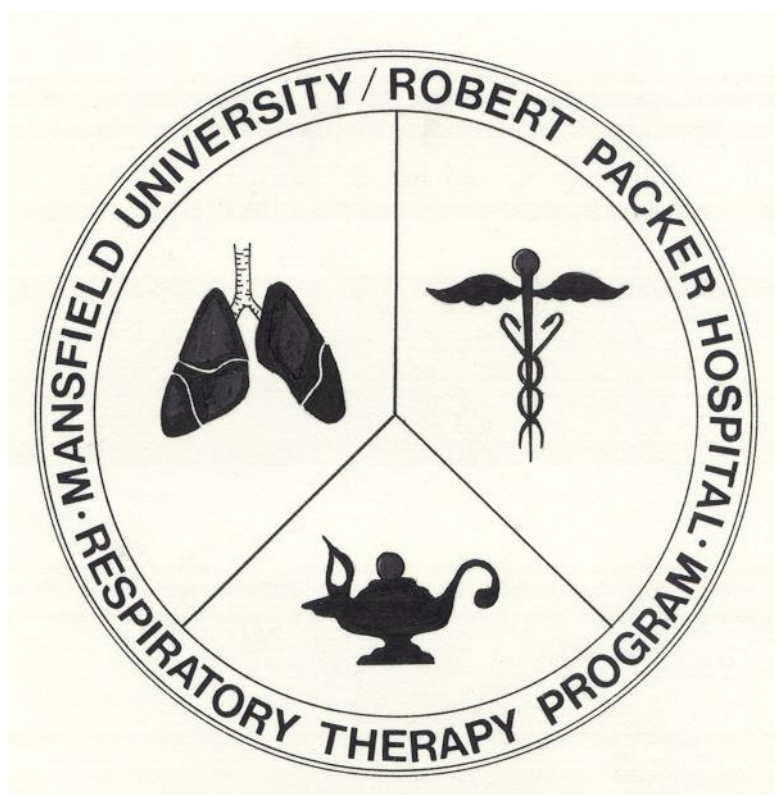


# RESPIRATORY THERAPY PROGRAM STUDENT HANDBOOK



# RESPIRATORY THERAPY PROGRAM STUDENT HANDBOOK

## 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 to the student on the Sayre campus. 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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## Accreditation

The Respiratory Therapy Program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244 (telephone: 817-283-2835). More information is available at the CoARC website: [www.coarc.com](http://www.coarc.com).

## Mission

The mission of the respiratory therapy program is to integrate the University's focus on the liberal arts with the knowledge, skills, and values that promote the health and well-being of the people and communities we serve.

## Values

Scholarship: The Respiratory Therapy Program strongly encourages 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.

## 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.

## Student Learning Outcomes

Graduates of this program are prepared for both the entry-level Certified Respiratory Therapist (CRT) and the Registered Respiratory Therapist (RRT) credential exams administered by the National Board for Respiratory Care (NBRC). The primary goals of the program are that, upon completion of the program, each student will demonstrate the following characteristics.

- The cognitive ability to comprehend, apply, and evaluate clinical information relevant to the role of a registered respiratory therapist.

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- Technical proficiency in all skills necessary to fulfill the role of a registered respiratory therapist.
- Personal behaviors consistent with professional and employer expectations for the registered respiratory therapist.

These goals form the basis for program planning, implementation, and evaluation. Program success in achieving these goals is assessed annually using the National Board for Respiratory Care credentialing exam score reports, graduate surveys, and employer surveys. The Program will maintain at a minimum 5 years of outcome records in accordance with CoARC standards. This information is included in the Program's annual report to the accreditation agency, CoARC. Outcomes data for all accredited respiratory therapy programs are available on the internet at :

<https://www.coarc.com/getattachment/Students/Find-an-Accredited-Program/2015RCOutcomesforWebPosting.pdf.aspx?lang=en-US>

### Program Curriculum

<b>Fall Semester (15 weeks at Mansfield University)</b>	<b>Credit Hours</b>
BSC 1121 Human Anatomy and Physiology I	4
CHM 1101 Introductory Chemistry	4
MA 1128 College Algebra	3
FYS 1100 First Year Seminar	3
<b><i>Semester Credit Hour Total</i></b>	<b>14</b>
<b>Spring Semester (15 weeks at Mansfield University)</b>	
BSC 1122 Human Anatomy and Physiology II	4
COM 1101, 1102, or 1103 Communications Elective	3
ENG 1112 Composition I	3
SOC 1101 Introduction to Sociology	3
PSY 1101 Introduction to General Psychology	3
<b><i>Semester Credit Hour Total</i></b>	<b>16</b>
<b>Summer Session (10 weeks at Robert Packer Hospital)</b>	
RTH 1101 Fundamentals of Respiratory Care I	3
RTH 1102 Fundamentals of Respiratory Care II	4
RTH 1112 Arterial Blood Gases	1
RTH 2221 Clinical Practicum I	1
<b><i>Summer Session Credit Hour Total</i></b>	<b>9</b>
<b>Fall Semester (15 weeks at Robert Packer Hospital)</b>	
RTH 1111 Pulmonary Function Testing	2
RTH 2205 Respiratory Disease	3
RTH 2204 Pharmacology	2
RTH 2222 Clinical Practicum II	3
RTH 2211 Mechanical Ventilation	4
<b><i>Semester Credit Hour Total</i></b>	<b>13</b>
<b>Spring Semester (15 weeks at Robert Packer Hospital)</b>	
PHL 3380 Health Care Ethics	3
RTH 2208 Perinatal/Pediatric Respiratory Care	2
RTH 2223 Clinical Practicum III	5
RTH 2212 Advanced Cardiopulmonary Care	3
<b><i>Semester Credit Hour Total</i></b>	<b>13</b>
<b>Summer Session (10 weeks at Robert Packer Hospital)</b>	
RTH 2224 Clinical Practicum IV	6
<b><i>Semester Credit Hour Total</i></b>	<b>6</b>
<b><i>Program Credit Hour Total</i></b>	<b>72</b>

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## Academic Prerequisites For Respiratory Therapy Courses

A grade of at least C in the BSC 1121 Human Anatomy & Physiology I, BSC 1122 Human Anatomy & Physiology II, CHM 1101 Introduction to Chemistry, and the MA 1128 College Algebra courses, and a 2.7 grade point average (GPA), or better, are the current prerequisites for enrollment in the initial respiratory therapy courses offered in the summer session at Robert Packer Hospital.

## Registration For Classes:

The academic calendar available at the Mansfield University Web site, <https://esd.mansfield.edu/upload/2019-SP-Calendar-Summary-180212.pdf>, lists the dates when registration for an upcoming semester may begin. The Program Director will notify all students of upcoming class registrations and assist each student with course selection. Each student is ultimately responsible for registering for the classes needed to meet graduation requirements. Assistance with registration is readily available by contacting the Program Director or the Registrar's Office by email or telephone.

## Program Costs

Tuition and fees are set, and subject to change, by the Board of Governors of the State University System. Information concerning tuition, fees, and other expenses is available on the Web at <https://esd.mansfield.edu/tuition-and-fees/index.cfm> or may be obtained by writing the Student Accounts Office, 224 South Hall, 71 South Academy Street, Mansfield University, Mansfield, PA 16933, or telephoning (570) 662-4888.

Textbook costs on the Sayre campus are approximately \$400 per semester. For the clinical practicum courses, each student will need two scrub uniforms, a white lab coat, and a stethoscope. The estimated total cost is \$175. These items may be purchased at the Sayre bookstore (MURPH's Mart) or a vendor of the student's choosing.

In the last semester of the program, to assess the student's readiness for the National Board for Respiratory Care (NBRC) credentialing exams, each student will be required to purchase two self-evaluation exams that are administered online at the National Board web site ([www.nbrc.org](http://www.nbrc.org)). The total cost of the two exams is currently \$100.00.

Information regarding financial aid may be obtained by writing the Financial Aid Office, 224 South Hall, Mansfield, PA 16933, telephoning (570) 662-4129, emailing [Finanaid@mansfield.edu](mailto:Finanaid@mansfield.edu), or visiting the web site, <http://esd.mansfield.edu/financial-aid/>

## Insurance, Health, and Background Check Requirements

**The student, at his/her own expense, must provide the Program Director with documentation of the following by April 15<sup>th</sup> prior to starting the initial respiratory therapy courses at Sayre:**

1. **Health Insurance Coverage:** A copy of the student's health insurance card (both sides) may meet this requirement. For students not having health insurance, health insurance is available through the University Office of Residence Life and Housing (Phone: 570-662-4934). More information is available at: <http://mansfield.edu/residence-life>
2. **Professional Liability Insurance:** The required minimum coverage (\$1,000,000 each incident/\$3,000,000 aggregate) may be purchased at [www.proliability.com](http://www.proliability.com). The documentation must show the effective dates of coverage.
3. **MMR/Measles Vaccination:** Students born after January 1, 1957, must provide documentation of two MMR (measles, mumps, rubella) vaccinations, given on or after 12 months of age, separated by at least one month, or laboratory evidence of rubella and rubeola immunity (titers). For students born before 1957, one MMR vaccine, given on or after 12 months of age, or laboratory evidence of Rubella immunity is required.
4. **Tetanus and Diphtheria (Tdap) Vaccination:** A primary series of Td is required and a Td booster within the past ten years is recommended/since 18<sup>th</sup> birthday.
5. **Varicella (Chicken Pox) History:** Reliable history of disease or laboratory evidence of immunity will satisfy this requirement. If laboratory test fails to document immunity to Varicella, the Varivax vaccination series of 2 injections is required.
6. **Hepatitis B Vaccination:** A series of 3 injections or a positive titer (lab evidence of immunity) are required, or the student may sign a declination form waiving vaccination. If the hepatitis B vaccination series has been started, but not completed, it must be completed on schedule to maintain enrollment in the clinical course. If the student has a negative titer, the series of 3 injections must be repeated.

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7. **Tuberculosis Testing:** T spot: single visit blood test for TB. This can be done at Guthrie Occupational Medicine, Sayre PA. 2 step PPD test is also acceptable.
8. **Urine Drug and Nicotine/Cotinine Screen:** Documentation of a negative 10-panel comprehensive Opiates and Narcotic urine drug screen performed within the six months period preceding the student's enrollment in the initial respiratory therapy courses at the Guthrie/Robert Packer Hospital campus is required. The urine drug screen must be sent to a lab; a quick screen urine test at the physician office does not meet the requirement.  
**The following drugs must be screened for and listed on the test results: Cocaine, Amphetamine/Meth, Marijuana, Opiates (codeine, heroin, morphine), Benzodiazepines and Oxycodone.**  
This test is **required annually** while the student is in the program. In addition, a negative urine nicotine and cotinine screen is required within the 6-month period immediately prior to the student's rotation to Geisinger Medical Center in the final summer session of the program.
9. **N95 Fit testing done by Guthrie Occupational Medicine department:** Call 570-887-2493 to make an appointment.
10. **Background Checks:** All respiratory therapy students must provide documentation of the following three background checks: Pennsylvania criminal and child abuse background checks and an FBI criminal background check is required prior to starting the initial respiratory therapy courses at Sayre. All background checks must be **renewed annually**.  
**All three background check requirements have links on the Pennsylvania Department of Public Welfare's website which can be found at the following URL:**

<http://www.dhs.pa.gov/index.htm>

**a. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK (SP4-164)**

**There are two methods of requesting the criminal background check.**

**1) Online Request**

The Pennsylvania State Police have established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH). A credit card is needed to use this system. Point your browser to:

<https://epatch.state.pa.us/Home.jsp>

**b. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (CY-113)**

The Child Abuse History Clearance Form is distributed and processed by the Pennsylvania Department of Public Welfare and may be downloaded at:

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

**b. FBI Criminal Background Check**

Students may apply online at the Cogent Systems Web site.

Please follow the website's directions **CAREFULLY**: go to the website

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## FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to <https://www.identogo.com/locations/pennsylvania>. Use service code "1KG756".

### **Make sure you are on the Department of Public Welfare site (NOT the Department of Education)**

For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

11. **Clinical Practicum Packet:** Students will receive a packet in late March containing mandatory documentation that must be completed and returned in order to schedule the initial clinical course.

**All documentation must be received by the Program Director by the deadline outlined in the letter (or the student's summer session schedule may be dropped).** Documents may be mailed to the School of Respiratory Therapy, Robert Packer Hospital, One Guthrie Square, Sayre, PA 18840, or faxed to 570-887-6509. Clinical site requirements are subject to change and students will be advised of any changes as that information becomes available. For questions, call 570-887-4513 or email: [Sheila.Merrill@guthrie.org](mailto:Sheila.Merrill@guthrie.org)



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## Respiratory Therapy Program Academic Standards

In addition to the academic standards established by the University, the following standards apply to students enrolled in the Respiratory Therapy major:

1. Required courses are NOT included in the University Pass/Fail policy.
2. A grade of C or above must be earned in all respiratory therapy (RTH) courses. A student not meeting this requirement must repeat that course. Respiratory therapy courses may be repeated only once. Failure to achieve a "C" grade or better after taking the same course for a second time will block the student from future enrollment in any other Respiratory Therapy (RTH prefix) courses offered by Mansfield University.
3. A grade of C or above in CHM 1101, BSC 1121, BSC 1122 and MA 1128 (or equivalent courses) is required prior to enrollment in the initial respiratory therapy courses offered at Robert Packer Hospital in Sayre PA.
4. A cumulative GPA of 2.7 or higher is required to enroll in all RTH courses.
5. Students who fail to achieve a C grade or above after taking CHM 1101, BSC 1121, BSC 1122 and/or MA 1128 (or equivalent courses) for a second time are not eligible to enroll in RTH courses at RPH and are automatically dismissed from the respiratory program.
6. Students will be dismissed/denied enrollment in any RTH courses if they receive a letter grade of C minus (C-) or less in any of the two following courses (including repetition of the same course): anatomy (BSC 1121 and BSC 1122), chemistry (CHM 1101), and college algebra (MA 1128) or equivalent courses and all RTH courses.
7. If more than 14 students meet the standards for progression to the initial respiratory therapy courses offered at RPH, the accredited 14 clinical seats will be given based on grade point averages.
8. In the respiratory therapy courses, the instructor will document grades with sufficient frequency to keep students apprised of their progress toward achieving the curriculum competencies, and to allow immediate identification of deficiencies.
9. Students receiving any grade below the required minimum score on any graded activity as defined in the course syllabus will be required to remediate as determined by the instructor to review the material.
10. For the clinical and laboratory evaluations the student is granted one additional opportunity to achieve the passing grade as defined by the syllabus. Failure on the second attempt results in failure of the course barring extenuating circumstances as determined by the faculty.
11. In the final weeks of the program, summative didactic and clinical evaluations are conducted to assess student learning outcomes.
12. It is the student's responsibility to achieve satisfactory didactic understanding, psychomotor skills and personal behaviors requisite for a respiratory therapist.
13. Requirements for the Associate in Applied Science (A.A.S.) degree must be completed within four years.

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## Letter Grading System

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

<u>NUMERICAL</u> <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

## Graduation Requirements

To qualify for the Associate in Applied Science degree, the student must:

1. Earn the minimum number of credit hours for the major.
2. Complete the degree course requirements in effect at the time the student was admitted to the program.
3. Earn a grade of "C" or better in all respiratory therapy courses.
4. Earn a minimum 2.0 cumulative quality point average (QPA) in all work.
5. File an "**Application for Graduation**" form with the Registrar's Office in September of the year prior to expected graduation. The form may be obtained from the Registrar's Office or online at:

<https://esd.mansfield.edu/forms-and-policies/forms.cfm>

## Orientation To The Sayre Campus

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

## Personal Appearance Policy

As guests of Guthrie Health, 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.

To support the Guthrie Mission to provide an exceptional patient experience, Guthrie is committed to establishing and maintaining an environment that reflects quality care, professionalism, and a spirit of service and hospitality. The dress, grooming, and overall personal appearance of each employee and student help create this environment. Accordingly, **students are expected to be neat, clean, and properly groomed** in a manner that is safe and appropriate for the health care setting and to reflect a high level of professionalism, competence and caring. **All students are expected to take pride in their appearance.**

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## Dress Code Specifics:

1. Cleanliness is expected on a daily basis; e.g. oral hygiene, use of deodorants. All students shall avoid excessive use of personal scented products, especially in patient care areas.
2. The following items, and similar related items, may not be worn:  
Tube tops, belly tops, sleeveless blouse/shirts (unless under another piece of clothing), tank tops, 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.
3. For most clinical assignments, a student-furnished, red scrub top (\*see specifics below) and black scrub pants uniform and white lab coat must be worn. Students must wear a lab coat over scrub suits whenever they leave their immediate clinical work area. 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 worn at all times 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 MURPS 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
4. 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).
5. 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.
6. Hairstyles, cosmetics, jewelry and accessories are to be conservative and neat in appearance in order 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 (no 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.
7. 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.
8. 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.
9. The wearing of piercing accessories on the face/body (including tongue) visible to the public is not appropriate or acceptable (with the exception of ears – refer to item above, or for bona fide religious/cultural reasons).
10. All body tattoos must be covered so as not to be visible to others.

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11. 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.
12. 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.
13. 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 on site per Hospital Infection Control Policy.
14. 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.**
15. N95 HEPA mask fit testing will be performed on each student during initial orientation. 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.

## Guthrie Photo Id Badge

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.

## Student Conduct

Academic integrity is essential for a positive learning environment. In the School of Respiratory Therapy and in the respiratory care profession as a whole, we must adhere to the following five fundamental values:

• **Honesty**     • **Trust**     • **Fairness**     • **Respect**     • **Responsibility**

As part of Mansfield University's pledge to foster intellectual and personal growth, we must uphold the highest standards of honesty and academic integrity. Members of the University community are expected to observe complete honesty in all academic matters. Students, faculty, and staff are responsible for creating an environment of academic integrity, academic freedom, and mutual respect. The responsibility for upholding these principles lies with the individual as well as the entire community.

*All members of the university community have a duty to become familiar with the code. Ignorance of what constitutes an Honor Code violation cannot be used as a defense.*

## Expectations

All students are expected to:

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

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- Take responsibility for understanding the honor code, and for asking questions of their professors to clarify any uncertainties
- Uphold the honor code

## Violations of the Honor Code

Violations of Mansfield University's Honor code applicable to the RT program include, but are not limited to:

- Engaging in plagiarism, defined as presenting the ideas, words or works of another person, an electronic source or research service without proper acknowledgement of the source.
- Knowingly permitting another person to submit your work as his or her own.
- Giving or receiving unauthorized assistance on an exam or a class assignment, or in connection with any work done for academic credit including but not limited to obtaining access to quizzes, examinations and other evaluation instruments in advance of their planned distribution.
- Fabricating, falsifying, sabotaging, or taking improper credit for work submitted
- Resubmitting work used in a prior course without permission of the instructor who receives the previously used work.
- Stealing or misusing library materials
- Disrupting class or interfering with the learning process of other students

*Replication of another student's work will be given a grade of zero and be handled according to Mansfield University's policies. The School of Respiratory Therapy will not tolerate any form of academic dishonesty, as it is contrary to the nature of the profession.*

## 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, but 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 incident to their clinical education coursework and experiences.

## Drug And Alcohol Policy

The use, distribution, and/or possession of alcoholic beverages, narcotics, drug paraphernalia, and controlled substances prohibited by law is strictly prohibited anywhere on the Guthrie Healthcare System campus. Violators of this prohibition will be subject to arrest by law enforcement officials and termination from the program. The University provides education and counseling for students with alcohol or other drug problems through the University Counseling Center, 143 South Hall (telephone 570-662-4695 or 570-662-4436). Counseling is also available to students on the Sayre campus through the Guthrie Employee Assistance program (telephone 570-887-5399 or 800-770-2219).

## Weapons

The possession and use of explosives, weapons, and/or firearms of any type on the Guthrie Healthcare System campus is strictly prohibited. Violators of this prohibition will be subject to arrest by law enforcement and termination from the program.

## Social Networking

### I. Definitions

- A. Social networking site: Spaces in the internet where users can create a profile and connect that profile to others (individuals or entities) to create a personal network. Examples include Facebook, MySpace, LinkedIn, and Twitter.
- B. Weblog: A website, usually in the form of an online journal, maintained by an individual with regular commentary on any number of subjects. It may incorporate text, audio, video clips, and any other types of media.

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## II. Guidelines for ethical/professional behavior

### A. Professionalism

1. 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.
2. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
3. 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.
4. 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.
5. MU, RPH, 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"
6. 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).
7. 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:
  - a. Display of vulgar language.
  - b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
  - c. Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
  - d. Posting of potentially inflammatory, harmful, or unflattering material on another individual's website, e.g. on the "wall" of that individual's facebook site.
8. 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.
9. Students are encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
10. 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.
11. 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

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you supervise to engage in activities outside of work, and inappropriate postings to social networking sites while supervising trainees can all be considered forms of sexual harassment.

12. Avoid giving specific medical advice.

## B. Privacy

1. Due to continuous changes in these sites it is advisable to closely monitor the privacy settings of your social network accounts to optimize their privacy and security.
2. It is advisable that you set your privacy profile so that only those people whom you provide access may see your personal information and photos.
3. Be aware that resourceful individuals often can and do access information that has not been made available beyond your privacy settings. Nothing is truly private on the internet.
4. Avoid sharing identification numbers on your personal profile. These would include address, telephone numbers, social security, passport numbers or driver's license numbers, birth date, or any other data that could be used to obtain your personal records.
5. Others may post photos of you, and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to "untag" yourself from any photos as a general rule, and to refrain from tagging others unless you have explicit permission from them to do so.
6. Maintain the privacy of colleagues, doctors, and other university or hospital employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.
7. Make sure that you differentiate medical opinions from medical facts. The world of medicine is foreign to many, so readers may take your words at face value. Try to make clear what statements reflect your personal beliefs.

## C. Confidentiality

1. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.
2. Patient privacy measures taken in any public forum apply to social networking sites as well.
3. 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.
4. 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.

## D. Patient contact

1. 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.
2. 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.

## E. Social media in clinical settings

1. Be aware of social networking policies at each of the program clinical affiliates.
2. Refrain from accessing personal social networking sites while at work or in clinical work areas.

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## 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 (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 the University Academic Integrity Policy which is available online at:
  1. <https://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/academic-integrity-dishonesty.cfm>
7. Gross misconduct or other serious nonconformance may result in immediate termination from the program. Examples of such misconduct include, but are not limited to:
  - a. Possession of any type of weapon on campus.
  - b. Unauthorized possession or use of intoxicating drugs or alcoholic beverages on campus
  - c. Actual or threatened physical assault, intentional or reckless injury to persons or property.
  - d. Acts of terror.
  - e. Stalking or bullying.
  - f. Larceny, misappropriation, or unauthorized possession of property belonging to the hospital, University, program, another student, hospital or University employee, patient, or visitor.
  - g. Physical or sexual abuse.
  - h. Threatening, intimidating, or coercing any person.
  - i. Conviction of a felony.
  - j. Breach of patient confidentiality (HIPAA violation).
  - k. Indecent or immoral conduct of any nature on hospital premises.
  - l. Damaging, destroying, or tampering through negligent or deliberate acts, property belonging to the hospital, University, program, students, patients, or visitors.
  - m. Misuse or falsification of patient, student, or official hospital or school records.
  - n. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University or Program.
  - o. 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.



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p. Conduct that threatens the safety of patients, faculty, staff, or the general public.

All terminations must be reviewed and approved by the Department Chair.

8. If a student feels he or she has been treated unfairly during the program's progressive discipline process, he/she may file an appeal through the University judicial system following the procedures outlined in the University student handbook (The Mountie Manual).

**Clinical Policies and Procedures** (All student policies and procedures are in compliance with federal and state statutes, rules and regulations.)

## 1. Essential Functions

The following essential functions are required of all students enrolled in the Respiratory Therapy 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 in order 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 2221 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

**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.

## 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

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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 with regard to 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 in order 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

<u>Scale</u>	<u>Description</u>
0	Unable to perform task
1 Poor	Seldom performs task correctly without constant instruction or supervision
2 Fair	Usually performs task correctly, but below standards expected: requires frequent instruction or supervision
3 Good	Performs task correctly and meets standards expected most of the time; occasionally requires instruction or supervision
4 Excellent	Performs task correctly and consistently above standards expected; requires minimal instruction or supervision

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

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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 any 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.*
- ▶ 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 in order 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:

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

Susan Ferrito, Director of Clinical Education:

Office: (570) 887-4516 or [Susan.Ferrito@guthrie.org](mailto: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 (see policy #7. **Affective Domain Evaluations**). 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 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 (see policy #6).

Second incident: The student is sent home, the clinical day is rescheduled at the convenience of the program and

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affiliate, and the student receives a “U” for the attendance objective on the weekly clinical evaluation (see policy #6).

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.

## 13. Injuries or Communicable Disease Exposure

Students injured or exposed to blood or other potentially infectious material during any scheduled clinical experience should:

- Receive first aid.
- Notify their clinical instructor or supervisor. (The clinical instructor will file an incident report according to hospital policy.)
- Report to the hospital Emergency Department, the Family Practice Office at the Sayre Guthrie Clinic, or their Primary Care Physician for assessment of their identified exposure or injury. Assessment will include evaluation for any necessary prophylaxis, treatment of injury, counseling, and serological testing.

## 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.

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- 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 or and alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.

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- The patient has the right to obtain information as to any relationship of his/her hospital to other health care and educational institutions insofar 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 the 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.

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## General Information for the Student

### **Bookstore**

MURPH'S MART is located within the William Beck Library on the second level of the Patterson Education Building in Sayre. All textbooks and supplies, including uniforms and stethoscopes, needed for the courses taught in Sayre are available through this bookstore. Hours of operation are 8:00 a.m. – 5:00 p.m., Monday – Friday. The telephone number for MURPH's MART is 570-887-4702.

### **Computer Labs**

Two 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 days per week. . All computers have Microsoft Office Suite software, Internet access, and multiple National Board preparatory exams.

### **Counseling and Tutoring Services**

The Program faculty routinely provide counseling and tutoring to students by appointment. Counseling services are also available through the Guthrie Employee Assistance Program (EAP) by telephoning (570) 887-5399 or 800-770-2219.

On the Mansfield campus, students needing assistance may contact the Academic Advising Center (148 South Hall, telephone 570-662-4824), University Counseling Center (144 South Hall, telephone 570-662-4695), and the Career Center (Ground Floor, Alumni Hall, telephone 570-662-4133). Tutoring services are provided by the Learning Center (145 South Hall, telephone 570-662-4150).

### **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: 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 particular 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.**

### **Housing and Dining**

In Sayre, limited dormitory space is available on the 5<sup>th</sup> level of the School of Nursing Building with priority given to 1<sup>st</sup> and 2<sup>nd</sup> year students. Meals may be prepared in the dormitory kitchen facilities or purchased in the Robert Packer Hospital cafeteria. A meal plan utilizing the hospital cafeteria may be purchased each semester. Private rental housing is also available within walking distance of the Guthrie campus. To make housing and dining arrangements in Sayre, contact Jackie Johnson, Coordinator for Student Services, One Guthrie Square, Sayre, Pennsylvania 18840, (telephone 570-887-4716, email: jwisniew@mansfield.edu ).

### **Library**

The William Beck Library is located on the second level of the Patterson Education Building in Sayre. The Beck Library is open 24 hours every day and contains over 700 medical, nursing, and allied health periodicals as well as up-to-date standard reference textbooks. The library staff are available to assist students in finding information and using computerized data bases 8:00 a.m. – 5:00 p.m., Monday – Friday. Computers are available also for word processing and Internet access.

### **Parking on the Guthrie Robert Packer Hospital Campus**

During the weekdays, from 7:00 A.M. to 4:00 P.M., students are required to park in the hospital parking lot located on Thomas Avenue weekdays from 7:00 A.M. to 4:00 P.M. Free shuttle bus service to and from this lot is provided. Students not complying with this policy are subject to disciplinary action. Additional information may be obtained from the Guthrie/Robert Packer Hospital Safety and Security Department (570-887-4207).

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## **Preclinical Lab**

A laboratory is available on the first level of the School of Nursing Building 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. In addition, desktop computers are available, preloaded with respiratory therapy training software and practice National Board exams. Students may use the lab at any time when it is not scheduled for a class. Students gain access to this lab using their Guthrie ID badge.

## **Health Services**

Students paying the University health fee are entitled to comprehensive primary health care and emergency health care services. The Family Medicine Center (telephone 570-887-2239) on the 1<sup>st</sup> level of the Guthrie Clinic in Sayre provides these services to students on the Sayre campus. Students with an urgent need for health services outside the normal hours of operation of the Family Medicine Center should go to the Robert Packer Hospital Emergency Department. A menu of services covered by the University health fee is available from the Mansfield University Office of Student Affairs, Alumni Hall 326 (telephone 570-662-4981). Students or their insurance will be billed for health care expenses not covered by the health fee.

## **Transcripts/Student Records**

Grades are maintained securely at Mansfield University's Registrar's office and a prepared transcript can be requested. All documentation maintained at the Sayre campus by the School of Respiratory Therapy will be locked in the offices of the Program Director and/or Director of Clinical Education.

## **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.

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.

## **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/>



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## National Board Exams

Students who are within 30 days of graduation may apply for the National Board for Respiratory Care multiple choice and simulation exams to obtain CRT/RRT credentials. Application and scheduling for this exam may be done online at the National Board Web site (<http://www.nbrc.org>).

## Websites

The following are a few websites that the respiratory therapy student may find helpful:

### Organization

American Association for Respiratory Care  
American Lung Association  
Committee on Accreditation for Respiratory Care  
Cystic Fibrosis Foundation  
National Board for Respiratory Care  
National Heart, Lung, and Blood Institute  
Pennsylvania Society for Respiratory Care

### Web Address

[www.aarc.org](http://www.aarc.org)  
[www.lungusa.org](http://www.lungusa.org)  
[www.coarc.com](http://www.coarc.com)  
[www.cff.org](http://www.cff.org)  
[www.nbrc.org](http://www.nbrc.org)  
[www.nhlbi.nih.gov](http://www.nhlbi.nih.gov)  
[www.psrc.net](http://www.psrc.net)

## Scholarships And Awards

### **American Respiratory Care Foundation Awards**

Respiratory Therapy students may be eligible for the following awards sponsored by the American Respiratory Care Foundation. More information and application forms may be obtained from the Program Director or from the ARCF Executive Office, 11030 Ables Lane, Dallas, TX 75229; telephone: (972) 243-2272, fax (972) 484-2720, or by visiting the American Respiratory Care Foundation Web site: <http://www.arcfoundation.org/>

#### **Morton B. Duggan, Jr. Memorial Education Recognition Award**

\$1000 is awarded annually to a student from Georgia or South Carolina who is enrolled in an accredited respiratory therapy program.

#### **Jimmy A. Young Memorial Education Recognition Award**

\$1000 is awarded to a respiratory therapy program student of minority origin.

#### **William W. Burgin, Jr. MD Education Recognition Award**

\$2500 is awarded to a second-year respiratory therapy program student currently enrolled in an Associate degree program.

### **Lester Rosenberry III Clinical Achievement Award**

This is an annual award presented at graduation to a second-year respiratory therapy student in memory of Lester Rosenberry III, a 1986 graduate of this program and recipient of the Clinical Achievement Award. No application is required, but, to be considered, the recipient must have a minimum 3.0 grade point average in all Respiratory Therapy courses. The program clinical instructors select the recipient based on clinical performance. The amount of the award varies and is dependent on the annual interest earnings from the fund principal.

### **L. Marilyn Taylor Memorial Scholarship**

This is an annual award presented in January to a second-year respiratory therapy student in memory of Lois Marilyn Taylor, a 1971 graduate of this program and former clinical instructor. No application is required, but to be considered, the recipient must have a minimum 2.5 grade point average in all respiratory therapy courses. The program clinical instructors select the recipient on the basis of professionalism and financial need. Financial need is determined from "unmet need" data provided by the University Financial Aid Office. The amount of the award varies and is dependent on the annual interest earnings from the fund principal.

### **Lori Peterson Strollo Memorial Scholarship**

This is an annual award presented in September to a second-year student in memory of Lori Peterson Strollo, a 1983 graduate of this program. No application is required, but to be considered, the student must have a minimum 3.0 grade point average. The recipient is selected based on excellence in academic and clinical skills. The amount of the award varies and is dependent on the annual interest earnings from the fund principal.

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## **PSRC Outstanding Student Award**

This is an annual award presented at graduation to a second-year respiratory therapy student. No application is required, but to be considered, the student must be a member of the American Association for Respiratory Care (AARC). The recipient is selected by the program faculty as the student “deemed most likely to make an impact on the profession”. The chosen student is awarded a free renewal of his or her AARC membership and a certificate of recognition from the President of the Pennsylvania Society for Respiratory Care (PSRC).

## **The Ann Bertauski And Clara Bonchowski Nursing And Allied Health Scholarship**

Students entering their second year may apply. Application forms are available from the Coordinator of Student Services in Sayre (telephone 570-887-4716). The criteria for this award are:

- Recipient must demonstrate a definite, substantiated need for assistance.
- Student must meet minimal academic standards within their program.
- Recipient must have demonstrated the greatest financial need.
- Recipient is preparing to enter his/her second year of study.

## **The Mr. And Mrs. J. Thomas Quigg Nursing And Allied Health Scholarship**

An application form may be obtained from the Coordinator of Student Services. The criteria are:

- Applicant must be a resident of Susquehanna, PA, Wyoming, PA, or Sullivan, PA counties.
- Applicant may be an entering student or a student currently enrolled.
- Recipients must demonstrate a definite, substantiated need for assistance.
- Recipients must be in good academic standing.
- Preference is given to students who demonstrate the greatest need.

## **Guthrie Employee Education Fund Scholarship**

Restricted to dependents of employees of the Guthrie Healthcare System. For more information and an application form, the student should contact the Coordinator of Student Services on the Sayre campus or the Program Director.

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## **Guthrie/Mansfield/Robert Packer Hospital Dormitory Security Policies And Procedures**

*Provided in compliance with The Student Right-To-Know and Campus Security Act, Public law 101-542.*

It is the policy of the Guthrie/Mansfield/Robert Packer Hospital Dormitory to report criminal actions or other emergencies to the Robert Packer Hospital Department of Safety and Security. At which time the report will be evaluated by the department, and forwarded to the Sayre Borough Police Department for action if necessary.

A report of criminal activity may be made by contacting the Department of Safety and Security, extension 4207. **In an emergency, dial “77”.**

### **Security and Access to Campus Facilities**

All doors are locked from 2100 to 0600 daily. During this time, residents who desire to gain access to the dormitory must use their photo ID badge to swipe the door lock to unlock the door. A phone is available at the main entrance to report an emergency or to request assistance in gaining entry to the building.

The dormitory is staffed by a combination of desk workers and Resident Advisors (RA's). Information for contacting these students is provided to all residents during orientation. A security radio is available for RA's and desk workers to contact Security.

All visitors are required to be signed in at the house monitor's office that is located on the second level of the dormitory. Visitors must be escorted by a dormitory resident at all times and are only allowed in specified areas.

A security system has been installed in the building that limits access to the 5<sup>th</sup> floor, and other work areas, to authorized Guthrie Staff and Students. Each student is responsible for the actions of any person that they allow into one of these secured areas. The RPH Security Department will track access records if incidents occur.

All windows in the resident and educational facilities are to remain shut at all times. Non-conformances will be reported to Security and fines may be imposed for repeat offenders. Doors are locked specifically at ground level at 2100 each day. In case of a repair request for windows and door locks, these are considered emergency requests and are given top priority.

### **Enforcement Authority of Security Personnel**

The Robert Packer Hospital provides security 24 hours a day, 365 days a year on the Sayre campus. The hospital security personnel have a working relationship with state and local police agencies. The state and local police agencies are called immediately in the case of a crime.

In the event of a felony in progress the security officer does have the right as that of any citizen to make an arrest. The person arrested will be immediately turned over to the Sayre Borough Police Department.

### **Educational Programs**

The program provides security policies and procedures information to all residence hall students at the mandatory orientation. This orientation session occurs at the beginning of each academic year. Each student receives this policy report.

Information regarding security procedures and practices are distributed to faculty during the mandatory employee orientation and during the bimonthly faculty meetings. The faculty receives follow-up information during bimonthly faculty meetings.

Security communications are disseminated via follow-up meetings, residence hall newsletters and campus publications such as Visions.

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## **Substance Abuse**

The use and/or possession of alcoholic beverages, narcotics, drug paraphernalia and controlled substances prohibited by law is strictly prohibited in the residence hall or anywhere on the Guthrie Healthcare Systems Campus.

A statement entitled, “Drug and Alcohol Prevention”, containing campus policies on drug and alcohol abuse, and state, local and federal drug laws is distributed to students during the mandatory orientation and to faculty during faculty meetings throughout the year.

## **Tobacco Use**

Use of all tobacco, including smokeless tobacco products, is prohibited at all Guthrie locations, including all properties owned and leased by Guthrie, all sidewalks, benches, sitting areas, parking lots, and sidewalks within the confines of Guthrie locations. This policy also includes Guthrie vehicles, or vehicles elsewhere on Guthrie property, etc. the boundaries of Guthrie-leased property is defined by the specific lease arrangement. This policy applies to all persons on Guthrie property, including, but not limited to, Guthrie employees, physicians, patients, visitors, volunteers, students, vendors, and contract workers.

## **Weapons**

The possession and use of explosives, weapons and/or firearms of any type on the Guthrie Healthcare Systems Campus is strictly prohibited.

## **Safety Suggestions**

The following is meant to be guidelines for reducing the potential of a crime event to occur and in no way represent guarantees of eliminating crime.

1. Always lock your residence room when you leave.
2. Always lock your car doors when parking or traveling.
3. Never leave items such as packages, luggage, laundry bags, purses or other valuables locked in your car either overnight in the parking lot or for short periods of time in front of the residence building.
4. Go walking or jogging in pairs or groups.
5. When leaving the residence building, tell someone where you are going and approximately when you expect to return.

**Please take advantage of on campus security escorts by calling 4207, 24 hours a day!**

**If your car won't start or you locked your keys in your car, call security at ext. 4207. They may be able to jump start your car or retrieve your keys.**