

Associate degree Respiratory Care Program

STUDENT HANDBOOK



2024-2025

The Handbook is intended to be a reference for students enrolled in the Edison Respiratory Care Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.

Contents

Letter of Welcome from the Program Director of Respiratory Care	4
Respiratory Care Faculty	5
Policy Statements.....	6
AARC Statement of Ethics and Professional Conduct.....	6
Program Goals and Expected Outcomes	7
Technical Standards	7
Academic Advising	8
Academic Calendar	9
Academic Honesty	9
Accreditation.....	9
Admission.....	9
Advisory Committee	9
Attendance.....	10
Class Cancellation	10
Clinical	10
Communication.....	11
Competencies	11
Conduct.....	11
Credentials and Licensure	12
Credit Policy	12
Criminal Record Background Check.....	13
Dress Code & Hygiene.....	13
Emergencies.....	14
Graduation	14
Grading Standards.....	14
Grievances.....	14
Health Record	15
Insurance.....	15
Non-Discrimination	15
Personal Health Risk	16
Record Retention	16

Retention and Progression..... 16

Remediation Polices..... 18

Student Supervision and Employment 18

Social Networking and Cell Phone Use 18

Student Tuition and Fees 18

Refund of Fees 19

Student Withdraw..... 19

Unsafe Practices..... 19

Respiratory Care Program Handbook Requirements Acknowledgement Form..... 21

Letter of Welcome from the Program Director of Respiratory Care

Welcome to the Respiratory Care program at Edison State Community College. We are pleased you chose to pursue a degree in Respiratory Care with us. The respiratory care program is committed to offering the highest quality of education in the region. Our mission is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). Your graduation from this program will prepare you to become a valued member of the healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a registered respiratory therapist. We are committed to your success, and encourage you to connect with your course faculty, advisors, and classmates since a dedicated support system can make the journey from start to finish smoother and more enjoyable. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch respiratory therapist.

This handbook provides easy access to the respiratory care program policies that may affect you during your time with us. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering you on when you walk across the stage at commencement, and you get your first job in the respiratory therapy world.

Sincerely,

Ezekial Wiechart RRT, BHS

Program Director of Respiratory Care

Respiratory Care Faculty

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Policy Statements

The following are policies of the Edison State Community College (ESCC) Respiratory Care Program. Students and faculty regardless of where instruction or clinical occur in the RC program shall abide by these policies as well as those of affiliating agencies during clinical. It is the student's responsibility to know affiliating agency policies. Any changes will be posted and reviewed with each class.

AARC Statement of Ethics and Professional Conduct

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- 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 personal rights of patients, including the right to privacy, informed consent, and refusal 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 follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships, and communication with all health professionals. It is the position of the American Association for Respiratory care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapist or between healthcare professionals.

Students in the Edison State RC program will be held accountable to the standard set forth by

this code. Violations of the code that are not specifically addressed by the program policy but are unanimously deemed by the Edison State RC faculty to be egregious actions may result in disciplinary action, including program probation or dismissal from the RC program.

Program Goals and Expected Outcomes

Our mission is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). Your graduation from this program will prepare you to become a valued member of the healthcare profession.

Student Learning Outcomes

1. Demonstrate the ability to evaluate, comprehend and apply clinical information to match patient needs with therapeutic interventions.
2. Exhibit technical proficiency in all the skills necessary to fulfill the role as an advanced level respiratory therapist.
3. Display professional behavior consistent with employer expectations for a registered respiratory therapist.

Technical Standards

All applicants for the health sciences programs and certificates must possess the essential skills and abilities necessary to successfully complete the requirements of the curriculum either with or without reasonable accommodations for any disabilities the individual may have. * Note: The use of an intermediary that in effect requires a student to rely on someone else's power of selection and observation will not be permitted.

The essential skills and abilities for the programs and certificates within the Division are categorized in the following Technical Standards:

1. **Sensory/Observational Skills:** Students must demonstrate adequate functional use of visual, tactile, auditory and other sensory and perceptual input to enable observation and information acquisition necessary for academic and laboratory performance. For health programs, the applicant must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of all the senses.
2. **Communication:** Students must be able to gather, comprehend, utilize and disseminate information effectively, efficiently and according to professional standards. Students are required to communicate in the English language both verbally and in writing, at a level consistent with competent professional practice. For health programs, the applicant must be able to speak, to hear, and to observe patients to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. An applicant must be able to communicate effectively with patients and all members of the health care team. Communication includes listening, speaking, reading and writing.

3. **Motor Skills:** Students must possess the motor skills required to properly manipulate necessary equipment within their chosen discipline. These skills will vary depending on the program and laboratory settings. Students must possess the coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. For health programs, applicants must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate and utilize the equipment central to the assessment, general and emergency treatment of patients receiving health practitioners' care. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and evaluation. Problem solving, the critical skill demanded of practitioners, requires all these abilities. In addition, the applicant should be able to comprehend three dimensional relationships and to understand the spatial relations of structures.
5. **Behavioral/Social Skills and Professionalism:** Students must demonstrate emotional stability and acceptable communication skills and be capable of developing mature and effective academic relationships with their faculty, other students and others with which they will work. For health science, an applicant must possess the emotional health required for utilization of his/her intellectual abilities. The exercise of good judgment, the prompt completion of all responsibility's attendant to the care of patients, and the development of effective relationships with patients are essential skills for health practitioners. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of the uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, interpersonal skills, interest, and motivation are all personal qualities necessary for the health practitioners.
6. **Environmental:** For some programs, applicants must interact with diverse populations of all ages with a range of acute and chronic medical conditions. Applicants must be able to tolerate frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations, hostile individuals, and other conditions common to health care and other professional environments.

Academic Advising

Each semester students will meet with either RC program director, and/or DCE, and may meet with a Career Pathways advisor to assess the courses for which the student will register during the next registration period. Students should have declared Respiratory Care as their major. Students needing to do so may meet with either the instructor or Student Services to obtain the appropriate form.

Academic Calendar

To see Edison State Colleges Academic Calendar use the following link: [2024-2025 | Academic Calendar - Edison State Community College - Acalog ACMS™ \(edisonohio.edu\)](#)

Academic Honesty

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State and is important not only in higher education but throughout one's life, livelihood, and community. As professional educators, we will promote ethical behavior by educating students about academic honesty and creating an environment that fosters honesty and other ethical behavior. Academic dishonesty will not be tolerated. Any student who commits academic dishonesty will be reported to the dean of health sciences, will receive a “0” for the assignment or assessments, and may be removed from the program. More information regarding the student code of conduct can be found in the student handbook.

Accreditation

By virtue of its charter, Edison State Community College holds recognition by the Ohio Board of Regents of the highest order attainable among institutions in the State of Ohio. In addition, the Regents have reviewed and approved the courses and programs of the College. This approval signifies that Edison’s courses meet prescribed standards of quality and uniformity for maximum transferability among institutions of higher education throughout Ohio.

The College is accredited by the Higher Learning Commission, one of two commission members of the North Central Association of Colleges and Schools (NCA-Regional), 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. Phone: 800-621-7440.

Admission

To be admitted to the Respiratory Care program at Edison State Community College, a student shall apply to Edison State Community College, meet with a career pathways advisor or RC Program Director, and the register for the course with the program director’s approval. Students must complete Medical Terminology prior to admission. Introduction to Chemistry, Quantitative Reasoning or General Statistics during their time in the program. Students must provide their high school transcripts (or GED score) college transcripts (if applicable). Before attending clinical, students must complete physical exam, be current on immunizations, and complete a background check. The clinical agency may require a drug screen before attending clinical as well.

Advisory Committee

Edison State Community College’s Respiratory Care program strives to successfully serve its communities of interest. To do so, an advisory committee meets a minimum of once each year to

discuss important points of the program and get feedback from local employers, graduates, students, and associated professionals. The Advisory Committee consists of representatives from the following communities of interest; Students, graduates, faculty, college administrators, hospital/clinical representatives, physicians, employers, key government officials and the public.

Attendance

Time management and dependability are important personal qualities in a respiratory therapist. Due to the amount of material being covered, it is imperative that you be in the classroom and ready/prepared for class before the start time. The Edison State Respiratory Care Program hours of didactic (lecture), lab, and clinical hours are established by the State; students missing more time than the minimum will not be eligible to receive the Edison State Diploma or sit for NBRC board exams. Any classes missed must be made up with the permission of the instructor and program director. A pattern of lateness or absences is grounds for dismissal from the program.

Clinical Experience-If severe illness/emergency prevents the student from attending a clinical experience as scheduled, it is his/her responsibility to leave a message for the clinical facility contact. Guidelines are provided during orientation to each facility. Each student is responsible for meeting course objectives for clinical in a satisfactory manner. If a student fails to show or fails to provide adequate communication that they will be unable to attend for two or more days, they will immediately be removed from the program outside of extenuating circumstances.

Evaluation of a student's performance in the clinical setting is made by assessing whether the student meets the objective/outcome criteria for the course. Additionally, the instructor may require a student to leave campus lab or clinical experience if the student is unprepared, if the student has health problems that may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. The circumstances described constitute an absence. A physician's permission will be required to return to clinical experience or facilities in situations that might alter the student's ability to safely achieve the campus lab or clinical experience objectives.

Class Cancellation

When the college classes are cancelled because of weather or other emergencies, all respiratory classes will be canceled, including clinical. The cancellations are posted on the Edison website home page at Rave Mobile Safety-Rave Guardian Campus Safety App. The page also includes a link so that students may sign up for an alert via text or email.

<https://www.getrave.com/login/edisonohio>

Clinical

Edison State Respiratory Care program as a clinical affiliation with the following facilities:

(New facilities are added regularly)

- Blanchard Valley Hospital
- Dayton Children's Hospital.
- Joint Township District Memorial Hospital.
- Mercer Health- Mercer County Community Hospital.
- Mercy Health Springfield.
- Miami Valley Hospital.
- Miami Valley Sleep Labs.
- Premier Sleep
- Premier DME
- Upper Valley Medical Center.
- Upper Valley Sleep Lab.
- Wayne Healthcare- Main Campus.
- Wilson Health – Main Hospital Campus.

Communication

The student should regularly check Blackboard, Trajecsys, and email. Instructors may choose to post important information on individual courses sites in Blackboard.

Competencies

Students will be evaluated in the laboratory session of class and checked off on all skills. Once a student completes a check off in lab, they may with supervision perform this skill in clinical. The student will then be checked off in the clinical setting by preceptor/instructor/ or staff therapist taking the student for the day. If a student struggles to complete in clinical setting, or institution deems remediation is needed, student will be checked off in the lab setting before being able to perform task in clinical setting again.

Conduct

- The highest level of professional conduct is required in class, as well as in the clinical setting.
- A student shall accurately report errors to the clinical preceptor or practitioner
- A student shall not falsify any client record, or any other document prepared or used during, or in conjunction with, respiratory therapy practice.
- A student shall implement measures to promote a safe environment for each patient.
- At all times when a student is providing direct care to a patient, the student shall provide privacy during examination or treatment, and treat each patient with courtesy, respect, and with full recognition of the patient's dignity and individuality.
- At all times, a student will hold in strictest confidence all information concerning a patient and

his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure patient information. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including social networks such as Facebook and Instagram.

- A student shall not engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient, or behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- If you are excused from a clinical site due to any conduct violations, you may be removed from the program pending a formal investigation and interview of all involved parties.
- If you are observed during the classroom portion of the course violating any of our conduct standards, you will be issued an initial warning. Upon further observation of conduct violations, you will be dismissed from the program.

Credentials and Licensure

The National Board of Respiratory Care (NBRC) is a credentialing agency that evaluates professional competency through the utilization of national board exams. Graduates can apply on-line to take the board exams through the NBRC website or call (913) 599-4200 for more information. The first exam taken by graduates is the Therapist Multiple Choice exam (TMC) which has two pass points. Achieving the lower pass point entitles the candidate to Certified Respiratory Therapist (CRT). Achievement of the second pass point entitles the candidate to sit for the Clinical Simulation Exam. Passing the clinical simulation exam entitles the candidate to the credential of Registered Respiratory Therapist (RRT). Awarded credentials are valid in all 50 states and US Territories. Credentials are valid for five years then require renewal. The NBRC website detailed the requirements of the Continuing Competency Program.

Note: Respiratory Care Professionals in Ohio are required to have the RRT credential as a minimum requirement for state licensure.

All states except Alaska require a license to practice respiratory care. Each state sets its own rules and regulations to apply for a state license to practice. Contact the state licensing agency to obtain all necessary information. The NBRC website provides direct links to each state licensure board. When a graduate passes the NBRC credentialing exam, they are NOT automatically granted a state license to practice. Graduates must apply to the state in which they are requesting licensure and complete that state's requirements.

Credit Policy

To receive credit in respiratory care courses from other institutions or other approved respiratory care programs, the grade received in the transferred course must be a "C" or higher and must be

from a Respiratory Care Program approved by CoARC. Please refer to the college catalog for complete information pertaining to credits obtained in this manner. The Respiratory Care Program Director and faculty will make the final decision on course equivalency regarding transfer credit.

Experiential Learning: All credit awarded for experiential learning, prior learning and portfolio evaluations are at the discretion of the Program Director and faculty. Please refer to www.edisonohio.edu/Admissions-and-Transfer-FAQs/ for complete institutional policies and procedures for experiential learning. <https://www.edisonohio.edu/Admissions-and-Transfer-FAQs/>

Advanced Placement: Edison State's Respiratory Care Program will not accept Advanced Placement scores for the Respiratory care program courses. The institution does, however, accept AP credit for general education coursework used toward any associate degree, based on qualifying scores. Please refer to www.edisonohio.edu/Admissions-and-Transfer-FAQs/ for complete institutional policies and procedures for Advanced Placement. <https://www.edisonohio.edu/Admissions-and-Transfer-FAQs/>

Criminal Record Background Check

Respiratory Care students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the program will participate in the Bureau of Criminal Investigation background check and the FBI background check. This will take place at program entry before the RES121S course. The fee is incorporated into the lab fee for the course. Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime after enrollment should immediately notify the program director or Dean of Professional and Technical Programs to determine whether such action will negatively impact their ability to complete the program.

Dress Code & Hygiene

Respiratory Therapists are expected to be professionals. The students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about oneself and how peers and patients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet, and getting enough rest and exercise. While in the Respiratory Care Program and at clinical sites, the following rules apply:

1. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
2. Jewelry - No long necklaces; finger rings kept to a minimum; one pair of small earrings.
3. Hair should be neat, well contained, and of a natural color.

4. Cosmetics should be used in moderation.
5. Colognes and perfumes are not acceptable in the clinical setting.
6. No visible tattoos (unless approved by clinical site supervisor) or piercings are permitted except for single ear piercings with simple studs.
7. No gum.
8. While at respiratory care lectures, labs or at clinical sites students are expected to wear the Edison Respiratory Care black scrub top, black scrub pants, and athletic or medical grade shoes. Students should also wear their provided Edison Student ID's while at the clinical sites and have a watch on. No open toed shoes are allowed in the classroom, lab, or during clinical hours.

Emergencies

Health and Wellness Services are available on the Edison State Piqua campus. The program provides resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu

Graduation

Students nearing eligibility for graduation are required to complete an application form by the seventh week of the semester in which they plan to graduate. Students accounts must be in good standing to be eligible for graduation.

The Program Director and Dean will certify on the application form that the student will be eligible for graduation upon successful completion of specified courses. The Registrar's Office will verify that all requirements have been satisfied prior to the certification for graduation.

The degree or certificate completion date will be based on both the semester when requirements are completed and the date application for the degree was submitted by the student. Except for extenuating circumstances, completion dates will not be backdated beyond the academic year (Fall through Summer) in which the application was submitted by the student.

Grading Standards

Refer to the syllabus and Blackboard Course.

Grievances

Policies are in place to help the student deal with concerns that may arise. Refer to the Edison student handbook for specifics. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to class or clinical performance should be discussed with the instructor of that class.

The student who remains unsatisfied after taking a concern to the faculty advisor and class

instructor should refer to the Student Grievance Procedure located on the website at Student Complaint Form. <https://www.edisonohio.edu/Student-Complaint-Form-Process/>

Health Record

Upon entry into the Respiratory Care Program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. The student must have the Health Sciences Immunization/Physical Form completed by a physician, and required documentation of the following before they are allowed to conduct clinical hours:

1. MMR immunization.
2. Tdap or Td within the last 10 years.
3. Hepatitis B vaccination series or declination form
4. Varicella two step immunization, physician documentation of chicken pox, or blood titer to indicate immunity.
5. Proof of negative two-step tuberculin screen (PPD's) or negative chest x-ray. All health requirements must be current. Should health status change, the student must provide a record of such change. (within 12 months)
6. Influenza vaccine (may be required by clinical site).
7. Covid vaccine (or waiver) may be required by clinical site.

Insurance

Health Insurance

Proof of health insurance must be on file at Edison State prior to placement at certain clinical sites. If necessary, students must provide their own health care insurance. The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures. While internship facilities will provide emergency care for the student, when necessary, the student is responsible for payment of care provided and any transportation required. Students are not insured by the Worker's Compensation Act.

Liability Insurance

All students are required to have liability insurance before attending a clinical experience. Payment of liability insurance is included in the clinical course lab fee. Liability insurance provides protection to the student in the event of malpractice initiated by a client. Edison's policy provides \$1,000,000 per claim (\$500 deductible).

Non-Discrimination

Edison State's statement on Non-Discrimination in Admissions and program retention: We shall not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, military status, or veteran status, status as a parent during pregnancy

and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, or genetic information in either the selection of students or any other aspect of actual participation in the program. However, as it relates to any disability, if the disability in question is of such a nature that it could adversely affect or impede the participant's ability to provide relevant clinical care; such disability shall preclude the individual's participation in the program. Nothing in this paragraph is intended to conflict with the requirements of the Americans with Disabilities Act (hereafter "ADA").

Personal Health Risk

Respiratory Care students have learning experiences in health care facilities and provide care for those that are ill or injured. It is possible that clinical experience will include caring for patients with infectious diseases. It is the responsibility of the respiratory student to meet the health requirements and to practice standard precautions (taught prior to clinical experience 1) to minimize the risk to one's personal health. By enrolling in the Respiratory Care program, the student acknowledged these risks.

A pregnant student should realize that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The respiratory faculty, especially the clinical preceptor, should be notified as soon as pregnancy is suspected. A note from the student's physician approving the student to participate in the clinical class must be provided.

Record Retention

The Office of Registration and Records is responsible for the registration process and maintaining academic records of students who have attended Edison State Community College. Within established state and federal guidelines, the Office of Registration and Records is responsible to produce transcripts of all academic coursework for those students who have attended, and to provide and verify information about student enrollment. More information can be found on the Office of Registration and Records at <https://www.edisonohio.edu/registration-and-records/> . Student records pertaining to the Respiratory Care Program specifically will be kept by the Health Science Office for a minimum of 5 years.

Retention and Progression

Policies related to Respiratory Care progression and/or program completion will be identified in the Respiratory Care Student Handbook which is updated at the beginning of each academic year. Policies related to student progression and/or program completion in place at the time of student entry into the Respiratory Care program (enrollment in RSP 110S, RSP 115S, or RSP 121S) will remain in effect for the duration of the student's enrollment in the program unless the student fails to progress for any reason and is readmitted. If a student petitions for readmission and is accepted, the student will re- enter the program and must meet the requirements of the program at the time of readmission.

This policy clarifies that the program will not implement changes to policies related to student progression and/or program completion for those students who are enrolled in the program at the time the changes are adopted by the program.

To remain and progress in the Respiratory Care, a student shall:

- Be placed in the program by the Program Director.
- If a new student has an Edison GPA and it falls below 2.0 (due to taking additional classes) before they start the respiratory care program, the student will be dropped and will need to reapply once they improve their GPA to a 2.0 or above.
- Students selected to start the respiratory care program who decide to withdraw before they begin the respiratory program, must reapply. They cannot ask to start the next semester.
- New students who do not meet the Health Requirements submission deadline date will be dropped from the program. Students who fail to meet this date must submit a written explanation detailing why the deadline was not met. After review, the Program Director may grant a three-day grace period to complete the required tasks.
- New students who do not complete their drug screen or background check by the deadline will be dropped from the program.
- Comply with college policies on academic standing and graduation requirements.
- Maintain a cumulative 2.0 GPA from Edison State Community College. If a student is being readmitted for a failure of a respiratory course the failed respiratory course will not be included in the GPA.
- Furnish medical and immunization records, renewed annually as required by clinical facilities prior to attending a clinical experience at the facility.
- Furnish proof of current CPR certification prior to RSP141S.
- Maintain a satisfactory background check.
- Maintain no less than a “C” in each respiratory care course, Human Biology course (BIO 124S), Chemistry course (CHM 110S), and Quantitative Reasoning or Statistics (MTH 120S, 125S).
- Maintain a satisfactory evaluation for campus/clinical lab practices in RSP 141S, 142S, 242S, 243S, 232S.
- Maintain the sequence of courses as listed in the respiratory care program.
- Maintain Professional Standards of Behavior – See Student Conduct in the Edison State Community College Student Handbook and/or in the Edison State Community College Respiratory Care Student Handbook.

A student may be dismissed from the respiratory care program because of noncompliance with any of the above.

Remediation Policies

Respiratory Care program will require a 75% on all exams to help ensure retention and understanding of topic relevant to the board examinations. If a student fails to score 75% or higher, they are required to meet with an instructor within five days to pinpoint areas of weakness and develop an education plan to achieve a sufficient grade on the next exam. If a student in the clinical setting receives two or less on the daily evaluation, they will be required to have a meeting with the DCE to discuss an action plan moving forward.

Student Supervision and Employment

Students will always be supervised during their clinical education and experience. A paid clinical instructor or staff member from the clinical site will supervise all clinical activities and provide evaluations after each clinical day. Students will be able to apply for a limited permit after completion of their first year, however they may never receive any form of remuneration in exchange for patient care during their clinical experience. Students will also never be used to substitute clinical, instructional, or administrative staff.

Social Networking and Cell Phone Use

Respiratory Care student cell phone use, including camera and text functions, during clinical time is prohibited. Personal contact with patients and families is prohibited through social networking systems (i.e., Facebook). Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems. Patient privacy is a primary concern. A student shall not share any information or post any pictures concerning a patient and his/her family and/or any information related to the care of patients observed in the clinical experience in any social networking sites such as Facebook, Instagram, and others. The student shall not provide any type of identifying information, including details from medical records. The student shall not share a general account of a patient encounter or a clinical situation when the post includes enough information to single out a specific individual.

Facilities used for clinical sites must be protected. A student is not permitted to post anything that represents a clinical facility, including their opinion about an organization or harassing a clinical facility employee on social media sites.

Student Tuition and Fees

Information regarding current student tuition and fees can be found on the college's website <https://www.edisonohio.edu/How-Much-Does-It-Cost/>. Please make sure you keep your payments and fees paid. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

Refund of Fees

The last day for refund for dropped classes of 8 weeks or more is 14 days from the beginning of the term. The last day for refund for dropped classes lasting 4 through 7 weeks is seven (7) days from the beginning of the term. Courses of shorter duration are not refundable after the beginning of the term. Terms begin on Monday.

A full refund of instructional fees, general fees, technology fees and laboratory fees shall be granted if the College cancels a course. Refund checks shall be issued after the close of the refund period. The College may require a minimum of thirty (30) days before issuing a refund. For students who withdraw completely from the College, refund checks will be issued only after all accounts have been cleared.

Student Withdraw

Upon registering for the Respiratory Care program, a student may decide to self-withdraw. Depending on when a student decides to drop the class determines what will appear on the transcript, and if the student will be financially responsible for the class. If the student drops the class before the term begins, or within the refund period (typically the first two weeks of classes), the class will be removed from the student account and no payment will be required. If a student drops the class after the refund period, and before the withdraw deadline, a grade of “W” will appear on the student’s transcript, and the student will be held financially responsible. If a student drops after the designated deadline, a grade of “F” is assigned, and the student will be held financially responsible. See academic catalog for specific deadlines.

To drop or withdraw from a class, a withdrawal form must be completed, signed by the student, and submitted to Student Affairs for processing. Withdrawals may also be completed using MyESCC. Non-attendance of class or notification to instructor or department does not constitute official withdrawal. Students must complete and sign a withdrawal form or drop from their MyESCC.

Unsafe Practices

Unsafe practices include but are not limited to improper patient identification; carelessness with documentation; poor or careless performance and handling of invasive procedures and equipment; performing skills without direct preceptor oversight; and failure to practice standard precautions.

If a student displays unsafe practices in the classroom or the clinical site which may potentially harm another person, the student will be counseled and an action plan for remediation will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor a second time, the student will be removed from the program and receive the grade the grade of “F” for either the course or capstone. Clinical sites have the right to deny continued participation in their facility for any reason at any time.

Respiratory Care Program Handbook Requirements Acknowledgement Form

I have read and understand the program handbook for Edison State Community College's Respiratory Care Program. I have asked questions necessary regarding the handbook. Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program. I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

X

Student Name
Date

X

Student ID#

