-class review of exams is set aside as a learning session and not a time to debate questions.
- Students have 48 hours after the return of an exam to complete and send the Exam Question Appeal Form to the Program Director which supports an alternative answer to an exam question. Supportive evidence for alternative answers must come from a faculty-assigned resource. Students submitting an Exam Question Appeal Form must schedule an appointment with the faculty member (or representative) who taught the material in question within seven (7) days of submitting the appeal to discuss the appeal outcome. Failure to provide course textbook documentation with source and page numbers and/or schedule and meet with the appropriate faculty member within the specified time frame will result in the forfeiture of the appeal. Instructions are provided on the form posted within the Canvas course. No appeals will be accepted for final exams due to final course grade deadlines.
- A student cannot submit an exam appeal for other students.

### **Respiratory Care Calculation Skill (Clinical Courses)**

A calculation skill exam evaluates a student's capacity to precisely calculate and perform required Respiratory Care calculations in a safe clinical environment.

1. When asked to record one (or two) decimal places, a student must enter the decimal point for the answer to be correct.
2. When asked for units of measure, a student must enter the appropriate unit of measure.
3. Calculation skill exams may include content from previous courses.
4. A student in a clinical course must pass a calculation skill exam by achieving a minimum score of 85%. The competency exam is delivered in the first week of the course.
5. If 85% is not achieved, the student must attend a structured faculty-led remediation. Post remediation, a student will receive a second attempt to take the exam. The second attempt must occur prior to the student's participation in scheduled clinical experiences. If the student does not schedule remediation and

retesting prior to the regularly scheduled clinical time, the student will incur a clinical absence and will be required to make up for the missed clinical time.

6. If a student does not attend a faculty-led remediation, the student cannot retake the exam and the initial score will be recorded. The highest score of the attempts will be the recorded grade.
7. A student cannot administer medications or attend clinical until the calculation skill exam is successfully passed with a minimum score of 85% after two attempts.
8. If a student is unable to achieve a minimum score of 85% on the calculation skill exam after two attempts, the student will meet with the program director and student support faculty to develop a Respiratory Care plan of improvement. The student will have one additional attempt to meet the minimum passing level of 85% or higher. The student will not meet course outcomes and will therefore fail the course.
9. Failure to attend a scheduled retesting is considered an unsuccessful attempt.

### **Medication Administration**

Students will be given theory and clinical learning experiences related to safe medication administration appropriate to their educational level. Simulated medication administration experiences and satisfactory completion of calculation skill examination must be achieved before a student can administer medications in the clinical environment.

1. Students in all courses with a clinical component cannot administer medications until successfully passing the Calculation Skill Exam.
2. Students may not administer medications of any kind without the preceptor present.
3. Students can only prepare and administer medications for one patient at a time.

To demonstrate safe medication administration practices, the student must:

1. Verbalize knowledge of the client's diagnosis, surgical procedures, chronic conditions, diagnostic and lab data, physical assessment data, interactions with client's other prescribed medications
  - ✓ Correctly read and interpret the medication order. In situations where a medication order is questioned (e.g., automatic stop date, appropriateness, etc.) and cannot be verified with the prescribing HCP or per agency policy, the student may not carry out the order or accept a phone order
2. Prior to administration, identify/verbalize the following prior to pulling meds from a medication dispensing system:
  - ✓ Generic name of the medication
  - ✓ Therapeutic classification
  - ✓ Pharmacological actions
  - ✓ Side effects
  - ✓ Usual dosage and the client's dosage; weight-based dosing for pediatric clients
  - ✓ Indications for use with this client
  - ✓ Implications for safety and care related to the medication being administered including but not limited to:
    - Vital Signs: T, HR, BP, RR, pulse ox (trending of values)
    - Chart reviewing assessing history of present illness and past medical history (PMH)
    - Diagnostic studies
    - Significant lab values/trends in values
    - Assessment data: Allergies, LOC, ability to swallow, auscultation, breathing pattern, etc.
    - Time of last administered dose
3. Formulate judgements to withhold or administer medications based upon assessment data.
  - ✓ Preceptors/ DCE ask student, "Is it safe to administer this medication?"
4. Safe identification of the client by facility policy and by verifying client name and identification with the name band using at least 2 identifiers (e.g., name, DOB, MRN)

5. During medication administration, the student must demonstrate to the instructor the **Rights of Medication Administration**:
  - ✓ Right Drug
  - ✓ Right Dose
  - ✓ Right Route
  - ✓ Right Time
  - ✓ Right Assessment
  - ✓ Right Education
  - ✓ Right to Refuse
  - ✓ Right Reason
  - ✓ Right Evaluation
    - Was this the accurate dosage calculation?
    - Did the student correctly documentation of medication administration?
6. Students must follow affiliate medication policies.

### **Physician Contact/Interaction**

Respiratory Care therapists are trained practitioners who work under physician supervision and carry out physician orders. Students are encouraged to build professional communication skills through physician contact.

1. Physician contact/interaction is a clinical course requirement and is required for course progression.
2. Physician interaction is graded using a pass/fail grading system.
3. A student who does not achieve the required physician contact hours per clinical course will receive a grade of "fail" and will not achieve course progression.
4. Students should not wait until the course ends to obtain the required physician contact hours.
5. The number of physician interactions increases as the student advances through each clinical course.
6. The following are categories and descriptions of physician interaction:
  - ✓ Patient-focused
  - ✓ Tutorial
  - ✓ Small group
  - ✓ Large group

### **Patient-Focused**

Individual personal interaction with a physician relating to the management of a particular patient as it pertains to Respiratory Care. Included are actual procedures with a patient (for example, code blue, bronchoscopy, etc.). Also included are such activities as evaluations, diagnosis, treatment plans, and prognosis of a singular patient.

### **Tutorial**

Individual, one-on-one instruction related to clinical medicine or other areas pertinent to Respiratory Care. Included are activities such as formal or informal discussions, review of research or recent advances in Respiratory Care, and practical demonstration of procedures and equipment without patient interaction.

### **Small Group**

Formal or informal presentations such as in-service, seminars, continuing education meetings, case presentations, physician rounds, etc. The presentations must be small enough for the physician conducting the session to be aware of who is in attendance.

### **Large Group**

Formal educational experiences such as lectures, papers presented at professional meetings, conferences, seminars, etc. The size of the meeting would preclude significant audience participation. Students will document the amount, category, and commented description of physician contact in Trajecsyst. Documentation must occur on the same day as the interaction.

To document physician interaction in Trajecsyst:

1. Login to Trajecsyst

2. Select Logs to open the Daily Log sheet
3. Select Date
4. Select Test site
5. Select Amount (each encounter counts as one interaction)
6. Select Supervising Employee
7. Select Add Log sheet
8. Select General (For all physician interactions use the Major study area "General")
9. Select Participation Level (select the physician interaction category as described above)
10. Select the time spent on the interaction
11. Select Next
12. Comments [describe the interaction and who led the interaction and provide the individual's name and professional title (Dr. Smith MD)]
13. Select Next
14. Review to assure your completed Daily Log sheet was posted to Trajecsys

### Program Requirements - Clinical

To participate in clinical experiences, all students are required to meet the health and immunization requirements of Northampton Community College and clinical institutions. Materials must be submitted by the identified deadlines. All documents submitted during the admissions process become the property of the RC Program. The Program will not provide copies of documents.

**Prior** to entry to the Respiratory Care courses, students are required to create an account with myRecordTracker®. All clinical requirements are maintained on this student account. The student is responsible for completing these requirements and uploading the information to their account. No paper forms will be accepted in the Respiratory Care office. All requirements must be completed by the date specified by the Respiratory Care Program. Failure to comply with these deadlines may cause the student to be withdrawn from the program.

#### **No student will be admitted to the program until the following requirements have been met:**

1. Negative Drug and alcohol screen
8. Admission to the Respiratory Care program is contingent upon the following criminal check clearances:
  - a. Pennsylvania child abuse clearance (Employee 14 or older)
    - i) An applicant convicted of any type of child abuse will be disqualified from admission to the program.
    - ii) Volunteer clearances will not be accepted.
  - b. Pennsylvania criminal background check
    - iii) If any violation appears on the PA Child Abuse History Clearance or PA State Police Criminal Record Background Check after the student applies to RC Program, the student's application for admission to the clinical courses may be delayed until clearance is obtained.
    - iv) If there is a change in criminal record status or child abuse history status while a student is in clinical courses, the student must notify the Program Director in writing and may be dismissed from the program. Failure to notify the Program Director result in dismissal.
    - v) If a conviction occurs while a student is in the program, they will be dropped from it to comply with policies, clinical agency contracts and State law.
    - vi) An applicant convicted of any of the "Prohibitive Offenses" contained in the Older Adults Protective Services Act, Act 169 as amended by Act 13 may be disqualified from admission to the program regardless of the time elapsed from the date of the conviction.
  - c. FBI (DHS) criminal background check (all students)
    - i) If a conviction occurs while a student is in the program, they will be dropped to comply with policies, clinical agency contracts, and state law.
  - d. FBI (Aging) criminal background check (if not a PA resident for past two consecutive years)
    - ii) If a conviction occurs while a student is in the program, they will be dropped to comply with policies, clinical agency contracts, and state law.

2. Physical examination forms (completed by M.D., D.O., or P.A., CRNP) must be completed in person. Telemedicine exams will not be accepted.
3. Attestation forms
  - a. Student immunization report confirming immunity to:
    - a. Rubella
    - b. Mumps
    - c. Rubeola
    - d. Varicella
    - e. Tetanus/Diphtheria/Pertussis (Tdap) boosters or immunity
    - f. Hepatitis B Titer and/or Immunizations:
      - i) To begin the Respiratory Care Program each student must have at least the first in the Hepatitis B series of injections and must provide the date of inoculation(s)
      - ii) The rest of the series must be completed and documented to continue attending clinical
    - g. Obtain an annual Influenza vaccine in August/September or as directed by the CDC guidelines
    - h. COVID-19 vaccination as directed by the CDC guidelines
    - i. Other vaccinations as required by clinical affiliates.
4. All students must meet the health and immunization requirements of Northampton Community College Health Professions Programs and clinical affiliates
5. The Respiratory Care program does not offer an option to waive health immunizations or any other medical documentation
6. Tuberculosis testing
  - a. Option 1: 2-step TST
  - b. Option 2: Gamma Release Assays (IGRAs) QuantiFERON Gold (QFT-G or T-Spot):
  - c. If positive result:
    - i) If a student has a prior history of a positive TST result or blood assay for M. Tuberculosis, the student is required to have a provider complete a TB symptom questionnaire and provide documentation of a negative chest x-ray within the past 3 years. The results must be negative for the disease
    - ii) One year after the chest x-ray, the student must submit a statement from a physician stating the student is free of signs and symptoms of TB
    - iii) Students returning for the second year must submit documentation before starting the clinical course
9. Health Insurance
  - a. Students must carry health insurance to cover illness/accidents occurring during the Respiratory Care Program. Students are responsible for any bills incurred during clinical.
  - b. A copy of the student's health insurance card (must include student's name) must be provided.
10. Liability Insurance
  - a. Each Respiratory Care student is required to have liability insurance through a group plan purchased by the College. The student is billed through the Cashier's Office. The cost of the insurance is included in the fees for the course. This liability insurance covers the student only during an assigned educational experience.
  - b. Clinical experience must not occur during hours that the College is closed.
  - c. Upon graduation the student will no longer be covered, and he/she is encouraged to obtain personal coverage that will begin at the time of graduation.
11. The student must fulfill the essential abilities/behaviors of the RC student in the Respiratory Care program.
12. Respiratory Care students must have current certification in cardiopulmonary resuscitation for Health Care Providers (adult, child, and infant). BLS/CPR certification must be obtained through an American Heart Association Provider.
  - a. Students must provide a copy of the front and back of the card.
  - b. Students are responsible for monitoring card expiration and will not be permitted to attend clinical or lab experiences until renewed. Missed clinical time will accrue.
  - c. Students must have current BLS for Healthcare Providers certification valid through the program.
  - d. The NCC Healthcare Education Department provides certification through the American Heart Association. Information about the program is available at [www.northampton.edu/cpr](http://www.northampton.edu/cpr) or at 610-332-6585.

13. Students may need additional drug and alcohol screenings depending on clinical assignment(s) or other circumstances.

## **PROHIBITIVE OFFENSES**

Below you will find the list of Prohibitive Offenses that may prevent you from participating in clinical rotations. Please review this list carefully.

### **SCHEDULE OF CRIMINAL CONVICTIONS THAT MAY CONSTITUTE GROUNDS TO REFUSE TO ISSUE, SUSPEND OR REVOKE A LICENSE, CERTIFICATE, REGISTRATION OR PERMIT**

#### **VIOLENT CRIMES UNDER 3113 OF ACT 53**

- 18 Pa. C.S. § 2502. Murder
  - 18 Pa. C.S. § 2503. Voluntary manslaughter
  - 18 Pa. C.S. § 2506(a). Drug delivery resulting in death
  - 18 Pa. C.S. § 2507 (c). Manslaughter of a law enforcement officer in the first degree
  - 18 Pa. C.S. § 2507(d). Manslaughter of a law enforcement officer in the second degree
  - 18 Pa. C.S. § 2604(c). Third degree murder of unborn child
  - 18 Pa. C.S. § 2606. Aggravated assault of unborn child
  - 18 Pa. C.S. § 2702(a)(1) and (2). Aggravated assault
  - 18 Pa. C.S. § 2702.1. Assault of law enforcement officer
  - 18 Pa. C.S. § 2716(b). Weapons of mass destruction
  - 18 Pa. C.S. § 2717(b). Terrorism
  - 18 Pa. C.S. § 2901. Kidnapping
  - 18 Pa. C.S. § 2901(a.1). Kidnapping of a minor
  - 18 Pa. C.S. §§ 3002 and 3011. Trafficking in individuals
  - 18 Pa. C.S. § 3121. Rape
  - 18 Pa. C.S. § 3123. Involuntary deviate sexual intercourse
  - 18 Pa. C.S. § 3124.1. Sexual assault
  - 18 Pa. C.S. § 3124.2. Institutional sexual assault
  - 18 Pa. C.S. § 3124.3. Sexual assault by sports official, volunteer, or employee of nonprofit association
  - 18 Pa. C.S. § 3125. Aggravated indecent assault
  - 18 Pa. C.S. § 3301(a) or (a.1). Arson and related offenses
  - 18 Pa. C.S. § 3311(b)(3). Ecoterrorism
  - 18 Pa. C.S. § 3502(a)(1). Burglary
  - 18 Pa. C.S. § 3701(a)(1)(i), (ii) or (iii). Robbery
  - 18 Pa. C.S. § 3702. Robbery of motor vehicle
  - 18 Pa. C.S. § 4302. Incest
- \*\*\* Includes criminal attempt, criminal conspiracy, or criminal solicitation to commit any of the offenses listed above or any offense equivalent to any of these offenses under the laws of this Commonwealth in effect at the time of the commission of that offense or under the laws of another jurisdiction.*

#### **SEXUAL OFFENSES**

- 18 Pa. C.S. § 2910. (relating to luring a child into a motor vehicle or structure)
- 18 Pa. C.S. Ch. 30. (relating to human trafficking) if the offense involved sexual servitude
- 18 Pa.C.S. Ch. 31. (relating to sexual offenses)
- 18 Pa.C.S. § 4302. (relating to incest)

- 18 Pa.C.S. § 4304(a)(1). (relating to endangering welfare of children) if the offense involved sexual contact with the victim
- 18 Pa.C.S. § 5901. (relating to open lewdness) if the offense involved a minor under 18 years of age
- 18 Pa.C.S. § 5902(b) or (b.1). (relating to prostitution and related offenses)
- 18 Pa.C.S. § 5903. (relating to obscene and other sexual materials and performances) if the offense involved a minor under 18 years of age
- 18 Pa.C.S. § 6301(a)(1)(i). (relating to corruption of minors) if the offense involved sexual contact with the victim
- 18 Pa.C.S. § 6301(a)(1)(ii). (corruption of minors)
- 18 Pa.C.S. § 6312. (relating to sexual abuse of children)
- 18 Pa.C.S. § 6318. (relating to unlawful contact with minor)
- 18 Pa.C.S. § 6320. (relating to sexual exploitation of children)
- 18 Pa.C.S. § 7507.1. (relating to invasion of privacy)  
*\*\*\* Includes criminal attempt, criminal conspiracy, or criminal solicitation to commit any of the offenses listed above or any offense equivalent to any of these offenses under the laws of this Commonwealth in effect at the time of the commission of that offense or under the laws of another jurisdiction.*

### **CRIMES RELATED TO THE PROFESSION**

- 18 Pa. C.S. § 2710. Ethnic intimidation
- 18 Pa. C.S. § 2713. – Neglect of care-dependent person
- 18 Pa. C.S. § 2713.1. Abuse of care dependent person
- 18 Pa. C.S. § 2905. Interfere with custody of committed person
- 18 Pa. C.S. § 3011 – 3016. (relating to human trafficking)
- 18 Pa. C.S. § 3022. Professional licenses (related to employing victim of human trafficking)
- 18 Pa. C.S. § 3211. Abortion on unborn child of 24 or more weeks gestational age
- 18 Pa. C.S. § 3212. Infanticide
- 18 Pa. C.S. § 3213. Prohibited acts
- 18 Pa. C.S. § 3216. Fetal experimentation
- 18 Pa. C.S. § 4303. Concealing death of a child
- 18 Pa. C.S. § 4304. Endangering welfare of a child
- 18 Pa. C.S. § 4305. Dealing in infant children
- 18 Pa. C.S. § 4911. Tampering with public records
- 18 Pa. C.S. § 4913. Impersonating a notary public or holder of a professional or occupational license.
- 18 Pa. C.S. § 4958. Intimidation in child abuse case/retaliation child abuse case/obstruction child abuse case
- 23 Pa. C.S. § 6311. Persons required to report suspected child abuse
- 23 Pa. C.S. § 6319. Failure to report or refer suspected child abuse
- 23 Pa. C.S. § 6346. Willful Failure to Cooperate in Investigation of Child Abuse
- 35 P.S. § 780-113(a)(12). (obtaining possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge)
- 35 P.S. § 780-113(a)(13). (sale, dispensing, distribution, prescription, or gift by any practitioner otherwise authorized by law so to do of any controlled substance to any person known to such practitioner to be or whom such practitioner has reason to know is a drug dependent person)
- 35 P.S. § 780-113(a)(14). (administration, dispensing, delivery, gift, or prescription of a controlled substance by any practitioner)
- 35 P.S. § 780-113(a)(21). (refusal or failure to make, keep or furnish any record, notification, order form, statement, invoice, or information required)
- 35 P.S. § 780-113(a)(28). (furnishing of false or fraudulent material information in, or omission of any material information from any application, report, or other document required to be kept or filed under this act)
- 35 P.S. § 780-113(a)(30). (manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered)

- 35 P.S. § 780-113(a)(32). (use or possession of drug paraphernalia for purpose of planting, propagating, cultivating, growing, etc. or otherwise introducing into the human body a controlled substance)
- 35 P.S. § 780-113(a)(33). (delivery of, possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia knowing, or under circumstances where one should reasonably know, that it would be used to plant, propagate, cultivate, grow, harvest, etc. or otherwise introduce into the human body a controlled substance)
- 62 P.S. § 1407. (relating to provider prohibited acts, criminal penalties and civil remedies)
- 63 P.S. § 422.10. Unauthorized practice of medicine and surgery
- 63 P.S. § 271.3. Unauthorized practice of osteopathic medicine and surgery
- 63 P.S. § 390-8. (relating to unlawful acts under Pharmacy Act)  
*\*\*\* Includes criminal attempt, criminal conspiracy, or criminal solicitation to commit any of the offenses listed above or any offense equivalent to any of these offenses under the laws of this Commonwealth in effect at the time of the commission of that offense or under the laws of another jurisdiction*

### **Reference**

Pennsylvania Department of State: Medicine. (2021). Act 53: Information for individuals with criminal convictions. <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Documents/Special%20Notices/MED%20Act%2053.pdf>

# NORTHAMPTON

## COMMUNITY COLLEGE

### INJURY REPORT

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Current Course: \_\_\_\_\_

Description of the Incident (how the injury occurred): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Injury (type and location): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injury Occurred:     Clinical Lab     College Lab     Other: \_\_\_\_\_

Immediate treatment administered:

 Yes – Please describe: \_\_\_\_\_ NoReported to Faculty/Lab Assistant: *(Name)* \_\_\_\_\_Referred to College Health Center:     Yes     No

I, \_\_\_\_\_, understand that Northampton Community College policy requires all student injuries to be reported and evaluated by the campus nurse. I will report to the Health Center during working hours on this or the next business day. If I am unable to report to the Health Center, I will notify the Health Center of my injury via phone (610-861-5365).

Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

CC:    Dean, School of Health, Sciences, and Education  
       Health Center

Approved 1/04

*(This page intentionally left blank.)*

# NORTHAMPTON

## COMMUNITY COLLEGE

### AAS IN RESPIRATORY CARE

#### STUDENT IMPROVEMENT PERFORMANCE PLAN

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Verbal

Written

Final

1. Description of incident(s) that led to judgment of unsatisfactory performance:

2. Remediation Objectives (to be developed collaboratively by participant and instructor):

3. Remediation Plan (to be developed collaboratively by participant and instructor):

4. Evaluation Plan:

Student must demonstrate satisfactory behavior by \_\_\_\_\_  
Date

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The signature below indicates that the student has been informed of the "U" performance. *(Use backside of form as needed for additional comments.)*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(This page intentionally left blank.)*



## HEALTH CAREERS MEDICAL MARIJUANA POLICY

In order to be transparent regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. Please read the following policy carefully and acknowledge your understanding by signing and uploading this form to myRecordTracker®.

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

At this time, the Federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering any Health Science Careers Program are required to have urine drug screenings upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

**Students using medical marijuana will not be eligible for clinical, internship, or externship placement in any NCC health science career program**, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with Federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for Federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

Due to current laws, NCC does not provide admission to the clinical phase in any of our Health Science Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be dismissed from the Program.

---

***I hereby acknowledge that I have read and understand NCC's Health Careers Medical Marijuana Policy.***

---

*Student's Name (Please Print)*

---

*Signature of Student*

---

*Date*

***Upload signed form to your myRecordTracker® account.***

*(This page intentionally left blank.)*

# NORTHAMPTON COMMUNITY COLLEGE

## POLICY ON SMOKING TOBACCO AND E-CIGARETTES ON COLLEGE CAMPUSES AND CLINICAL FACILITIES

Northampton Community College strives to provide a safe and healthy environment in which to teach, learn, research, live, and work. The college recognizes that:

- ◆ Smoking is a major cause of preventable disease;
- ◆ That a tobacco and smoke/vaping-free college is consistent with the college's mission and purpose; and that
- ◆ A tobacco and smoke-free college will improve individual and community health.

This policy applies to all persons, including all students, faculty, staff, volunteers, contractors, vendors, and visitors, anywhere on college campus and in college vehicles, college buildings, contracted clinical buildings/facilities on all campuses, and parking lots.

For purposes of this policy:

- ◆ Northampton Community College shall define all locations, campuses, buildings, and outdoor areas owned and/or operated by the college.
- ◆ Tobacco and smoking-related products are defined as any type of tobacco or smoking-related products intended to mimic tobacco products or the smoking or vaping of any other substance. This includes, but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, vaping pens, bidis, hookahs, chewing tobacco and snuff.
- ◆ College Vehicle is defined as any vehicle that is owned, leased, or rented and used for transportation for college business and includes the driver and all passengers.

Use of any tobacco or smoking-related products is prohibited at Northampton Community College, consistent with applicable law and college policy.

Additionally, the possession or use of cannabis, cannabinoids, marijuana or other controlled substances on university property or any clinical facility is prohibited. Students should also refer to the Health Careers Medical Marijuana Policy included in their Acceptance Checklist or Appendix C of this Student Handbook.

It is the responsibility of all members of the community to comply with this policy, and it is expected that both smokers and nonsmokers will cooperate in the implementation of the policy in an atmosphere of mutual respect and consideration. All members of the college community are encouraged, if comfortable, to promote compliance with this policy by reminding students, faculty, staff, volunteers, contractors, vendors, and visitors of the prohibition of use of tobacco and smoking-related products at Northampton Community College, as necessary.

Resources are available for individuals who would like assistance with quitting at:

- ◆ <https://www.health.pa.gov/topics/programs/tobacco/Pages/Quitline.aspx>
- ◆ <https://www.heart.org/en/healthy-living/healthy-lifestyle/quit-smoking-tobacco/help-i-want-to-quit-smoking>
- ◆ <https://truthinitiative.org/thisisquitting>

Any individual in violation of this policy may be subject to disciplinary action. Faculty and staff in violation of this policy may be reported to the individual's supervisor. Students in violation of this policy may be reported to the Office of Student Conduct and Conflict Resolutions which may result in dismissal from all programs with the School of Health and Sciences and Education.

---

*Student's Name (Please Print)*

---

*Student's Signature*

---

*Date*

*(This page intentionally left blank.)*



*(This page intentionally left blank.)*

# NORTHAMPTON COMMUNITY COLLEGE

## PHOTOGRAPHY RELEASE

For and in consideration of my engagement as a model by Northampton Community College, hereafter referred to as NCC, I hereby give NCC, its legal representatives and assigns, those for whom NCC is acting, and those acting with its permissions, or its employees, the right and permission to copy-right and/or use, reuse and/or publish, and republish photographic pictures or portraits of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by NCC, for any purpose whatsoever; including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that I might be applied.

I hereby release, discharge and agree to save harmless NCC, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom he/she might be acting, including any firm publishing and/or as a result of any distorting, blurring, or alteration, optical illusion, or use in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

- I hereby warrant that I am 18 years of age or older, and competent to contract in my own name insofar as the above is concerned.
- I have read the foregoing release, authorization, and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof, and hereby give permission for my photograph to be taken and used as described above.
- I have read the above release, and DO NOT give permission for my photograph to be taken during the course of this program.

Program or Course: AAS in Respiratory Care

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: Judith Rex PhD, RN/BC

Date: \_\_\_\_\_

**Upload signed form to your myRecordTracker® account.**

*(This page intentionally left blank.)*

# NORTHAMPTON

## COMMUNITY COLLEGE

### PERMISSION FOR THE RELEASE OF STUDENT INFORMATION

**STUDENT NAME** *(Please print)*: \_\_\_\_\_

I hereby give Northampton Community College AAS in Respiratory Care Program permission to release information to *(list any additional individuals or organizations)*:

\_\_\_\_\_  
Prospective Employers

\_\_\_\_\_  
Career Link

\_\_\_\_\_  
Clinical Facilities

The following categories may be released for the purpose of referral or information:

Test Data	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Personal Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Academics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I hereby authorize Northampton Community College AAS in Respiratory Care Program to release a copy of my competencies to prospective employers/agencies who request training information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

***Upload signed form to your myRecordTracker® account.***

*(This page intentionally left blank.)*

# NORTHAMPTON

## COMMUNITY COLLEGE

### PRIVACY AND CONFIDENTIALITY

#### Photographing, Recording, and Social Media of Patients/Residents/Clients/Consumers and Their Families, Including Clinical Site Staff, Instructors, and Classmates

According to Federal requirements related to abuse at F223 and F226 “the patient/resident/client/consumer”, has the right to be free from verbal, sexual, physical, and mental abuse, corporal punishment, and involuntary seclusion.” “The facility must develop and implement written policies and procedures that prohibit mistreatment, neglect, and abuse of the patient/ resident/client/consumer and misappropriation of patient/resident/client/ consumer property.”

- ◆ **Under no circumstances is it acceptable for a student or instructor to take photos, record sounds/voices or video of any patient/resident/client/consumer that contains nudity or shows the resident in a negative way.** This includes the following: bathing, showering, toileting, incontinence care, perineal care, showing a body part without the patient’s/resident’s/client’s/consumer’s face whether it is the chest, limbs, or back, inappropriate behavior by a patient/resident/client/consumer, or anything showing the patient/resident/client/consumer in a compromised position.
- ◆ **Under no circumstances is it acceptable for a student or instructor to post any photos, record sounds/voices, video, or any other information regarding any patient/resident/client/consumer on any social media platform.**
- ◆ Surveyors must investigate these incidents regardless of the cognitive status or consent of the patient/resident/client/consumer.
- ◆ It is also unacceptable to photograph or record patient’s/resident’s/client’s/consumer’s family members, clinical site staff, your instructors, and classmates.
- ◆ If students ask to take pictures or record lectures (in the classroom and/or skills lab) for the sole purpose of learning and studying, it is at the instructor’s discretion whether or not a student has their permission.
- ◆ Students may have their photographs taken for the purpose of creating ID badges, as required by our clinical sites. Your photos are kept on file for our recordkeeping and will not be used in any other way, without the student’s consent.
- ◆ You may be asked to sign a Photography Release if classroom photographs are taken for the use of college marketing materials.

*I have read and understand the above policy regarding privacy and confidentiality and agree to adhere to this policy and realize that I may be withdrawn from the program for any violations of this policy.*

---

Name of Student (*PLEASE PRINT*)

---

Signature of Student

Date

***Upload signed form to your myRecordTracker® account.***

*(This page intentionally left blank.)*



## NCC DEPARTMENTAL CONFIDENTIAL POLICY

### Health Insurance Portability and Accountability Act (HIPAA) of 1996

Confidentiality is a patient's right and the responsibility of the respiratory therapist, student respiratory therapist, and all the health care team members in respiratory care. Any information in written, oral, or electronic form about a patient's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and diagnostic treatment of the patient. This information must be handled discreetly and privately and protected against theft, loss, or inappropriate disclosure.

Student respiratory therapists, by virtue of the educational process, will have access to protected health information (PHI) of patients under their care in and outside the respiratory care department at each of the clinical education sites. Students will comply with the Confidentiality Policies and HIPAA regulations at their clinical sites and on the NCC campus.

Assignments, whether in the clinical or classroom setting, which include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information.

Students accused of violating patient confidentiality will be suspended from clinical rotations and possibly recommended for withdrawal from the Respiratory Care Program depending on the circumstances. An investigation will be conducted using the Disciplinary Action Plan (DAP).

Your signature indicates that you have read and understand the confidentiality policy.

Student's Name *(PLEASE PRINT)* \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

***Upload signed form to your myRecordTracker® account.***

*(This page intentionally left blank.)*



### NCC HEALTH SCIENCES/HEALTHCARE EDUCATION COVID-19 POLICY

1. Proof of a COVID-19 vaccination (one dose J & J, or two doses of Pfizer or Moderna, or one Bivalent) is mandatory for all students. Proof will be uploaded to myRecordTracker®.
2. If you are not feeling well/experiencing any COVID-related symptoms, stay home! Be sure to notify your instructor, as well as your preceptor/manager, if applicable, as you have been instructed to during orientation with as much notice as possible.
3. Please be considerate of those around you and wear a mask if requested by your instructor or another student. Masks are available at building and classroom entrances, along with hand sanitizer.
4. NCC instructors and students should wear their NCC ID badge while on NCC property.
5. Students who need to be dismissed from class due to COVID-19 symptoms or for coming in contact with a person who tested positive for COVID-19:
  - a. Student will be instructed to go home, isolate, and call their health care provider.
  - b. If student has a negative COVID-19 test, they will be required to share results with NCC.
  - c. If student has a positive COVID-19 test, they are required to report test results to the NCC Health Center at 610-861-5365.
  - d. If student has a positive COVID-19 test, they will be required to provide proof of a negative COVID-19 test prior to returning to class and/or clinical.
  - e. Students that cannot finish their class/program due to COVID-19 will be brought back into the next available class/course and can continue where they left off when possible. If this occurs during clinical or externship, next steps may be determined by the protocols of the facility.
6. NCC instructors and students will adhere to these policies at all times while at NCC and adhere to facility policies during clinical rotation, which may include wearing a mask at all times, safety glasses and other PPE, as required by the clinical site.
7. Students may be required to have a COVID-19 test prior to clinical rotation if requested by the facility. If so, students will be responsible for the out-of-pocket expenses for the testing.
  - a. Students may not be allowed to enter clinical site without proof of a negative COVID-19 test.
  - b. Remember that a negative COVID-19 test today does not mean that you cannot contract COVID-19 tomorrow!

**I have read and agree to abide by the aforementioned policy related to COVID-19:**

Student's Name (*PLEASE PRINT*) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

***Upload signed form to your myRecordTracker® account.***

*(This page intentionally left blank.)*

# NORTHAMPTON

## COMMUNITY COLLEGE

### ESSENTIAL FUNCTIONS OF A RESPIRATORY THERAPIST

In order to participate in the AAS in Respiratory Care Program at Northampton Community College, a student must be able to perform the Essential Functions of a Respiratory Therapist listed below at a competent level to protect the patient population.

Essential functions are those considered to be necessary or fundamental to the performance of a job. In postsecondary education, the student's job is to learn and participate in an academic environment and the clinical environment as well. The student, with or without reasonable accommodation, must possess the following essential functions:

- **Physical Requirements:** Must be physically able to operate a variety of types of equipment including computer, calculator, polysomnograph, other medical equipment, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects. Must be able to lift and/or carry weights up to fifty pounds. Physical demands are in excess of sedentary work, including walking, running, standing, stooping, reaching, crouching, etc. for extended periods of time. Requires the ability to perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips. Must possess refined auditory and visual discrimination.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same.
- **Language Ability:** Requires the ability to read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc. Requires the ability to prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling, and grammar. Requires the ability to communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.
- **Intelligence:** Requires the ability to use critical thinking skills and problem-solving skills to complete tasks accurately and within assigned time frames. Requires the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most abstruse classes of concepts.
- **Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to communicate with others via effective verbal communication. Must be able to integrate multiple abstract concepts and express them in a comprehensive and concise manner. Must possess knowledge of medical terminology and symbolism.

- **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply algebraic, geometric, and trigonometric principles; and utilize descriptive statistics. Requires the ability to utilize metric systems on a regular basis.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, shape, and depth.
- **Motor Coordination:** Requires fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.
- **Manual Dexterity:** Requires the ability to grasp, handle, hold, cut, push, pull, and feel. Requires the ability to manipulate a variety of control knobs, switches, etc.
- **Color Discrimination:** Requires the ability to differentiate colors, shades, and tones of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.
- **Physical Communication:** Requires the ability to talk and hear. Must be able to understand various types of nonverbal communication.
- **Personal Traits:** Requires the ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work. Must demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity. Must demonstrate neatness and good hygiene. Requires a positive attitude when receiving constructive criticism.
- **Travel:** Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

The essential abilities and qualities refer to physical, behavioral, and cognitive abilities required to satisfactorily complete the Respiratory Care curriculum. The essential abilities/qualities are in the following areas: a) motor abilities, b) communication skills, c) sensory abilities, d) observation abilities, and e) intellectual/cognitive skills. Applicants and students are responsible for making any disabilities known to the Program Director and formally inquiring if any accommodation can be provided. Inability to demonstrate the expected behaviors and qualities impacts the student's ability to achieve course outcomes and may result in a course failure. Once the essential abilities qualities list is signed by the student, the list is kept on file as part of the clinical application process.

The program retains the right to add essential functions aligning with current Respiratory Care practice.

Potential Hazards: The Respiratory Care therapist, and therefore the student, may be exposed to hazardous conditions and materials. Quality assurance practices help reduce and minimize these risks associated with healthcare, but all students should be cognizant that the healthcare environment is not a risk-free environment. The following is a list of the possible exposure risks of the student and practitioner in the clinical environment. Students who do not wish to undertake these risks are advised to withdraw from the program. Some hazards include but are not limited to:

- Infectious diseases such as AIDS, hepatitis, bacterial and viral infections, tuberculosis. (Not a fully inclusive list)
- Hazardous wastes and fluids such as blood, urine, secretions, laboratory chemicals, gases

The following are the expected abilities and behaviors of every student in the Respiratory Care program:

Category of Functional Ability	Expected Level of Performance
Gross Motor Skills	<ul style="list-style-type: none"> <li>• Move within confined spaces</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders (IVs)</li> <li>• Reach below waist (plug-ins)</li> </ul>
Fine Motor Skills	<ul style="list-style-type: none"> <li>• Pick up objects with hands</li> <li>• Grasp small objects with hands</li> <li>• Handwrite or pencil</li> <li>• Key/type (use a computer)</li> <li>• Pinch/pick or otherwise work with fingers (syringe)</li> <li>• Twist (turn knobs with hands)</li> <li>• Squeeze with finger (eye dropper)</li> </ul>
Physical Endurance	<ul style="list-style-type: none"> <li>• Stand (at client side during procedure; during labs, etc.)</li> <li>• Sustain repetitive movements (CPR)</li> <li>• Maintain physical tolerance (work entire shift)</li> </ul>
Physical Strength	<ul style="list-style-type: none"> <li>• Push and pull 25 pounds (position client)</li> <li>• Support 25 pounds of weight (ambulate client)</li> <li>• Lift 25 pounds (transfer client)</li> <li>• Move light objects weighing up to 10 pounds</li> <li>• Move heavy objects weighing from 10 to 50 pounds</li> <li>• Defend self against combative client</li> <li>• Carry equipment/supplies</li> <li>• Use upper body strength (CPR, restrain a client)</li> <li>• Squeeze with hands (fire extinguisher)</li> </ul>
Smell	<ul style="list-style-type: none"> <li>• Detect odors from client</li> <li>• Detect smoke</li> <li>• Detect gases or noxious smells</li> </ul>
Reading	<ul style="list-style-type: none"> <li>• Read and understand written documents</li> <li>• Read a computer screen</li> </ul>
Arithmetic Competence	<ul style="list-style-type: none"> <li>• Read and understand columns of writing (flow sheets)</li> <li>• Read digital displays</li> <li>• Read graphic printouts (I&amp;O)</li> <li>• Calibrate equipment</li> <li>• Convert numbers to/from metric</li> <li>• Read graphs (vital sign sheets)</li> <li>• Tell time</li> <li>• Measure time (duration)</li> <li>• Count rates (pulse rate)</li> <li>• Using measuring tools (thermometer)</li> <li>• Read measurement marks (scales)</li> <li>• Add, subtract, multiply, divide</li> <li>• Compute fractions (medication dosages)</li> <li>• Use a calculator</li> <li>• Write numbers in records</li> </ul>

Category of Functional Ability	Expected Level of Performance
Emotional Stability	<ul style="list-style-type: none"> <li>• Establish therapeutic boundaries</li> <li>• Provide client with emotional support</li> <li>• Adapt to changing environment/stress</li> <li>• Deal with unexpected (crisis)</li> <li>• Focus attention on task</li> <li>• Monitor own emotions</li> <li>• Perform multiple responsibilities concurrently</li> <li>• Handle strong emotions (grief)</li> </ul>
Analytical Thinking	<ul style="list-style-type: none"> <li>• Transfer knowledge from one situation to another</li> <li>• Process information</li> <li>• Evaluate outcomes</li> <li>• Problem solves</li> <li>• Prioritize tasks</li> <li>• Use long-term memory</li> <li>• Use short-term memory</li> </ul>
Mobility	<ul style="list-style-type: none"> <li>• Twist</li> <li>• Bend</li> <li>• Stoop/squat</li> <li>• Move quickly</li> <li>• Climb (ladders, stools, stairs)</li> <li>• Walk</li> </ul>
Hearing	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds</li> <li>• Hear faint voices</li> <li>• Hear faint body sounds (BP)</li> <li>• Hear in situations not able to see lips (when using mask)</li> <li>• Hear auditory alarms</li> </ul>
Visual	<ul style="list-style-type: none"> <li>• See objects up to 20 inches away See objects up to 20 feet away</li> <li>• See objects more than 20 feet away</li> <li>• Use depth perception</li> <li>• Use peripheral vision</li> <li>• Distinguish color</li> <li>• Distinguish color intensity</li> <li>• Read a computer screen</li> </ul>
Tactile	<ul style="list-style-type: none"> <li>• Feel vibrations (pulses)</li> <li>• Detect temperature</li> <li>• Feel differences in surface characteristics (skin turgor)</li> <li>• Feel differences in sizes, shapes (palpate vein)</li> <li>• Detect environmental temperature</li> <li>• Able to utilize latex products</li> </ul>
Critical Thinking	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships</li> <li>• Plan/control activities for others</li> <li>• Synthesize knowledge and skills</li> <li>• Sequence information</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Negotiate interpersonal conflict</li> <li>• Respect differences of clients</li> <li>• Establish rapport with clients</li> <li>• Establish rapport with co-workers</li> <li>• Respect authority</li> </ul>

Category of Functional Ability	Expected Level of Performance
Communication Skills	<ul style="list-style-type: none"> <li>• Teach (client, family)</li> <li>• Explain procedures</li> <li>• Give oral reports</li> <li>• Interact with others</li> <li>• Speak on the telephone</li> <li>• Influence people</li> <li>• Direct activities of others</li> <li>• Convey information through writing (progress notes)</li> </ul>

**I hereby acknowledge that I have read and understand the Essential Functions of a Respiratory Care Therapist and will be able to perform these duties and tasks as outlined above.**

Student's Name *(PLEASE PRINT)* \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

***Upload signed form to your myRecordTracker® account.***

*(This page intentionally left blank.)*

# NORTHAMPTON

## COMMUNITY COLLEGE

### RESPIRATORY CARE STUDENT AGREEMENT

I have read and understand **all** of the policies and procedures in this Student Handbook, including the Essential Functions, for the Northampton Community College AAS in Respiratory Care necessary for successful completion of the Respiratory Care Program.

Student's Name (*PLEASE PRINT*) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Upload signed form to your myRecordTracker® account.*