Respiratory Care Handbook

Elgin Community College

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The Elgin Community College Respiratory Care Program, CoARC program number 200668, awarding an AAS degree, located at the Elgin Community College Campus, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

The following requirements are specific to the Respiratory Care Program and are supplementary to the ECC College Catalog and the Health Profession Policies and Procedures Manual.

Accessible Version: RCT Handbook

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Welcome to the ECC Respiratory Care Program!

Elgin Community College - Mission Statement

The mission of Elgin Community College is to improve people's lives through learning.

Health Professions - Mission Statement

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

Health Professions - Vision Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

All students and faculty must follow the Respiratory Care Program Student Handbook regardless of where instruction occurs. All students will be responsible for following any policy and procedure changes made and will sign the Health Professions Respiratory Care Program Student Handbook Agreement page. All students must also follow the ECC policies in the College Catalog.

Program Goals, Mission Statement, Transfer Opportunities, and State Education Requirements

Program Goals

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

2. Students will be prepared to effectively communicate with the healthcare team and family.

3. Students will demonstrate professional and ethical behavior.

4. Students will demonstrate clinical competence in performing essential respiratory skills.

5. Students will be prepared to pass the NBRC Multiple-Choice exam.

6. Students will be prepared to pass the NBRC Simulation exam.

Program Mission Statement

The Respiratory Care program prepares students to become nationally credentialed respiratory care practitioners (Registered Respiratory Therapist – RRT). This program adheres to the Committee of Accreditation for Respiratory Care (CoARC) standards for the Profession of Respiratory Care.

National Credentialing

The NBRC Multiple-Choice exam (Therapist Multiple-Choice Exam (TMC)) and the Clinical Simulation Exam (CSE) are the professional credentialing examinations taken by graduates of CoARC accredited programs.   By passing the TMC and the CSE exams, the CRT (Certified Respiratory Therapist) and the RRT (Registered Respiratory Therapist credential) will be earned. However, you need a certain minimum score on the TMC exam to obtain the CRT credential, and a certain higher score on the TMC exam, to be eligible to take the Clinical Simulation Exam (CSE). Graduates must pass both the TMC exam and the CSE exam to obtain the RRT credential.

Note: The RRT credential is now recognized as the "standard of excellence" by the AARC (American Association for Respiratory Care) aarc.org, CoARC (Commission on Accreditation for Respiratory Care) coarc.com, and NBRC (National Board of Respiratory Care) nbrc.org.

Transfer Opportunities

Graduates of this program have limited transfer options. Students are advised to contact the institution to which they plan to transfer to ensure transfer credit availability.

State Education Requirement

Elgin Community College's Respiratory Care program meets the education requirements for the Illinois Respiratory Care Practitioner License. Students considering a program of study that leads to professional license, endorsement, or certification in Respiratory Care should contact the appropriate licensing agency in the state where you plan to be licensed prior to

enrollment at Elgin Community College to ensure the course work meets the state's requirements.

State Licensing

After passing the TMC and CSE exams by the NBRC, you will need to obtain state licensure. Currently, almost all states require their individual licensure. You will need to contact each state that you would like a respiratory license in.

The Illinois Department of Financial & Professional Regulation (IDFPR) idfpr.illinois.gov is where students will find information on completing their application for a respiratory license in the state of Illinois.

Competencies Needed for Graduation

Clinical Competencies include knowledge, technical proficiency, and behaviors that are expected of students prior to graduation from the Respiratory Care program. Clinical competencies will be evaluated utilizing standardized processes and forms in all clinical sites. The following is a list of clinical competencies that must be completed prior to graduation:

First year competencies

- Handwashing

- Isolation Procedure

- Adult vital signs

- Basic Life Support – compressions and ventilations

- Oxygen Therapy – several different oxygen delivery devices.

- Aerosol Therapy – several different aerosol delivery devices.

- Small volume nebulizer

- Incentive Spirometry

- Mucus Clearance adjuncts & hyperinflation therapies

- Endotracheal suctioning – open and closed

Second year competencies

- Ventilator-patient assessment

- Ventilator parameter change

- Spontaneous breathing trial

- Weaning parameters

- Cuff management

- Non-invasive ventilation including setup and patient assessment

- Adult diagnostics

  - Spirometry

  - Electrocardiography

- ABG puncture and sampling

- Neonatal

  - Nasal CPAP

  - High Flow

  - Nasal Cannula

First year competencies are ideally completed during the first year of the Respiratory Care program. If a student is unable to complete a competency on a patient, a simulation may be performed in clinical or in Elgin Community College's lab.

Admissions into the Respiratory Care Program

Applicants for the Respiratory Care program will be considered for admission based on Elgin Community College's policies and course catalog. Applicants can apply to the program as a

current Elgin Community College student or a transfer student with approved official college transcripts. To be considered for admission, applicants must meet the following expectations and complete the application process. Incomplete applications will not be considered.

Admission Requirements:

The Respiratory Care program has specific admission requirements and limited enrollment. Applicants are responsible for ensuring all admission requirements are met, and all documents are submitted on time. Only complete applications will be considered. All applicants must:

1. Meet all Elgin Community College and Respiratory Care Admission requirements.

2. Be a high school graduate or have completed a GED.

3. Submit applications to Elgin Community College and the Respiratory Care program by October 15th each year for enrollment in the following academic year.

4. All program prerequisites must be satisfactorily completed by the end of the summer semester before the October 15th application deadline for enrollment in the Respiratory Care Program the following academic year. The Admissions Committee may consider applicants completing a final prerequisite in the fall on a case-by-case basis for admission for the next academic year contingent upon available program openings.

Applications are retained for two years only if the applicant has indicated a desire to be considered for the next admission cycle of the Respiratory Care Program and either did not meet admission requirements or was initially offered admission but did not accept. To be considered beyond this period, applicants must submit an updated application." If an applicant does not indicate that they want to be considered for the next admission cycle and meet the aforementioned criteria; the applicant will need to reapply.

Academic Requirements

1. A minimum grade point average of 2.0 based on a 4.0 scale is required for all college courses.

2. All prerequisites must be completed with a minimum grade of a "C". Grades will not be rounded up.

- Science requirement - BIO 110, 245, 246 must be completed within the last ten years (other college's Biology requirements may be different).

- Liberal arts – HUM 216 can be taken as a prerequisite or during the fifth semester.

- Social/behavior science – PSY 100 can be taken as a prerequisite or during the fourth semester.

- General Education – ENG 101 and 102 can be taken as a prerequisite or taken during the third and fourth semesters.

3. Any Respiratory Care program courses taken previously must be completed within the last two years.

Admission Considerations

Applicants will be considered for admission to the program by the Admissions Committee based on their academic rank using the following procedure:

1. College academic performance

   o Points given for prerequisite courses:

      o A = 9 points

      o B = 6 points

      o C = 3 points

      o D = 0 points

      o F, W = 0 points

2. Students who have completed the additional Respiratory Care Program courses listed below will earn extra points toward their admission score. Any courses Not Attempted before admission into the Respiratory Care Program must be completed with grades of C or better while enrolled in the Respiratory Care Program

   - Liberal arts – HUM 216 can be taken as a prerequisite or during the fifth semester.

- Social/behavior science – PSY 100 can be taken as a prerequisite or during the fourth semester.

- General Education – ENG 101 and 102 can be taken as a prerequisite or taken during the third and fourth semesters.

  - A = 5 points

  - B = 3 points

  - C = 1 point

  - D, F, W, or not attempted = 0 points

3. Students who have completed medical terminology (a highly recommended course, but not a requirement) can earn extra points toward their admission score.

   - A=3 points

   - B = 2 points

   - C = 1 point

   - D, F, W, or not attempted = 0 points

4. The "final score" will determine the ranking of each student.

Additional Considerations Affecting Admissions

1. Withdrawal from the Respiratory Care program for personal reasons with a good academic standing

2. Withdrawal from the Respiratory Care program due to academic/performance concerns.

3. All effort will be made to help a student achieve success. Therefore, any of the above considerations may require a student-teacher contract as a condition of admission.

Admission Committee Process

The Admission Committee will be made up of preceptors/instructors from the various clinical partners and/or ECC. The Committee will determine how many students will be admitted for the coming year. No more than fifteen students can be selected at his time.

The Admission Committee will review the final score of applicants as well as any additional considerations if they apply. The applicants will then be listed into a ranking of order and placed into the following categories:

Accepted

These students are accepted into the spring cohort.

Alternate

These students are qualified, but all accepted positions have been taken. If an accepted position is forfeited, the alternate student, according to ranking, will be the next accepted student.

Conditional

These students may be in the accepted or alternate category but have a requirement to fulfill. An example would be a student who has scored high in the ranking but has a prerequisite to complete in the fall semester. Once the student fulfills their requirement according to admission criteria, they are accepted. If this student does not fulfill the requirement, they forfeit their spot.

Not accepted

These students are not admitted into the spring cohort. The Program Director will counsel these individuals on how best to improve their ability to be accepted in the future. These individuals have the opportunity to take RCT 0110 with the instructor's approval. Students who are not accepted may wish to keep their application active or resubmit their application for consideration next year.

Final Admission Process

All applicants will be notified, in writing, following the Admission Committee's decisions.

Each applicant who is accepted or an alternate must respond, in writing, by a specified date as to whether they are accepting their spot in the program. If the Program Director does not hear back by the specified date, the student forfeits their position. This forfeited spot will then be offered to an alternate.

Admission of Advanced Placement Students

At this time, the Respiratory Care program is not accepting advanced placement students.

According to CoARC an Advanced Placement student is a student entering the program on or after the initial enrollment date for a cohort who has prior experience, transfer of respiratory credits from another institution, and/or credentials in health care that leads to transfer credit. For example, an advanced placement student would be one who graduated from a CoARC accredited CRT only program.

Program Practices

Discrimination is prohibited on the basis of race, color, religion, nation, origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, veteran status, military status, genetic information, gender identity, or any legally protected category.

All activities associated with the Respiratory Care program, including student and faculty recruitment, student admission, and faculty development practices are non-discriminatory, and are in accord with federal and state statues, rules and regulations.

Inquiries regarding compliance with state or federal non-discrimination requirements may be directed to the Dean of Students at deanofstudents@elgin.edu.

Academic Advisor Requirement

All students will be required to meet with the Academic Advisor, Sarah Buzzelli, Bldg. B, Room B120, Sbuzzelli@elgin.edu, (847)214-7390 at least 4 weeks before starting the Respiratory Program.

Respiratory Care Curriculum Plan

Associate of Applied Science in Respiratory Care

Entrance Requirements

Course	Credit Hours
BIO 110 Principles of Biology or BIO 113 Molecular & Cellular Biology	4.0
BIO 245 Human Anatomy & Physiology I	4.0
BIO 246 Human Anatomy & Physiology II	4.0
Total	12.0

Note: The two courses listed below are not required prerequisites, but by completing these additional general education courses before starting the respiratory care program, applicants will earn extra points towards their admission score.

However, these courses are still a requirement to complete your 2-year associate degree in respiratory care.

Course	Credit Hours
PSY 100 Intro to Psychology	3.0
HUM 216 Ethics	3.0
Total **(These courses/credits are added at the appropriate semesters below)**	6.0

First Semester Spring 1

Course	Credit Hours
RCT 101 Introduction to Respiratory Care	3.0
RCT 110 Cardiopulmonary Anatomy and Physiology	3.0
RCT 120 Patient Assessment	3.0
RCT 130 Respiratory Care Procedures I	5.0
Total	14.0

Second Semester Summer 1

Course	Credit Hours
RCT 150 Cardiopulmonary Diseases	3.0
RCT 160 Respiratory Care Procedures II	4.0
RCT 170 Clinical Practice I	3.0
Total	10.0

Third Semester Fall 1

Course	Credit Hours
RCT 140 Respiratory Care Pharmacology	3.0
RCT 180 Respiratory Diagnostic Testing & Rehab	3.0
RCT 190 Respiratory Care Procedures III	3.0
ENG 101	3.0
Total	12.0

Fourth Semester Spring 2

Course	Credit Hours
RCT 210 Neonatal & Pediatric Care	2.0
RCT 220 Respiratory Care Procedures IV	4.0
RCT 230 Clinical Practice II	3.0
PSY 100 Intro to Psychology	3.0
ENG 102	3.0
Total	15.0

Fifth Semester Summer 2

Course	Credit Hours
RCT 240 Respiratory Care Capstone	3.0
RCT 250 Clinical Practice III	3.0
HUM 216 Ethics	3.0
Total	9.0

Program Total: 72 credit hours

Essential Abilities/Technical Standards

The following is the description of the physical and mental efforts required of the student in the Respiratory Care program at Elgin Community College. A student must be able to perform these requirements with or without reasonable accommodations as outlined in the Americans with Disabilities Act. The student is responsible for signing a Student Handbook agreement stating that s/he is able to meet the Respiratory Care Essential functions listed below.

PLEASE NOTE: Elgin Community College will not compromise on any essential skills or requirements in a course or degree. All students are expected to meet essential requirements. Students with disabilities must also meet these requirements, either with or without accommodation. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements as described. Students with disabilities must contact Pietrina Probst, Director of ADA and Student Disabilities Services, 847-214-7417, pprobst@elgin.edu

Essential judgement skills

Include ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving concerning their conditions and coming to appropriate conclusions and/or course of actions.

Examples – Identify cause-effect relationships in clinical situations; identify an emergency situation, develop respiratory care plans.

Essential neurological functions

Include ability to use the senses of seeing, hearing, touch, and smell to make correct judgements regarding patient conditions for the purpose of demonstrating competence to safely engage as a Respiratory Care Practitioner. Behaviors that demonstrate essential neurological functions include, but are not limited to, observations, listening, understanding relationships and spatial relationships, writing, and psychomotor abilities.

Examples - detect monitor alarms, emergency signals, auscultation of breath sounds, and cries for help. Observe client responses. Perform physical assessment. Administer cardiopulmonary resuscitation. Position and lift patients.

Essential communication skills

Include ability to communicate effectively, and professionally with students, faculty, patients, and all members of the health care team. Skills include verbal, written and nonverbal abilities consistent with effective communication.

Examples – document and interpret interventions and patient responses. Explain treatment procedures effectively to patients.

Essential emotional coping skills

Include ability to demonstrate the mental health necessary and to assume responsibility for one's actions. Skills include positive interpersonal relationships with individuals, families, and groups must be sufficient to allow for effective interaction with individuals of diverse backgrounds.

Examples – establish rapport with members of the health care team and patients.

Essential intellectual/conceptual skills

Includes the ability to measure, calculate, analyze, synthesize, and evaluate, to engage competently in the safe practice of respiratory care.

Examples – ability to understand assigned objectives and identify essential skills and tasks required to meet goals as described in course objectives.

Other essential behavioral attributes

Includes the ability to engage in activities consistent with safe respiratory care practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol, or other drugs that may impair behavior or judgement. The student must demonstrate responsibility and accountability for actions as a student in the Respiratory Care program and as a developing respiratory therapist.

Specific Skill Expectations for Respiratory Care Essential Abilities Standards

The frequency of performing the following skills during clinical practice of Respiratory Care is indicated by the following symbols:

- o O = skill is performed occasionally during Respiratory Care practice (1 – 33% of time)

- o F = skill is performed frequently during Respiratory Care practice (34 – 66% of time)

- o C = skill is performed constantly during Respiratory Care practice (67 – 100% of the time)

Physical Standards

Standard	Frequency
Lift: Up to 50 pounds moving patients	O
Stoop: To adjust equipment	F
Kneel: To perform CPR	O
Reach: 5 feet above floor to attach oxygen devices	C
Grasp: Syringes, laryngoscope, endotracheal tubes, suction tubing	C
Stand: For prolonged periods of time	C
Feel: Palpate pulses, arteries, skin temp	C
Push/pull: Large wheeled equipment	C
Manipulate: Knobs, dials	C
Hear: Verbal directions, gas flow, alarms, breath sounds	C
See: Patient condition, mist flowing through tubing, x-rays	C
Talk: Communicate to patients, members of health care team	C
Type: Patient information	C

Mental/Attitude Standards

Standard	Frequency
Remain calm under stressful situations	F
Prioritize multiple tasks	C
Exhibit social skills with all people	C
Maintain clean physical hygiene	C
Maintain ethical standards	C

Procedure

1. The Essential Abilities are reviewed with all students during orientation for the program. Students must sign a statement indicating they have read and understand they will be expected to meet the requirement.

2. Students failing to meet the Essential Abilities, as determined by faculty, at any point in the Respiratory Care program will be required to demonstrate their ability to meet these requirements within a designated time frame.

3. Students unable to meet the Essential Abilities, even if reasonable accommodations are made, will be dismissed from the Respiratory Care program.

4. The Elgin Community College appeal procedure will be followed if a student requests a review of the faculty's decision.

Health Requirements/Immunizations

All Respiratory Care program students must complete the following health care requirements which are based on current Centers for Disease Control recommendations prior to the spring semester.

1. **Personal Medical History form** – take this form to your healthcare provider along with all immunization documentation. Your provider will determine what steps are needed according to the information on this form.

2. **TB** – a two-step skin test **or** a blood test is REQUIRED annually. If your skin test or blood test is positive, you will need to provide evidence of a negative chest x-ray within the last six months.

    Note: The TB test should not be given within 4-6 weeks after receiving the MMR vaccine since it may suppress tuberculin reactivity.

3. **Measles, Mumps, Rubella (MMR) and Varicella –** IgG titers are **REQUIRED**. Students with equivocal IgG titers must obtain a booster dose. Students with negative (non-immune) IgG titers must complete the full immunization series (two doses).

    Note: Students receiving the MMR vaccine must obtain the second dose at least 28 days after the first dose.

    Students receiving the Varicella vaccine must obtain the second dose at least 4-8 weeks after the first dose.

4. **Tetanus, Diphtheria, & Pertussis (Tdap)** - Must be within the last 10 years.

5. **Influenza –** yearly requirement Lot # and expiration date must be included in the documentation.

6. **COVID-19 –** Documentation must include Manufacturer.

7. **Hepatitis B –** this is highly recommended for health professionals though it is not required. One of the following is required: Complete Hep B vaccine series per manufacturer guidelines with antibody titer **or** school declination waiver form.

8. **Respiratory Care program Student Handbook Signature form** uploaded signed/initiated and dated copy before the first day of the spring semester.

9. **Current Health Care Providers CPR card** (BLS for healthcare Providers).

Upload the above requirements into CastleBranch, no sooner than 45 days before the first day of the spring semester and no later than 7 days, prior to the first day of the spring semester. Please note that CastleBranch takes a few weeks to review your documentation so plan on getting requirements done in a timely manner. If a student fails to meet the requirements, they will be unable to participate in classroom, lab, or clinical experiences.

If you have missed classes, lab, and/or clinical for an illness or surgery, permission from your health care provider must be given to return. Submit the documentation to the Program Director.

For your safety/well-being, a student who is pregnant must notify the Respiratory Care Program Director as soon as she becomes aware of her pregnancy and provide written documentation from her health care provider to start/continue clinical.

Students diagnosed with COVID 19 or another infectious illness requiring quarantine must notify the Respiratory Care Program Director immediately and submit a clearance note from their healthcare provider before returning to campus, lab, and/or clinical.

Prior to each semester, each student will be responsible to upload any needed updated health information to CastleBranch.

Failure to complete all clinical/health requirements listed above by the deadline will result in the student not being allowed to participate in classroom, lab, or clinical experiences.

Additional Program Requirements

The following requirements must be met prior to the beginning of the program in the spring semester and maintained throughout the duration of the program:

1. A means of transportation for traveling to various clinical sites.

2. Evidence of health insurance.

3. Cardiopulmonary Resuscitation – the student is responsible for obtaining the Health Care Provider Certificate by the start of classes. Documentation will be uploaded into CastleBranch.

4. Attendance at a Respiratory Care information session is required. Session dates will be provided by the Academic Advisor and posted on the ECC website under the Respiratory Care Program as they become available.

Criminal Background Check and Drug Testing

All Respiratory Care program students must complete a State of IL Background Check and drug test before the spring semester. These tests are an expectation of the clinical sites, your future employer, and obtaining your state license. All results will be considered confidential.

The inability to practice Respiratory Care with skill and safety due to current abuse of alcohol or drugs is unprofessional conduct and is subject to disciplinary action. Taking any prescription drug that alters the student's mood and/or thought process must be reported to the respiratory care faculty and/or clinical instructors/preceptors.

Criminal Background Check

1. Will be performed through CastleBranch

2. Students with a history of a felony, misdemeanor, or disqualifying offense without a waiver will be dismissed from the Respiratory Care program.

3. Students who refuse to be tested before the program starts will be dismissed.

4. If a student is convicted of a disqualifying offense after completing the program admission process, they must report the conviction to the Coordinator of Clinical Education. Failure to report this conviction will result in dismissal of the student from the program.

Drug Testing

1. Arrangements will be made through CastleBranch. The student will have 48 hours to complete the test.

2. A 10-point drug test will be performed at the designated facility.

3. Any student who has an unprescribed positive test will be dismissed from the Respiratory Care program.

4. Drug testing can be performed any time during the program if impairment is suspected. Impairment can be identified by observation. Objective and quantifiable behaviors suggesting an inability of an individual to meet performance standards and safety criteria in the classroom, lab, or clinical. This may include but not limited to:

   a. Slurred speech   b. Impaired motor skills   c. Odor or alcohol

   d. Altered thought process   e. Inappropriate behavior

Students suspected of being impaired from drugs or alcohol in the clinical setting will be tested according to the policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing

If the student is found to be impaired at clinical, it will be up to the site if you are able to return. If the site denies return, it may result in dismissal from the Respiratory Care program.

Tuition and Fees

Tuition is $132.00 per semester hour for in-district and joint agreement students. For payment information see the ECC website. If you have a balance on the tuition due date, you will be dropped from your section for non- payment and may lose your place in the Respiratory Care program.

NOTE: ALL FEES ARE SUBJECT TO CHANGE AT ANY TIME

Approximation of Program Expenses

Expense	Cost
Tuition $132.00 per hour x 72 credit hours	$9,504
Criminal Background Check, Drug Testing, Record Indicator, SS Alert, Residency History, & Medical Doc Manage (CRR)- (Purchased through CastleBranch)	$125.50
CPR Training (BLS for healthcare professionals)	$85
NRP Training (Neonatal Resuscitation Program)	$180
ACLS (Advanced Cardiac Life Support)	$160
PALS (Pediatric Life Support)	$160
Lab Fees (listed with tuition in class schedule)	TBD
ECC "Pewter" scrub shirt and pants. Purchased through the bookstore	$65
Pair of work shoes (see ECC respiratory student handbook for specifications)	$80
Stethoscope (suggest Littmann or Sprague)	$120
Textbooks	$400
Vaccinations (approx.)	$400
Trajecsys (Clinical Software 2-year Access). Available through bookstore	$295
Misc. School Supplies	$60
Hospital ID Badges	$25
AARC student membership (suggested)	$25/year

Financial Aid

Grants, scholarships, and loans are available according to need. Apply early for the semester if you need help. For further information contact the financial aid office.

Academic Integrity in the Classroom and Clinical Settings

Students' behavior represents him/herself, his/her profession, the College, the program, and the clinical environment. Professional and ethical behaviors are expected at all times throughout the program.

In the Classroom Setting

Prohibited acts or practices of academic dishonesty include plagiarism, collusion, or cheating on any examination or classroom assignment.

Plagiarism includes but is not limited to the appropriation, buying, receiving as a gift, or obtaining by any means another's work, and unacknowledged submission or incorporation of it in one's own work offered for credit or grade.

Collusion includes but is not limited to unauthorized collaboration with another person in preparing academic assignments offered for credit.

Cheating includes but is not limited to communicating by any means with another student during a test, possession, or use of test materials without authorization, using or obtaining any part of an unadministered test, substituting for another person during a test, any act or attempt designed to give unfair advantage to a student

In the Clinical Setting

Professional dishonesty, which includes unethical behavior in the clinical setting, is also a serious offense within the college community. Ethical agency is a standard of Elgin Community College's Health Professions Division. Examples of dishonest/unethical behaviors include but are not limited to:

- falsifying documentation

- lying about performance

- failure to self-limit when incompetent to perform a task

- failure to follow procedures according to policy (taking unsafe shortcuts)

- failure to report patient care mistakes to clinical instructor/preceptor

- covering up for the unsafe behavior of another student

- practice as a respiratory student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)

- any violations of the [AARC Code of Ethics for Respiratory Therapists](#) (American Association of Respiratory Care, 2015).

Such violation(s) may result in a delay in completing degree requirements or further disciplinary action by Elgin Community College.

Handheld Technology and Social Media Use

The Respiratory Care Program expects high standards of behavior and professional communication to be maintained at all times. Proper etiquette with technology is expected while on college campus and off campus while representing the college as a student. Future employees, clinical instructors/preceptors, and other stakeholders with the school may search social media when considering candidates.

Classroom

Smartphones/Watches, Handheld Computers/Tablets, or other Portable Electronic Devices – No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the calculator will be provided by the school/instructor. Students with special accommodation requiring a special device must have documented departmental approval in the program director's office before the beginning of the second week of class.

Devices may not be used to record or photograph the instructor, students, or classroom without the permission of the instructor and students involved.

Webcam/Proctoring: If an exam/quiz is taken on D2L, you may be required to have a webcam if the exam/quiz requires a proctor. Currently, ECC utilizes Respondus Monitor/Lockdown browser for proctoring. When taking the exam/quiz, you will need to show the surroundings via the webcam. A webcam will not be needed if an exam/quiz is open book.

Clinical/Lab/Simulation

Smartphones, Tablets, Other Portable Electronic Devices – Students using these devices in clinical will always follow these guidelines unless prohibited by the clinical agency:

1. Personal electronic devices may only be used in the clinical/lab/simulation setting with the instructor/preceptor's permission.

2. The device will always be in airplane mode while being used in or at the clinical agency/site.

3. The camera will not be accessed at any time while in or at the clinical agency/site or a client's home.

4. No pictures or videos will be taken of any person, equipment, or location that is related to clinical, lab, or simulation without prior written consent of the supervisor of that location, the director of the program, and the faculty member.

5. No texting, email, or communication of any type using these devices will ever be done in front of a client/patient or clinical agency/site staff member. At other times, the student must have express permission of the clinical site. Students agree that they will sanitize their devices with an antibacterial wipe in accordance with basic universal precaution standard after all patient interactions and at any time one would sanitize their hands/stethoscope.

Use of portable electronic devices in clinical is regulated by the clinical agencies/sites, local, state, and federal regulations, and laws. Students are fully responsible to ensure that they adhere to all regulations all the time whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the HIPAA guidelines.

Social Media Dos and Don'ts

Do's

- Use social networking sites as tools to broaden your educational and professional horizons

- Educate yourself about privacy settings on websites you use

- Be aware that current and future employers may see what you post

- Respect your audience

- Adhere to all applicable college privacy and confidentiality policies

Don'ts

- Use your Elgin Community College email address

- Upload images or videos of yourself in a clinical environment or uniform unless authorized

- Discuss patients, visitors, vendors, or organizational partners

- Talk about coworkers, physicians, clinical instructors/preceptors, or faculty

- Discuss clinical events unless authorized.

- Do not "friend" patients, faculty, or clinical staff while in the program.

- Give medical advice.

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted, students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical, or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs, and any other such device. Any communication about a clinical or client-related concept or event must be de-identified before transmission per HIPAA guidelines.

Such violation(s) of the above may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.

Absences/Tardiness

Classroom/Didactic Attendance

- Daily attendance is mandatory for all courses. Specific course assignments may require attendance alterations and will be provided in the syllabus. Modifications to the course syllabus are subject to change based on the needs of the course/class.

- "Repeated tardiness" in any Respiratory Care course may result in grade penalties, program sanctions, or dismissal. Tardiness is considered chronic if a student arrives five or more minutes late more than four times per course per semester.

- If a student is unable to attend any respiratory care course, they must notify the instructor and program director, not less than 1 hour before class starts.

- Specific details can be found in each course syllabus.

- If the student has not attended classroom/didactic for two consecutive weeks (4 consecutive classroom/didactic or 12.5% of course duration) without intentional, ongoing communication with faculty and program director that includes plans to complete missed assignments, faculty and/or the program director may withdraw the student from the course. The student would then be subject to the course failure/withdrawal policy as outlined previously.

Criteria for Written/Online Assignments

- All Written or online assignments should follow the individual faculty member's requirements in the course syllabus. The **course syllabus is subject to modifications based on class/course requirements and/or curriculum alignment needs.**

Clinical/Lab Attendance

- Daily attendance is mandatory and required for all labs and clinical. Clinical hours are required to meet course learning outcomes. Students are also expected to attend pre and post clinical conferences. Students must arrive on time and come prepared. Students must notify their RT preceptor and clinical instructor before leaving their assigned clinical area/unit. No student is to leave their assigned clinical area without proper notification and approval. Specific course assignments may require attendance alterations and will be provided in the syllabus. Modifications to the course syllabus are subject to change based on the needs of the course/class.

- **Chronic tardiness** in any Respiratory Care lab or clinical may result in grade penalties, program sanctions, or dismissal. Tardiness for lab or clinical is defined as arriving even one minute late. Chronic tardiness for Respiratory Care lab or clinical is defined as occurring more than two times per course per semester.
- **Absence:** If a student is unable to attend any respiratory care lab or clinical, they must notify the instructor, program director, and the hospital (clinical site) R.T. personnel, not less than 1 hour, before the lab or clinical begins on that day if they will be absent. Hospital R.T. personnel contact numbers will be provided to the student(s) before

clinical site rotation(s) begin. Emailing the instructor will not be considered acceptable notification. Failure to notify the instructor according to instructor preference (call or text) as outlined in the syllabus will constitute immediate clinical probation.

- o **All clinical absences** must be made up according to course instructor requirements before course grade submission. Students who miss a "**second"** clinical day will be placed on probation. Students who miss a "**third"** clinical day will receive a course failure.
- o **Students are required to make up "all" lab and clinical absences** and are responsible for contacting and arranging the make-up times with the instructor and the clinical site. The syllabus is subject to change based on course/class needs and/or curriculum alignment changes.
- Specific details can be found in each course syllabus.
- **Absences** resulting from a change in health status, such as but not limited to, injury/illness/mental health emergency/pregnancy, students will be required to provide a return to school release from their health care provider which states that they are able "to participate in class and clinical with no restrictions" prior to returning to class/lab/clinical.
- If the student has not attended lab/clinical for two consecutive weeks (3 consecutive lab/clinical days/evenings) without intentional, ongoing communication with faculty and program director that includes plans to complete missed assignments and lab/clinical, faculty and/or the program director may withdraw the student from the course. The student would then be subject to the course failure/withdrawal policy as outlined previously.
- Students should not care for patients who are relatives or close friends. Any student who identifies that a patient is a relative or close friend should notify the instructor immediately.
- All health requirements must be met/maintained before the student may participate in lab and clinical.

Criteria for Written/Online Assignments

- All Written or online assignments should follow the individual faculty member's requirements in the course syllabus. The course syllabus is subject to modifications based on class/course requirements and/or curriculum alignment needs.

Testing and Grading Policies

1. The number and frequency of exams is usually conducted at the end of a specific topic or skill and will be clearly identified in the course syllabus.

2. **All Classroom/Didactic courses required for the Respiratory Care Program must be completed with a C or better and are required to progress in the Respiratory Care Program.** The grade will be based on an assessment of the individual student's demonstration of mastery of course objectives. Mastery (passing) is achieved when a grade of 75 percent or higher on evaluated learning activities is demonstrated. Learning activities appropriate to course content will be included in the syllabus and the syllabus. Learning activities may include but are not limited to reading of text, professional journals, or other literature, audiovisual or computer instructional materials, group discussion, case study analysis, written papers, simulation, clinical experience, and related written work. The letter grade given will be based on assessment of student learning through written test scores and/or through evidence of learning achieved in other activities. The requirements for achieving mastery in each course are based on course content and will be determined by the instructor for the course. Criteria for mastery achievement will be given to students in written form and/or provided via D2L on the first day of the course in the syllabus.

3. If a student must be absent from an exam, a make-up exam may be taken as agreed upon with the instructor. The student must contact the instructor to make the appropriate arrangements.

4. All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a failure of the course.

5. **ECC Incomplete Policy:** All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the semester. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved files a grade change form with the revised due date to the Records Office.

6. All grade changes must be completed within one calendar year of the course end date

Grading Scale

Percent	Grade
92-100	A
83-91	B
75-82	C
NA	D
Below 75	F

Rules for taking proctored exams in the classroom and/or on D2L

1. Honesty is the responsibility of the student at all times during an exam

2. A student must not leave their seat during an examination without permission.

3. No communication between students during the exam is permitted

4. Use of calculator, notes or other material is prohibited without instructor approval

5. Students may not share exam information with other students

6. Exams may not be taken in the testing center during classroom times unless approved by the instructor

7. Cell phones or other electronic devices are not permitted during an exam

8. Photos of test questions will not be allowed at any time

9. A camera on a laptop will be required for any examination and/or quiz taken on D2L

10. Individual instructors may establish additional rules for examinations at their discretion

Rules for taking proctored exams in the Testing Center

1. Taking an exam in the Testing Center must be approved by the course instructor who will complete a proctoring exam form

2. The student must schedule a Make-up Test appointment 24 hours before testing through Register Blast Exam Registration.

3. A valid photo ID is required for all testing, such as a driver's license, passport, government-issued ID card, military ID card, or school ID with a photo.

4. Electronic devices, mechanical pencils, and all personal items are not permitted in the testing room. You must place items in a locker before testing.

5. Calculators are allowed for specific tests. If a personal calculator is permitted, it will be examined before testing.

6. Talking is not allowed in the testing room.

7. Open book/open note testing is only permitted for authorized tests.

8. Once a test is issued, you must complete it in one sitting.

9. Tests will not be administered 90 minutes before closing.

10. You must turn in all tests and materials at least ten minutes before closing.

11. Acts of dishonesty are subject to disciplinary actions.

12. The Testing Center is under video surveillance at all times.

13. The following items are only allowed with approval from the assessment center and may be inspected by the proctor:

   - Cell phones, Bluetooth devices, MP3 players, iPods, headphones
   - Hooded or pocketed shirts, coats, scarves, hats (non-religious)
   - Food, drinks, gum
   - Watches, Fitbits, large jewelry, sunglasses
   - Children
   - Keys, wallets, purses, backpacks, briefcases
   - Pens, mechanical pencils

14. If you have documented accommodation and need to arrange for testing, please visit the Student Access and Disabilities Services webpage for more information and the

next steps before scheduling your testing appointment. Students with accommodations, please follow these steps:

- **Extra Time**: Schedule the test/quiz at the ECC Testing Center two business days before the test/quiz through [Register Blast Exam](). Students must use the instructions from the Student Access and Disabilities Services office to ensure accommodation(s) is/are applied to the testing appointment.

- **Reader/scribe/assistive technology on the computer/private room**: Email [sds@elgin.edu]() two weeks before the test/quiz.

Spartan Success Early Alert Referral (Remediation)

Student success is very important in the Respiratory Care program. As a student, you have timely access to academic support services as well as to the program faculty during office hours (see syllabus for specifics).

Student evaluations such as exams in the classroom and/or via D2L, competencies in the lab, or evaluations in the clinical setting are conducted to keep students apprised of their progress toward expected outcomes. These evaluations allow prompt identification of learning deficiencies and a means of remediation in a reasonable time frame.

When a student receives an Early Alert notification, he/she is encouraged to meet with the **Health Professions Academic Advisor.** The student needs to be aware of the following:

1. The Early Alert letter does not mean that a student will fail, and it will not be reflected on an academic record.

2. The alert means that the instructor is concerned about certain specific issues (late or missing assignments, poor exam quiz scores, poor attendance, and other issues) that might be a roadblock to the student's success.

3. The student should also speak to the instructor about resolving an issue identified in an Early Alert Referral.

Resolution of Student Grievance

Elgin Community College acknowledges that a student or group of students, such as a student club or organization, may have a difference of opinion with regard to policies,

practices, and procedures. Assurance is given by Community College District 509 that should genuine grievances arise, students adhering to the following procedures have the right to a hearing and resolution of complaints in a prompt and fair manner without fear of retribution.

This Complaint Procedure is not intended to limit the options of the College or of a student or group of students, but to resolve any difference mutually and when appropriate informally.

Filing a complaint against a college employee

For all other types of complaints, when appropriate every attempt should be made to resolve a complaint informally at the point of origin (faculty, staff, administrator). The procedures are listed in sequence as follows:

1. Within fifteen (15) school days of the situation, the student communicates in person or in writing with the individual or group with whom the student has a complaint, to informally resolve the issue.

2. If informal resolution of the issue is unsuccessful, the student may submit a formal written complaint, using the Complaint form to the Dean of Students or their designee via [deanofstudents@elgin.edu.](mailto:deanofstudents@elgin.edu)The incident or situation should be described as specifically and completely as possible. It is the responsibility of the student to provide sufficient and tangible documentation or evidence to support their allegation. A statement of what outcome the student believes would resolve the situation must be provided. The student may request support from the Dean of Students or their designee in this process. Complaint forms may be obtained in the Vice President of Student Services and Development office, Building B, Room B105, or by emailing deanofstudents@elgin.edu

3. Upon receipt of the formal written Complaint, the charges will be investigated and responded to by all parties to the complaint. At the end of the investigation a written report setting forth findings, recommendations and a resolution will be filed by the Associate Dean of Student Success Dean of Students; the student will be notified of the resolution. Complaints concerning refunds will be forwarded to the Dean of Enrollment and Financial Services for resolution and response. Confidentiality of personnel records prevents the outcome being reported to the complainant in most cases.

Should the complaint have the potential to result in employee discipline, the supervisor of the employee should consult with the Chief Human Resource Officer to ensure that the interface

between the student's right to a hearing of their complaint is balanced with the employee's contractual protections. For further details, refer to the [complaint procedure.](#)Dismissal from the Respiratory Care Program

Repeated violations of the policies of the Respiratory Care Program and/or clinical partners or failure to meet the academic and/or clinical standards for a course can result in dismissal of the student.

For very serious incidents such as those involving a threat to patient safety, gross insubordination, disclosure of confidential information (HIPPA), falsifying student or hospital records, cheating, theft of property, damage to hospital or college property, physical or verbal abuse of patients, staff, fellow students or faculty, intoxication or being under the influence of drugs, or possession of a dangerous weapon, a student can be dismissed immediately.

The faculty also reserves the right to request the withdrawal of any student whose integrity, health or conduct is in conflict with the clinical faculty policies and/or ethical standards for the profession of Respiratory Care.

Dismissal from the Respiratory Care Program will be based on one or more of the following:

1. Failure to meet the minimum grade of "C" in any course or a rating of "2" or less on the final clinical Affective Evaluation of the semester or a specialty rotation.

2. Voluntary student withdrawal or failure of any course or clinical in the program

3. Unprofessional behavior

4. Unsafe clinical practice

5. Violation of program policies

 Much effort will be made by both faculty and the student to remedy any deficiencies prior to a student failing. Examples include but not limited to:

1. Communication of deficiency by faculty or clinical instructor/preceptor and possible solutions

2. Spartan Academic Alert may be utilized

3. Tutoring services

4. Independent Remediation Course

If the student continues to be unsuccessful the student will be notified of the absence of student success and dismissed from the Respiratory Care Program.

The student can appeal the dismissal. See Student Grievance policy.

Reentry into the Respiratory Care Program

The Respiratory Care Admission Committee, which is made up of individuals from the Advisory Committee, will evaluate a student's reentry into the program on space availability and on a case-to-case basis. Once a student is dismissed, there is no guarantee of reentry to the program.

A student who withdraws from the program and seeks readmission will be required to demonstrate retention of previously learned skills and knowledge. Students accepted for readmissions may be enrolled in an Independent Study course, may be required to repeat certain courses or the entire program sequence.

A dismissed student or a student who withdrew from the program must perform the following steps to be considered by the Admissions Committee:

1. The student must submit a letter requesting reentry to the Program Director

2. A student who is dismissed for academic reasons must provide, in writing, an action plan incorporating ways to improve their success in the program.

3. If a student who was dismissed for academic reasons, reenters the program and receives another grade less than a "C" in the course, the student will be permanently dismissed.

Other considerations

- A readmitted student will be subject to policies, procedures, and curriculum that are current at the time of readmission.

- The student must have a completed physical exam, up to date immunizations, drug screening as well as a background check prior to attending clinical activities.

- A student who withdrew from the program in good standing must reapply. Additional considerations such as the length of time absent from the Respiratory Care program may be considered in reviewing an applicant's reentry.

Student Work Policy

The Elgin Community College's Respiratory Care Program recognizes that students may have to work while in the program. However, working full-time while enrolled in a program is difficult and not recommended since work schedules can generally conflict with class and/or clinical rotations. Students who choose to work while enrolled in the program must meet the same program requirements as those who do not work including attendance in Respiratory Care courses, clinical rotations, and other program requirements; it is rare that special excuses or exceptions will be made. Students who choose to work should make arrangements with their employer allowing the student to attend all scheduled classes without interference from work requirements including orientation days, information session, volunteer hours, and other program requirements.

Student Employment in a Clinical Site:

Should a student be employed in any healthcare facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities. Students are assigned to clinical learning experiences for the purpose of learning through active application of knowledge gained in the classroom. Students are not to be used as a substitute for paid staff members. Students are encouraged to report any incidence of a shift in which the student performs a partial or full staff assignment due to a staffing shortage to the Coordinator of Clinical Education and/or the Program Director. Students who are employed by their assigned clinical site may not be paid to work for the facility during scheduled clinical time. Students may not substitute worked hours for required clinical hours. Students cannot receive any monetary compensation either as a stipend or salary during clinical rotations.

Student Lab Responsibilities

It is expected students **WILL**:

- Leave the manikins and beds clean with supplies put away and repackaged appropriately.

- Keep all reference materials, lab equipment, and sharps in the nursing labs.

- Report any problems with the lab equipment, supplies, beds, and manikins to a lab validator.

- Keep appointments.

- Be prepared for validation.

- Be considerate of those around you - keep noise/voice level under control.

- Treat all supplies and equipment with respect.

- Cancel appointments you are unable to keep according to policy

- Bring the required equipment to each validation.

- Push your chairs in when leaving an area.

- Respect the possessions of the school and other students.

- Keep coffee bar/areas for food clean.

It is expected that students **WILL NOT**:

- Interrupt the lab faculty during a skill validation or individual/group session for questions or personal attention.

- Take anything from the lab that does not belong to them.

- Bring children into nursing labs/validation and computer rooms where exposed equipment may present safety problems.

- Bring large amounts of food or beverages into nursing labs.

- Bring family members or friends into nursing labs when students are practicing.

Simulation Experience

Simulation experiences will be integrated into classroom and lab settings. Participants should feel that the simulated experience is a safe environment that encourages active learning and reflection while supporting professional practice. Students are expected to adhere to dress code and clinical requirements while participating in the simulation lab. Participants are expected to demonstrate professional and ethical behavior ensuring confidentiality, providing honest and clear feedback in an effective, respectful manner, and demonstrating mutual respect throughout the simulation learning experience. No food, drink, or ink pens are allowed in the simulation area. Personal electronic devices may only be used during pre-briefing, observation, and post-briefing areas with the permission of the instructor.

Skill Validations in the Lab

Throughout the Respiratory Care Program, there will be selected skills the student must perform (validate) satisfactorily with a lab instructor either in person or virtually. Each skill is connected to a course. Not only will you perform the skill for the lab validator, but this will also be a time to fine-tune your skills, receive feedback, and to validate that you do know the skill.

The student must pass the validation in order to pass the course. Validations may not be completed before class content relating to that skill has been covered. Should a student re-enroll in a course, the skills will need to be repeated successfully. Skills are evaluated on a pass/fail basis. Students will have **THREE** attempts to pass a validation by the deadline. If a student is unable to meet the deadline, the student **MUST** contact the lab instructor or the program director of respiratory care prior to the deadline. Students who do not meet the validation deadline as indicated in the course syllabus will be placed on probation. If a student does not validate successfully within one week of initiation of the probation, a course failure will occur. Any validations due week 15 must be completed by the end of week 15 or the students will not be able to sit for the course final.

Success with Validations

The following are examples of what constitutes a passing validation grade:

- Follows dress code: The student will be in the Respiratory Care program scrub uniform and ready to perform their validation. If the student is not in their scrub uniform, they

will not be permitted to perform their validation, and it will be marked as a failure for that validation.

- The student brings correct supplies and equipment

- Has practiced enough before the validation (not the day of) to have a flow and efficient actions with the skill

- Applies all safety principles

- Requires minimal coaching from lab validator

- Follows skill checklist critical elements

- Able to answer critical thinking questions

- Performs within the time frame assigned to the skill

If, in the judgment of the lab validator, the student has demonstrated all these aspects of a skill, the student will pass the validation.

Failure with Validations

The following are examples of what constitutes a validation failure:

- The student comes unprepared with supplies and equipment

- Is lacking evidence of practice of the skill

- Does not apply safety principles consistently

- Requires consistent prompting

- Omits critical elements of the skill checklist

- Unable to think through and answer critical thinking questions

- Does not follow dress code

- Does not perform within the time frame assigned to the skill

If in the judgment of the lab validator the student displays these behaviors, the student will fail the validation. A student must validate a skill with a different validator if a third attempt is

needed to successfully complete a validation. All second and third attempts will require the student to complete the skill in its entirety.

If a student fails the same validation two times, the student fails the course to which the validation is attached.

Dress Code for Validations

Clinical attire will be required for all validations.

Dress Code in Clinical and Lab

Wearing the Elgin Community College Respiratory Care Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of care you will provide.

Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your co-workers and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations, you will be sent home.

1. The school uniform is to be worn during a clinical experience as well as to and from the clinical area and must be laundered after each clinical experience and ironed. When skill validating in the campus lab, the uniform must be worn.

2. A short sleeve, pewter scrub top and pewter pants may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top. Since your sleeves could become soiled while in the clinical setting, you should only wear short sleeve, plain white or pewter-colored tops under your uniform (the color must match the scrubs). However, if you want to wear a long-sleeve shirt under your scrub top, you must be able to pull the sleeves up over the elbow and they must not fall down on their own (some clinical sites/areas do not permit long sleeves). You must have the sleeves above the elbows at all times when in a patient's room or area that is treating patients. The scrub top must completely cover your abdomen when you are reaching over your head (exposed skin or undergarments will not be allowed).

3. A picture identification (ID) badge is part of the uniform and is to be worn with the uniform at times. This officially identifies you as an ECC respiratory student and provides access to the clinical agency. You may obtain your ID badge at the ECC Student Life Office, B173 [Student Life | Elgin Community College (ECC)](#) . You are not to be in clinical agencies without your uniform and ECC respiratory student ID badge, unless instructed otherwise. Additional identification may be required by hospitals at your cost.

4. Shoes must be without any ornamentation or distracting colors and must be kept clean. **Sandals, clogs, and open-toed shoes will not be permitted.** Shoes must provide for the safety and comfort of the wearer with flat heels and with a full back on the shoe with a rubber sole.

5. Hair needs to be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be tied back. Long bangs must not impair your vision and be secured back. Unnatural hair colors (green, fluorescent, orange, etc.) and hairstyles (i.e. mohawks, etc.) are prohibited.

6. Make-up in all forms, including eye make-up, must be discrete and underplayed.

7. Nails must be well manicured and not extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color. **Artificial nails are forbidden in all clinical areas.**

8. Underarm deodorant is a requirement. However, scented products, such as body lotion, perfume, or after-shave products are not to be used, as some patients cannot tolerate strong scents.

9. Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches must not extend beyond the lip line.

10. Wearing jewelry in the clinical area is not recommended. Dangling jewelry, large rings and excessive jewelry including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings or up to ¼ inch hoops are allowed. Rings with stones may be damaged or lost and are reservoirs for pathogens. The student is responsible for any jewelry worn to the clinical area.

11. Students must wear an analog or digital watch with seconds indicated on the face of the watch. The exception would be in a clinical area within a clinical site that does not allow one.

12. Piercing: only two small stud earrings in each ear or small (½ inch) hoops are allowed and may not include extreme earrings. Gauges must be plugged with a neutral tone. Facial jewelry is not permitted (including tongue, eyebrow, lip, nose piercing jewelry, etc.). The use of a "band-aid" will not be acceptable over body piercing jewelry.

13. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.

14. Respiratory instructors/preceptors have the right to request students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible for asking their instructors/preceptors about whether they will need to cover the tattoo for each type of clinical experience.

15. Students must bring appropriate equipment for each type of clinical experience, including stethoscopes, watch, penlights, pen, notebook, etc.

16. Dress codes and PPE regulations for all clinical sites will be adhered to in addition to these guidelines.

Inclement Weather and Campus Closings During Clinical

Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. However, if schools are not cancelled per the (RAVE alert), the college will have class, clinical, or lab.

Emergency Alert System

Current students, faculty, and staff are automatically signed-up for ECC's new emergency alert system (RAVE alert). You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at https://elgin.edu/about/emergency-management/rave-alert/. This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information.

In the event of a campus closure, clinical will be dismissed. A make-up day is not required in this case.

Student Evaluation from Clinical Instructor/Preceptors

Professional behavior is expected at all times in class and clinical. A clinical probation or course failure will be given if a student does not comply with the AARC Code of Ethics, ECC Honesty Policy, ECC Dress Code, or the health care agency policy and procedures. Students should not care for patients who are relatives or close friends. Any student who identifies that a patient is a relative or close friend should notify the instructor/preceptor immediately.

Students will demonstrate safe and competent respiratory care to a level that is appropriate for that stage of their education. Verbal feedback will be given throughout the student's clinical experience. An electronic weekly evaluation of the student will be given by the Clinical Instructor/preceptor. Additional evaluation will occur through verbal questioning, skill competency, and affective evaluation. Students will demonstrate progressive independence throughout the program by continuing competency of previous skills.

Weekly Evaluation

1. Each week, the student will receive an electronic evaluation giving them current feedback on their performance/progress

2. This feedback will identify strengths and/or weaknesses. It is up to the student to make improvements.

3. If the student receives a "1" or "2" in any objective, the instructor/preceptor must give the evaluation in person as well as notify the Coordinator of Clinical Education.

Skill Competencies

1. Students will complete and pass the laboratory skill procedure prior to completion of the clinical skill competency.

2. An opportunity to practice the skill prior to performing the clinical competency is ideal though there may be circumstances when practice of a skill is very limited.

3. Performance will be evaluated on the basis of the skill procedure in the clinical software, Trajecsys.

4. Completing the pre-evaluation verbal questions and/or written quizzes and/or tests (Demonstrating Knowledge of Fundamental Concepts section) prior to the competency is ideal. There may be circumstances where the competency may occur prior to the verbal questioning.

5. If a student does not pass the verbal questions, they do not pass the competency. The clinical instructor will indicate the attempt in the comment section of the skill. The student will receive this feedback indicating the area(s) of deficiency so they may be better prepared for their next attempt.

6. Skill competence will be graded on the following basis:

   a. Each skill consists of multiple steps. The instructor/preceptor will identify the completion of each step as "Does not meet expectations", "Meets expectations," or "Exceeds expectations."

   b. If a student obtains a "Does not meet expectations" 10% will be deducted and the entire competency will need to be repeated until a "Meets expectations" or "Exceeds expectations" is achieved.

   c. Each time a student is unsuccessful in completing the competency an additional 10% will be deducted.

Affective Evaluation

1. At the end of each clinical rotation the student will receive an Affective Evaluation.

2. If several clinical rotations occur in one semester, a" pencil evaluation" will be given at each rotation until the student attends the last rotation in that semester. The evaluation at the last rotation will be the "final" evaluation for that category or phase of education.

3. The Affective Evaluation is based on descriptions in a rubric and corresponds to a 5-point scale with 5 being the highest evaluation.

4. A typical student will receive some combination of "5" s, "4" s, and "3" s.

5. A final rating of "2" or "1" in any objective will result in an automatic non-passing grade for the evaluation and therefore the clinical course. This will be true regardless of the overall score.

Student Clinical Feedback

All students are required to complete two evaluations regarding their clinical education. The Clinical Instructor/Preceptor Evaluation and the Clinical Site Evaluation must be completed within one week of the end of each clinical rotation. All evaluations required for a given semester must be turned in by the final exam for the course. Failure to turn in all evaluations will result in an incomplete grade for the clinical course.

If you have more than one instructor/preceptor, please complete a Clinical Instructor/Preceptor Evaluation for each.

Students are encouraged to be honest and fair in their evaluations and comments. The purpose of the evaluations is to help identify strengths and/or weaknesses in the clinical component of education. Inaccurate information will not help to improve the clinical experience of current and future students.

Management of Student Behavior in the Clinical Setting

The Clinical Instructor/preceptor and the Clinical Coordinator will manage inappropriate student behavior in the clinical setting. Those who display unsafe, irresponsible, or unprofessional behavior may be placed on academic probation.

1. In the event, the Coordinator of Clinical Education is informed of less than acceptable student behavior in the clinical setting, the incident will be investigated, and they will complete the Report of Student Clinical Behavior and Probation form.

2. Within five school days, the student will meet with the Coordinator of Clinical Education to identify the student behaviors which are considered inappropriate as well as provide guidance to avoid similar difficulties in the future.

3. The student will complete the form entitled Plan for Success. The Coordinator of Clinical Education and student will sign the form, give a copy to the student as well as place a copy in the student's file.

4. The student may write a rebuttal to the probation which will follow the grievance procedure policy.

5. The Clinical Instructor/preceptor may immediately remove a student from their premises for behavior the facility deems an immediate threat to the health and welfare of its patients, staff, visitors, or operations. The Coordinator of Clinical Education will be notified immediately.

6. Depending on the nature of the student's behavior, a clinical site may bar the student's return. This may result in the student's inability to complete the program.

Probation

Respiratory Care is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab, simulation, or classroom setting will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled

- Fails to contact instructor with regards to expected tardiness or absences

- Repeatedly arrives to clinical late (2 or more per rotation)

- Displays unprofessional manner of dress and/or unkempt appearance

- Displays disregard for patient safety

- Fails to meet clinical objectives and obligations consistently

- Fails to take initiative during clinical opportunities/experiences

- Performs skills without supervision that have not been validated on

- Violates professional or ethical behavior with regards to patient confidentiality (HIPAA)

- Displays inconsistency with compliance with agency policies

- Fails to take accountability for one's actions

- Displays inappropriate behavior or communication while in clinical

- Displays insubordinate behavior to instructor/preceptor(s)

Graduation Requirements

The college procedure for application for graduation must be followed: Spring – March 1. Watch for announcements throughout the college regarding this important deadline.

After completion of the requirements for the Associate of Applied Science Degree, you will have the privilege of participating in the ECC-sponsored graduation ceremonies which are held each year in May.

You can log on to the [ECC website](#) to apply for graduation.

Resources

Lockers

Lockers on the 3rd floor of building A, are available for respiratory student use. However, the available lockers will need to be assigned after a formal request has been made to the Respiratory Program Director. Please provide your own lock and remove it at the end of each semester. After each grading day, the locks will be cut off and any remaining items will be sent to lost and found or utilized in the open lab.

Copy Machine

A copy machine is located on the third floor of the Health and Life Sciences Building. Refer to current ECC opening guidelines regarding building availability. If the building is open to students, copies can be made using your ECC ID number and PIN (birth date, mm/dd). If the copy machine is not operating properly, stop using the machine and notify the Health Professions Office Coordinator in room A335.02, ext. 7350.

Computer Labs

Refer to current ECC opening guidelines for computer lab availability. Building A 330 has 32 computers with printer availability. Please see policy in computer lab. All computers are connected to the Internet and ECC network. You will log in using your ECC Access ID and password. Please do not print more than 15 copies at a time. Food or drinks are not allowed in the computer labs.

Multi-Media Materials

Room A330 will have specific software programs located only on the network; however, most programs are available online anywhere.

Student Communication

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodation to help meet these requirements.

The laws in effect at the college level state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

Procedure for Requesting Accommodations

1. Go to B115.01 and sign a release to have documentation sent to the college, bring in documentation, or [register for accommodations online](#).

2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.

3. If you have questions, call 847-214-7417 (TTY - 847-214-7392) or e-mail [Pietrina Probst](#).

ECC Student Email

All respiratory students "must" activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all emails from this address forwarded to your personal email accounts.

Revisions in Respiratory Care Program Student Handbook

All respiratory care students are responsible for complying with the policies and procedures that are specified in the Respiratory Care Program Student Handbook. This includes all revisions made to the Respiratory Care Program Student Handbook. Students will be informed of changes to the handbook and are required to sign an updated Respiratory Care Student Handbook Agreement Form.

Clinical Sites

Advocate Children's (Lutheran) – Park Ridge, IL

Advocate Condell Medical Center-Libertyville, IL

Advocate Good Samaritan-Downers Grove, IL

Advocate Good Shepard Hospital-Barrington, IL

Advocate Lutheran-Park Ridge, IL

Advocate Sherman-Elgin, IL

Ascension Mercy-Aurora, IL

Ascension Resurrection Hospital-Chicago, IL

Ascension St Alexius (ABHS)-Hoffman Estates, IL

Beloit Memorial Hospital-Beloit, WI

Edward Hospital-Naperville, IL

Elmhurst Memorial Hospital-Elmhurst, IL

Mercyhealth, Crystal Lake, IL

Northwestern Huntley, Huntley, IL

Northwestern Medicine Central DuPage-Winfield, IL

Northwestern Medicine Delnor Hospital-Geneva, IL

"Clinical Sites may change to meet the needs of the students and/or program"

Health Professions Administration/Staff/Faculty

Dean of Health Professions

Denise Kruckenberg, A106

Dkruckenberg@elgin.edu (847) 214-7350

Respiratory Care Faculty

Director of Respiratory Care program

Violet V. Lara, Bldg. A, A359

Vlara@elgin.edu (847) 214-7011

Instructor of Respiratory Care

Adyson Totten, Bldg. A366

Atotten@elgin.edu (847) 214-7726

Academic Advisor

(For Health Professions-Respiratory)

Building B, Room B120

(847) 214-7390

Advising@elgin.edu

Elgin Community College

Respiratory Care Course Failure or Withdrawal Contract

Student (print name) _____

ECC ID number _____

Course number _____

Student email address _____

Student cell phone number _____

Final grade or grade at time of withdrawal _____

Policy Statement

- Students must achieve a course grade of 70% in any Respiratory Care course to advance to the next course.
- Any type of withdrawal from a respiratory course with a grade below "C" will be considered an internal course failure. An exception to this policy is the granting of a military or administrative withdrawal.
- Any type of withdrawal from a respiratory course with a grade of 70% or higher will not be considered a course failure in the Respiratory Care Program.
- A failed clinical performance evaluation.

Procedure

Students who fail a course are required to meet with the following individuals:
1. Course faculty
2. Health Professions Academic Advisor
3. Program Director of Respiratory Care

Step 1

Meeting between course faculty and student regarding course failure/withdrawal.

Why do you think this course failure/withdrawal has occurred?

What are you planning to do to be successful when you repeat the respiratory course if you are approved to return?

[   ]

Faculty Recommendation

[   ]

_____   _____
Faculty member (signature)   Date

_____   _____
Student (signature)   Date

Step 2

Meeting with Health Professions Advisor to formulate a plan for successful completion of the Respiratory Care Program.

If registered for a respiratory course the following semester, this course must be dropped by the student on the ECC student portal. Plan:

[   ]

_____   _____
HP Academic Advisor (signature)   Date

_____   _____
Student (signature)   Date

Step 3

Meeting with the Director of the Respiratory Care Program.

Director's Recommendation

[   ]

_____   _____
Director of the Respiratory Care Program (signature)   Date

Report of Student Clinical Behavior Resulting in Probation

This report serves as a communication and educational tool providing corrective feedback and promoting competent patient care. This report may also be used for remedial action or dismissal from the Respiratory Care Program should it be deemed necessary at a future date. Behavior that resulted in probation are checked marked below.

Attendance/Tardiness

_____ Repeatedly arrives to clinical late (2 or more per rotation)

_____ Failure to notify the clinical site of their tardiness or absence

_____ Other _____

Communication

_____ Ineffective communication (verbal, written, electronic)

_____ Violation of HIPPA

_____ Unable to provide accurate, concise information to patients, peers, instructor, other health care practitioners

_____ Falsifies documentation such as clinical time in/out, personal health records, patient medical record

_____ Other _____

Professional Conduct

_____ Lack of personal accountability

_____ Displays judgmental attitude towards patients' cultural values, beliefs, and/or lifestyles

_____ Unable to follow ECC's Student handbook policies

_____ Failure to seek assistance when appropriate

_____ Other _____

Quality of Patient Care

_____ Ineffective time management

_____ Unable to anticipate and identify patient needs in a timely manner

_____ Unable to adapt to changes of patient assignments

_____ Other _____

Safety of Patient Care

_____ Displays disregard for patient safety (Call light, bed position, handling of sharps, breach of asepsis, etc.)

_____ Failure to deliver appropriate medications

_____ Unable to report a change in patient condition in a prompt manner

_____ Other _____

Knowledge and Skills

_____ Unable to identify purpose, limitations, contraindications for procedure/medications

_____ Failure to progress in learning, fails to meet clinical objectives, fails to validate skills on time

_____ Failure to assess patient and make appropriate recommendations of care

_____ Other _____

The probation notice will be placed in student's file and remain until student graduates from the Respiratory Care Program.

_____   _____
Student (signature)   Date

_____   _____
Clinical Coordinator (signature)   Date

<div align="right">RCT Form - 2024</div>

Plan for Student Success

The following student will be on probation as of the following date:

Student (print name) _____

ECC ID number _____ Date _____

Course number _____

Situation   To be completed by student

Describe in your own words what occurred:

[   ]

Describe the potential risk/harm which could result from the incident:

[   ]

Success Strategies

Describe strategies you, the student, will do to prevent this incident in the future. i.e. more lab time, referral to college counselor, other resources, etc.

[   ]

Consequences for Failure to Meet Remediation Plan (to be completed by Clinical Coordinator)

[   ]

_____   _____
Student (signature)   Date

_____   _____
Clinical Coordinator (signature)   Date

RCT Form - 2024

Respiratory Care Program Student Handbook Agreement

Elgin Community College's Respiratory Care Student Handbook provides information regarding the policies and procedures in effect for the Respiratory Care Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

I have received a copy of the Respiratory Care Program Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Respiratory Care Program Student Handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Respiratory Care Program Student Handbook may result in my dismissal from the Respiratory Care Program.

I agree to fully participate in the lab portion of the Respiratory Care Program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Respiratory Care Program I will treat my studies and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor/ preceptor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Respiratory Therapist but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Respiratory Care Program.

_____   _____
Student (signature)   Date

_____   _____
Student (print name)   ECC Student ID Number

RCT Form - 2024

Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____ , freely choose to participate in the (print your program name)

_____ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage. Information addressing potential exposure to infectious and/or environmental hazards will be provided prior to the educational activity.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

_____   _____
Student (signature)   Date

_____   _____
Student (print name)   ECC Student ID Number

RCT Form - 2024

Elgin Community College

Confidentiality/AV/Photography Agreement

During your participation in simulated clinical experiences at Elgin Community College (ECC), you will be both an active participant in simulated scenarios and an observer. Due to the unique aspects of this form of training, you are asked to maintain and hold confidential all information regarding the details of the scenarios and the performance of the participants involved in the scenarios.

By signing this form, you agree to maintain strict confidentiality regarding the details of the scenarios and both your and others' performance, whether seen in real time, digital recording, or otherwise communicated to you, throughout your enrollment in an ECC health careers program.

Continuous audiovisual digital recording is present in the simulation lab at ECC. Unless authorized by you, you will not be specifically identified. Recordings may be shown for purposes including, but not limited to debriefing, faculty review, educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow continuous audiovisual digital recording while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

During your participation in the simulation lab at ECC, still photography (slides or prints) may be taken depicting your simulated clinical experience. Unless otherwise approved by you, you will not be specifically identified. Photographs may be shown for purposes including, but not limited to educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow still photography while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

_____   _____
Student (signature)   Date

_____   _____
Student (print name)   ECC Student ID Number

RCT Form - 2024

Elgin Community College

Permission to Survey Future Employer

(Official and Confidential Contact with Students)

I give permission to survey my future employer as part of the Respiratory Care Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

_____
Student (signature)

_____
Date

_____
Student (print name)

_____
ECC Student ID Number

RCT Form - 2024