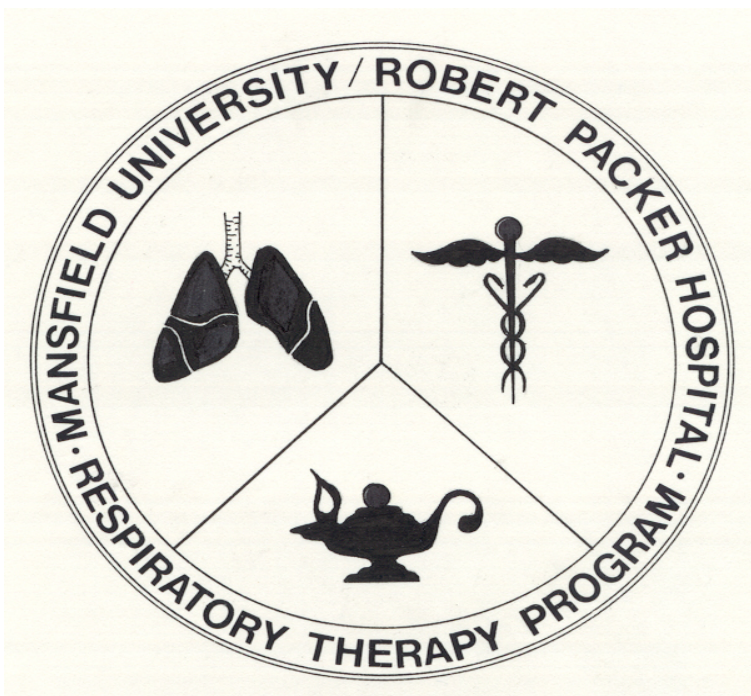


BS Respiratory Care Program

Student Handbook 2021-2022



Mansfield University Sayre Site at Guthrie



PREFACE

The purpose of this publication is to inform the respiratory therapy student of the policies of the Respiratory Therapy Program and its affiliates, and the resources available. This handbook does not replace, but, instead, supplements the Mansfield University publications. All University policies and procedures still apply to the Respiratory Therapy Program student on the Sayre campus, as they would to any student on the Mansfield campus. Acceptance of admission to the Respiratory Therapy Program constitutes agreement to comply with the policies and procedures of the Program, the University, and clinical affiliates of the program.

The Respiratory Therapy Program publishes this handbook and updates the content on an on-going basis as needed. Students needing assistance in understanding and abiding by the program policies and practices contained herein should contact:

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Respiratory Therapy Program Director

Mansfield University/Robert Packer Hospital

Department of Health Sciences

One Guthrie Square

Sayre, PA 18840

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SECTION 1: Admission and Transfer into the BS Resp Care Program

Admission to BS Respiratory Care Program

Criteria for admission shall be the same as that for general admission to the University with the following exceptions. Applicants must submit satisfactory reports of medical examination with specific immunizations prior to the start of their junior year, and have completed the following subjects in high school:

Academic high school preparation for the Respiratory Care Program should include:

- Math, three (3) credits, one of which must be algebra.
- Lab Sciences, two (2) credits (Biology and Chemistry required)
- A high school GPA of at least 2.7 in math and science courses

In addition, prospective respiratory therapy students must be able to: communicate in oral and written English, hear normal speech, adequate vision/hearing, and work with both hands simultaneously.

Requirements for Transfer into the BS Respiratory Care Program

General Information about transferring into the respiratory major:

- The respiratory program has limited number of seats, even if a prospective respiratory transfer student meets admissions or transfer criteria, there is no guarantee of a seat being available in the program.
- It is often difficult, if not impossible, to equate respiratory courses from one respiratory program to another. Even if a student has successfully completed respiratory courses (with passing grades of C or better) from another program, he/she may be required to repeat respiratory courses in the MU BS Respiratory program to avoid missing critical content. The Respiratory Program Director works closely with the Transfer Student Coordinator in those cases to make the most accurate determination.
- Students who want to be considered for a seat in the respiratory program, if/when available must meet all admission criteria for the respiratory program. Those are:
 - Criteria for admission shall be the same as that for general admission to the University with the following exceptions. Applicants must submit satisfactory reports of medical examination with specific immunizations prior to the start of the junior year, and have completed the following subjects in high school:
 - Math, three (3) credits, one of which must be algebra.
 - Lab Sciences, two (2) credits (Biology and Chemistry required)
 - A high school GPA of at least 2.7 in math and science courses

Who is considered?

- Internal students (current Mansfield University students):
 - Eligible students will be considered for internal transfer into the respiratory major at either the first year (freshman) or second year (sophomore) level, pending seat availability. Email Sheila Merrill, Program Director, at smerrill@mansfield.edu or Sheila.Merrill@guthrie.org for evaluation.

External students:

- Students not enrolled at Mansfield University must apply to the university through the admissions website: <https://apply.mansfield.edu/transfer/>. Eligible student will be considered for respiratory major seats at either the first year (freshman) or advanced standing (sophomore or begin the program as a junior) level, pending seat availability.

Respiratory program admission standards for transfer students:

- 2.7 cumulative GPA or higher in all college coursework.
- Grades of C or better in:
 - **BSC 1121/1121L Human Anatomy and Physiology I and BSC 1122/1122L Human Anatomy and Physiology II** (or equivalent courses).
 - **CHM 1101/1101L Introductory Chemistry or CHM 1110/1110L Survey of Chemistry** (or equivalent courses).
 - **BSC 3271/3271L Microbiology for Health Sciences** (or equivalent course).
 - **MA 1128 College Algebra** (or equivalent course).
 - If the student earns below a C in any of the above courses, the course may be repeated. The student will be considered for transfer upon successful completion of the course(s), earning a C or above.

Second degree students:

- Students must meet the same admission criteria as above.

*Please note that the terms freshman and sophomore are defined by the level/year of the respiratory program, NOT the number of credits earned. No students are transferred in after the start of the junior or senior level of the BS Respiratory Care program.

Section 2 – RESPIRATORY PROGRAM MISSION, VISION, GOALS AND PHILOSOPHY

Mission: To provide a caring and innovative learning environment that is grounded in the liberal arts and emphasizes character, scholarship, culture, and service to the people and communities we serve. The Mansfield University BS Respiratory Care Program prepares graduates who possess the knowledge and skills to be proficient in beginning practice and leadership.

Vision: To provide a student-focused learning environment which allows respiratory therapy students to develop their full potential as competent respiratory care practitioners serving the needs of their patients, clients, employees, and communities.

Goals:

- We will attract and retain qualified applicants to our program.
- We will provide an environment that promotes engaged learning.
- We will facilitate the mentoring of faculty and students that promotes professional growth.

Values:

Scholarship: The Respiratory Therapy Program strongly encourages active student learning. Students are expected to actively participate in all learning activities in the classroom, laboratory, and clinical settings. Both faculty and students should be committed to life-long learning.

Character: The Program provides an environment that encourages integrity, honesty, dependability, compassion, and personal responsibility. We create an atmosphere which fosters respect for others whom the students may encounter in their personal and professional lives.

Culture: We celebrate the uniqueness of individuals with whom respiratory care professionals interact. We provide opportunities for students to learn about the unique needs of humans from a variety of backgrounds.

Service: We support our local community and embrace service learning. We encourage our students to participate in volunteer activities related to the major.

SECTION 3: FACULTY INFORMATION

Faculty Name and Contact Information	Faculty Information
Sheila Merrill Sayre Campus, School of Nursing Building, Room 219 570-887-4513 Sheila.Merrill@guthrie.org or smerrill@mansfield.edu	Program Director MS Ed, RRT
Susan Ferrito Sayre Campus, School of Nursing Building, Room 2036 570-887-4516 Susan.Ferrito@guthrie.org or sferrito@mansfield.edu	Director of Clinical Education MS Ed, RRT
Nichole Campbell Sayre Campus, School of Nursing Building, Room 218 570-887-4233 Nichole.Campbell@guthrie.org or ncampbell@mansfield.edu	Primary Clinical Instructor BS, RRT
Dr. James Walsh Sayre Campus, Guthrie Clinic	Medical Director MD, MSHA, FACP, FCCP

Office Hours

Faculty office hours have been selected to allow students to meet with their advisor or course faculty member(s). Weekly hours will be posted by each faculty member and listed in course syllabi. If posted times are not feasible for the student, he/she should reach out to the faculty member to set up an appointment for another time.

SECTION 4: PROGRAM STUDENT LEARNING OUTCOMES

BS Respiratory Care Program Student Learning Outcomes

End of Program SLOs	Sample of End of Program Measurement Methods
<ol style="list-style-type: none"> 1. Demonstrate the clinical knowledge, professional attributes, and interpersonal and inter-professional communication skills relevant to the role of a registered respiratory therapist. 2. Demonstrate the technical proficiency in all skills necessary to fulfill the role of a registered respiratory therapist. 3. Demonstrate personal behaviors consistent with professional and employer expectations for a bachelor's degree registered respiratory therapist. 4. To prepare leaders for the field of respiratory care by including curricular content with objectives related to the acquisition of skills in management and research. 	<p>Final clinical evaluation tools (RTH 3222, RTH 3523, RTH 4124 and RTH 4225)</p> <p>Final Proctored TMC and CSE exams</p> <p>Respiratory Care Research Project (RTH 4224)</p> <p>Leadership Project (RTH 4216)</p>

RESPIRATORY COURSES

For most current descriptions and information about pre-requisites/co-requisites, see the most current Mansfield University Undergraduate Catalog.

RTH 3301: Fundamentals of Respiratory Care I (3 credits)

RTH 3303: Fundamentals of Respiratory Care II (4 credits)

RTH 3112: Arterial Blood Gases (2 credits)

RTH 3110: Pulmonary Function Testing (2 credits)

RTH 3121: Clinical Practicum I (1 credit)

RTH 3205: Respiratory Disease I (3 credits)

RTH 3222: Clinical Practicum II (3 credits)

RTH 3204: Respiratory Care Pharmacology (2 credits)

RTH 3211: Mechanical Ventilation I (4 credits)

RTH 3210: Respiratory Care in Alternative Sites (1 credit)

RTH 3523: Clinical Practicum III (4 credits)

RTH 3506: Respiratory Disease II (2 credits)

RTH 4108: Perinatal/Pediatric Respiratory Care (3 credits)

RTH 4112: Advanced Cardiopulmonary (3 credits)

RTH 4124: Clinical Practicum IV (5 credits)

RTH 4111: Mechanical Ventilation II (3 credits)

RTH 4224: Respiratory Therapy Seminar (3 credits)

RTH 4216: Respiratory Care Leadership and Management (3 credits)

RTH 4225: Clinical Practicum V (5 credits)

GENERAL EDUCATION REQUIREMENTS FOR RESPIRATORY STUDENTS

A. Foundations of Knowledge (12 SH)

Course Name	SH	Date Taken
First Year Seminar	3	
Lower-level Writing (ENG 1112)	3	
Upper-level Writing (ENG 3313)	3	
Oral Communication (COM 1101, COM 1102, or COM 1103)	3	

B. Approaches to Knowledge (18-20 SH)**Humanities (6 SH) (Must have different prefixes)**

Course Name	SH	Date Taken
	3	
	3	

Natural and Physical Sciences (3-4 SH)

Course Name	SH	Date Taken
Introductory Chemistry (CHM 1101 and lab) or (CHM 1110 and lab)	4	

Social and Behavioral Sciences (6 SH) (Must have different prefixes)

Course Name	SH	Date Taken
Life Span Development (PSY-3290)	3	
	3	

Mathematics (3 SH)

Course Name	SH	Date Taken
College Algebra (MA-1128)	3	

C. Unity and Diversity of Humanity (12 SH)**1. Global Perspectives****Option 1 – 6 SH in same foreign language****Option 2 – 6 SH of Western and Non-Western Culture (option 2 must have different prefixes)**

Course Name	SH	Date Taken
	3	
	3	

2. Themes: 6 SH from at least two

Course Name	SH	Date Taken
Healthcare Ethics (PHL 3380)	3	
	3	

COURSES REQUIRED FOR RESPIRATORY MAJOR

<i>Course Name</i>	<i>SH</i>	<i>Date Taken</i>
<i>BSC 1121 and lab (Human Anatomy and Physiology I)</i>	<i>4</i>	
<i>BSC 1122 and lab (Human Anatomy and Physiology II)</i>	<i>4</i>	
<i>BSC-3271 Microbiology</i>	<i>4</i>	
<i>Fundamentals of Resp Care I (RTH 3301)</i>	<i>3</i>	
<i>Fundamental of Resp Care II (with lab) (RTH 3303)</i>	<i>4</i>	
<i>Arterial Blood Gases (RTH 3112)</i>	<i>2</i>	
<i>Clinical Practicum I (RTH 3121)</i>	<i>1</i>	
<i>Pulmonary Function Testing (RTH 3110)</i>	<i>2</i>	
<i>Respiratory Disease I (RTH 3205)</i>	<i>3</i>	
<i>Respiratory Care Pharmacology (RTH 3204)</i>	<i>2</i>	
<i>Mechanical Ventilation I with lab (RTH 3211)</i>	<i>4</i>	
<i>Clinical Practicum II (RTH 3222)</i>	<i>3</i>	
<i>Respiratory Care in Alternative Sites (RTH 3210)</i>	<i>1</i>	
<i>Clinical Practicum III (RTH 3523)</i>	<i>4</i>	
<i>Respiratory Disease II (RTH 3506)</i>	<i>2</i>	
<i>Perinatal/Pediatric Resp Care (RTH 4108)</i>	<i>3</i>	
<i>Mechanical Ventilation II with lab (RTH 4111)</i>	<i>3</i>	
<i>Advanced Cardiopulmonary Care (RTH 4112)</i>	<i>3</i>	
<i>Clinical Practicum IV (RTH 4124)</i>	<i>5</i>	
<i>Clinical Practicum V (RTH 4225)</i>	<i>5</i>	
<i>Respiratory Therapy electives (RTH 4224 and RTH 4216)</i>	<i>6</i>	

Total: 120 Credits for Graduation

Mansfield University Department of Nursing and Allied Health Sciences BS Respiratory Care Plan of Study					
First Semester (MU) - Fall			Second Semester (MU) – Spring		
Course		Cr.	Course		Cr.
BSC 1121	Human A&P I	4	BSC 1122	Human A&P II	4
ENG 1112	Comp I	3	COM 1101	Oral Comm	3
MA 1128	College Algebra	3	*** **	Gen Ed	3
FYS ****	Freshman Seminar	3	*** **	Gen Ed	3
*** **	Gen Ed	3	*** **	Gen Ed	3
Total Semester Credit Hrs		16	Total Semester Credit Hrs		16
Third Semester (MU) – Fall			Fourth Semester (MU) - Spring		
Course		Cr.	Course		Cr.
CHM 1101	Intro Chemistry	4	PHL 3380	Healthcare Ethics	3
PSY 3290	Life Span Develop	3	BSC 3271	Microbiology	4
*** **	Gen Ed	3	*** **	Gen Ed	3
*** **	Gen Ed	3	*** **	Gen Ed	3
*** **	Gen Ed	3	*** **	Gen Ed (if needed)	3
Total Semester Credit Hrs		16	Total Semester Credit Hrs		13-16
Fifth Semester (Sayre) – Fall			Sixth Semester (Sayre) - Spring		
Course		Cr.	Course		Cr.
RTH 3301	Fund of Resp Care I	3	RTH 3205	Resp Disease I	3
RTH 3303	Fund of Resp Care II	4	RTH 3204	Resp Pharmacology	2
RTH 3112	ABG	2	RTH 3211	Mechanical Vent I	4
RTH 3110	PFT	2	RTH 3210	Resp Care Alt Sites	1
RTH 3121	Clinical Practicum I	1	RTH 3222	Clinical Practicum II	3
Total Semester Credit Hrs		12	Total Semester Credit Hrs		13
Seventh Semester (Sayre) - Summer					
Course		Cr.			
RTH 3506	Resp Disease II	2			
RTH 3523	Clinical Practicum III	5			
Total Semester Credit Hrs		7			
Eighth Semester (Sayre) – Fall			Ninth Semester (Sayre) - Spring		
Course		Cr.	Course		Cr.
RTH 4108	Perinatal/Ped Resp Care	3	RTH 4216	Resp Care Leadership	3
RTH 4112	Adv. Cardiopulm.	3	RTH 4224	Resp Care Seminar	3
RTH 4111	Mechanical Vent II	3	RTH 4225	Clinical Practicum V	5
RTH 4124	Clinical Practicum IV	5	ENG 3312	Comp II	3
Total Semester Credit Hrs		14	Total Semester Credit Hrs		14
Some students may need a free elective to reach the 120 credits.					
Total Program Credit Hours: 120					

Letter Grading System

The following grading system is used in all respiratory therapy courses, unless stated otherwise in the course syllabus.

NUMERICAL

<u>COURSE AVERAGE</u>	<u>LETTER GRADE</u>	<u>QUALITY POINTS</u>
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
67-69	D+	1.3
64-66	D	1.0
60-63	D-	0.7
0-59	F	0.0

SECTION 5: STUDENT RIGHTS AND RESPONSIBILITIES, AND ACADEMIC REQUIREMENTS

Mansfield University

Students' rights, responsibilities, and requirements set forth by the university are depicted in the Mansfield University website (www.mansfield.edu); the Undergraduate Catalog; Respiratory Student Handbook; and the Mansfield University Student Code of Conduct.

Orientation to Respiratory Program Rights, Responsibilities & Requirements

All students are required to review their rights, responsibilities, and requirements as set forth in the Mansfield University Undergraduate Catalog (<http://catalog.mansfield.edu>) and the Respiratory Program Student Handbook. While university publications address the policies, procedures, and requirements of the institution, the Respiratory Program handbook contains more substantive information specific to the BS Respiratory Care Program. The Respiratory Program Student Handbook is viewed as a valuable resource to be retained and used by students throughout their tenure at Mansfield University in the Respiratory Care Program. Students will be notified of updates in a timely fashion.

Policies and Procedures Specific to the Respiratory Major:

Minimum Academic Requirement to All Respiratory Students: Students are subject to all university academic requirements. The following academic requirements apply only to continuance in the respiratory program at the University:

1. The number of respiratory students admitted to the program is limited. A maximum of 14 seats are available at the junior level.
2. Required courses for the Bachelor of Science in Respiratory Care are not included in the University Pass/Fail policy.
3. Students must be enrolled as a respiratory major to enroll in RTH prefix courses.
4. A grade of C or above must be earned in all respiratory (RTH) courses.

Program Academic Dismissal for All Respiratory Students:

1. An overall grade point average (GPA) of 2.7 is the minimum required to enroll in respiratory (RTH) courses. Students will not progress to junior-level respiratory courses in Sayre if their GPA falls below a 2.7.
2. Students who fail to achieve a C or above after taking a respiratory (RTH) course for a second time are automatically dismissed from the respiratory program.
3. Only one respiratory (RTH) course can be repeated for the entire respiratory program. If a student received a C minus (C-) or below in a second respiratory course, the student is dismissed from the program.
4. Freshman* respiratory students must complete and have earned C grades or higher in BSC 1121/1121L and BSC 1122/1122L (or transfer equivalencies) within four semesters or 21 months (whichever is shorter) from when they started the respiratory program. If this requirement is not met, students will be dismissed from the respiratory program and will not be readmitted to the BS Respiratory Care program.

**Please note that the terms, freshman, sophomore, junior and senior are defined by the level/year of the respiratory program, NOT the number of credits earned.*

Other Program Policies for All Respiratory Students:

1. If a student withdraws from the University for any reason; leaves the respiratory program for any reason; is dismissed from the respiratory program for any reason, he/she is not guaranteed re-admission to the respiratory program.
2. If a student is not registered for at least one course during any semester, he/she is considered a “no-show” and must reapply to the university.
3. If a student drops all respiratory courses, but is still an active University student, the student can progress in the respiratory program only if a seat is available, when he/she wishes to resume respiratory courses (providing the student has met all the academic standards).
4. Students dismissed from the respiratory program are still Mansfield University students unless they are officially dismissed from the University.
5. Students dismissed from the respiratory program must complete a change of major form and seek academic advising from that department.
6. A student is only re-admissible to the respiratory program if it has been less than two (2) years since taking his/her last respiratory course. If it has been greater than two (2) years since the last respiratory course was successfully completed, the student must repeat the entire level from which he/she withdrew. (Example: if student withdraws from the University during the junior level, he/she must repeat the entire junior level). *Note: Students who have not met respiratory program academic standards are not re-admissible to the respiratory program. For students who have been out of the respiratory program for more than two years, review of all BS Respiratory Care program work will be completed by the respiratory program director. Depending on how long the student has been out of respiratory courses, the program director will use his/her judgement on whether the student can be readmitted, and if so, to what level. If BS Respiratory Care required courses are outdated per current academic and health care standards, it may not be feasible for a student to return to the program at all or may require repeating of the entire program.*
7. **Readmission to clinical courses:** If more than one semester has elapsed since successful completion of the last respiratory clinical course, the student will be required to successfully complete a clinical competency evaluation prior to readmission to the next level clinical course.
8. Students wishing to transfer from other schools/respiratory programs who do not meet the standards stated above will not be admitted to the MU respiratory program.
9. Students are required to provide their own transportation to clinical experiences. Clinical experiences begin at the junior level. If a student cannot attend clinical experiences because of lack of transportation, he/she is at risk of not meeting clinical course student learning outcomes, resulting in failure of the course.
10. Each senior respiratory student is required to take a TMC/CSE predictor/exit examination during the semester in which the student is expected to graduate. The specific TME/CSE examination and placement of it will be determined by the respiratory faculty. Students are responsible for the costs of these exams. In addition to being required to take the predictor examination, students will be required to engage in a remediation as prescribed by the program.
11. To attend a respiratory program pinning ceremony and receive a pin, students must have completed all respiratory program requirements.

Respiratory Program Attendance Policy:

1. It is imperative that students attend classes and/or clinical experiences so that they can meet student learning outcomes of the course. If a student is absent from classes and/or clinical experiences, there is no guarantee that he/she can meet the student learning outcomes of the course.
2. Regular and punctual class attendance is expected in the respiratory program. Students who are late for class or absent due to documented illness, serious mitigating circumstances, official military service, or official university representation will be permitted to make up missed assignments/tests without penalty in a reasonable manner of time agreeable to the instructor and student. Unexcused tardiness or absence from classes will result in penalties.
3. Attendance during scheduled lab and clinical experience is mandatory. Unexcused absence or tardiness will result in disciplinary action. An absence is excused if due to documented illness, serious mitigating circumstances, official military service or absences due to official university representation permitting the student to make up missed assignments, evaluations, or tests subject to availability of instructional resources. Loss of time documentation will be completed for all missed clinical time (excused and unexcused).
4. Notification of the need to be absent or late from clinical must be reported to the Director of Clinical Education (DCE) and their clinical instructor as soon as possible.
5. Whenever any clinical time is missed due to tardiness or absence, the DCE or Program Director (PD) must be notified not later than the beginning of the next scheduled clinical or class day (whichever comes first). The nature, cause, and duration of the missed time must be provided. Faculty reserve the right to request documentation from a healthcare provider when applicable.
6. All missed clinical time must be rescheduled and completed by the student to meet all student learning outcomes, time will be rescheduled by the DCE based on availability of clinical instructors and affiliates.
7. Students who are absent for two (2) or more consecutive clinical days due to illness or injury must see a healthcare provider (Physician, Nurse Practitioners, or Physician Assistant) or report to the Family Practice section at the Guthrie Clinic Sayre for a medical evaluation. A healthcare provider's signed written excuse and statement of students' fitness for return to clinical duties will be required prior to returning to clinical rotation.
8. If a student wishes to leave the clinical area, the student must inform their clinical instructor/preceptor before leaving.
9. If the student is dismissed early from a clinical rotation, the Director of Clinical Education (DCE) or Program Director (PD) must be notified immediately.
10. Students may be required to "clock in" at the beginning of each clinical shift: this procedure must be completed at the scheduled clinical site by utilizing the online clinical management system as designated in the clinical course fees section. Students are also required to "clock out" at the end of the shift at the clinical site. This procedure can be done via smartphone (must enable GPS location setting) or by the clinical site's computer (requires internet connection). Failure to clock-in or clock-out or do so from a location other than the assigned site will result in deficiency ratings on the rotation's clinical evaluation.

Registration Restriction:

1. All students who have consistently met all respiratory program academic standards and have made continuous progression in the respiratory program will take precedence over those who have not met respiratory program standards or who have not continuously progressed in the respiratory program.
2. A maximum of 12 students will be permitted to register for junior and senior level respiratory courses each semester. If more than 12 students are eligible to enroll in junior or senior level respiratory courses, student selection is based on students' grade point average (GPA).

Program Progression for Students in the BS Respiratory Care:

1. A grade of C or above must be earned in all respiratory (RTH) courses.
2. A grade of C or above in BSC 1121, BSC 1122, BSC 3271, CHM 1101 or CHM 1110 and MA 1128 (or equivalent courses) is required to progress in the respiratory program.
3. A cumulative GPA of 2.7 or higher is required to enroll in all RTH courses.
4. Once a student is taking upper division respiratory courses at the junior level, he/she may progress if his/her cumulative average falls below 2.7 providing the student has earned a grade of C or above in all respiratory prefix courses. However, the student must maintain a GPA of 2.0.
5. If more than 12 students meet the standards for progression to the junior level, students who have consistently met program standards are given priority. For those who have not consistently met the standards for progression, decisions are based on grade point averages.

**Please note that the terms freshman, sophomore, junior or senior are defined by the level/year of the respiratory program, NOT the number of credits earned.*

Assessment for TMC/CSE Readiness

The respiratory program uses PSI secure testing package, these exams closely mimic the National Board of Respiratory Care (NBRC) credentialing exams and provide a predictor for readiness. This includes secure Therapist Multiple Choice (TMC) and Clinical Simulation Exams (CSE) exams, to be administered at the end of the final semester of the program just prior to graduation. The cost of the PSI testing package is approximately \$120 per student. Purchasing the PSI testing package is mandatory. Students who do not purchase the testing package will not complete the program as it is used as a final examination. Course specific policies related to PSI testing will be published in the RTH 4225 syllabus.

Students involved with any misconduct or fraudulent activity related to PSI products or exams are at risk of suspension or termination. Engagement in such conduct could result in dismissal from the respiratory program.

Cell Phone and Other Personal Communication Devices

Cell phone or other personal communication devices (including smart watches) must be turned off or in airplane mode during class, labs and clinical; failure to comply will result in penalties. Exceptions to this rule include when clocking in or out of the clinical shift and if the professor/instructor give approval to use an electronic device for an activity.

Program Assessment

Student papers, projects, discussion forum postings, tests, and clinical evaluation tools may be used for program assessment purposes.

Calculators

Students are prohibited from using their own calculator during exams. The respiratory program will provide calculators for students during course examinations, as needed.

SECTION 6: STUDENT HEALTH AND BACKGROUND CHECK REQUIREMENTS

Program Health and Criminal History/Background Check Requirements:

1. Program health requirements, criminal history/background checks, and any other affiliate requirements are necessary for all RTH prefix courses, **starting at the junior level of the BS Respiratory Care Program**. If any of the requirements are not completed, students will not be permitted to attend respiratory clinical experiences and will receive a failing grade for the clinical course.
2. Students must meet all clinical affiliate health and criminal history/background check requirements. Drug tests are required. A positive drug test may result in dismissal from the respiratory program. Specific criminal history/background checks; specific immunization records; 2-step PPD or other TB testing (e.g., T spot); malpractice insurance; proof of medical insurance and N95 evaluation/fit test are required. Students are expected to cover the costs of these items. If a student does not comply with any of these requirements, he/she will receive a failing grade in the clinical course. Students' background check and health information are shared if requested by the clinical affiliate.
3. Any new or existing health (or other) condition that may put the student, staff, faculty, or patients in jeopardy must be reported to the respiratory program faculty. Written documentation from a physician stating the student is safe to return to class and/or clinical must be submitted to the respiratory program. If the respiratory program faculty becomes aware that this policy has not been followed, program dismissal may result.
4. Requirements of clinical affiliates can vary by semester and the respiratory program must comply with them to conduct clinical experiences at those affiliates. Student will be notified by the respiratory program if/when any of those requirements change. Students will be expected to comply with any updated requirements to attend clinical experiences.
5. Health requirements and criminal history/background check information will be shared with clinical affiliates. If affiliate personnel deem a student unfit for clinical experience at that agency the student will fail the clinical course.

REQUIREMENTS TO PARTICIPATE IN RESPIRATORY COURSES AND JUNIOR CLINICAL EXPERIENCES

All program requirements are listed below:

They are due to be submitted to the respiratory program by the end of July (exact date will be relayed to the student via a letter emailed to the students at the end of the sophomore spring semester). If any requirements are not completed on time, students will be held out of respiratory classes and/or lab/clinical experiences.

- Background checks, annual health examination and TB testing must be done between May and July for all incoming juniors and seniors.
- Drug testing: A 10 panel expanded opiate urine drug test is required per the policy in this handbook. Urine drug test is at the expense of the student. **See the Drug and Alcohol Abuse Policy and Procedure for details.**

Students must meet all requirements of each clinical affiliate used for clinical experiences. Students are expected to cover these costs. If an affiliate adds/changes a clinical requirement at any time, the student is required to meet the new or revised requirement(s). Additional fees, for that requirement,

may also be added. Any additional requirements will be communicated to students by course faculty, and/or the respiratory program director.

REQUIREMENTS TO PARTICIPATE IN CLINICAL EXPERINCES

Pennsylvania Child Abuse History Clearance Form (CY-113) **Must be done annually**

Go to: <http://www.dhs.pa.gov>. Fee is \$13.00. Under Most Viewed, click on PA Child Abuse History Clearance. Scroll down to Pennsylvania Child Abuse History Clearance CY-113. Follow the directions. Pick the box School employee governed by the Public-School Code. This clearance can take up to 6 weeks.

Pennsylvania State Police Criminal Background Check (SP4-164) **Must be done annually**

Online submission, go to <https://epatch.state.pa.us>. Click on submit new record check, click on accept terms and conditions, click individual request, pick employment as the reason. Pay by credit card – fee is \$22.00. For paper copy, go to <https://psp.pa.gov>. Click on request a criminal history record, click download form SP-4-164. Follow the directions. The form does not need to be notarized. Pick employment as the reason for the request. This clearance can take up to 6 weeks.

(FBI) Fingerprint Background Check (Criminal History Report) **Must be done annually**

Go to: <https://www.identogo.com/locations/pennsylvania> Fee: \$22.60 Select Digital Fingerprinting, Enter Service Code (1KG756) – Schedule or Manage appointment. Employer information – List: School of Respiratory Therapy, One Guthrie Square, Sayre PA 18840, follow the instructions. Appointments are not required, but pre-registration is required. Once registered, applicants may walk-in during a location's posted hours of operation but scheduling an appointment may lead to lesser/no wait times. Applicants should use <https://IdentoGO.com/locations> to find a location. Applicants will also be able to find the nearest location from the registration. Results are available in a few days.

If a clinical affiliate refuses a student access to its clinical areas based on the outcome of any of these requirements, the student will not be able to participate in clinical experiences. The student will be offered the option of withdrawing from the course. If the student does not withdraw, a failing grade will be given for the course.

Please keep a copy of your results. All results, including the health exam form, should be submitted to the BS Resp Care D2L drop box as outlined in the instructions sent to all junior students in the May prior to starting junior fall semester.

Health Examination

A health examination completed by your physician/provider is required prior to start of RTH courses. A student who has not submitted documentation meeting the health examination requirements will not be allowed to participate in clinical experiences. Missing clinical experiences can result in a failing clinical grade.

Immunization Requirements:

STUDENTS MUST SUBMIT COPIES OF THE IMMUNIZATION RECORD ALONG WITH THE HEALTH FORM (all documents are to be uploaded in D2L)

- **Tuberculosis:** 2-step PPD within 12 months of the clinical rotation OR TSpot (Single visit blood test for TB, not older than 90 days prior to start). An annual PPD is required (within a calendar year) or the 2-step PPD must be repeated.
 - PPD Guidelines:
 - 1st PPD given (needs to be read within 48-72 hours)
 - 2nd PPD (needs to be given at least 7 days from when the first PPD was injected (not read). The whole process from the initial PPD to the reading of the 2nd PPD should be within a 3-week window.
 - If student's PPD converts from negative to positive, he/she must provide documentation of a T-Spot. If the T-Spot test is positive, the student must have a chest x-ray. A positive T-Spot test will necessitate a referral to the Pennsylvania Department of Health or the appropriate county-level/state health department, depending on the student's state of residence. The student must have a statement from a physician stating it is safe to return to clinical experiences if he/she has a positive T-Spot test.
 - Anyone with a history of a positive PPD but negative T-Spot test must complete a symptom review annually.
- **Measles, mumps, and rubella** -- 2 doses of MMR (Measles Mumps Rubella) or positive titers for measles (rubeola), mumps, and rubella with laboratory results provided.
- **Varicella** -- positive titer with laboratory results; or chickenpox vaccine dates (x2).
- **Pertussis (Tdap)** – One tdap vaccine on or after 11 years old.
- **Hepatitis B vaccine** – a series of 3 injections.

Other Clinical – Related Requirements:

- **Liability Insurance** – Obtain and maintain professional insurance with a minimum coverage of \$1,000,000 per claim and an aggregate of \$3,000,000 per occurrence. Such insurance shall be provided by insurance companies acceptable to Guthrie/Robert Packer Hospital and licensed to conduct business in the Commonwealth of Pennsylvania with an AM Best Rating of A- or better. You can sign up for this through Pro Liability (www.proliability.com) for around \$30-40/year. The documentation must show the effective dates of coverage.
- **Influenza (Flu) Vaccine** – An annual flu vaccine is required; we will help you obtain this in the Fall semester.
- **Personal Medical Insurance** – Provide a copy of medical insurance card, both front and back.
- **N95 Fit Test: This can be done at Guthrie Occupational Medicine, Sayre PA: call 570-887-2493**
 - See separate memo regarding fit test questionnaire that needs to be completed prior to the appointment.
 - Documentation of the fit test (Make and Size of mask need to be submitted to the Respiratory Program)
- **Uniforms:** See information about uniforms in the next section below.
- **Lab coats:** A white lab coat must be purchased before the junior level fall semester begins.
- **Stethoscope:** A stethoscope must be purchased before the junior level fall semester begins; additional information will be provided about suggested models.
- **Respiratory Student Handbook:** The handbook is found in D2L. All BS Respiratory Care students are required to read the respiratory student handbook. Students must sign the form stating that they have read and will abide by the BS Respiratory Care policies and information.
- **Illegal Drug and Alcohol Abuse Policy and Procedure:** Student must read and sign this policy and submit to the D2L drop box.

Uniform Information:

For most clinical assignments, a student-furnished, red scrub top (*see specific below) and black scrub pants uniform and white lab coat must be worn. In the operating room at Robert Packer Hospital, students will wear a Guthrie-supplied scrub uniform. Guthrie-supplied scrub suits may not be worn off Guthrie property at any time, with or without a lab coat. Clean, athletic footwear is recommended with the scrub uniform. For home care rotations, students will typically wear normal street attire appropriate for current weather conditions. Socks or stockings must be always worn during clinical rotations.

- ***Cherokee brand scrub, style 4700 or 4876, color Red: top is required.** This can be purchased at Mansfield Bookstore or Murph's mart on the Sayre campus.
- **Mansfield University Department of Health Science patches (for purchase at MU Bookstore or MURPH'S mart on Guthrie campus):** one patch should be sewn to the left shoulder of the lab coat, and another sewn on the upper right chest of each scrub top, just below the clavicle.
- During clinical assignments, students are expected to wear their uniform, in its entirety, always. It is not acceptable to wear partial or mismatched uniforms. Students may wear short or long sleeve T-shirts or turtlenecks under the red scrub top; these shirts must be solid colored (red, white, or black) and must be clean, neat, and professional looking (i.e., no long johns, no patterns, or logos).

- Safety equipment such as gloves, face masks, gowns, and protective eyewear must be worn at appropriate times as directed by the student's supervisor and as required by hospital infection control policies and Guthrie standards.
- All students are issued and required to wear their Guthrie photo identification badge when on the Guthrie campus and at other non-Guthrie clinical sites unless directed otherwise by their clinical supervisor. **This badge must be worn on the front of the body, above the waist with the photo and name clearly visible.** The badge is needed to gain access to certain secure areas such as computer and preclinical labs. Lost or stolen badges should be reported to the Robert Packer Hospital Human Resources Department immediately (telephone 570-882-4401). Upon leaving the program, the student must turn in his/her ID badge to the Program Director or Director of Clinical Education. Additionally, students must purchase a second identifying tag ("Respiratory Student") from MURPH Mart on the Sayre Site.

A student will not be allowed in the clinical area if any of the clinical requirements listed above are not met. This will result in failure of the clinical course.

DRESS CODE: As guests of the Guthrie Clinic, all students are expected to adhere to the Guthrie Personal Appearance policy whenever they are on the Sayre campus participating in learning activities of the program. The Respiratory Therapy Program dress code is derived from that policy.

- Uniforms – approved Mansfield program uniform only. Red scrub tops and black scrub pants.
- Hairstyles, cosmetics, jewelry, and accessories are to be conservative and neat in appearance to convey a professional image. Hairstyles may not present a safety or sanitary hazard. When students have direct patient contact, they must appropriately secure their hair (not du-rags) to prevent it from hanging over their face or shoulders when bending or stooping. Arriving to class or clinical with wet hair is not appropriate (i.e., hair should be as dry as possible upon arrival). Beard stubble growth may present an unprofessional appearance and alter the effectiveness of the N95 HEPA mask, therefore shaving is required for all clinical rotations.
- Articles of clothing and jewelry/pins with slogans, messages, or illustrations on them are not allowed if they contain images, language, or messages that may be offensive to any ethnic, racial, or minority group or any reasonable person in the business or healthcare community.
- During class/lab times students are allowed to wear clean jeans; capri style pants; modest shorts or dresses/skirts; and/or athletic pants.
- Undergarments must be worn and may not be visible through clothing. No open-toe shoes/sandals may be worn in patient care areas.
- Open-toe shoes/sandals with backs may be worn in non-patient care areas. Flip-flops or slides are not appropriate in any setting. Heel height of any footwear should not exceed 2 ½ inches.
- The following items, and similar related items, may not be worn in lab or classroom areas:
 - Tube tops, belly tops, sleeveless blouse/shirts (unless under another piece of clothing), tank tops, short shorts, sheer (see-through) fabrics, underwear style tee shirts, spandex type clothing, body-hugging or form-fitting clothing and any clothing that allows visibility of chest cleavage, mid-drift and underarms or any other part of the body that would reasonably be considered inappropriate.

- Any jewelry worn must not interfere with the ability to perform one's job. In patient care areas, necklaces, earrings, bracelets, and rings may not dangle, be loose, or be worn in a manner that could interfere with patient care. Excessive amounts of jewelry, which may be considered offensive to patients, other students, or other health care workers, may not be worn. For those students who wear earrings in patient care areas, stud or button-type earrings are encouraged. Profession-related pins fastened securely to clothing may be worn.
- The wearing of piercing accessories on the face/body (including tongue) visible to the public is not appropriate or acceptable (except for ears – refer to item above, or for bona fide religious/cultural reasons).
- Students may not wear artificial fingernails during clinical rotations. In addition, the length of natural fingernails may not exceed one-quarter (1/4) inch. For all students wearing fingernail polish, nails must be freshly painted (no chips) and color should be conservative and professional.
- During clinical rotations, all body tattoos must be covered so as not to be visible to others.
- The Respiratory Therapy Program and Guthrie are not responsible for the cleaning, repair, or replacement of personal clothing, or of property that is soiled, damaged, or lost during the performance of the student's normal duties. The exception is clothing contaminated by patient body fluid, which will be laundered per Hospital Infection Control Policy.
- N95 HEPA mask fit testing will be performed on each student before start of the junior year. The fit test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, mustache, or sideburns which cross the respiratory sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed.
- Appropriate grooming and dress will be expected of all students. Cleanliness is expected daily, e.g., oral hygiene, use of deodorants. All students shall avoid excessive use of personal scented products, especially in patient care areas.
- Make-up should be kept to a minimum.
- A watch with a second hand is required as part of the uniform.
- During any clinical experience, observation, and or preparation, professional attire is expected. If attire is deemed inappropriate by the instructor, the student will be asked to leave the clinical setting so that appropriate changes can be made.
- Each classroom, laboratory, and clinical instructor is responsible for regularly, and fairly, enforcing this policy. Students are also responsible for self-compliance. Any student found in violation of this policy will be sent home to change dress/grooming. **Repeated violations will be subject to progressive discipline, up to and including termination for cause.**
- Individual faculty will specify exceptions to the uniform dress code.

SECTION 7: OTHER BS RESPIRATORY CARE PROGRAM INFORMATION

Americans with Disabilities:

The Mansfield University Respiratory Care Program endeavors to comply with the Americans with Disabilities Act and with University Policies regarding students with disabilities. The respiratory program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the respiratory program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) be regarded as having such a condition.

Exceptionalities

Any students with documented psychological or learning disorders or other significant medical conditions that may affect their learning should inform the Program Director and meet with the University's Disability Advisor in the Department of Academic and Human Development (141 South Hall, Phone: 570-662-4436) as soon as possible. The Disability Advisor will arrange to provide your professors with an appropriate letter so that we may serve your needs more effectively. If you have a documented exceptionality that requires classroom or testing accommodations, the advisor will also clarify the appropriate arrangements. **Essential functions enumerated under the clinical policies section of this manual are required of all students enrolled in the Respiratory Therapy Program, irrespective of exceptionalities.**

Licensure In Pennsylvania

In Pennsylvania, you may apply for a temporary permit to practice respiratory care if you expect to graduate from this program within 30 days. Temporary permits expire after 12 months or upon failure of the NBRC exam, whichever occurs first.

Applicants to respiratory education program in Pennsylvania should be aware of certain restrictions on obtaining a respiratory care license. It is not the responsibility of the University or the Respiratory Program to identify all restrictions.

An applicant may qualify for a license to practice respiratory care in the State of Pennsylvania, if the applicant:

- has successfully completed an accredited respiratory care program and the NBRC Certified Respiratory Therapist (CRT) exam.
- is not intemperately using alcohol or habitually using narcotics or other habit-forming drugs.
- has not been convicted of a felony under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § § 780-101---780-144) or of an offense under the statutes of another jurisdiction which, if committed in the Commonwealth of Pennsylvania, would be a felony under The Controlled Substance, Drug, Device, and Cosmetic Act, unless the following apply:

- 1) At least 10 years have elapsed from the date of conviction.
- 2) The applicant satisfactorily demonstrates to the Board of Medicine that he/she has made significant progress in personal rehabilitation since the conviction so that licensure of the applicant is not expected to create a substantial risk of harm to the health and safety of patients or the public or substantial risk of further criminal violations.

The application form may be obtained at the Pennsylvania Department of State, State Board of Medicine website. A direct link is available at the Pennsylvania Society for Respiratory Care Web site (<http://www.psrc.net>), just click on “State Licensure” on the left side of the page.

If applying for a respiratory care license in PA, applicants must have completed 3 hours of Child Abuse Recognition and Reporting education. Additionally, applicants must have a Criminal Records History Check dated within 90 days of the date of the respiratory licensure application. For other information about applying for respiratory licensure in PA go to <http://www.psrc.net>.

Licensure In New York

Information and an application form for licensure in New York can be obtained at the New York State Education Department, Office of the Professions Web site: <http://www.op.nysed.gov/prof/rt/>

Students are responsible for complying with all requirements for respiratory licensure in whatever state they apply to.

National Board Exams

Students who graduate from this program are eligible to take both the Therapist Multiple Choice (TMC) exam and Clinical Simulation Exam (CSE) to pass and obtain both the Certified Respiratory Technician (CRT) and Registered Respiratory Therapist (RRT) credentials from the National Board of Respiratory Care (NBRC). Application and scheduling for this exam may be done online at the National Board Web site (<http://www.nbrc.org>).

American Association of Respiratory Care (AARC) Code of Ethics and Professional Conduct:

The respiratory care program faculty at Mansfield University fully support the AARC code of conduct and expect that all respiratory students do likewise. The AARC Code of Ethics and Professional Conduct can be seen at <https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf>.

PRIVACY AND HIPPA

All Mansfield University Respiratory students are expected to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and protect health-related information of clients/patients that they are caring for. Here are some specific guidelines students must follow:

- A student should only read/view medical records of clients he/she is directly caring for.
- A student will not discuss client information with anyone who is not directly related to the care of that client.
- There should never be discussions about clients outside of the unit/area the client is being cared for (e.g., cafeteria, student housing areas, apartments, etc.).
- Students should not discuss client information in any area where conversation could be inadvertently overheard by someone who is not connected with the client's direct care.
- HIPPA applies to all students whether they are in a clinical setting as a Mansfield University student or "off-duty."
- Students will always safeguard usernames and passwords to electronic medical record systems. Students shall never share usernames or passwords with anyone else.
- Students shall never walk away from a computer screen when it has confidential client information on it. If students must step away for any reason, they need to log out of the account. If anyone is trying to look at confidential client information on a computer screen who does not have the right to that information, the student should log out immediately.
- Students may discuss components of clients' care with faculty and other students at pre- or post-conferences if discussions are pertinent to the learning outcomes of the experience.
- Students should access only the minimum amount of information in a client's chart that is valid and necessary for the treatment of the client.

Students who are found in violation of HIPPA or any privacy breach will face disciplinary action by the program, up to and including respiratory program dismissal. In addition to discipline by the respiratory program, charges will be filed with the Office of Student Conduct at the University. Disciplinary action may be based on the policies and sanctions of the affiliates where the breach took place. If for any reason a student is barred from a clinical affiliate because of HIPPA or privacy related issues, it will result in automatic dismissal from the Mansfield University Respiratory Program. Any student dismissed for this reason will not be readmitted to the respiratory program.

UNSAFE CLINICAL PRACTICE

- Respiratory students who perform respiratory tasks and procedures are legally responsible for their own acts of negligence. When in a planned clinical experience, the respiratory student is held to the same standard of care as the licensed respiratory therapist who normally would perform the function.
- Students are not allowed to perform any tasks or procedures without direct supervision and approval of clinical instructor/preceptor. A clinical affiliate may prevent a student from participating in clinical care if the quality of care rendered is not at the level the affiliate deems acceptable.

- Unsafe clinical practice may result in course failure or dismissal from the respiratory program. If a student is dismissed from the respiratory program, leaves the respiratory program, or changes majors because of unsafe clinical practice, he/she will not be readmitted.

CLINICAL FAILURE

- Respiratory students who knowingly or unknowingly put a patient, another staff member, or another student in danger or behave in a non-professional manner will be in jeopardy of failing the clinical course and/or respiratory program dismissal.
- Unprofessional behaviors include, but are not limited to unsafe practice, falsifying records, absence from clinical experiences without notification of faculty and clinical affiliate, lying, unlawful drug or alcohol use, or coming to clinical experience under the influence of drugs or alcohol.

RETURN TO CLINICAL

Respiratory students must be in good health to attend clinical experiences. Any student who has missed a clinical experience due to illness will be asked to present a completed form from his/her health care provider regarding health status.

CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES

Cell phones and other personal communication devices are not allowed in the clinical areas.

DISRUPTIVE CONDUCT AND WORKPLACE VIOLENCE PREVENTION

The Respiratory program is a community of staff, faculty and students that is committed to a respectful, safe, and protected environment, founded in civility and free from violence, in which all can work and learn. Acknowledging that workplace violence falls on a continuum from civility through physical violence, the respiratory program requires that all members of our community value and respect each other. As a community, the program will make every effort to discourage incivility and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, physical, or any other forms. All members of the respiratory program will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The respiratory program often has faculty, staff, and students who are working and studying beyond the normal operating hours. Members of the respiratory program community will not tolerate inappropriate interactions from each other or from outside persons. All incidents will be taken seriously and will be dealt with promptly and appropriately. The respiratory program will provide support and resources to all to ensure that this safe and protected environment happens.

1. All who participate in or engage with this community will abide by these guiding principles, as well as follow the additional Codes of Conduct put forth by the University and all clinical affiliates.
2. We value differences among individuals and, in that spirit, require that all treat each other with respect. Interactions in the respiratory program are expected to be courteous, respectful, and professional.

3. Individuals are responsible for their own behavior and will be held accountable for that behavior.
4. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be reported and dealt with in accordance with the policies outlined below.
5. When inappropriate behavior occurs, members of the respiratory community are empowered and expected to deal with the situation according to established guidelines.
6. Individuals are expected to keep their own personal safety foremost in their plans and actions and to support others in doing the same.
7. Unacceptable behavior will be dealt with so that the message of zero tolerance is consistent and clear.

When inappropriate behavior occurs, the respiratory program will:

- Respond promptly to immediate interpersonal dangers to faculty and students in the program in accordance with established policies.
- Facilitate the investigation of threats and other reported incidents, and file necessary reports per University and Guthrie policy.
- Respond to each report objectively, respond seriously and address any allegations.
- Take disciplinary actions under the University's and/or Guthrie's disciplinary policy when warranted.
- Support victims and affected workers after the incident.

Definitions: Definitions of key terms used in this policy are as follows:

Inappropriate and prohibited behavior is behavior that can serve as warning sign of potential hostility or violence. Examples of these kinds of behaviors of interpersonal aggression include but are not limited to:

1. Unwelcome name calling.
2. Rude or uncivil (e.g., slamming doors in angry response; making disparaging comments about another worker, student, or faculty member; purposefully blocking someone's view or path; harshly criticizing a subordinate in public; vulgar or obscene words or actions, either written or verbal, including email, voice messages, and graffiti).
3. Acts of abuse (e.g., verbal statements, including tone of voice, or physical act which may be construed as a derogatory, intimidating, bullying or psychological or emotionally disturbing).
4. Intimidation through direct or veiled verbal threats.
5. Throwing objects regardless of size or type or whether a person is the target of a thrown object.
6. Physically touching another student, faculty member, or employee in an intimidating, malicious or sexually harassing manner.
7. Physically intimidating others including such acts as obscene gestures, fist-shaking, or "getting in your face" types of gestures.
8. Stalking, either on or off campus

Threat: the expression of intent to cause physical or mental harm. A threat is conveyed regardless of whether the individual communicating the threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or placed in the future.

Physical attack: unwanted or hostile contact such as hitting, fighting, pushing, shoving, or throwing objects.

Property damage: is intentional damage to property owned by the University, affiliate, employees, students, or visitors.

Each member of the respiratory program community is responsible for upholding the values and actions embodied in this policy.

STUDENT CODE OF CONDUCT

All students are accountable for information in the Mansfield University Student Code of Conduct. Students must adhere to the policies and rules in the Code of Conduct. To access the latest version of the Student Code of Conduct, go to the following website: <https://www.mansfield.edu/student-affairs/upload/MU-Code-of-Conduct.pdf>

Gross misconduct or other serious nonconformance may result in immediate termination from the respiratory program. Examples of such misconduct include, but are not limited to:

1. Possession of any type of weapon on campus.
2. Unauthorized possession of or use of intoxicating drugs or alcoholic beverages on campus (Mansfield University Campus or the Sayre site), or a positive test for alcohol or drugs.
3. Actual or threatened physical assault, intentional or reckless injury to persons or property.
4. Acts of terror.
5. Stalking or bullying.
6. Larceny, misappropriation, or unauthorized possession of property, belonging to the hospital, University, program, another student, employee (hospital or University), patient or visitor.
7. Physical or sexual abuse.
8. Threatening, intimidating, or coercing any person.
9. Conviction of a felony.
10. Breach of patient confidentiality (HIPPA violation).
11. Indecent or immoral conduct of any nature on hospital or University premises.
12. Damaging, destroying, or tampering through negligent or deliberate acts, property belonging to the hospital, University, program, students, patients, or visitors.
13. Misuse or falsification of patient, student, or official hospital or university records.
14. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University or program.
15. Use of vile, intemperate, or abusive language or acting in a disrespectful manner toward any employee, patient, school official, or any person at any time. This includes conduct of an offensive nature online via the internet.

Students found to be in violation of any component of the Mansfield University Student Code of Conduct may have charges brought against them through the Office of Student Conduct and may face dismissal from the respiratory program. If a student is dismissed from the respiratory program, leaves the respiratory program, or changes majors because of a conduct issue, he/she will not be readmitted.

NOTIFICATION OF NEW OR EXISTING HEALTH CONDITIONS

- Any new or existing health (or other) condition that may put the student, staff, faculty, or patient in jeopardy must be reported to the respiratory program faculty.
- Written documentation from a physician stating the student is safe to return to class and/or clinical must be submitted.
- If the respiratory program faculty become aware this policy was not followed, program dismissal may result.
- If a student's behavior in class or clinical experiences indicates a potential problem based on the faculty member's judgement, the respiratory program may request written documentation from a physician indicating the student is able and is safe to participate in class and clinical experiences.

BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS EXPOSURE

In the event of a needlestick or blood/bodily fluid exposure while in a Mansfield University clinical experience, students or faculty should take the following actions immediately:

- Wash the affected area with soap and water, or for eye involvement, flush with clean water or normal saline.
- Students will notify the DCE and/or PD immediately.
- Call Employee Health Office of the affiliate where the exposure took place. The student may be asked for the source patient's medical record number.
- Report to the affiliate's Emergency Department after hours.
- Document the incident via the affiliate's required reporting form, as applicable.
- Students are responsible for any costs incurred during the follow-up required for an exposure incident.

At Guthrie facilities, the students will take the following actions:

- Wash the affected area with soap and water, or for eye involvement, flush with clean water or normal saline.
- Students will notify the DCE and/or PD immediately.
- Obtain the source patient's medical record number.
- During Monday-Friday (7:00 AM – 4:00 PM) the student should report to the Guthrie Employee Health Office (EHO) on the Sayre campus for guidance on next steps. If the exposure occurred in a Guthrie location other than Sayre, the student should call the Guthrie EHO at 570-887-2674. The student should identify him/herself as a Mansfield University Respiratory student and explain they are seeking assistance with post-exposure.

- EHO will print off the appropriate paperwork and coordinate assessment and treatment with Occupational Medicine or the Emergency Department (ED).
- If an exposure takes place outside the Employee Health Office business hours listed above, the student should report to the facility's Emergency Department.
 - All students seen in the ED should be strongly encouraged to follow-up with Occupational Medicine within 24 hours of the ED visit.

Students should know that their private insurance will be billed for any services required because of the exposure. Despite this, the EHO should be involved to assist in coordinating the most appropriate care following exposure.

RESPIRATORY ISOLATION PATIENTS

All respiratory students are required to be fit tested for N95 HEPA masks prior to the start of their first semester at the Sayre site. All students are required to wear appropriately sized N95 masks whenever caring for patients in respiratory isolation.

RESPONSIBILITY FOR CLINICAL AND LAB EXPERIENCES

- All students are expected to be prepared for each clinical experience and lab as determined by faculty member directing the experience.
- Students are responsible for performing any procedure in the clinical experience that has previously been included in the laboratory or academic learning plan.
- If the student is unfamiliar or uncomfortable performing any respiratory procedure, he/she is encouraged to practice in the student learning laboratory.

ASSIGNMENT OF CLINICAL/LABORATORY SECTIONS

Respiratory clinical and laboratory sections will be assigned by faculty based on best educational principles. Student section preference will be considered however not guaranteed due to appropriate student to instructor ratios that must be maintained.

TRANSPORTATION

Due to the nature of multiple clinical affiliates utilized, students are required to provide their own transportation to clinical experiences during the program. Clinical experiences begin at the junior level.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records and information. The law applies to all school that receive funds under an applicable program of the U.S. Department of Education. FERPA give parent certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. (<https://www2.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html>).

Therefore, faculty members must secure written permission from a student before they can speak to a parent regarding their child's education record or academic progress.

SECTION 8: STUDENT SERVICES INFORMATION

STUDENT SERVICES (for respiratory students)

Mansfield University (Main Campus) Campus Clinic

Students seeking routine health services are asked to make an appointment by calling 570-662-4350. The office is located on the ground floor level of the Spruce Residence Hall.

Campus Clinic Hours: Monday – Friday 8:00 AM – 4:00 PM

There is no charge for currently enrolled students when the University is in session. There are, however, some exceptions such as X-rays, casts and some testing which will be billed to the student. Medication prescribed by the physician as well as routine lab work, vision and hearing examination, some immunizations and vaccination, personal health counseling and certain other services are covered by student fees.

On Campus Health Emergency: CALL THE CAMPUS POLICE AT EXT. 4900

When a student experiences a health emergency on the campus, he/she should contact a member of the residence staff or campus police. Students who believe they need an ambulance are asked to call the Campus Police at ext. 4900 or call 911.

SAYRE SITE – HEALTH SERVICES

At the Sayre site the respiratory student may call the Family Medicine office and the Walk-In Care clinic (1st Floor of the Guthrie Clinic) to receive appropriate care. No appointment is needed at the Walk-In Care Clinic. In case of illness during a time when the office is not in operation, a resident respiratory student may go to the Emergency Department. Be sure to identify yourself as a Mansfield University respiratory student.

Family Medicine Office Hours: Monday – Friday 8:00 AM – 5:00 PM 570-887-2239

Walk In Care: Monday – Friday 7:00 AM – 8:00 PM 570-887-2383

Saturday and Sunday 8:00 AM – 12:00 PM

Other Phone Numbers:

Emergency Room: 570-887-4225 (when Family Medicine or Walk-In Care Clinic is not open)

Call 911 for an emergency!

Mental Health Care: Mansfield University Counseling Center 570-662-4436

If you need immediate help, please use the following resources:

- Bradford County Crisis Intervention: 1-877-724-7142
- 1-800-SUICIDE
- 1-800-273-TALK
- Crisis Text Line: Text HOME to 741741
- National Suicide Prevention Lifeline: 1-800-273-8255

- Students may also reach out to the Sayre site student service coordinator, a faculty member, or a resident assistant to seek contact information for mental health.

OTHER MANSFIELD CAMPUS STUDENT SERVICES

Students are offered a wide range of services through various offices on the main campus. Please see the Mansfield University website for a list of those services (www.mansfield.edu). There are many different clubs and organization, which are funded through student activity funds. There are also academic services in the Academic and Human Development Department, such as tutoring, that students are encouraged to take advantage of. Many of the services on the main campus can be utilized by student on the Sayre site via telephone or email.

SERVICES PROVIDED BY MANSFIELD – Sayre Site

When the student is located on the Sayre site, he/she is still a Mansfield University student in every sense.

Coordinator of Student Services – Judi Brayer is a full-time, professional staff member of Mansfield University. The coordinator has a variety of responsibilities, which includes the following:

- Assisting in the development and implementation of educational and social programs.
- Interpreting, developing, and enforcement of policies and procedures that pertain to both the Mansfield and Sayre location.
- Acting as a liaison with other campus and healthcare agencies.
- Coordinating all housing and dining needs along verifying information for monthly/semesterly reports.
- Assisting students with personal concerns, making necessary referrals if needed.
- Supervising and training all student workers, including Resident assistants and desk assistants.
- Advisor to the Health Sciences Student Government Association (HSSGA).

Ms. Brayer, the Coordinator of Student Services, maintains office hours in Sayre on Monday, Thursday, and Friday. Her office is located on the second floor of the Education Center. She may also be reached by phone, 570-887-4716 or at jbrayer@mansfield.edu.

Student Activities: Each respiratory class in Sayre will have a class budget generated from their student activity fee. A certain percentage of their activity fee is allotted by activities on the Sayre site, which is determined by the student government association. The Coordinator of Student Services keeps track of all the budgets and assists each class with planning programming activities.

Specialized Services: Representatives from student services such as counseling, career planning, and financial aid will meet with students on the Sayre site by appointment. The Coordinator of Student Services coordinates all visits. Students wishing to make appointment just need to see the coordinator.

SGA in Sayre: A formal branch of the Student Government Association, the Health Sciences Student Government Association (HSSGA), has been established on the Sayre site. Students from all health science programs are members.

Housing: Student housing is provided on a limited basis for full-time students. In Sayre, the student's residence is located next to the hospital. Single and double rooms are provided. The floor is fully carpeted, climate controlled and equipped with a kitchen area, three lounges complete with televisions and laundry facilities. The residence building also houses the faculty offices, a small gym and weight room, and a bookstore for student supplies.

Commuter Lounge: A lounge area in the student's residence has been designated for all commuter students. This provides a place for commuters to meet, store belongings, study, or socialize. Non-commuter students also have access to the lounge.

Computer Labs: Two (2) University student computer labs are located on the first level of the Patterson Education Building and Guthrie Learning Center. Using their Guthrie ID badge, students may gain access to these computer labs 24 hours/day, seven (7) days per week.

Preclinical Lab: A laboratory is available on the first level of the Guthrie Learning Center for student practice of clinical procedures. The laboratory is outfitted with a variety of equipment including hospital beds, training manikins, compressed air and oxygen sources, oxygen and aerosol delivery devices, airway management equipment, and ventilators. Students may use the lab at any time when it is not scheduled for class. Students gain access to this lab using their Guthrie ID badge.

Online Library Access

The North Hall Library is accessible to students, online, 24-hours a day. Library resources using your student number – it is the 18-digit number found on your ID card. You need this number to access the North Hall Library resources from home or residence hall. You can access the North Hall Library at <http://lib.mansfield.edu/>. If you are unable to access the Mansfield University Library on-line, please contact the library reference desk at 570-662-4671. See North Hall Library website for hours of reference librarians. If you need any help accessing or using these resources or research consultation, you can contact Sheila Kasperek, health science librarian, at skaspere@mansfield.edu or contact the library's reference desk.

For students at the Sayre site, there is a medical library located in the Patterson building, which is available to student, 24-hours a day. North Hall librarians will be the primary contact for MU respiratory students.

Contacts for BS Respiratory Care students:

Academic and Human Development Resources: counseling center, learning center and tutoring.

Dr. Christopher Cummings (ccumming@mansfield.edu) Or 570-662-4828

Student Registration and Financial Services: student registration and financial aid questions

Lori Cass, Director (lcass@mansfield.edu) Or 570-662-4411

Library Resources:

Sheila Kasperek (skaspere@mansfield.edu) Or 570-662-4675

ACADEMIC ADVISEMENT

Every student entering the BS Respiratory Care program is assigned a respiratory program faculty advisor (either the Respiratory Program Director or Director of Clinical Education) who assists the student in 1) planning his/her overall academic program, 2) adjusting to academic life, and 3) making decisions about career goals. The advisor is an important contact with the university and can serve as general reference for non-academic issues as well.

It is the student's responsibility to know and observe the academic policies and regulations of the university, per the Undergraduate Catalog and the Respiratory Care Program Student Handbook. It is also the student's responsibility to cooperate with the academic advisor to gain the maximum benefit from the process. To facilitate this process, the students are expected to:

1. Arrange advisement sessions that are convenient to both the student and advisor.
2. Be actively involved in the decisions.
3. Be aware of academic deadlines and academic policy changes.
4. Make effective use of resources available.
5. Follow through on suggestions and/or recommendations made by the advisor.

Class Scheduling Advisement Procedure

Each semester, students meet with their assigned advisor to review their overall program plan and discuss course selection for the upcoming semester. At approximately the mid-point of the academic semester, students will:

1. Receive an email informing them of scheduling from the MU Registrar. The details regarding the timetable and process for scheduling are present on the Registrar's Office (Enrollment Services) homepage (<https://esd.mansfield.edu/>).
2. Consult the Respiratory Care Program student handbook to determine their progression based on programmatic requirements. Students will then identify the course requirements for the upcoming semester and consult the Course Offerings through Student Self Service to develop a primary and alternative course plan.
3. Schedule a meeting with their advisor at least one week before their designated time to schedule classes for upcoming semester to verify accuracy of coursing planning and/or resolve conflicts or difficulties.
4. Schedule courses via Student Self Service, at the time specified.
5. Consult with their advisor if any difficulties arise in the scheduling process.

Students are not approved in the Student Self-Service system without meeting with their advisor. Not meeting with their advisor timely could result in students not getting required courses that are needed for program progression.

Registration for all Respiratory Students

Once you are a respiratory major, you may register online using Student Self-Service.

NOTE: Respiratory majors register the first week of the registration period. If student do not register for courses during the time for respiratory students to register, the required courses may be full.

Early registration for respiratory students is a big privilege. Please take advantage of it and do not delay the registration process.

Students can register on-line by using Student Self-Service: Follow instructions below.

<http://esd.mansfield.edu/upload/Using-Student-Self-Service-for-Student-Planning-200224.pdf>

If you have trouble with how Student Self-Service is functioning, contact your advisor or the Registrar's Office (570-662-4202).

SECTION 9: CLINICAL POLICIES AND PROCEDURES

Orientation to Sayre Campus: Upon arrival on the Guthrie Sayre campus, all respiratory therapy students must attend and complete a 3–5-day orientation to the Sayre campus and to policy and procedures. More information is provided to the student prior to their arrival.

Expectations

All students are expected to:

- Attend classes regularly and on time.
- Come to class/clinical/lab prepared for discussions, activities, or lectures.
- Complete all assignments given to them and turn them in on time.
- Treat their professors and student colleagues with respect.
- **Turn cell phones off/airplane mode (not just on vibrate) in class/lab and during clinical rotations.**
- Participate appropriately during class.
- **Do their own work unless the professor has specifically approved collaborative work.**

1. Essential Functions

The following essential functions are required of all students enrolled in the Respiratory Care Program. Respiratory therapists are responsible for the care of patients, some of whom are critically ill or injured. They are routinely required to assemble, operate, and troubleshoot highly complex life support equipment, as well as provide direct hands-on patient care. Respiratory therapists must also be able to communicate effectively with other health care professionals. Specifically, all students must be able to:

- ▶ Travel about the hospital seeing patients for several hours at a time.
- ▶ Assist with lifting patients and perform other physically demanding tasks that involve stooping, bending, reaching, pushing, and pulling.
- ▶ Communicate effectively with patients and staff in oral and written English.
- ▶ Use a stethoscope to assess breath sounds, hear normal levels of speech of patients and staff, and respond to audible and visual alarms.
- ▶ Accurately measure medication, read patient records, evaluate information displayed on patient monitors, and make observations of patients as required for respiratory care.
- ▶ Manipulate and assemble small pieces of equipment and perform such tasks as needle puncture of an artery and placement of an artificial airway.
- ▶ Apply sufficient intellectual and emotional skills to plan and exercise independent judgment, and to respond quickly and effectively to medical emergencies.

2. Clinical Rotations

Clinical experiences in the hospital begin when the student arrives on the Sayre campus and enrolls in the RTH 3121 Clinical Practicum I course. While most of the clinical rotations occur at Robert Packer Hospital in Sayre, each student will have a limited number of rotations to other program clinical affiliates which include:

- ▶ Arnot Ogden Medical Center, Elmira, NY
- ▶ Geisinger Medical Center, Danville, PA
- ▶ Guthrie Med Supply Depot, Sayre, PA
- ▶ Robert Packer Hospital, Sayre, PA
- ▶ Troy Community Hospital, Troy, PA
- ▶ United Health Services, Johnson City, NY

- ▶ Corning Hospital, Corning, NY
- ▶ Bridgewater Rehabilitation Center, Binghamton, NY
- ▶ Other clinical affiliates may be added by the program to achieve educational objectives.
- ▶ Students must participate in all scheduled rotations to successfully complete the clinical course (there are no opt-out rotations or assignments).

Prerequisite insurance, safety, security, and health requirements of each clinical site must be met by the student prior to the scheduled clinical rotation. For all clinical rotations, expenses and arrangements for transportation, meals, and housing, if needed, are the responsibility of the student.

All scheduled clinical time is mandatory. Any missed clinical time, due to circumstances beyond the control of the student, will be rescheduled at the convenience of the program when instructional resources are available. Excessive absences from clinical may result in failure of the course due to limited resources.

3. Clinical Course Manual

For each clinical course, the student receives a course manual outlining the specific course requirements, objectives, and evaluation methods. Students should bring their course manual and pertinent performance evaluation forms to the clinical site and be familiar with the objectives for that rotation. Student performance evaluations will not be conducted without the appropriate form. Both the instructor and student should sign all clinical evaluation forms. The student's signature does not imply agreement with the evaluation, but only signifies the student has read it.

4. Clinical Conduct/Discipline

While in the clinical area, the student is expected to show courtesy and respect toward all patients and other health care providers. The student is referred to, and should be familiar with, the AARC Code of Ethics and Patient Bill of Rights found at the end of the Clinical Policies section of this document.

In every clinical course, each student's behavior is routinely evaluated about such issues as motivation, interest, initiative, courtesy, discretion, attendance, punctuality, safety, and response to constructive criticism. The results are included in an overall weekly evaluation report provided to the student (see policy #5, AFFECTIVE DOMAIN EVALUATIONS). When assigned to the clinical site, each student is directly responsible to the designated clinical instructor/supervisor at that site. Questions concerning the policies or procedures at the clinical site should be directed to the designated clinical instructor or charge person at that site.

Students are prohibited from utilizing any equipment or performing any procedures without the direct supervision and permission of the clinical instructor unless deemed clinically competent by formal clinical evaluation.

When assigned to a clinical affiliate, student behavior that is ethically inconsistent with program goals and standards, jeopardizes the safety of the student or others around them, is illegal, violates the policies of the healthcare agency or program, or interferes with the delivery of patient care or effective clinical instruction will result in disciplinary action by the program. Such discipline may include a grade of zero for an evaluation, a grade of "F" for the clinical course, and/or prohibition from continued participation in clinical activities. If a clinical agency deems a student unfit and bars the student from clinical experiences at that clinical site, and no other comparable experience is available at a current program affiliate, the student will fail the clinical course.

5. Affective Domain Evaluations

Weekly behavioral evaluations use a Satisfactory (S), Needs Improvement (NI), or Unsatisfactory (U) grading system. The student must have "Satisfactory" ratings for all behavioral objectives on the final evaluation each semester to successfully complete the course. **Each NI takes 10 points off the student's**

weekly evaluation grade. Each U takes 25 points off the student's weekly evaluation grade. Receipt of an NI or U for any behavioral objective will result in a mandatory remedial counseling session with the DCE and/or the Program Director.

6. Psychomotor Task Evaluations

Clinical faculty routinely uses the following scoring system when evaluating student performance of specific tasks. This includes cognitive understanding of the material.

4 POINT SCORING SYSTEM FORMAT	
4 points	performs efficiently/accurately/safely and consistently without error; no prompting required.
3 points	performs with less-than-optimal efficiency/accuracy; no critical / safety errors; able to self-correct; requires minimal prompting.
2 points	performs with difficulty; errors noted; requires prompting/ instruction to complete tasks safely; requires remediation.
1 point	performs poorly, major errors noted; requires frequent instruction to complete task safely; remediation required.
0 point	unable to perform or neglects to perform step safely; remediation required.
N/A	Not applicable

A task score below 3.0 will result in a mandatory remedial counseling session with the DCE and/or Program Director.

7. Smoking

Smoking and use of other tobacco products are absolutely forbidden while the student is in clinical attire during scheduled clinical hours. The clinical instructor may dismiss any student from a clinical experience if the odor of cigarette smoke is perceptible on the student's person or clothing, or other evidence of tobacco use is detected.

8. Attendance

Attendance during scheduled lab and clinical time is mandatory. Unexcused absence or tardiness will result in disciplinary action. An absence is excused if due to documented illness, serious mitigating circumstances, or absences because of official university representation permitting you to make-up missed tests and/or assignments **subject to availability of instructional resources.**

9. Reporting Absence, Tardiness, or Loss of Clinical Time

- ▶ **Each student must inform their clinical instructor at the clinical site as soon as possible if he/she expects to be late or absent.**
- ▶ ***Whenever clinical time is missed due to tardiness or absence (e.g., due to illness), the DCE or Program Director must be notified no later than the beginning of the next scheduled clinical or class period (whichever comes first). The nature, cause, and duration of the missed time must be provided via documentation.***
- ▶ If the student wishes to leave the clinical area, the student must inform their clinical instructor/supervisor before leaving.
- ▶ **If the student is dismissed early from a clinical rotation, the Director of Clinical Education (DCE) or Program Director must be notified immediately!**
- ▶ Students are required to "clock in" at the beginning of each clinical shift: this procedure must be completed at the scheduled site by utilizing the online clinical management system as designated in

the course fees section. Students are also required to “clock out” at the end of the shift at the clinical site. These procedures can be done via smartphone (must enable GPS location setting) or by the clinical site’s computer (requires an internet connection). Failure to clock-in or clock-out or do so from a location other than the assigned site will result in deficiency ratings on the rotation’s evaluation.

- ▶ If the student wishes to be excused from a clinical rotation to attend a bronchoscopy or other special procedure, **the student must obtain permission from both their instructor for that rotation and the DCE** (or Program Director if the DCE is unavailable). Failure to return to the original rotation after completion of the special procedure will be considered an unexcused absence unless the scheduled time for the rotation has expired. Time missed from that clinical rotation must be made up, unless waived by the DCE or Program Director.

Contact information:

Sheila Merrill, Program Director (PD):

Office: (570) 887-4513 or Sheila.Merrill@guthrie.org

Susan Ferrito, Director of Clinical Education (DCE):

Office: (570) 887-4516 or Susan.Ferrito@guthrie.org

Failure to meet any of these requirements will be reflected in the student’s weekly clinical evaluation grade.

10. Extended Absence Due to Illness

Students who are absent for **2 or more consecutive clinical days** due to illness or injury must see a healthcare provider (e.g., physician, nurse practitioner, or physician assistant) or report to the Family Practice Section at the Guthrie Clinic in Sayre for a medical evaluation. A healthcare provider’s signed written excuse and statement of the student’s fitness for clinical duties will be required before the student is allowed to resume clinical activities.

11. Disciplinary Action for an Unexcused Absence

First Offense: A written warning is placed in the student file and the student receives a “U” for the attendance objective on the student’s weekly clinical evaluation. Missed time is rescheduled at the convenience of the Program.

Second Offense: **A grade of “F” is recorded for the clinical course.**

12. Disciplinary Action for Tardiness:

First incident: Clinical instructor notifies the Director of Clinical Education or Program Director, and a written warning is placed in the student’s file. In addition, the student receives an “NI” for the attendance objective on the weekly clinical evaluation.

Second incident: The student is sent home, the clinical day is rescheduled at the convenience of the program and affiliate, and the student receives a “U” for the attendance objective on the weekly clinical evaluation.

Additional incidents: Same as the second incident and the student is subject to the progressive discipline policy.

In enforcing the tardiness prescription, program faculty will take into consideration circumstances beyond the control of the student.

14. **Breaks and Meals**

Breaks and meals during clinical assignments are taken according to the policy at the affiliate entity. Students normally utilize the same facilities as the staff of the assigned entity/hospital.

15. **Successful Completion of a Clinical Course**

A student has successfully completed a clinical course when all clinical objectives for the course have been met.

Failure to complete any clinical objectives will result in a failing grade for the clinical course.

16. **Readmission to clinical courses:** If more than one semester has elapsed since completion of the last respiratory clinical course, the student will be required, at the discretion of the Program Director and the DCE, to successfully complete a clinical competency evaluation prior to readmission to clinical courses.

17. **Code of Ethics and Patient's Rights**

The Respiratory Therapy student is expected to comply with the Respiratory Care Code of Ethics and Patient's Bill of Rights provided here as a reference.

Respiratory Care Code of Ethics

- As health care professionals engaged in the performance of respiratory care, respiratory care practitioners must strive both individually and collectively, to maintain the highest personal and professional standards.
- The principles set forth in this document define the basic ethical and moral standards to which each Respiratory Care Practitioner should conform.
- The respiratory care practitioner shall practice medically acceptable methods of treatment and shall not endeavor to expand his practice beyond his competence and the authority vested in him by the physician.
- The respiratory care practitioner shall continually strive to increase and improve his knowledge and skill and render to each patient the full measure of his ability. All services shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The respiratory care practitioner shall be responsible for the competent and efficient performance of his assigned duties and shall expose incompetence and illegal or unethical conduct of members of the profession.
- The respiratory care practitioner shall hold in strict confidence all privileged information concerning the patient and refer all inquiries to the physician in charge of the patient's medical care.
- The respiratory care practitioner shall not accept gratuities for preferential consideration of the patient. He or she shall guard against conflicts of interest.
- The respiratory care practitioner shall uphold the dignity and honor of the profession and abide by its ethical principles. He or she should be familiar with existing state and federal laws governing the practice of respiratory care and comply with those laws.
- The respiratory care practitioner shall cooperate with other health care professionals and participate in activities to promote community and national efforts to meet the health needs of the public.

A Patient's Bill of Rights

The American Hospital Association presents a Patient's Bill of Rights with the expectation that observance of these rights will contribute to more effective patient care and greater satisfaction for the patient, his physician, and the hospital organization. Further, the Association presents these rights in the expectation

that they will be supported by the hospital on behalf of its patients, as an integral part of the healing process. It is recognized that a personal relationship between the physician and the patient is essential for the provision of proper medical care. The traditional physician-patient relationship takes on a new dimension when care is rendered within an organizational structure. Legal precedent has established that the institution itself also has a responsibility to the patient. It is in recognition of these factors that these rights are affirmed.

- The patient has the right to considerate and respectful care.
- The patient has the right to obtain from his/her physician complete current information concerning his/her diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his/her behalf. The patient has the right to know by name, the physician responsible for coordinating his/her care.
- The patient has the right to receive from his/her physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include but not necessarily be limited to the specific procedure and/or treatment, the medically significant risks involved and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
- The patient has the right to refuse treatment to the extent permitted by law, and to be informed of the medical consequences of this action.
- The patient has the right to every consideration of his privacy concerning his/her own medical program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in the patient's care must have the permission of the patient to be present.
- The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.
- The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he/she has received complete information and explanation concerning the need for and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.
- The patient has the right to obtain information as to any relationship of his/her hospital to other health care and educational institutions as far as his/her care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating him/her.
- The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his/her care or treatment. The patient has the right to refuse to participate in such research projects.
- The patient has the right to expect reasonable continuity of care. He/she has the right to know in advance what appointment times and physicians are available and where.
- The patient has the right to expect that the hospital will provide a mechanism whereby he/she is informed by the physician or a delegate of the physician of his/her continuing health care requirements following discharge.
- The patient has the right to examine and receive an explanation of his/her bill regardless of source of payment.
- The patient has the right to know what hospital rules and regulations apply to his/her conduct as a patient.

Student Work Policy

Because this training program is very demanding of the student's time, employment in any other capacity than as a full-time student may jeopardize the student's chances of successful program completion. The following is this program's policy concerning student employment.

- Student employment while enrolled in this program is not prohibited however excessive work is discouraged.
- Outside activities are not considered a valid excuse for poor academic performance or failure to attend required program learning activities.
- Students cannot substitute for clinical, instructional, or administrative staff, or provide unsupervised respiratory care services while at any learning site while enrolled in the program.
- Students cannot complete clinical coursework while in an employee status at a clinical affiliate.
- Students cannot receive any form of remuneration in exchange for work they perform from clinical education coursework and experiences.

Progressive Discipline

It is the policy of this program to follow an approach of progressive discipline, applied in a fair and consistent manner. In the event a student does not conform to a policy of the program, university, or clinical site, the following procedure will apply.

1. The instructor/supervisor will meet with the student and gather all necessary facts, consider extenuating circumstances, and document the nonconformance.
2. The instructor/supervisor will discuss the situation with the student in a problem-solving approach, focusing on behavior, not personality traits. During the meeting, the instructor/supervisor will listen to the student's perspective and consider all circumstances of the situation. The instructor/supervisor will clearly explain the importance of correcting the unacceptable behavior.
3. A consultation between the instructor/supervisor and Program Director and DCE (or administrative officer if the Program Director is unavailable) will be conducted prior to taking any disciplinary action. The purpose is to review the facts, discuss alternatives, and determine appropriate action. After doing so, the instructor/supervisor will promptly communicate any disciplinary action in writing to the student. The student will have the opportunity to sign this form and state his/her view in writing.
4. Routinely, instances of nonconformance, not rising to the level of gross misconduct described in #7 below, will be dealt with in a sequential manner as follows:
 - a. Written documentation of verbal counseling
 - b. Written Counseling
 - c. Suspension
 - d. Termination
5. In cases where the nonconformance is tardiness for, or absence from, a clinical assignment, the specific clinical policies will apply (see **Clinical Policies and Procedures**).
6. Incidents involving academic dishonesty will be handled in accordance with Mansfield University Academic Integrity Policy. <https://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf>

SECTION 10: MISCELLANEOUS INFORMATION

COMISSION OF ACCREDIATION FOR RESPIRATORY CARE

The Baccalaureate Respiratory Care Program at the Department of Nursing and Allied Health Sciences at Mansfield University located in Sayre, PA is accredited by the Commission of Accreditation for Respiratory Care (CoARC).

264 Precision Blvd, Telford, TN 37690. (817) 283-2835. www.coarc.com

CoARC Outcomes data from the Annual Report of Current Status includes retention, job placement and success on the national credentialing exams.

<https://coarc.com/students/programmatic-outcomes-data/>"

CoARC Program Number: 200019

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented.

CLASS ORGANIZATIONS: Each class is encouraged to elect a president and vice president. Class officers are expected to attend the Health Science Student Government Association meetings (or at least ensure one classmate is present at every meeting). A respiratory student may be removed from a respiratory program leadership position (e.g., class officer, HSSGA officer) if he/she is found to be in violation with any program policy, including engaging in unprofessional behaviors, or if the students is not performing the functions of the class officer role (e.g., attendance issues at meetings).

Scholarships and Awards: Several scholarship and awards are presented to only Respiratory Care students while in the program. These scholarship/awards are typically presented in the senior year. All respiratory care students are eligible and do not need to apply. The awards include Lester Rosenberry III Clinical Achievement Award, L. Marilyn Taylor Memorial Scholarship, Lori Peterson Stroll Memorial Scholarship and PSRC (Pennsylvania Society for Respiratory Care) Outstanding Student Award.

DUE PROCESS: Complaints which may be properly considered by means of the following procedures include, but are not limited to, complaints about grades or changes in requirements for a course during the semester. Complaints about grades may, among other things, be based upon racial, sexual, or religious discrimination or other forms of favoritism; arbitrary, capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for legally recognized absences from class/lab/clinical or examinations. A student wishing to utilize the Due Process, should refer to the procedures outlined at <https://www.mansfield.edu/policies-procedures/upload/Academic-Standards-Due-Process-Complaints-Policy.pdf>.

E-MAIL: All students are required to use their Mansfield University e-mail address. E-mail accounts should be checked daily.

REQUESTS FOR REFERENCES FROM FACULTY: Students wishing to have faculty provide references must ask the faculty member in writing BEFORE giving the faculty's name as a reference. This must be done for EACH reference request.

TRANSFER CREDITS: For information regarding policies that pertain to transfer credits, see the MU Undergraduate Catalog. All transfer work should be coordinated with the Transfer Coordinator. Students should always consult with the Transfer Coordinator BEFORE taking a course elsewhere. Credits are evaluated on a course-by-course basis. Actual grades and the quality point average (QPA) do not transfer from any institution; only the credits

earned transfer. This followed for transfer credits coming into the respiratory program calculating GPA. Courses that require at least “C” must be verified via an official transcript by the program director before acceptance of earned credit into the program.

SOCIAL MEDIA POLICY

- Postings within social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. The professionalism description can be found in the Mansfield University (MU) honor code and the American Association for Respiratory Care (AARC) position statement for ethics and professional conduct, which is signed by all students during orientation each semester. Student conduct is also governed by the MU Student Code of Conduct. Students may be subject to disciplinary action for comments that are either unprofessional or violate patient privacy.
- Statements made by the student within online networks will be treated as if the student verbally made the statement in a public place.
 - Do not violate copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.
 - In online social networks, the lines between public and private, personal, and professional are blurred. Just by identifying yourself as a Mansfield University/Robert Packer Hospital (MU/RPH) student, you are creating perceptions about this program by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position within the program and with the values and professional standards of the program, university, and hospital.
 - MU, RPH (ROBERT PACKER HOSPITAL), and Guthrie logos may not be used on any social media site. Any medically oriented weblogs should contain the disclaimer: “The posts on this site are my own and do not necessarily represent the positions, strategies, or opinions of the MU/RPH Respiratory Therapy Program, Mansfield University, Robert Packer Hospital, or Guthrie Health.”
 - Use of these social networking sites or weblogs can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (e.g., State Professional Licensing Boards).
 - You are expected to exercise sound, mature judgment when posting to social network sites. The following behaviors may be considered unprofessional behavior and may be the basis for disciplinary action:
 - Display of vulgar language.
 - Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
 - Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
 - Posting of potentially inflammatory, harmful, or unflattering material on another individual’s website, e.g., on the “wall” of that individual’s Facebook site.
- Unprofessional postings by others on your page reflect very poorly on you. Please monitor others’ postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.

- Students are encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
- Keep in mind that statements and photos posted within these sites are often viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware that images can be downloaded by and forwarded to others. It is becoming common for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites. Employees have been terminated for postings on social networking sites.
- Relationships online with attending physicians, fellows, residents, interns, and other medical staff are all governed by the MU/RPH policy against sexual harassment. Cyber stalking, requests from those who supervise the student to engage in activities outside of work, and inappropriate postings to social networking sites can all be considered forms of sexual harassment.
- HIPAA (Health Insurance Portability and Accountability) regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.
- Patient privacy measures taken in any public forum apply to social networking sites as well.
- Online discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context and treatment information. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment may still allow the reader to recognize the identity of a specific individual.
- Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online. Remember, even if you have permission, such photos may be downloadable and forwarded by others.
- Interactions with patients within these sites are strongly discouraged. This provides an opportunity for a dual relationship, which can be damaging to the provider-patient relationship and can also carry legal consequences.
- Private patient information obtained on a social networking site should not be entered in the patient's medical record without the patient's knowledge and consent.
- Be aware of social networking policies at each of the program clinical affiliates.
- Refrain from accessing personal social networking sites while at work or in clinical work areas.

Mansfield University/Robert Packer Hospital Respiratory Care BS Program

Drug and Alcohol Abuse Policy and Procedure

Drug and Alcohol Abuse Policy

The Mansfield University/Robert Packer Hospital Respiratory Care BS Program is committed to providing a drug/alcohol free environment. This means that impairment due to the use of intoxicating substances is prohibited. The following apply to all Mansfield University Respiratory Care BS students:

1. **Incoming juniors are required to undergo a 10-panel urine drug test prior to attending clinical experiences. Urine drug testing is at the expense of the student. See below in the “Procedure” section regarding specific drugs in the panel and where testing is conducted.**
2. Students are prohibited from being “impaired” using intoxicating substances. Students also are prohibited from using, possessing, selling, receiving, transferring, trading, conveying, and/or dispensing illegal drugs or alcoholic beverages during respiratory care program hours. Students are prohibited from being “impaired” at any affiliate with whom the Mansfield University Respiratory Care Program is affiliated with.
3. Students shall undergo urine drug and/or blood and/or breath alcohol and/or hair follicle tests when there is “reasonable suspicion” that the student is using intoxicating substances or alcohol on impermissible basis in violation of this policy. Any student who fails or refuses to submit to reasonable suspicion testing on an immediate basis shall be treated as both having violated the policy and as having a positive (‘non-negative”) test result, regardless of the ultimate provision of any urine, blood or breath sample submitted for such testing by the student. Students participating in clinical experience at contracted affiliates are subject to that affiliate’s policies and may have to pay for testing.

*Reasonable suspicion means: physical symptoms suggesting use of intoxicating substances, such as breath odor, size of pupils, slurred speech, staggered gait, loss of equilibrium, blood shot eyes, confusion and/or disorientation, or lack of lucidity; absenteeism in a pattern such that it falls just before or just after scheduled days off; reports by others, particularly in conjunction with performance issues; complaints by a program official, patient, employee, visitor, or other credible individual that a student has been or is using intoxicating drugs substances during respiratory care program hours; sudden, unexplained changes in behavior, wide mood swings, or an unexplained emotional or violent outburst; decline in performance sufficient to lead to intervention by a supervisor/program official; unexplained and/or excessive absences from normal clinical assignment areas; suspicion of mishandling, misadministration, or diversion of drugs; a record of avoidable accidents; or any other circumstances that might lead a reasonable person to suspect that a student is inappropriately involved with alcohol or intoxicating substances. For a reasonable suspicion to be established, a minimum of two healthcare employees (RT manager; staff RT, clinical instructor, preceptor), including at least one Mansfield University faculty member, must agree that the circumstances constitute reasonable suspicion.

4. If reasonable suspicion is established while a student is at an affiliate, the student will be immediately escorted to that affiliate's EHO (employee health office) by respiratory care program official/faculty member/clinical preceptor for drug screen testing.
5. If a student tests positive ("non-negative"), he/she will immediately be escorted from the affiliate by a Mansfield University respiratory care faculty member.
6. If a student tests positive ("non-negative"), he/she will be removed from clinical experiences. Due process will be afforded to any student who is removed from or denied access to clinical experiences under this policy per the Mansfield University Student Code of Conduct's "Student Conduct and Complaint and Hearing Procedure." One potential sanction for violation of this policy is dismissal from Mansfield University.
7. Students may seek counseling services provided on the Mansfield University campus by the *Academic Advising Center* (South Hall, telephone 570-662-4824), the *Counseling Center* (144 South Hall, telephone 570-662-4695), and *Career Center* (Alumni Hall, Ground Floor, telephone 570-662-4133). Student may also seek counseling services through the Guthrie Employee Assistance Office, on the Sayre site (570-887-5399).
8. Students are advised that clinical affiliates may choose to refuse a student for any suspected or confirmed drug or alcohol use. Should that occur, students may be unable to meet course objectives.

By signing this document, I am stating that I have read and understand the Mansfield University Respiratory Care program drug and alcohol policy.

Student Signature: _____

Urine Drug Testing

Junior Respiratory Students: Because of affiliate requirements, all students going into their junior year are required to have the urine drug testing, as described below, prior to start of Fall semester.

Senior Respiratory Students: Because of affiliate requirements, all student going into their senior year are required to have the urine drug testing, as described below, prior to the start of Fall semester.

Note: If a student is out of a clinical course for more than 6 months, the student is required to repeat the urine drug testing.

The respiratory care program must follow the requirements of all affiliates. Clinical requirements, including urine drug testing, are subject to change at any time. If this occurs, the program will notify students who are expected to comply with the updated requirements.

Students choose one of the following agencies for urine drug testing:

The Guthrie Clinic Occupational Medicine Office (Note: This is not a primary care office.)

- Choose from the following Guthrie locations: Mansfield, PA; Sayre, PA; Towanda, PA; Wellsboro, PA; Big Flats, NY; or Corning, NY
- **Students should call to schedule an appointment:**
 - Phone number: 1-800-244-4886
 - When you call, give them the following information:
 - State that the drug testing is for the **Mansfield University RT Program**
 - Request a **10-panel urine drug test with expanded opiates.**
 - Tell them which office location (from above list) you want.
 - The cost is approximately \$43.00 and must be paid by cash, check, or credit card, at the time of the urine drug testing. There is no option for insurance billing.

SEE BELOW FOR THE SPECIFIC DRUGS REQUIRED AS PART OF THE URINE DRUG TESTING: Students must be sure that the following drugs are tested for as part of the 10-panel urine drug test with expanded opiates:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine metabolites
- Methadone
- Opiates/metabolites (includes codeine, morphine, heroin and 6-Acetylmorphine)
- Phencyclidine (PCP)
- Ecstasy
- Methaqualone
- Oxycodone
- Oxymorphone
- Hydrocodone
- Hydromorphone

BS Respiratory Care Program: Student Handbook Review

By signing this statement, I acknowledge the following:

I have accessed and read the Mansfield University Respiratory Care Program Student Handbook, including the Privacy/HIPPA policy, Drug Testing Policy, and Student Code of Conduct.

Drug Testing Attestation Statement

I understand that to enter clinical sites I will be required to comply with drug screening tests per the policy and procedure of each clinical affiliate, and the respiratory care program. I understand that if my results are positive for any of the screened substances, the affiliate will provide the results of the test to Mansfield University Respiratory Care Program. I understand that if the test result is positive, I will be dismissed immediately from the respiratory program.

Criminal History/Background Checks

I understand that I must comply with criminal history/background checks as dictated by the respiratory program and/or clinical affiliates. If any criminal history exists, the records may be provided to clinical affiliates for review. If a clinical affiliate deems a student unfit for clinical experiences, the student will be asked to withdraw from the course or receive a failing grade. Depending on the offense, it may result in immediate respiratory program dismissal.

I will comply with all policies and procedures listed in this document. I will direct any questions I have to the Respiratory Care Program Director (Sheila Merrill).

Name (print): _____

Signature: _____ Date: _____

Student Code of Conduct Agreement

All students are accountable for information in the Mansfield University Student Code of Conduct. Students must adhere to the policies and rules in the Code of Conduct. To access the latest version of the Student Code of Conduct, go to the following website: <https://www.mansfield.edu/student-affairs/upload/MU-Code-of-Conduct.pdf>

Gross misconduct or other serious nonconformance may result in immediate termination from the respiratory program. Examples of such misconduct include, but are not limited to:

1. Possession of any type of weapon on campus.
2. Unauthorized possession of or use of intoxicating drugs or alcoholic beverages on campus (Mansfield University Campus or the Sayre site), or a positive test for alcohol or drugs.
3. Actual or threatened physical assault, intentional or reckless injury to persons or property.
4. Acts of terror.
5. Stalking or bullying.
6. Larceny, misappropriation, or unauthorized possession of property, belonging to the hospital, University, program, another student, employee (hospital or University), patient or visitor.
7. Physical or sexual abuse.
8. Threatening, intimidating, or coercing any person.
9. Conviction of a felony.
10. Breach of patient confidentiality (HIPPA violation).
11. Indecent or immoral conduct of any nature on hospital or University premises.
12. Damaging, destroying, or tampering through negligent or deliberate acts, property belonging to the hospital, University, program, students, patients, or visitors.
13. Misuse or falsification of patient, student, or official hospital or university records.
14. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University or program.
15. Use of vile, intemperate, or abusive language or acting in a disrespectful manner toward any employee, patient, school official, or any person at any time. This includes conduct of an offensive nature online via the internet.

Students found to be in violation of any component of the Mansfield University Student Code of Conduct may have charges brought against them through the Office of Student Conduct.

I have reviewed the following information, including the Mansfield University Student Code of Conduct document, and agree to abide by the policies and rules outlined in the Student Code of Conduct.

Name (print): _____

Signature: _____ Date: _____