



Andrew College

1854

Allied Health Division

**Respiratory Therapy Program
Student Handbook
2020-2021**

Welcome

Congratulations on your admission to the Andrew College Respiratory Therapy Program. This is an exciting time for you and our program faculty. Over the next two years you will experience transformation from college student to Registered Respiratory Therapist.

You were chosen for admission in this program because your academic and personal achievements indicate that you have what it takes to be successful in this program. However, your success depends on you. The Respiratory Therapy curriculum is quite rigorous. Therefore, from the very first day, please take advantage of all the resources that are available to you at Andrew College. Schedule time to prepare for class and clinical and plan study time every day.

Please get to know the faculty as they are here to help you be successful. Let the faculty know early in the process if you are experiencing academic or personal difficulties. They are willing to assist you or to refer you to the appropriate area for help. Your communication with the faculty is essential to your success.

The information in this handbook is so important to your success in the Respiratory Therapy Program. Please read through the information carefully. The handbook will be discussed in great detail during your first day in class. You will be required to sign a form indicating that you understand and will abide by the policies and procedures described in this handbook. Should you have any questions that are not answered by the handbook, please do not hesitate to ask.

I am looking forward to getting to know you, to working with you, and to seeing you receive your Associate Degree in Respiratory Therapy.

Sincerely,

Kathryn Brown, RRT, M.Ed.
Program Director of Respiratory Therapy

Program Accreditation

The Andrew College Associate Degree in Respiratory Therapy is approved by the Southern Association of Colleges and Schools, Commission on Colleges.

SACSCOC
1866 Southern Lane
Decatur, GA 30033
Telephone: (404)679-4500
Website: www.sacs.org

The Andrew College Respiratory Therapy Program, 200633, Associate of Science Degree, Cuthbert, GA holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Telephone: (817)283-2835
Website: www.coarc.com

Upon admission/readmission in the Respiratory Therapy Program, students will be required to familiarize themselves with a current copy of the Respiratory Therapy Program Student Handbook. The handbook will be reviewed in class and the student will be given the opportunity to ask questions. Each student must indicate that they read and understand the policies by signing the appropriate form.

This handbook is designed to assist the student in understanding the policies and procedures of the respiratory therapy program. These policies and procedures provide direction for students as they progress through the program. It is the student's responsibility to read, understand, and abide by the policies.

Students are encouraged to review the handbook at the beginning of each semester so that they will be thoroughly familiar with the program requirements. If new policies are implemented, students will be notified in class and the policy will be posted on the Respiratory Therapy Program website. The policies and procedures in this handbook are effective until students are otherwise notified.

It is the student's responsibility to be familiar with the contents of the Andrew College Catalog, college student handbook, respiratory therapy program handbook, and the college and respiratory therapy program website.

The Respiratory Therapy Program adheres to the Policies and Procedures of Andrew College except in instances where specific respiratory therapy program policies are required by regulatory and/or accrediting agencies and in cases where respiratory therapy standards are higher than those of the college.

This program is designed to meet the educational requirements for respiratory therapist in Georgia. If you intend to seek licensure outside of Georgia after finishing your program, we recommend that you contact the licensing agency directly before beginning the Andrew College Respiratory Therapy Program.

Mission

It is the mission of the Andrew College Respiratory Therapy Program to prepare qualified respiratory therapists who provide optimum patient care through technical competency and professional conduct in the profession of respiratory care. To achieve this mission, the Andrew College Respiratory Therapy Program educates associate degree graduates who will safely practice respiratory care in evolving health care environments and apply professional and ethical principles sensitive to the diverse needs of individuals, families, and communities.

Goals

The primary goal of the Respiratory Therapy Program at Andrew College is to provide quality education in order 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). The goal of the Respiratory Therapy Program is consistent with the mission of Andrew College. The faculty believes that graduates will be prepared for lives of servant leadership and will be able to serve the healthcare needs of this region and beyond.

Student Learning Outcomes

Upon mastery of the course materials, the student will be able to:

1. Demonstrate competence in the cognitive, psychomotor, and affective skills necessary to provide competent respiratory care
2. Acquire and analyze clinical data in accordance with appropriate standards of care, protocols, and clinical practice guidelines
3. Perform prescribed diagnostic studies related to cardiopulmonary functions
4. Develop, implement, and evaluate respiratory care plans
5. Manage patients with cardiopulmonary disease using evidence based practice
6. Manage life support activities
7. Provide patient, family, and community education promoting cardiopulmonary wellness and disease prevention
8. Respect the beliefs and values of all persons, demonstrate self-direction and practice in an ethical and professional manner in accordance with established policies and procedures
9. Demonstrate appropriate critical thinking skills, time management skills, interpersonal communication skills, and technical skills necessary to provide competent respiratory care in multidisciplinary care settings

Program Objectives

1. At least 70% of the students will complete the associate degree in 7 semesters.
2. One hundred percent of graduates who are seeking employment will have a job within six months of graduation
3. NBRC TMC pass rates will be 80% or higher
4. At least 80% of graduate respondents will rate their overall preparedness, knowledge, and skills as satisfactory in the role of the entry level respiratory therapist.
5. At least 80% of employer respondents will rate Andrew College Respiratory Therapy graduates overall level of preparedness, knowledge, and skills as satisfactory in the role of the entry-level RT.

Admission Requirements

1. Completed application to the Respiratory Therapy Program submitted by application deadline (July 1)
2. Admission to Andrew College
3. Completion of all Learning Support requirements
4. Completion of Anatomy and Physiology I within five (5) years of admission and a grade of “C” or higher
5. Students may repeat a general course only one time to obtain a “C” or higher
6. GPA of 2.5 or above from high school and/or on all college work
7. Completion of College Health Form including current immunizations
8. Criminal background check*
9. Drug Screen*
10. Liability Insurance (through Andrew College Respiratory Therapy Program)
11. Admission preference may be given to students with highest GPA and those who have completed the most general education courses
12. Applicants who have earned less than a grade of “C” in two or more respiratory therapy courses while enrolled in a previous respiratory therapy program are not eligible for admission to the Andrew College Respiratory Therapy Program
13. Submission of copies of all professional licenses held by the applicant

***Our clinical partners have the right to deny placement to any student. Students with criminal findings on the background check and/or positive drug screen who are denied clinical placement will not be able to complete the program, therefore, they will be withdrawn from the program.**

Advanced Placement

There is no advanced placement option at this time. Respiratory Therapy courses taken at another institution will not transfer to the Andrew College Respiratory Therapy Program.

Acceleration

Students will be admitted to the Respiratory Therapy Program once a year in the Fall. Therefore, there are no acceleration options at this time.

Part-time Study

The Respiratory Therapy courses are offered sequentially and the student must remain in continuous enrollment in the program. If a student does not return or drops a respiratory therapy course, they will not be able to return to the respiratory sequence until the following year. This would constitute readmission and those policies would prevail.

Progression

1. Students must complete all general education and respiratory therapy courses with a grade of “C” or higher. Students will not be able to progress to any subsequent courses for which that course is a prerequisite until the course is successfully completed with a “C” or higher.
2. A GPA of 2.5 or higher on all courses in the respiratory therapy program is required for progression.

3. Students may repeat only one Respiratory Therapy course to obtain a “C” or higher. If a student does not earn a “C” or higher in a second respiratory course, they will be dismissed from the program.
4. Students may withdraw from all courses only one time. Repeated “W’s” are not acceptable.
5. Students who fail clinically must complete the entire course if they are readmitted.

Refer to the Andrew College Catalog for policies related to academic standards and readmission following dismissal from the college for violation of rules of conduct and/or failure to meet and maintain academic standards. Please note that academic standards for the Respiratory Therapy Program surpass the general academic policies of the college.

Readmission

1. Complete and submit the application for readmission to the Respiratory Therapy Program
2. Readmission will be based on a space available basis
3. The student is subject to the program policies in effect at the time of readmission
4. Students are accountable for the knowledge and skills learned in all previous courses. It is the student’s responsibility to obtain remediation as needed prior to readmission into the program.

Graduation Requirements

1. Completion of all respiratory therapy courses with a grade of “C” or higher
2. Completion of all general education courses required (31 hours)
3. Meet all of the graduation requirements stipulated in the Andrew College Catalog
4. Satisfactory clinical and skills evaluations
5. Completed application for the Georgia Composite Medical Board Licensure
6. Successful completion of the NBRC RRT Self-Assessment Exam (passing score)
7. Successful completion of American Heart Association BLS, ACLS, and PALS

EOE

Andrew College is an equal opportunity institution. Admission to the Respiratory Therapy Program is not based on race, color, national origin, sex, religion, or age. The program does not discriminate on the basis of disability, but applicants must be able to meet the health requirements of the job. Please see the Health Requirements section of this handbook.

Performance Standards

The respiratory therapist must demonstrate cognitive, psychomotor, and affective skills in such a manner as to not place one's self, another health care worker, or the patient in any danger. Failure to demonstrate any of the abilities listed below is cause for dismissal from the respiratory therapy program.

As mandated by the American Disabilities Act and the Rehabilitation Act of 1973 (Section 504), any impairment will be given careful consideration judged by the accommodations which must be made and by the ability to be educated and employed in the field of Respiratory Therapy.

An applicant should inform the Program Director of Respiratory Therapy prior to admission to the program of any documented disabilities that relate to the identified performance standards.

The following is a list of the essential job functions of a Registered Respiratory Therapist that must be performed independently on a daily basis.

Practice Performance Standards

ISSUE	PERFORMANCE STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NON ALL-INCLUSIVE)
Critical Thinking	Critical-thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, maintains client's physical and emotional safety, demonstrates competence in administration of meds, treatments and procedures, develop care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with clients and colleagues, tolerate physically taxing workloads alternating shifts, function effectively during stressful situations, respond appropriately in stressful and emergency situations (physically, emotionally, mentally)
Communication	Communication abilities sufficient for verbal and written interaction with others	Speak clearly and succinctly; Describe client situations; Perceive nonverbal communication; Communicate effectively with physicians, staff, clients and client's families; Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Stand for long periods of times; Work at a fast pace for long periods of time; Moves around in client's room, work spaces and treatment areas; Administer cardiopulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Lift heavy objects; Use equipment and tools needed to carry out safe client care, position clients; Don sterile gloves and gown; Prepare medication aseptically.
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Hear nurse call bell from clients; Hear telephone and have the ability to take orders over the telephone; Hear vital statistics with stethoscope to assess blood pressure, heart rate, lung vascular and abdominal sounds; Hear monitor alarm and emergency signals requiring quick response, and cries for help

Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe client responses and assess correctly; see nurse call/emergency light; Read doctor's orders; Read very fine, small print on medication containers; Read monitors and other equipment
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination; Manual dexterity to use sterile technique to insert catheters (IV, Foley)

*Adopted from SREB Council on Collegiate Education for Nursing

Appeals

1. Students have the right to Due Process
2. Classroom and grading disputes should be discussed with the faculty member
3. Unresolved disputes may be referred to the Respiratory Therapy Program Director
4. Further, written appeals may be adjudicated through the Andrew College Appeals Policy and Procedures as stated in the Student Handbook

Professional Conduct

Students in the Respiratory Therapy Program are expected to adhere to the Conduct Policies of Andrew College (Andrew College Student Handbook) in all learning situations including classroom and clinical locations. In cases of incivility or other misconduct, the student has the right to due process and the college disciplinary process will be followed. Taking part in a professional program requires professional behavior. Students are expected to treat fellow students, faculty, and staff in a professional manner. Professional behavior includes showing respect for one another, following the rules, dressing in a professional manner (see Dress Code), etc.

Technology Policy (Cell phones, Computers, Tablets)

All cell phones must be turned off during all class periods. Students that fail to follow this policy will be asked to leave and will be required to make up the work at a later time. Multiple violations will result in the student receiving a zero for that day's assignment. Students should follow the cell phone policy enforced by each clinical facility. Violations of the clinical facility's cell phone policy will follow the punishment set by the clinical facility at the digression of the Clinical Director.

Dress Code

Students in the Respiratory Therapy Program are subject to the Andrew College Dress Code (Andrew College Student Handbook). Compliance with the college dress code for class and on campus lab sessions is essential. Respiratory Therapy students represent Andrew College and the Respiratory profession; therefore, they are expected to maintain a clean, professional appearance in all clinical and community areas.

1. Approved Andrew College Respiratory Therapy uniforms must be purchased by the student and will be worn in all classroom and clinical situations
2. Uniforms must be clean and not wrinkled
3. Clean white, gray, or black tennis shoes must be worn with the uniform
4. Name tags must be worn with the uniform
5. Short, white lab coats or white or navy blue sweaters only may be worn over the uniform as long as the name tag is visible

6. Nails must be kept short and clean. No nail polish or artificial nails may be worn.
 7. Perfume and/or scented hair spray may not be worn
 8. Hair must be kept out of the student's face and fixed in such a way that it will not touch the patient when the student is giving care
 9. Minimal make-up and jewelry (wedding ring or one ring, watch, and stud earring) may be worn to clinical
 10. Tongue, nose, eyebrow, or other facial piercings are not professional and may not be worn during clinical experiences
 11. Tattoos must be covered
 12. Torn jeans, shorts, halter tops, midriff tops, flip flops, gym clothes, etc. are not appropriate when the student is representing Andrew College in any clinical/community space
- The dress code will be enforced. Faculty and/or hospital staff may dismiss a student from the area if they are dressed inappropriately. This will result in an unsatisfactory clinical day which must be made up.

Clinical Guidelines

Students may be assigned to care for patients with communicable diseases such as AIDS and hepatitis. Student immunizations must be current. Every student is taught Standard and Transmission-Based Precautions, which include safety measures to avoid contact and/or the spread of infectious organisms. Students are not routinely tested by the clinical facilities for N-95 mask fittings; therefore, they should not be assigned to patients requiring this type of protective device.

Prior to entering any clinical setting, each student will be taught and tested on potential communicable exposures and how to avoid and treat these situations. The student must successfully complete the infectious and environmental hazard portion of the coursework prior to attending any clinical facility.

Students are required to submit and the program maintains a health form documenting a student's vaccination record as part of the application process. Due to student confidentiality rights the program cannot release immunization records to the clinical site without student approval. Students will be asked to sign a form allowing the program to send a copy of their immunization record to the clinical site if requested. Students have the option of providing a copy of the needed records to the clinical site themselves. If a student objects to providing these records to the clinical site, the program will try to place the student at an alternate clinical site. No guarantees are made that this will be possible.

Academic Conference Record

When the instructor decides a student may be having difficulty in a Respiratory course, the instructor will meet with the student and complete an academic conference record form. At this conference the student and instructor will decide on what the difficulty seems to be and develop a mutually agreed upon plan to help the student improve their performance in the class. A copy of the Academic Conference form is included in this handbook.

Social Media

For the purposes of this policy, social media/electronic communication is defined as the use of email, electronic images, blogs, networking sites such as Twitter, Facebook, and LinkedIn, applications, chat rooms, forums, video sites and any other platforms that are viewable by multiple people. This policy applies to information posted in private or protected sites that can be accessed or shared by other users.

Faculty recognize that the use of social media as a means to communicate has become

commonplace. The implications for healthcare providers and healthcare students are serious. The accessibility and efficiency of technology makes it easy to post content or images without considering the proprietary, confidential or professional implications of such behavior.

The Respiratory Therapy Program holds the student to the highest standards for the responsible use of social media and electronic communication. Standards have been established that are aligned with the professional and ethical codes of the discipline.

The following behaviors are considered grounds for disciplinary action and/or dismissal:

- The use of social media to make disparaging remarks about other students, faculty, staff or patients, the division, individual departments or clinical affiliates/partners and associated individuals and communities-even if nicknames or codes are used and/or identifying information appears to have been removed.
- The posting, distribution or dissemination of patient, student, facility, laboratory or classroom images or associated content (please note: taking pictures, videos or audio recordings in the classroom or clinical agency is strictly prohibited without the permission of all parties involved).
- The posting of any information about examinations, class projects, or clinical assignments without prior approval from program faculty.
- The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of Andrew College, the Respiratory Therapy Program, staff, faculty or students.
- The posting of any content or images that could in any way compromise the safety, reputation and/or professional image of clinical affiliates, partners, communities or individuals associated with Andrew College or its programs.
- Posting inappropriate, suggestive, abusive, violent, potentially threatening, derogatory or discriminatory content in networks, forums or platforms while identifying oneself as a student within the Respiratory Therapy Program at Andrew College. Note: Identification as an Andrew College Respiratory Therapy student can be established by both statements and images used in electronic and social media sites (e.g. wearing a uniform or posting a college, division or department logo).
- The use of any electronic communication or applications for the purpose of distributing or disseminating information that could be used to commit acts of academic dishonesty or fraud.
- The use of any electronic communication or applications to share or distribute proprietary academic or facility information including, but not limited to, policies, procedures or patient care tools.

Information that is posted with approval must clearly indicate it is the student's own opinion or ideas and does not necessarily reflect the opinions of the program, faculty, clinical affiliates or the college. Students need to remember information posted to these sites is public and permanent.

Failure to abide by this policy may result in disciplinary action up to and including dismissal from the program.

Attendance

Students should review the college attendance policies found in the Andrew College Student Handbook. Per college policy, faculty will monitor attendance at every class and clinical session. Two or more absences will be reported to the Coordinator of Retention & Academic Support who will contact the student. In the Respiratory Therapy courses, two or more unexcused absences will result in administrative withdrawal from the course.

Respiratory Therapy students are expected to be on time and attend all classes, labs, clinical, and other required respiratory therapy program activities. To prevent disruption to class, lab, or clinical sessions, two or more tardies will result in an unexcused absence for that session and additional assignments at the discretion of the faculty. If a situation arises where a student must be absent, they are to notify the instructor in advance if possible or no later than on the morning of the absence. It is the student's responsibility to contact the faculty regarding missed class and/or lab work and to make up the work. There are no excused absences from clinical. All clinical time must be made up. Students are to communicate with the faculty to make up assignments.

Academic Assistance

Andrew College offers a variety of academic and personal assistance programs on campus. If you find yourself in need of help of any kind, please contact Student Services, your advisor, or one of the faculty members.

The Respiratory Therapy Program wants every student to be successful; therefore, the following procedures are available to students to assist them with academic difficulties.

- **Program Questionnaire**-After being accepted to the program, students will be asked to meet with their advisor to complete a brief questionnaire designed to identify and make the student aware of any situations that may affect their chances of academic success. No student is excluded from the program based on this questionnaire it is simply designed to make the student and advisor aware of any non-academic factors that may affect academic performance.
- **Peer Tutoring**-Andrew College offers peer tutoring in a variety of subjects to all students at no charge. Students should see the instructor of the course they are having difficulty with to request peer tutoring.
- **Instructor Assistance**-Course instructors in the Respiratory Therapy Program are available by appointment to provide additional instruction to students that request it. Students should make arrangements with the instructor as soon as difficulty is encountered. The student should not wait until the night before an examination to request help.

Moodle

Andrew College is committed to offering students and faculty a “state of the art” learning environment by using the web based course management system called Moodle. This website is where students can locate course specific content and communicate with the course faculty. Moodle serves as the main communication site for the courses. Course calendars, syllabi, assignments, etc. will be posted on Moodle. Students are responsible for all material posted on the site for the courses, and are expected to check the course site and syllabi daily.

Once the student registers on Moodle, click on the appropriate tab to access Respiratory Therapy courses. The “Help” button is available for user questions. Additional help is available from the campus Instructional Technology department or course faculty.

Computer Literacy

Students will be required to use a computer throughout the program. Students can have their own computer or a tablet to access PowerPoints and assignments while in the classroom. In addition, Andrew College has a computer lab on campus that students may use. Students do need to have a basic familiarity with computer operation and some basic computer functions such as word processing, and using the Internet. If a student is very uncomfortable using a computer, they may wish to take a course before beginning the program. The Respiratory program makes extensive use of Moodle class support pages in some classes. Students will be required to use email, discussion boards, the Internet, word processing, as well as Moodle. Students that do not own a computer may wish to investigate purchasing one to facilitate studying and assignment completion at home.

Legal and Ethical Practice

In accordance with the AARC Statement of Ethics and Professional Conduct, students should:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty authorized by the patient and/or family, or required by law
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals
- Refuse to participate in illegal or unethical acts
- Refuse to conceal, and will report, the illegal, unethical fraudulent, or incompetent acts of others

Any violations to the legal and ethical practice will be addressed according to the Andrew College Honor Code Penalties.

Andrew College Honor Code

The Respiratory Therapy Program supports and adheres to the Andrew College Honor Code (Student Handbook).

In accordance with its Mission and Philosophy, Andrew College requires that all members of the College community exhibit personal integrity and responsibility. Further, Andrew College holds that conscious attention to personal and academic honesty is vital for a student’s capacity for academic success and for intellectual, social, and spiritual development.

Andrew College, therefore, adopts the following Honor Code:

Code of Student Classroom Behavior

Students will acknowledge and respect the authority of professors pertaining to all academic and management matters regarding their courses as well as the rights of their fellow classmates concerning their own academic pursuits. It is the students’ responsibility to read and understand this code and penalties for violating it.

Violations of this code include but are not limited to:

1. **Damage or Theft of Property:** Intentional damage or destruction of materials, technology, or other equipment in the classroom.
2. **Discrimination or Bullying:** Language or behavior used in the classroom that attacks an individual based on their perceived sex, gender identity, race, ethnicity, age, religious beliefs, learning disability, status, or other cultural attribute.
3. **Dishonesty/Falsification:** Intentionally forging or submitting false identification, documents, accounts, records, or other materials pertaining to academic or financial affairs.
4. **Sexual Harassment:** Language or behavior used in the classroom categorized as sexual harassment as stipulated by Title IX under the Department of Education.
5. **Uncivil/Disruptive Classroom Behavior:** Language or behavior used in the classroom that challenges or obstructs the learning environment and/or the professor's control of the classroom.

Penalties for violating the Code of Classroom Behavior include the following:

- a. **First Offense:** In the event that the offense cannot be resolved verbally, the professor will ask the student to leave class, and the student will be marked absent for that class session. The professor will report the incident in writing to the Academic Dean.
- b. **Second Offense:** The professor will immediately ask the student to leave class, and the student will be marked absent for that class session. The professor will report the incident in writing to the Academic Dean. The student will not be allowed to return to class without permission of the Academic Dean, who will determine whether the student may return to class immediately, at the next class meeting, or after an appropriate suspension.
- c. **Subsequent Offenses:** The professor will immediately ask the student to leave class, and the student will be marked absent for that class session. The professor will report the incident in writing to the Academic Dean. This infraction will result in suspension – for a few days, the remainder of the semester, or a full semester – or in exclusion from Andrew College, as determined by the Academic Dean.

Academic Integrity

Andrew College is founded on the ethical principles associated with the United Methodist Church, which advocates self-knowledge for a fuller, richer life, and a search for truth to better serve mankind. Andrew College seeks to instill in students a sense of confidence in themselves and their thought processes through the development of strong academic abilities. Such development is not possible without hard work and practice. However, some students seeking to avoid this necessary arduous process will attempt various ways to evade it by dishonest means. These students are denying themselves the very education that they are attending Andrew College to receive. Therefore, it is necessary that students conduct themselves with academic integrity and honesty by preparing and submitting assignments that reflect their own individual abilities. It is the student's responsibility to read and understand this code and penalties for violating it.

Violations of this code include but are not limited to:

1. **Plagiarism:** Essays, research papers, tests, laboratory reports, homework assignments or any other written work must be the work of the student submitting them. Plagiarism includes intentionally or unintentionally copying published or unpublished ideas or words, in part or in whole, without

appropriate citation, quotation, and/or documentation. Plagiarism also includes plugging synonyms into borrowed sentence structure, whether citation is present or not.

2. Cheating: Using or attempting to use any unauthorized materials or assistance for a paper, exam, homework assignment, laboratory report, or other written work that is expected to be the work of the individual. Unauthorized assistance includes but is not limited to notes, another student's work, data, and/or electronic devices.

3. Fabrication: Submitting false or nonexistent data, quoted passages, or making up and citing any information as part or whole of an assignment such as a paper, test, or lab report.

4. Collaborative Effort/Collusion: No student shall give, receive, sell, or purchase assistance in the preparation or completion of any academic assignment without authorization from the instructor. Tutoring services must be approved by the instructor, and may not compromise the personal efforts and performance of the individual student.

5. Multiple Submissions: Students may not submit a paper, exam, laboratory report or homework assignment, in part or in whole, for credit more than once without the authorization of the professor to whom the assignment is due.

6. Theft: No student shall take or attempt to take, steal, or otherwise procure, in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to test materials, laboratory or athletic equipment, textbooks, or computer/digital devices.

Penalties for violating the code of Academic Integrity:

- a. First offense in any course: The student will receive a failing grade of zero for the assignment or test, and a written report of the offense will be filed with the Academic Dean.
- b. Second or subsequent offenses in any course: The student will receive a failing grade of zero for the assignment or test, and a written report of the offense will be filed with the Academic Dean. In addition, the student may: 1) receive a WF in the course, 2) be suspended academically, 3) be expelled from the College.**

****Violations are documented over the students' entire duration of enrollment at Andrew College.**

Student Employment

It is a clear violation of the Georgia Composite Medical Board for anyone including Respiratory Therapy students who do not hold a medical license to represent themselves as a Registered Respiratory Therapist. Students enrolled in the respiratory therapy program shall not represent themselves in any practice setting as a respiratory therapy student unless they are engaged in sanctioned learning activities of the respiratory therapy program. Student completing programmatic clinical hours may not do so if they are in the role of a compensated employee. Any of these behaviors will result in dismissal from the respiratory therapy program.

Students may contract independently with health care facilities to work as unlicensed personnel (e.g. respiratory technician, respiratory assistant, etc.) when they are not scheduled for respiratory therapy program class, lab, or clinical. The Andrew College Respiratory Therapy Program does not accept responsibility for students who are engaged in employment situations. The employer is solely responsible for students in their employ.

Students must not be substituted for paid regular staff while attending programmatic clinical requirements. Students must not be substituted for paid instructional or administrative staff in didactic and laboratory sessions.

Evaluation Methods

Evaluation instruments used to assess student knowledge and competence may include any of the following:

1. Test methods may include one or any combination of the following methods: written, oral, computerized, internet based, or practical demonstration. Written test methods may include essay, true/false, short answer, multiple choice, matching, calculation, word problems, or any other type exam format. Tests and quizzes are given at timely intervals to assess students continuing progress.
2. Clinical procedures such as proper use of equipment, assessment techniques, and other clinical procedures assessed in either the laboratory or the clinical setting will be evaluated by a competency check-off format. Competency check-offs are graded as satisfactory or unsatisfactory. Students have two (2) attempts to successfully complete a clinical competency.
3. Because written communication is an important part of clinical practice, students will be required to write a variety of papers including research, case study, and analytical formats. Students will also be required to demonstrate competency in charting.
4. Because oral communication is an essential part of clinical practice, students will be required to give oral presentations of various types, on various topics, and to various audiences including students, instructors, other health care workers, and physicians.

Students will evaluate instructors using a variety of instruments.

1. Students will evaluate classroom instructors according to Andrew College schedule for student evaluations of faculty using the standard Andrew College Faculty Evaluation form. These are done at least once each semester. Additional instructor or departmental evaluations may be available in some courses.
2. Once each year, students will evaluate the Respiratory Therapy Program as a whole including the instructors using a standardized student resource survey.
3. Students will evaluate physician and other guest lecturers using an evaluation form designed for that purpose.
4. Students will evaluate clinical instructors, clinical facilities, and clinical resources after each practicum using an evaluation form developed for that purpose.

Credentialing and Licensing

The Respiratory Therapy Program curriculum is designed to prepare the graduate to function as an entry level Respiratory Care Professional in hospitals, non-acute care agencies, and in home care facilities. After successful completion of all academic and clinical requirements, the graduate will be eligible to take the Therapist Multiple-Choice Examination (TMC) offered by the National Board for Respiratory Care (NBRC). According to the NBRC, Therapist Multiple-Choice Examination is designed to objectively measure essential knowledge, skills, and abilities required of entry-level respiratory therapists, as well as determine eligibility for the Clinical Simulation Examination.

The TMC Exam is 160 multiple choice question exam with 140 questions being scored and 20 being pretest questions. The testing cost is \$190 for the TMC Exam and \$200 for the Clinical Simulation Exam. **Testing as soon as possible following graduation is strongly recommended.**

Upon graduation, students must apply for temporary Georgia permit in order to be able to work as a Respiratory Therapy graduate. Temporary permits are issued to allow graduates time to

attempt and pass the TMC Examination. Graduates may not work until the temporary permit has been granted. Cost for the temporary permit is \$150.

When the graduate passes the NBRC entry-level examination and meeting all other requirements for Georgia licensure, the graduate may be licensed in the state of Georgia as a Respiratory Care Professional. The Georgia Composite State Medical Board has the right to deny a graduate's application or to fine the graduate if proper procedures are not followed. Thirty hours of documented continuing education are required during each renewal period.

This program is designed to meet the educational requirements for respiratory therapist in Georgia. If you intend to seek licensure outside of Georgia after finishing your program, we recommend that you contact the licensing agency directly before beginning the Andrew College Respiratory Therapy Program.

Andrew College Respiratory Therapy Curriculum Plan

- A. Pre-Requisite: 7 credit hours**
 - Human Anatomy & Physiology I.....4 cr.hrs.
 - English Composition I*.....3 cr.hrs.

- B. Freshman Year-Fall Semester 13 credit hours**
 - Introduction to Respiratory Therapy.....3 cr.hrs.
 - Respiratory Therapy Techniques I.....4 cr.hrs.
 - College Algebra.....3 cr.hrs.
 - Introduction to Psychology.....3 cr.hrs.

- C. Freshman Year-Spring Semester 14 credit hours**
 - Respiratory Therapy Techniques II4 cr.hrs.
 - Cardiopulmonary Physiology.....3 cr.hrs.
 - Human Anatomy & Physiology II4 cr.hrs.
 - Introduction to Religion3 cr.hrs.

- D. Sophomore Year-Summer Semester 10 credit hours**
 - Clinical Practicum I3 cr.hrs.
 - Microbiology4 cr.hrs.
 - Cardiopulmonary Diseases & Treatment3 cr.hrs.

- E. Sophomore Year-Fall Semester 13 credit hours**
 - Clinical Practicum II3 cr.hrs.
 - Mechanical Ventilation3 cr.hrs.

Speech3 cr.hrs.

General Chemistry I4 cr.hrs.

F. Sophomore Year-Spring Semester 11 credit hours

Neonatal & Pediatric Respiratory Therapy5 cr.hrs.

Clinical Practicum III5 cr.hrs.

Preparation for Practice1 cr.hr.

*Recommended prior to entering the program

Curriculum Requirements: 68 total credit hours (31 general ed & 37 RT course)

Grading Policy

Respiratory Therapy students are expected to pass all respiratory therapy and required general education courses with a “C” or higher. A 2.5 GPA is required for graduation from the Respiratory Therapy Program. This is higher than the college requirement.

The Respiratory Therapy Program grading scale is:

90-100 A

80-89 B

75-79 C

70-74 D

0-69 F

The final grade in each respiratory therapy course (unless listed differently on the course syllabus) will be calculated by adding

70% of the sum of all grades on unit exams

5% of all other assignment grades (see course syllabi)

25% of the grade on the final exam

Grades for the clinical skills component of respiratory therapy courses are determined on a competency basis, as satisfactory or unsatisfactory. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a respiratory therapy course. An unsatisfactory level of competence results in failure of that course. A course grade of “D” will be assigned if the student receives an unsatisfactory in the clinical component.

Estimated Student Expenses

These estimated expenses are based upon students completing 68 credit hours and that students are enrolling as full time students. Students that require learning support or live on campus will accrue additional expenses.

Total Estimated Tuition: \$8,694 each semester

Program Fees:

Liability Insurance: \$20 each semester

ACLS: \$100 once

PALS: \$100 once
BLS: \$20 once
Lindsey-Jones Study Material/Course: \$300 once
Books: \$1,000
Supplies: \$200
Equipment/Instruments: \$200
Uniforms/Shoes: \$150
Immunizations: \$150
NBRC Comprehensive Exam: \$190
GA License Fee: \$150
AARC Membership Fee: \$50

Program Clinical Cost:

Background Check: \$50 (annually)
Drug Screen: \$60 (annually)
ACEMAPP: \$50 (annually)
Lab Jacket: \$30
*Clinical Travel: \$Variable

*Students must arrange for their own travel to any of the out of town clinical facilities. Students are assigned clinical sites to provide them with a well-rounded clinical experience. Every attempt will be made to accommodate student needs, but no students are guaranteed any particular clinical schedule or clinical site.

Expenses after Graduation:

NBRC TMC Exam Fee: \$190
NBRC Clinical Simulation Exam Fee: \$200

Refund of Tuition and Fees

Please see the Andrew College Catalog “Refund Policies” for full information on refunding tuition and fees. These can be found on pages 22-24 of the Andrew College 2020-2021 Catalog.

**Andrew College
Respiratory Therapy Program
Academic Conference Record**

Instructor: _____

Student: _____

Date: _____

Course: _____

Current Grades in the course:

What do you perceive as the problem/problems?

What do you plan to do to improve this grade?

What do you feel the instructor can do to help you improve this grade?

Instructor's comments/ suggestions:

Mutually determined plan of action:

Student's Signature

Instructor's Signature

Copy to Student, Instructor, File

**Andrew College
Respiratory Therapy Program**

Authorization to Release Immunization Records

I, _____ (Print Name)

Agree that as a condition of my participation in the clinical educational training courses of the Andrew College Respiratory Therapy Program and with respect thereto, I hereby waive my privacy rights, including but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, (FERPA) 20 U.S.C. §1232g(b)(2)(B), and grant my permission and authorize the Andrew College Respiratory Therapy Program to release my immunization records in its possession, to any of the Programs clinical affiliates where I am assigned to complete my clinical educational training. I further understand the Andrew College Respiratory Therapy Program will only release this information to those clinical affiliates that specifically request and require the information as a condition of my being allowed to complete a portion of my clinical educational training at those facilities.

I further agree that this authorization will be valid throughout the duration of my enrollment in the Andrew College Respiratory Therapy Program. I further request that you do not disclose any other information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law.

Signature: _____

Date: _____

**Andrew College
Respiratory Therapy Program**

Reference Request

I, _____ (Print Name)

Hereby request that _____ (Faculty Member) of the Andrew College Respiratory Therapy Program provide a reference to _____ (Institution) on my behalf for the purpose of my application for Employment / Scholarship / Admission (please circle) at the above listed institution.

I recognize that my educational records are confidential information and I hereby waive my privacy rights, including but not limited to any rights pursuant to the Family Educational Rights and Privacy Act, (FERPA) 20 U.S.C. §1232g(b)(2)(B), and grant my permission and authorize the above named faculty member to release information about my educational performance in the Andrew College Respiratory Therapy Program including but not limited to grades, evaluations, clinical competencies, behaviors and attitudes as appropriate. This reference may be provided orally and/or in writing.

I further agree that this authorization will be valid only for the specific request listed above and may be provided only by the faculty member listed above. I understand that additional reference requests on my part will require a separate authorization form, signed by me, for each reference requested. This authorization may be revoked by me at any time by providing the above listed faculty member with written notice that authorization to provide this reference is withdrawn. However, such revocation will not affect any disclosures made by the faculty member prior to the receipt of such written revocation.

Signature: _____

Date: _____

**Andrew College
Respiratory Therapy Program
Student Acknowledgement**

I, _____ (print name), have read the Andrew College Respiratory Therapy Program Handbook and I understand its contents. Further, I agree to abide by the policies and procedures of the Andrew College Respiratory Therapy Program.

Date

Signature