

BROWARD COLLEGE
Health Science Education
North Campus

Respiratory Care Program ***Student Handbook***



Welcome to the Respiratory Care Program!

Congratulations on your acceptance into the Respiratory Care Program offered at Broward College! I trust that you will find our program to be an exciting and rewarding adventure in learning.

The program includes scheduled classroom lectures/laboratory as well as clinical rotations. Most courses have an online component that complements classroom learning.

We strongly believe that learning is a lifelong process that requires your steady interaction. As future health care providers, you will find that you will need to remain adaptable to change as it occurs in accordance with advances in medical technology and the practice of respiratory care. You will become dynamically involved in the learning process as the program progresses. It will be your responsibility as a student to fully utilize the educational opportunities provided to you.

The faculty and staff look forward to spending the next two years with you as you embark on the necessary academic and clinical preparation to realize your goal of becoming a Respiratory Therapist.

This Student Handbook outlines important information regarding program and faculty expectations of students enrolled as well as several essential details about the program itself. To assist us in continuing to offer an outstanding educational opportunity to the community, you will be asked for input on curricular matters and to be involved in continuous evaluation of our courses.

On behalf of the core faculty and administrators, welcome!

Jay Wimberly MHA, RRT, Ecmo Specialist
Program Director, Respiratory Care

THE RESPIRATORY CARE PROGRAM

Administrators:

Mayra Limousin-Hernandez M.Ed. RT(R)(CT)(N) CNMT
Interim Dean, Academic Affairs, Health Sciences
Broward College North Campus
Ph: 954-201-2974

Medical Director
Dr. Lance Cohen

Core Faculty/Instructors:

Jay Wimberly MHA, RRT
Program Director
Phone : (954) 201-2093
E-mail : jwimber1@broward.edu

Fareeza Baig, BS. RRT
Director of Clinical Education
Phone: (954) 201-2054
E-mail: fbaig@broward.edu

Tyrone Anderson RRT
Clinic Instructor

Alex Riera, RRT
Clinic Instructor

Brian Shapiro, BS RRT
Clinic Instructor

Irene Noel RRT
Clinical Instructor

Jason Fong-Hong
Clinical Instructor

TABLE OF CONTENTS

PROGRAM INFORMATION	Page
Program Description	6
Description of a Respiratory Therapist.....	6
Mission Statement	6
Non-discrimination Policy.....	6
Program Faculty	7
Advisory Committee.....	7
Attrition Rates	7
Enrollment Data	7
Job Placement	7
Predicting Success in the Program	7
Schedule of Courses.....	8
Technical Performance Standards.....	9
Student Tuition and Fees.....	11
Advanced Standing.....	12
CRT to RRT Status	12

ACADEMIC INFORMATION

Admission Criteria.....	14
Academic Standards.....	14
Program Orientation	15
Advisement and Counseling Services.....	16
Academic Support/Remediation.....	16
Withdrawal from Respiratory Care Courses.....	17
Readmission to the Respiratory Care Program.....	17
Three-Year Limit for Program Completion	18
Dismissal.....	18
Change in Program Requirements.....	18
Student's Right to Due Process	18
Graduation Criteria.....	19
Credentialing and Licensing Information	20

STUDENT CONDUCT

Center for Health Science Code of Professional Behavior And BC Student Code of Conduct	23
Conduct During Class Examinations and Assignments	26
Membership in Professional Organizations.....	26
Safety in the Classroom, Campus and Lab	26

CLINICAL GUIDELINES

Overview of Clinical Rotations	30
Clinical Affiliations.....	30
Substance Abuse Policy	30
Clinical Uniforms	31
Health/Medical Information Requirements	32
Annual Tuberculosis Test.....	33
Criminal Background Checks/Drug Screening	33
Exposure to Blood and Body Fluid.....	33
Incident and Accident Reports – Clinical.....	34
Malpractice Insurance.....	34

GENERAL PROGRAM INFORMATION

Retention of Records	35
----------------------------	----

FORMS TO SIGN

.....	37
-------	----

PROGRAM INFORMATION

Program Description

Located in the Center for Health Science at Broward College's North Campus in Coconut Creek, the Respiratory Care Program is a two-year associate of science degree that prepares the student to become credentialed as a Registered Respiratory Therapist. The program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The degree satisfies the requirements established by the National Board for Respiratory Care and qualifies the graduate as a candidate for the national registry examination.

The Respiratory Care Program is considered an advanced level program. Students that graduate from the program are expected to be hired by an acute care hospital and are expected to function as a skilled respiratory therapist in the intensive care units and emergency departments. To achieve this level of acuity, the program courses are rigorous and demand a high level of cognitive skills and critical thinking skills.

Description of a Respiratory Therapist

Respiratory Care is a specialty dealing with the diagnosis, treatment, and rehabilitation of patients with cardiorespiratory diseases.

The Respiratory Therapist:

Provides care to neonatal, pediatric, adolescent, adult and geriatric patient populations in the hospital, intensive care, emergency room and general care facilities.

Applies and maintains life support systems including oxygen, CPR and mechanical ventilator support devices to critically ill and long-term ventilator and oxygen dependent patients.

Provides airway care including the maintenance of a patent airway through intubation, tracheostomy care, clearance of airway obstructions, and reversal of bronchial narrowing due to bronchospasm and inflammation of the airways. Extubates patients when appropriate and provides appropriate airway care following extubation.

Performs diagnostic evaluations including the performance and interpretation of pulmonary function studies. Draws blood samples and analyzes and interprets the results of blood tests. Monitors and evaluates exhaled gases. Performs direct and indirect calorimetry, transcutaneous and oximeter measurements, evaluates cardiac monitors and indwelling catheters.

Assures the accuracy of monitoring systems by providing necessary calibrations, adjustments, and quality control.

Assists with patient care, decision making by communicating with physicians, nurses and other health care team members, and by making appropriate decisions as needed in emergency situations.

Mission Statement

The mission of the Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists.

Non-Discrimination Policy

In accordance with college policy, the program affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status and veteran status. The program acknowledges its obligation to work towards a community in which diversity is valued, and opportunity is equalized.

Program Faculty

The CoARC (Committee for Accreditation of Respiratory Care) requires that the sponsoring institution must have, as minimal faculty, a program director, director of clinical education and a medical director. The Broward College Respiratory Care program also has additional faculty to meet the needs of the program. These include an adjunct clinical faculty that trains the students at the clinic sites and adjunct instructors for classroom lectures.

The maximum ratio of students to lab instructors is 10 students to 1 faculty member. Additional lab assistants are provided by second year respiratory care students.

Advisory Committee

An advisory committee is a group of employers and employees, from inside and outside the field of education, which provides guidance and direction to the program faculty on the design, evaluation and revision of the respiratory care program. The committee members consist of current respiratory department managers from the area hospitals, program faculty and students from the first and second year of the program.

Enrollment Data/ Completers/Passing National Exam

<i>Number of Students Entering the Program</i>		<i>Number of Students who Completed the Program</i>	<i>Number of Students Passing the National Exams</i>	
Graduation date			CRT	RRT
2026	23	12	100%	92%
2025	21	14	100%	93%
2024	21	13	100%	92%
2023	23	13	100%	100%
2022	19	11	100%	91%

Job Placement

The job placement rate for our graduates in the past three years (2026, 2025, 2024) was 100%. The respiratory care profession remains a strong profession with a secure future. The National Bureau of Labor and Statistics predicts an increase in the number of respiratory care positions in hospitals, rehabilitation facilities and home care agencies over the next ten years. <http://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>

Currently, there are over 160,000 practicing respiratory therapists in the United States.

Predicting Success in the Program:

The two years during the program require a lot of dedication to classroom work and study time. It is difficult to work full-time hours and perform well academically

**Respiratory Care Program
Catalog Year 2025/2026**

Associate in science Major Code #2132
Total Credits to earn the AS degree: 76 credits

Program Description: Respiratory Care is a specialty dealing with the diagnosis, treatment, and rehabilitation of patients with cardiorespiratory diseases. The program is accredited by the Commission on Accreditation for Respiratory Care (COARC). The degree satisfies the requirements established by the National Board for Respiratory Care and qualifies the graduate as a candidate for the national registry examination.

All Respiratory courses must be taken in the semester shown. General education courses may be taken prior to acceptance into the program.

Pre-requisite Courses

- *ENC 1101 Composition I 3
- *BSC 1085 Anatomy and Physiology I 3
- *BSC 1085L Anatomy and Physiology I Lab 1
- *CHM 1032 Chemistry for Health Sciences 3
- *College Level Math 3

MAC1105, MGF 1130, STA 2023

RET1024 Intro to Respiratory Care 1

Total Term Semester Hours 14

First Year Term I

- RET 1026 Respiratory Care Equipment 3
- *RET 1026L Respiratory Care Equip. Lab 1
- *RET 1485 Cardiopulmonary Anatomy and Physiology 3
- HSC 1531 Medical Terminology 3
- *BSC 1086 Human Anatomy and Physiology II 3
- *BSC 1086L Human Anatomy and Physiology II Lab 1

Total Term Semester Hours 14

First Year Term II

- *RET 1264 Mechanical Ventilation 3
- *RET 1264L Mechanical Ventilation Lab 1
- *RET 1484 Cardiopulmonary Pathophysiology 3
- *RET 1832L Clinic I 3
- *RET 1350 Cardiopulmonary Pharmacology 3

Total Term Semester Hours 13

First Year Term III

- *RET 2418 Cardiopulmonary Diagnostics 2
- *RET 1833L Clinic II 2
- *MCB 2010 Microbiology 3
- *MCB 2010L Microbiology Lab 1

Total Term Semester Hours 8

Second Year Term I

- *RET 2834L Clinic III 3
- *RET 2265 Advanced Equipment 2
- *RET 2265L Advanced Equipment Lab 1
- *RET 2714 Pediatric & Neonatal Respiratory Care 3
- *RET 2414 Pulmonary Function 1
- *RET 2271L Pulmonary Function Lab 1
- *RET 2934 Selected Topics in Respiratory Care 1

Total Term Semester Hours. 12

Second Year Term II

- *RET 2835L Clinic IV 3
- *RET 2286C Management of the Intensive Care Patient 2
- *RET 2601 Hospital Interactions 1
- Social Science: AMH2020 American History or POS2041 National Government
- General Education Humanities 3
- SPC 1024 Intro to Speech Communications or SPC 1608 Public Speaking 3

Total Term Semester Hours 15

Total Program Semester Hours 76

*Requires a pre- or co-requisite

It is strongly recommended that students see an academic advisor or counselor every term.

Technical Performance Standards

The technical performance standards of the Health Science programs outline the expectations and abilities considered essential for student success relative to achieving the level of competency required for graduation and for a career in the field of respiratory care. Potential students should carefully review all the standards as detailed below.

Data Collection Standards

- Tactile ability sufficient for collection and assessment of data such as pulse, temperature, texture, size, shape, muscle tone. Ability to adjust settings on equipment as needed.
- Auditory ability sufficient to monitor and assess health care needs including but not limited to hearing monitor alarms, emergency signals, evaluating breath sounds and heart sounds, and verbal communication as when a patient/client calls for assistance
- Olfactory ability sufficient for patient/client assessment as in determining typical odors related to infectious agents.
- Visual ability sufficient for assessing and observing the patient/client and environment including near and far acuity, depth perception, visual fields, and other characteristics of objects.

Communication Standards

- Possess sufficient communication skills to interact effectively with others verbally, non-verbally and in written form demonstrating sensitivity to individual and cultural differences
- Ability to express self verbally in a language that will be understood by a majority of patients/clients
- Ability to explain interventions, provide patient/client education, and assess/relate patient/client response to interventions
- Possess the ability to recognize, interpret and respond to non-verbal cues from patients/clients, self and others

Working Conditions

- There is frequent exposure to blood and body fluids from patients as well as the potential for exposure to airborne pathogens.
- Must be able to perform in frequent stressful situations.
- Must be able to deal with conflict resolution and must have effective confrontational skills.

Sensorimotor Standards

- The respiratory care practitioner is required to pull and push heavy objects as well as assist in moving patients to and from stretchers, wheelchairs, or beds. They are required to position patients and assist in lifting, moving, and restraining patients.
- The practitioner is required to stand and walk for extended periods of time and must be able to bend, stoop, kneel and run.
- Fine motor abilities: Must be able to write documentation of patient care/assessment
- Reaching: Must be able to extend the arms and hands in all directions.
- Handling: Must be able to seize, hold, rotate, and control objects with the hands.
- Fingering: Must be able to pick up with fingers.
- Feeling: must be able to perceive such attributes of objects and materials as size, shape, temperature or texture by means of receptors in the skin; particularly those of the fingertips.

Intellectual and Conceptual Standards

- Ability to assimilate, within a reasonable amount of time, large amounts of complex, technical and detailed information from a variety of sources
- Ability to identify cause-effect relationship to make judgments and set priorities in clinical situations
- Recognize physiological changes in patient/client status and act appropriately
- Ability to prioritize multiple tasks, integrate information and make decisions promptly

Behavioral and Social Standards

- Possess sufficient interpersonal skills to establish meaningful and effective rapport with patients/clients, families, and colleagues from a variety of different social, emotional, economic, cultural, ethnic, religious and intellectual backgrounds as well as within all age groups
- Ability to cope with heavy workload schedule and patient demands
- Function effectively during periods of high stress
- Display adaptability
- Accept responsibility for own behavior
- Engage in self-assessment activities which include identification of learning needs

Ethical Standards

- Exhibit a respect for truth and a commitment to honesty in all didactic and clinical pursuits
- Adhere to ethical and legal guidelines established by applicable national organizations and governmental agencies
- Abide by all institutional regulations.
- Appreciate and respect patient/family confidentiality.

Occupational Exposure/Risk:

Applicants considering a career in Respiratory Therapy should be aware that during their course of study and in subsequent employment in the field, they are likely to work in situations where exposure to infectious disease is possible. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well established infection-control guidelines can reduce the risk to a minimum. Thorough education in Infection control procedures are an important part of the respiratory therapist program of study.

Special Needs

Academic Accommodations for Students with Disabilities

If you are requesting academic accommodation, you must first register with Accessibility Resources (contact information is provided below). Accessibility Resources will evaluate your request and determine eligibility. If approved, you will be provided with an Accommodation Plan that you must deliver to the instructor either electronically or in person. Once received, we will discuss which accommodation you are requesting for the class, and in accordance with Broward College policy 6Hx2-5.09 you will be provided with the appropriate accommodations. Students who wait until after completing the course, or an activity, to request accommodations should not expect any grade to be changed, or to be able to retake the course or activity.

Central Campus; Willis Holcombe Center: 954-201-6527

North Campus; BC Online: 954-201-2313

South Campus; Miramar Centers; Pines Center; Weston Center: 954-201-8913

College-Wide Deaf services: 954-201-6766 (TDD) 954-201-6445 (VP) 954-635-5850

Student Tuition and Fees

Respiratory Care Program Costs

The total program cost for Florida residents is **\$11,053.74** and is detailed in the following chart.

Fees*	Resident	Non-Resident
Application to College	\$ 35.00	\$ 35.00
Application to Program	\$ 20.00	\$ 20.00
Required Certificates (BLS, ACLS)	\$ 213.40	\$ 213.40
Tuition fee per credit hour	\$ 117.90	\$ 373.00
Tuition for RET courses only – 54 credits	\$ 6,366.60	\$ 20,142.00
Total Tuition for the program – 76 credits	\$ 8,960.40	\$ 28,348.00
Total Program Fees	\$ 9,228.80	\$ 28,616.40
Miscellaneous Fees*	Resident	Non-Resident
Health Science Accident Insurance	\$ 39.80	\$ 39.80
Liability Insurance	\$ 48.00	\$ 48.00
Texts for core courses/	\$ 500.00	\$ 500.00
Drug Screening - First and Second Year	\$ 75.00	\$ 75.00
Background Check - First and Second Year	\$ 125.00	\$ 125.00
Lab and Clinical Fees	\$ 380.96	\$ 380.96
Student Membership in AARC	\$ 50.00	\$ 50.00
Physical Examination with Vaccines (approx.)	\$ 250.00	\$ 250.00
Uniforms – clinical and lab (scrubs, lab coat, shoes, stethoscope)	\$ 175.00	\$ 175.00
Kettering Review Registration	\$ 275.00	\$ 275.00
Miscellaneous (graduation fee, cap and gown)	\$ 25.00	\$ 25.00
Total program fees	\$1,943.76	\$ 1,943.76
Overall Cost of the Program	\$ 11,280.74	\$ 30,668.05
After graduation: National Exam and Licensure Fees	\$ 550.00	\$ 550.00

*** Fees are best estimates and are subject to change**
Students must provide their own living quarters, meal expenses, laundry expenses and reliable transportation between the College, hospitals, other health agencies and home.

Contact the Broward College financial aid department to qualify for grants or loans to cover this cost.

<http://www.broward.edu/sfs/>

Advanced Standing (Transfer from another Respiratory Care Program)

Students applying to BC from other respiratory programs are accepted according to the following criteria:

1. The student must be in good standing with the program they are coming from. (No failed classes)
2. Apply to BC. As part of the application process, the college will request transcripts from previous colleges.
3. The student can then take any prerequisite courses not already completed (Minimum acceptance GPA in prerequisite courses is 2.5)
Prerequisite courses are listed on the attached program sheet.
4. The student will be ranked for admission selection according to their GPA from their prerequisite courses
5. Admission selection occurs during the month of July.
6. Upon acceptance into the respiratory program, the student will be given a challenge exam to determine placement into the BC Respiratory Courses
7. The total number of credits that must be taken in the respiratory care program at BC is a minimum of 36 credits.

The challenge exam has two portions:

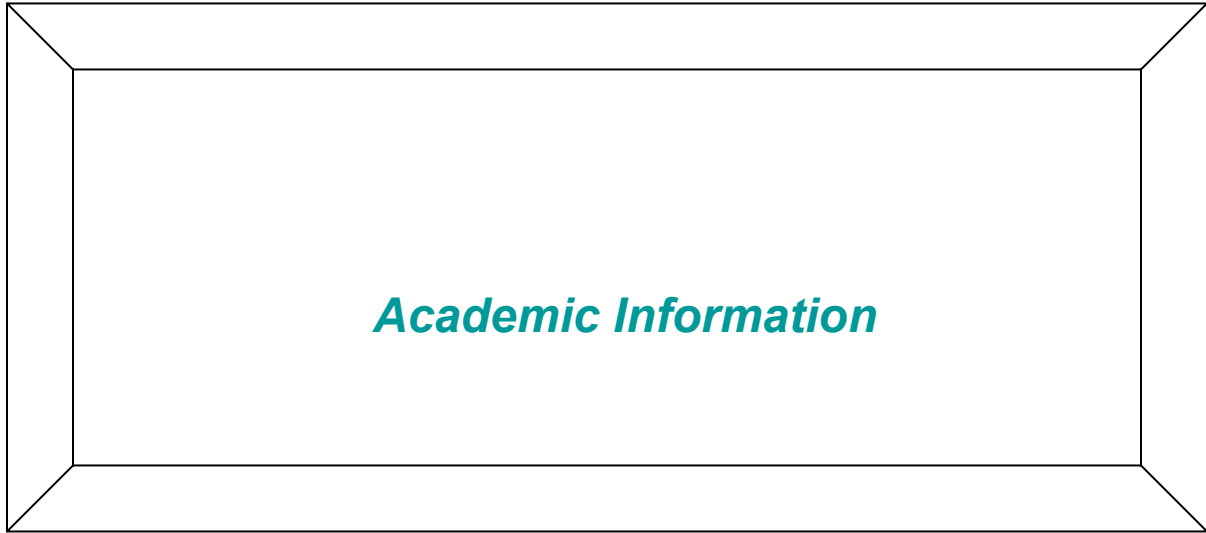
- **Written Exam:** This exam will test the applicant's current level of knowledge. The exam will consist of course content based on the courses already completed from a previous program.
- **Laboratory Practicum:** A 2-hour practicum will evaluate the applicant's knowledge and comfort with mechanical ventilation and respiratory equipment.

CRT to RRT

The National Board for Respiratory Care (nbr.org) sets the requirements for taking the RRT exam. Please note that it is not necessary for a CRT to go back into a respiratory care program to qualify for the RRT exam.

The NBRC criteria is one of the following:

- a. Be a CRT and have a minimum of an associate degree* from a respiratory therapy education program
1) supported or accredited by the Commission on Accreditation for Respiratory Care
- b. Be a CRT with four years** of full-time clinical experience in respiratory therapy under licensed medical supervision following Certification and prior to applying for the Registry Examination. In addition, the applicant shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent. The 62 semester hours of college credits must include the following courses: anatomy and physiology, chemistry, microbiology, physics, and mathematics.
- c. Be a CRT with a baccalaureate degree in an area other than respiratory care, including college credit level courses in anatomy and physiology, chemistry, mathematics, microbiology, and physics. In addition, the applicant shall have two years of full-time clinical experience in respiratory care under licensed medical supervision following Certification and before applying for the examination. In addition, the applicant shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent.



Admission Criteria

Entrance into the Respiratory Care Program is based on the admission criteria for the catalog year that the student enters the program. Entrance into the program does not guarantee that the student will be able to complete the program. Program completion will be based on student success in the academic area as well as clinical and behavioral success.

Students that are accepted into the respiratory care program but cannot start the program will not be able to defer their seat for the next year. A new application must be submitted the following year for reconsideration.

Students accepted into the program need to complete the following pre-requisite courses in order to be academically prepared for the respiratory care curriculum: If a student has completed course work at a state university system institution such as FAU, MDC, BC, regardless of how much time has passed and they received a C or better grade, they cannot take it again for a grade. A student may retake a prerequisite class as an audit to update their knowledge. However, they must check with the specific dept. for approval of that audit.

Prerequisite Courses

ENC 1101	College Composition	3
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
CHM 1032	Chemistry for Health Science	3
MAC1105 or MGF1106	College Level Math	3
RET1024	Introduction to Respiratory Care	1
	<i>Total Semester Credits</i>	14

A minimum GPA in the prerequisite courses must be 2.5 or higher to apply to the respiratory care program. Students with the highest prerequisite GPA are selected first.

Academic Standards

Academic standards are guidelines for successful completion of the program. The guidelines include grading policies, policies for remediation, readmission into the program, and dismissal from the program.

1. Students must achieve a minimum of "C" for the final grade in ***all courses*** that are required for completion of the degree. Guidelines for successful completion of the respiratory care core courses are listed in each course syllabus.

A grade of "D" or "F" is considered as not having met the required standard for advancement to the next term of academic study. The student will be required to reenter the program the following year to repeat the course. Because the program is offered sequentially – each Respiratory Care course is offered only once a year and in a specific semester - the student does not have the opportunity to rejoin the program and re-take a course at any other time than it is offered.

Should a student receive a grade of "D" or "F" in a general education course required for the degree, the student will need to retake the course to meet graduation requirements of achieving a "C" or above in all courses in the curriculum.

An incomplete grade (I) received in a Respiratory Care course does not permit the student to continue to advance into the subsequent semester of the program as the prerequisites will not be met. It is the responsibility of the student to contact the course instructor to determine the necessary action to be taken to successfully complete the course requirement. If no change is initiated during the next major term, the "I" will automatically become an "F" on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student's transcript.

2. The grading scale for lecture courses is as follows:
92% – 100%, A 84% – 91%, B 75% – 83%, C 65% – 74%, D <64%, F
3. All labs and clinical courses are graded on a Satisfactory (S) or Fail (F) basis – all the competencies established in the course syllabi must be achieved to receive a passing grade.
4. Academic achievement during any given term (measured by the student's overall grade point average – (GPA) must be a minimum of 2.0 on a scale of 0 to 4.0. Students falling below the 2.0 GPA will be placed on academic probation.

Program Orientation

Orientation to the respiratory care program takes place on the first day of the semester. The orientation is used to assist students in understanding and abiding by program policies and practices.

1) The following documents are to be uploaded into American Databank's "Complio" before the second week of September. If documents aren't uploaded by September 15th you will not be assigned to a clinical site and withdrawn from the program. These documents are necessary preparation for attending clinical rotations that begin in January:

- CPR for Healthcare Providers - American Heart Association only – expires q 2 years
- History and Physical - needs to be renewed annually
- Drug Testing – Needed before the 1st and 2nd year of the program.
- Criminal Background Check – Needed before the 1st and 2nd year of the program. Please check with the State of Florida Department of Health Board of Respiratory Care for their ruling on allowing graduates of post arrest convictions to apply for licensure in the State of Florida.
- Medical Errors is not needed until after graduation – when applying for licensure with the state of Florida

- 2) Cost of Program
- 3) Program Outcomes: Attrition, National Exam, Job Placement
- 4) Counselor for Health Science Students:
- 5) Tutoring Services available
- 6) Student Evaluations
- 7) Job Outlook
- 8) Clinical Rotation
- 9) Technical Standards
- 10) Attendance – BC policy
- 11) Need to repeat a class
- 12) Access to D2L
- 13) Access to the program handbook
- 14) Academic Success Center
- 15) Safety in the Classroom

Attendance:

You will need to withdraw from a class and receive a W for your grade if you stop attending/participating in assignments/tests prior to the Broward College posted withdrawal date.

If you stop attending/participating after the withdrawal date, you will receive a failing grade for the course. If you withdraw from one course in the respiratory program, you need to withdraw from all courses in the program.

Punctuality:

For lecture classes and lab classes, doors will be locked at the start of the lecture/lab. A student who arrives later than the start of the lecture will be denied entrance.

For clinical days, including the days the class meets on campus, a student who arrives late will be sent home. A late arrival will be defined by the clinical instructor. Three missed clinical days (either due to absence or tardiness) will result in a failed grade for the clinical course. On test days if you are late or absent without proper documentation, you will not be able to make- up the exam.

Advisement and Counseling Services

The core faculty and administrators of the program provide individual advisement on an appointment basis as well as on a walk-in basis as needed. Respiratory Care faculty can be reached by BC e-mail, D2L e-mail, cell phone, or by office phone. This contact information is provided in each course syllabus.

Academic Support Services

Remediation

Didactic remediation sessions are designed to provide students with additional exposure to the course content to master content areas in which they are having difficulty. To remediate students on content areas in which they are weak, **Review Sessions** may be held by the course instructor, at his or her discretion, weekly or after each exam at a designated time outside of the regularly scheduled class session. These sessions are mandatory for students who score below 75% but are additionally open to all students who wish to enhance their understanding of course content. The specific dates and times will be established during class time.

Lab Sessions: Open lab sessions are offered by the program faculty teaching the lab course. This gives the student additional time to master the competencies required in the course. Specific dates and times will be established during the lab session.

Tutors

Respiratory program faculty are available to provide tutoring to students. Tutoring sessions with a second-year respiratory student are also available.

Advisors and students are alerted by faculty when students are at risk of falling off their program plans. The advisors have policies and support in place to intervene in ways that help students get back on track. The alert system is named Seahawk Support.

Resources To Help Students

Broward College has resources to assist you in times of need. From needing a ride to classes, to mental health issues, to needing a laptop for school, to financial need, this link will get you the help you need: <https://www.broward.edu/resources/>

If you are uncomfortable with asking for help on your own, reach out to a professor, advisor or staff member that you trust. They can help connect you to our support. You can also email us at sos@broward.edu, or submit a request for assistance by clicking on the SOS title “get assistance and support” when you login to BC One Access. We are here for you.

Students also have access to the academic support services that are provided to other students in the institution such as college advisement, computer and tutorial services in the Academic Success Center, library services, Career Center help with resumes and interview skills, and others: www.broward.edu/studentresources/studentssuccess

Withdrawal from Respiratory Care Courses

1. Students who withdraw from any Respiratory Care course must withdraw from all respiratory courses during that semester.
2. To reenter the program, the student may apply for readmission for the following academic year by submitting a written request to the Program Manager by June of their desire to reenter the program. The student needs to return within one year or will need to reapply to the program.
3. If withdrawal from the program was related to a change in medical status or if a condition develops during the time not currently enrolled in the program that may affect the performance of the Technical Performance standards, the student will be required to complete a Physician Verification of Technical Performance Standards prior to reinstatement into the program.

Repeating a Course in the Respiratory Program

Students that earned a grade of “W”, “D” or “F” in any respiratory care course will be required to **repeat that course** when they return the next year. The student will need to submit a written request to the Program Manager of their desire to reattempt the courses. This must occur by June of each academic year. Failure to do so may result in loss of the opportunity for reinstatement.

- **Auditing Passed Courses is Recommended**

To support student success and ensure competency, students returning to the program are strongly encouraged to audit previously completed Respiratory Therapy courses. The purpose of auditing is to reinforce knowledge and skills and to help ensure that students have retained at least 75% of the course material.

Students who audit a course will retain the grade earned during their original successful attempt; however, auditing provides an opportunity to refresh and strengthen previous acquired knowledge and clinical competencies.

Students who elect **NOT** to audit previously completed courses must demonstrate continued competency by completing a comprehensive laboratory skills assessment and a written examination before returning to the program and receive 75% or a “C”.

Audited courses are not eligible for financial aid. Students are responsible for all costs associated with audited course work, tuition, and applicable fees.

Students reentering the program and who elected auditing courses must participate in all course requirements detailed in the course syllabus. Though no grade will be awarded for the course, failure to demonstrate appropriate retention of knowledge of course content as indicated by a 75% or “C” based on course requirements will result in loss of the opportunity to continue in the Program regardless of performance in other respiratory care courses. This performance will be counted as a failure attempt when determining student reinstatement into the program.

Completion of the Program within 3 Years

The respiratory care program needs to be completed within three years. All students will have **two attempts** at progressing through the program to graduation.

Any student who fails to succeed in the reattempt will be permanently dismissed from the program. This means that a student who fails or withdraws from a respiratory course(s) – returns to the program to retake the failed or withdrawn course(s) – and fails it or another respiratory course(s) – will not be permitted to return to the program.

Students who withdraw or who have been dismissed from the program (either passing or failing) have no guarantee of reinstatement. ***Since the program is limited access, availability of space – either in the classroom or at a clinical site - may determine whether reinstatement can occur.***

Dismissal

The program reserves the right to discontinue a student's enrollment at any time during the program if, in the judgment of the core faculty and/or administrators, the student does not possess the professional behavior necessary for success as a respiratory care student. Additionally, the following are conditions under which dismissal may occur:

- Breach of academic honesty
- Breach of confidentiality
- Unprofessional or unethical conduct

Change in Program Requirements

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to designate the effective date of changes in college policies or program guidelines. The right is reserved to change any rule or regulation of the program at any time, including those related to admission, instruction, and graduation.

All such changes are effective at such times as the proper authorities to determine and may not only apply to prospective students but also to those who already are enrolled in the program. All enrolled students will be notified in writing of such changes as they occur.

Students' Right to Due Process:

The BC Student Handbook, located online at

<http://www.broward.edu/catalog/BC%20Catalog%20201112/Student%20Rights%20and%20Responsibilities.pdf>

outlines the procedure for the following:

Grades and Grade Appeal Process (BC Policy 6Hx2-4.19)

<https://catalog.broward.edu/academic-affairs/grade-appeal-process/>

The grades and Grades Appeal process policy establishes a mechanism for students to challenge a grade.

Grievance Process (BC Policy 6Hx2-5.23)

The grievance policy assures rapid resolution of conflicts between students and faculty.

Student Complaint Process

As we provide access to students at Broward College, we also want to make sure that they are successful so that they can finish what they start.

There is sometimes a need for students to have their issues heard at a higher level, but it is not always clear to the student (or faculty and staff) as to how to proceed. The following link will take you to a summary of steps a student should take as they seek to have various kinds of complaints heard:

<http://www.broward.edu/studentresources/Pages/Office-of-the-Student-Ombudsperson.aspx>

Graduation Criteria

Graduation from the respiratory care program is contingent upon passing all courses listed in the program with a “C” or better and upon a passing score on the NBRC self-assessment exam for the written registry.

An unsuccessful attempt in the self-assessment exam will result in remediation by the program manager and a repeated attempt to pass the exam. A second failure will result in the student having to pay to retake the exam until a passing grade is attained.

Catalog Year

According to Broward College policy, a Health Science Student may graduate under the following catalogs:

- Catalog in effect when he/she entered BC if enrollment has been continuous.
- Catalog in effect when he/she entered the respiratory care program if enrollment is continuous. (This means that the student has taken courses each major term since his/her initial registration at the College)
- Catalog in effect the year he/she will graduate.

If attendance has been broken, students must meet the requirements of the catalog in effect when they re-enrolled, provided attendance has been consecutive, or the one in effect at the time of graduation. The student must meet with a college advisor to determine the catalog of entry.

Students will need to identify the Catalog of Entry when completing the Candidate for Graduation form prior to graduation,

Graduation Process

The following steps will help facilitate the graduation process:

- At the beginning of the second year of the program, the student must contact their BC advisor for a Graduation Evaluation (Degree Audit).
- Identify the courses that still need to be eligible for graduation.
- During the final term, confirm with the academic advisor that the student account has been ‘Obligated for graduation’. Once the advisor determines that all graduation requirements have been met, the student will be able to graduate.
- Participation in Commencement Exercises is optional but strongly encouraged to celebrate the completion of a strenuous two years which has earned the student an associate of science degree and the beginning of a new career.
- Any unpaid fee or obligation (library, parking, etc.) will prevent the issuance of an official transcript/degree.

Becoming Credentialed as a Respiratory Therapist:

Upon completion of the AS degree, the student qualifies as a candidate for the credentialing examinations. Two exams must be passed to become a registered respiratory therapist:

Therapist Multiple Choice Exam

Low Score of less than 94/140: Graduate must retake the exam

High Score of 94/140: Student becomes eligible for the second part of the registered respiratory therapist exam

Clinical Simulations Exam: Upon successful completion of this exam, the graduate **earns** the title of **Registered Respiratory Therapist (RRT)**

Becoming Licensed as a Respiratory Therapist:

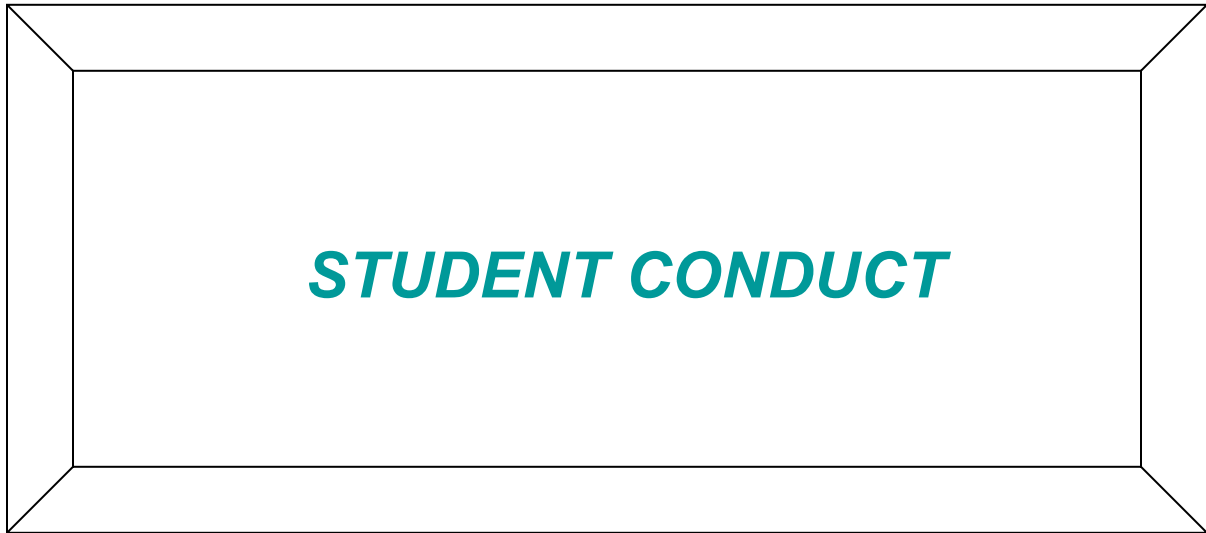
After passing the exams, the graduate will be eligible to apply for a respiratory care license from the State of Florida. Upon becoming licensed, the graduate will be ready to seek employment. The following website lists the qualifications of becoming licensed in the state of Florida:

<http://floridasrespiratorycare.gov/>

Please keep in mind that the Florida license to practice respiratory care needs to be renewed every two years (on the odd year). To renew the license, continuing education units (CEU'S) are required. Twenty-four CEU's are required every two years.

A license in the State of Florida may not be granted if the applicant has a conviction record. If the student is unsure of how any prior criminal record (uncontested or otherwise) will affect the obtaining of a license, it is advisable to contact the state of Florida, Board of Respiratory Care prior to enrolling in the Respiratory Care program.

Optional specialty exams that the graduates qualify for are, the CPFT (Certified Pulmonary Function Technician), and the Perinatal/Pediatric Respiratory Care Specialty Exam.



Student Code of Conduct (BC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students as well as appropriate disciplinary procedures and sanctions:

Professional Behaviors

Students are expected to demonstrate interest, ability, and aptitude for the responsibilities related to the field of respiratory therapy. When choosing a profession, an individual must be willing to assume the professional behaviors inherent to that profession. This transformation begins in the classroom and laboratory settings with a continuation into the clinical arena. Students are expected to exhibit initiative and interest in learning by actively participating in the variety of learning opportunities the program offers.

Professional behaviors include, but are not limited to:

- Commitment to Learning
- Interpersonal Skills
- Communication Skills
- Effective Use of Time and Resources
- Use of Constructive Feedback
- Problem Solving
- Professionalism
- Responsibility
- Critical Thinking
- Stress Management

The Center for Health Science Education has established a Code of Professional Behaviors which students enrolled in health science programs are expected to adhere to. The CHSE code is in addition to the College's Student Code of Conduct. Both codes and the consequences of violations are detailed on the following pages.

CODE OF PROFESSIONAL BEHAVIORS

In addition to the College's Student Code of Conduct as detailed in the catalog, the program has developed professional behavior guidelines that govern the educational preparation of students who intend to enter health science professions.

Professional behaviors are defined as those characteristics, traits, or behaviors that are required for success in health science professions. The faculty and administrators of the Health Science programs exemplify students the highest standards of honesty and integrity. They encourage student adherence to such standards and set an example by treating students with fairness and courtesy with respect for diversity in all its forms.

PROFESSIONAL BEHAVIORS

The program believes that by adhering to high standards of integrity and competence the student upholds the dignity and autonomy of his/her chosen profession.

The student is expected to develop and demonstrate the following professional behaviors regardless of the program of study in the health sciences and in all settings related to the educational process (classroom, simulated laboratory, clinical sites, etc.), in addition to abiding and upholding the

regulations and policies set forth by the Student Code of Conduct of Broward College (detailed herein), as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of the students' chosen profession.

For matters relating to violation of Broward College's Student Code of Conduct, the Student Code of Conduct procedures will be followed.

Guidelines for professional behavior consist of three categories:

- Personal Responsibility
- Competence and Self-Improvement
- Professional Responsibility

Within each category, **critical guidelines** are bold emphasizing the critical nature of the behavior.

Personal Responsibility: The student contributes to a positive learning environment by accepting personal responsibility for demonstrating appropriate behavior in the classroom, during laboratory activities and while attending all clinical rotations. Acknowledging professional responsibilities, the student conducts self as a positive representative of Broward College. The guidelines for Personal Responsibility are:

1. Contributes to a positive learning environment.
2. Be punctual for all classroom, laboratory and clinical activities.
3. Attend consistently according to the attendance policy of the program.
4. Notify the instructor of any necessary absence or projected lateness.
5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
6. Arrive prepared for class, lab or clinical, having completed any assignments given.
7. Avoid eating and drinking in class, labs or in clinical settings unless permitted to do so by the instructor.
8. Refrain from using beepers or cell phones during classes or clinical activities.
9. Accept personal responsibility for appropriate behavior.
10. Dress in the assigned lab or clinical uniform whenever required.
11. Maintain high standards of personal hygiene.
12. Conduct self as a positive representative of Broward College.

Competence and Self-Improvement: The student demonstrates an awareness of the impact of self-directed learning on developing competence in the chosen profession and takes initiative to assess as a means of promoting self-improvement. The guidelines for Competence and Self-Improvement are:

1. Commit to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
2. Be motivated to learn and take appropriate initiative to enhance one's own learning experiences.
3. Know the limits of one's own abilities; recognizing the need for additional practice when deficiencies are evidenced.
4. Perform frequent self-assessments to improve performance.

Professional Responsibility: The student conducts self during all interactions in a manner which reflects the standards of professionalism in the health professions: respect, confidentiality, honesty and integrity. Acting from a moral and ethical viewpoint, the student demonstrates high regard for self and others. The guidelines for Professional Responsibility include:

1. Demonstrate a respectful attitude towards peers and staff.
2. Always demonstrate appropriate communication, refraining from the use of inappropriate language and/or gestures.
3. Demonstrate respect for the patient/client's dignity, privacy, and cultural values.
4. Discuss difficult issues with sensitivity and objectivity.
5. Use good judgment in mediating differences that may arise between self and others.
6. Maintain confidentiality in all interactions.
7. Abide by HIPAA regulations regarding confidentiality in patient/client interactions.
8. Demonstrate willingness to receive constructive feedback.
9. Commit to honesty in all interactions.
10. Demonstrate compassion, emotional support, and empathy always without projecting one's own viewpoints or values

Procedures

Students are expected to comply with all the professional behavior guidelines as detailed. If there is a violation of the behaviors or if the faculty and/or administrators of the program deem it necessary, a Violation of Professional Behaviors form may be completed to initiate discussion about the violation as well to provide documentation of the violation.

A Professional Behaviors Violation form may be completed by faculty, administrators, or staff. The form details the date of the violation, a description of the violation, and an outline of a plan of action.

The student may be asked to attend a conference with the faculty member or an administrator to discuss the completed form. All discussions will remain confidential. An opportunity to engage in discussion regarding the violation is provided as a means by which the student can be made aware of their own behavior or the perception of their behavior by others. A copy of the form will be given to the student; the original will be placed in the student's departmental file as a written statement of the reprimand.

Academic Honesty

Each student's academic work must be the result of his or her own thought, research, or self-expression.

Cheating includes, but is not limited to copying the work of another person (see Student Handbook) or permitting your work to be copied by another person, discussing test answers or questions with people who have not completed the test, distributing assignment materials to other students, possessing course materials that have not been formally released to students in the course (websites, index cards, writing on body parts, etc.), and collaborating on the completion of assignments not specifically designated in the syllabus as being group projects.

- **No secondary electronic devices of any type may be used during any quizzes or exam.** Use of a secondary device such as a cell phone, ai glasses, watch or similar electronic devices is grounds for receiving a zero grade (F) and are a violation of BC Policy 6Hx2-5.02, section 5(a)--the Student Code of Conduct. Use of unauthorized materials, devices, or technology during an exam or quiz is grounds for receiving a failing grade.
- Cheat sheets, staring at someone's computer laptop, hidden electronic devices (including cell phones), inked answers on the skin, speaking to another student during the exam, meeting someone with answers during a bathroom break, etc., are regarded as academic dishonesty and you will receive a grade of zero (F) for that quiz or exam.
- If the instructor or an exam proctor observes behavior that is indicative of academic dishonesty, you will be given a warning to modify your behavior. If you fail to heed the instructor or proctor's advice or persist in this activity, your quiz or exam will be terminated, and you will receive a grade of zero (F) for that quiz or exam.

Cheating will be considered a breach of BC's Code of Conduct Policy and may result in academic penalties (ranging from zero points on the assignment/test up to a failing grade in the course), as well as referral to the Dean of Student Affairs, including possible expulsion from the Respiratory Care program.

Expectations for Communication

Privacy: Course access records, quiz scores, e-mail postings, and chat room conversations will be stored. It is important to ensure that all communications are professional. Adhere to the policy of “don’t post anything online that you wouldn’t want the whole world to see.”

Communication in the Classroom: Always utilize professional communication in the classroom. This includes, but is not limited to

- Cell phones must be on “vibrate.” Unless instructed, texting and phone calls are not allowed in the classroom.
- Communication must always be respectful (no sexual innuendos, no cursing, no name-calling, etc.).

Conduct During in-Class Written Examinations

As indicated in each course session outline, written examinations will occur during regularly scheduled class sessions. During all in-class written examinations, the instructor will serve as the proctor. Students are expected to:

- Arrive at class at least five minutes early so that the examination can start on time
- Secure all belongings including textbooks and notes **under desks** prior to the start of class
- Remove all smart watches and place them under desk
- Stop all conversation at the point that the proctor begins to hand out the examination
- Adhere to the Code of Conduct related to academic honesty.

Students who arrive late for an examination will begin the examination upon arrival to the class and will be required to submit the examination at the termination of the allotted time. Additional time will not be given to a late arriving student to complete the examination. Instructor Discretion

Written examinations may be multiple choice, true/false, matching, short answer, or essay format. In certain instances, two sets of written examinations may be used which contain the same questions but in different order. Inquiries related to specific exam questions may be permitted at the discretion of the core faculty member. **Only calculators provided by or approved by the instructor may be used during exams. The borrowed calculators must be returned at the conclusion of the exam for an exam grade to be given.**

Students who request to leave the examination for restroom needs will submit their exam, CELL PHONE and the answer key to the proctor while absent from the classroom. All items will be given back to the student upon return.

When the proctor indicates that all examinations must be turned in, failure to do so may result in a loss of points for the examination.

Students are to ensure they complete the examination prior to submitting it to the instructor. Students may not request their examination back for review or change of answers once it has been submitted to the proctor. If a student submits an incomplete exam, either secondary to tardiness to the exam or failure to read through the exam in its entirety, the unanswered questions will be scored as though they were answered incorrectly.

Conduct During Online Assignments

It is the responsibility of the student to be certain that access to a computer is reliable. Students should establish a “back-up” plan if the original computer is out of service or technical difficulties occur.

Students who fail to log on to complete an examination within the designated time allotted or those who experience technical difficulties limiting their participation in the assignment will not be permitted to sit for an additional attempt at the assignment.

Should technical difficulties arise during completion of an assignment that are determined by the instructor to be related to the Broward server, the instructor will re-schedule the due date with no grading consequence to the student.

Conduct During Lab Assessments

For practical examinations, the student is expected to leave the testing area immediately following any necessary clean up. In accordance with academic honesty and integrity, the student should not:

- Discuss the case with any other student.
- Discuss any interventions performed.
- Divulge where points may have been deducted.
- Offer any tips on how to complete the practical to students waiting to be assessed.

Membership in the AARC and FSRC

Students are expected to join the American Association for Respiratory Care (AARC) and the Florida Society for Respiratory Care (FSRC) during the final semester of the second year as part of their course requirements. Each student will be required to submit a copy of their active membership card as a requirement of the course.

Borrowed Items:

Books or other supplies designated for take home reference must be returned before the end of the semester for the student to receive a grade for the course. A grade of incomplete will be entered if the items have not been returned to the instructor.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control occur, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s) and students will not have the day counted towards tardiness or absence. When this occurs, each core faculty member shall determine how best to make up the lost class time.

Safety in the Classroom and Lab

Broward College provides extensive services to ensure the safety of people associated with the program. Services include maintaining a safe campus environment and facilities as well as mandating adequate health and safety of the students/staff.

Security services and procedures inclusive of emergency evacuation plans, location of fire extinguishers and fire exits, procedures for fire alarms and bomb scares, and how to handle medical emergencies should they arise are presented during program orientation and then reviewed at the start of each term. Emergency procedures and evacuation details are clearly posted in the laboratories at both sites. The laboratory has a first aid kit securely attached to one of its walls. An AED is located near the building exit.

Throughout the curriculum, safety regulations regarding the safe use of equipment, how to prevent needle sticks, and universal precautions are discussed with the students as well as provided in printed form as

reinforcement. Laboratory safety guidelines are detailed in each laboratory syllabus and reviewed at the start of each course.

It is the intention of the program to make this a safe environment to learn. Please let any instructors know if situations arise where you feel that is not the case – this includes any acts of intimidation, harassment, etc. Although very unlikely we also acknowledge that most of us today worry to some level about our personal safety, so encourage you to minimally do the following:

1. Go to the Broward College website and look for the “Campus Safety” link on the bottom of the page – review the information and links found on this page as there is some very relevant information.
2. Think “safety” all the time . . . avoid being in secluded areas, study in groups particularly until you are more familiar with classmates. This is good practice for healthcare workers where it is likely that you will occasionally be confronted with patients who exhibit violent behavior, angry family members, and more.
3. Program the COLLEGEWIDE Campus Safety Number into your phone: 954-201-HELP (4357)
4. Be sure to login to MyBC, go to the Personal Tab, Select Change Address, and ensure your cell phone number is registered so that you will receive emergency information quickly.

Broward College Safety

954-201 HELP (4357) The one number to contact campus safety at any hour.

- **Active Shooter Information** – Visit <http://www.broward.edu/safety> for videos, booklets, guides and pamphlets, which provide a better understanding on how to respond to an active shooter situation.
- **BC Alert** – Should an incident arise that merits immediate dissemination of information, details will be released via the BC Alert system, which uses telephone calls, text messages, social media platforms, web notifications and emails.
- **Code Blue phones** – Code Blue phones are located at various locations throughout the College and should be used during an emergency. These phones are clearly marked and provide a direct line to campus safety. Campus Safety is notified of your exact location.
- **Campus Safety Escort Team (SET)** – Campus Safety provides safety escorts to the entire campus community via the Safety Escort Team (SET) program. SET members consist of Campus Safety Officers, private security personnel and/or students who are available to provide walking escorts for students, faculty members or employees to and from their vehicles, offices or classrooms 24 hours a day/7 day a week. Please contact your respective Campus Safety office or security desk officer to request this free service.
- **Safety Walk** – In accordance with Crime Prevention and CPTED (Crime Prevention through Environmental Design) practices, Broward College conducts an evening Safety Walk on each of its campuses each semester. Local law enforcement, campus safety officers, student life volunteers, facilities crew members and grounds crew members walk the site to locate, catalog and correct safety issues such as overgrowth of vegetation, areas of low visibility and unsecured access points.
- **360° Stay Safe at College Videos and Tutorials** – There are a variety of crime prevention videos that provide a comprehensive source of personal safety information and tutorials to help students, faculty and staff protect their possessions, their identity, and their person.

To view these videos,

Students:

Log in to My BC

Under “information”, click on Crime Prevention Videos or the “360 Stay Safe” logo on the main page.

Faculty and staff:

Log in to Workplace

Under “Help”, click on Crime Prevention Videos.

Click on the 360 Icon and scroll down to view the videos.

National Campus Safety Awareness Month is also a good time to review the following safety tips while you are on Broward College campuses and sites:

Personal Safety

- Vary your routine; use a different route, different times.
- Follow a well-lit pathway or roadway.
- Be aware of your surroundings. Watch for suspicious people or activities.
- Be aware of the locations of all emergency phones on campus and in parking lots. Use them if you are concerned or feel your safety is in jeopardy.
- Have your keys in your hand so that you don't have to search for them when you reach your vehicle.
- Walk in pairs, especially at night.
- Report any safety concerns to campus safety or your local police department.

Vehicle Safety

- When parking your vehicle, refrain from leaving any visible items of value inside. Do not leave wallets or purses in vehicle consoles or under the seats.
- When you enter your vehicle, lock all the doors and turn on your headlights. This will allow you to see anyone outside in the dark.
- If you are unfamiliar with the parking lot, drive through it and check it first. If you don't feel safe, go elsewhere and wait for someone else to arrive.
- When you know you will be returning to your vehicle late at night, try to park in a well-lit area.
- Before getting into your vehicle, visually inspect the interior for anything suspicious.

Remember the safety of Broward College students, faculty and staff is everyone's responsibility and it is a priority for the leadership at Broward College.



CLINICAL GUIDELINES

Overview of Clinical Education Component

Clinics begin during the second semester and meet two days a week throughout the rest of the program. Dependable transportation is a necessity.

The Program affiliates with clinical facilities that are located throughout Broward County, and students should expect to spend time at each of the clinical sites at some point during their clinical rotations. Students are responsible for transportation to and from the clinical site to which they are assigned. Also, any cost involved in transportation and other associated expenses while attending the clinical practicum are the responsibility of the student.

A student does not have a choice of clinical assignments. Clinical practicum sites are assigned by the Clinical Coordinator. In addition, students may be required to attend clinicals during mornings or evenings, sometimes as early as 2:30 A.M., with typical clinical shifts running from either 6:45 A.M. – 3:15 P.M., or 2:45 P.M. – 11:15 P.M. Students must attend the entirety of the scheduled clinical sessions. Some clinical sites require students to park off-site and take a shuttle bus to the site. Students are required to be in place at the clinical site itself (not the parking area) by the assigned time, so it is reasonable to plan to be at the designated parking area as early as 30-45 minutes before the scheduled start time of the clinical day.

Each clinic site has its own requirements for orientation, which may include additional travel to the clinic site, or minor costs for securing badges, etc. Students must submit all orientation paperwork within established deadlines or will not be eligible to go to the clinic site.

Clinical Rotations are graded on a satisfactory (S) and fail (F) basis - to achieve a satisfactory grade, the student must meet the clinical competencies for each specific clinical rotation. **A competency list is provided each semester to the student, and the student is provided with written feedback in the form of an evaluation every 4-5 weeks on progress towards required competencies.**

While in the clinical setting, a clinic instructor is paid by the college to teach you the necessary competencies of a respiratory therapist. The maximum ratio of clinic instructors to students is 1:6. When the student advances to Pediatric ICU, Neonatal ICU and Pulmonary Function Department, the student is assigned to a respiratory therapist on staff in that area and will meet or communicate regularly with the Clinical Coordinator.

A student who works for a clinical affiliate cannot complete clinical coursework while in an employee status at the clinical affiliate site

Students shall not receive any form of remuneration in exchange for the work they perform in their clinical education.

Respiratory Care students will not be substituted for paid staff.

Clinical Affiliations

The program has active, current clinical affiliation agreements* with several facilities located throughout Broward County. Other sites may be added, as needed.

North Broward Hospital District dba Broward Health
Memorial Healthcare System
Cleveland Clinic Florida
HCA (East Florida Division)

Substance Abuse Policy

A student who is unable to perform clinical activities as assigned with reasonable skill and safety by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type of material, or because of any mental or physical condition, shall be required to submit to a mental and/or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. The cost of the examination will be borne by the student. Failure to submit such an examination may result in dismissal from the program.

Uniforms for Clinical Rotations

Students are **REQUIRED** to wear the uniform specified by the Respiratory Care Program. The uniform consists of scrubs, shoes and a high efficiency face mask. The face mask needs to be worn during the entire shift at the hospital. Scrubs need to be purchased by the start of clinics in January from the Broward College bookstore. Scrubs must be clean, without stains, and wrinkle-free. White lab coats are optional, except in NICU where they are prohibited for infection control purposes. **Do not purchase a stethoscope or scrubs before speaking to the instructor.**

Student Identification: A photo identification badge **MUST** be always worn which clearly identifies you as a student. Your Student I.D. Card, provided to you upon initial registration at the school, will be used for this purpose, unless otherwise specified by the clinical site. Some clinical sites require a Visitor's Badge or sticker in addition to other I.D. requirements. Failure to have a badge when showing up at clinic sites will result in the student being refused entry to the hospital, and this will count as an unexcused absence.

Footwear: White sneakers, black sneakers or white sneakers with minimal color are acceptable. No open toe or platform shoes are permitted. All shoe ware must be in reasonable, clean condition. It is the responsibility of the students to maintain an appropriate appearance of their footwear.

Jewelry: *Extravagant* jewelry must be avoided. Body piercings, other than a single stud in each earlobe, may not be visible and must be covered with a skin-colored bandage. Multiple ear piercings are not permitted.

Watch: A watch with a sweep second hand or one that is digital that displays seconds is required.

Hair: Hair should be clean, neat and not extremely styled. If longer than shoulder length, hair should be tied back to avoid contact with the patient or treatment areas. The student's hairstyle should be of a conservative nature and should in no way obscure the student's vision or ability to provide patient care. If worn, beards and/or mustaches must be kept neatly trimmed to allow a tight fit when wearing an isolation mask. No hats or other hair coverings are permitted in the clinic.

Nails: Nails should be clean, short, neatly trimmed, and free of colored nail polish. **No artificial gel or acrylic nails are allowed.**

Makeup: Makeup should be minimal and used with discretion.

Personal Hygiene: Students should be clean and without offensive body odors. This can include smells from perfume/cologne, cigarette smoke, bad breath, or failure to wear deodorant.

Tattoos: All tattoos should be covered and inconspicuous. If a student has a tattoo in an area that is difficult to cover, the student is to meet with the Clinical Coordinator to discuss strategies to minimize the exposure of the tattoo.

Smoking: Students will not be permitted to smoke (cigarettes, e-cigarettes, or any other substances) during the clinical day.

Other Considerations: Since the student is constantly being appraised by patients, peers, and healthcare professionals, the student must be aware of factors which promote the most acceptable appearance. When wearing the clinical uniform, the student is serving as an ambassador, representing Broward College and the program. Professional behavior is always expected, particularly when in Broward College scrubs.

Students who are not outfitted in the official uniform for the Program will be sent home from the clinical site. Any clinical contact time lost due to this will be made at the discretion of the Director of Clinical Education.

Required Certifications

The student must provide evidence of **current** certification in:

- BLS(CPR) for Healthcare Providers. The certification is valid for two years following attendance.

If the student's BLS certification expires, prior to or during a clinical rotation, the student must attend a seminar to bring the certification current, before being allowed to participate in the current clinical rotation. If the student's certification is not current, he/she will be unable to attend the scheduled clinical rotation, until such time that the certification has been made current.

Health Insurance Portability and Accountability Act (HIPAA): Students are required to receive documented training in HIPAA (patient confidentiality laws) annually. This will be offered by program faculty and requires training to attend clinicals.

Health/Medical Information

As part of the admissions process, students are required to complete an initial Medical History and Physical Examination Form, which details the student's current health status, past medical history, and current immunization verification. In addition to information about the student's general health, this form provides verification that the student can carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, and motor skills.

The student must submit a complete Medical History and Physical Examination Form to the Program as part of the criteria for acceptance into the program. This form serves as documentation of their current health status. The Medical History and Physical Examination form must be completed by all students entering Broward College Health Science programs. Students are responsible for the cost of the physical examination and any required immunizations. Students may see a doctor (MD or DO), a nurse practitioner (ARNP), or a physician assistant (PA) for the physical examination. In addition to information about the student's general health, this form provides verification that the student can carry out the tasks required for his/her chosen career such as standing for long periods, manual dexterity, etc.

It will be necessary for the student to complete a Medical History and Physical Examination Update one year after the initial date of the form was completed. Additional details regarding the Health/Medical Information Requirements for progression into the clinical phase of the curriculum are detailed in the Clinical Guidelines section of this Manual.

Students must have a blood test called a titer which indicates current immunization status or receive the indicated vaccinations:

- A *Positive Titer* Test indicates that the student has either had the disease or has been vaccinated against it. In either case, the student has immunity to that disease.
- A *Negative Titer* Test indicates that the student does not have immunity to the disease and will need to be immunized.

Vaccinations/Immunities are required. To confirm immunity, students are required to have a positive titer result after receiving the vaccination.

Important: All results of laboratory tests and immunizations should be attached to the Medical History and Physical Examination form. Vaccinations, as detailed on the form, include:

- Tetanus/Diphtheria
- Varicella – Chickenpox
- Rubella – German Measles

- Rubeola – Measles
- Hepatitis B Series
- PPD/Tuberculosis
- Annual Flu Shot

Broward College does not require the COVID 19 vaccine however clinical sites required for the program may require the vaccination to attend hospital clinicals. Failure to have a vaccination if it is required will result in the inability to complete a required course and a stoppage in the educational program. In other words--If the hospital site requires the vaccine to attend clinical rotations, a student must attain the vaccination, or they will fail the respective clinical course and they will not complete the program.

Failure to submit the original form - complete with documentation and required signatures - will prevent progressing in the semester, which may result in administrative withdrawal from the program. Falsification of the required forms will result in dismissal from the program as it would be considered a breach of academic honesty. Students should retain a copy of all paperwork for their own records prior to submission to the Program Manager.

ANNUAL TUBERCULOSIS SCREENING

As a component of the Medical History and Physical Examination completed upon admission into the program, students undergo a TB screening test. Students are required to repeat the TB screening annually. It is the student's responsibility to ensure testing is completed annually and to submit written documentation from the physician's office of the results to the Program Manager.

If the student's proof of an annual TB test is not current, he/she will be unable to attend the scheduled clinical, until such time that it has been made current. Students are responsible for any cost incurred with the Tuberculosis testing.

If the student has documentation of a positive TB test but is found to be without symptoms and submits proof of a clear chest x-ray, the student will not have to complete an annual TB test or x-ray. The student will submit a symptom screen that has been performed by a physician.

The Program Manager will establish deadlines by which medical information is to be submitted. Falsification of the required forms may result in dismissal from the program as it would be considered a breach of academic honesty. Students will not be allowed to progress in the curriculum if the information is not complete and on file with the Program Manager by the published deadline. Exceptions to the deadline may be made on a case-by-case basis; however, in no case will a student be allowed to attend the first clinical rotation until all information is complete and on file.

If the student is pregnant when the current TB test expires, the updated TB test will be waived until after the student's pregnancy or once approved by her physician.

ANNUAL BACKGROUND CHECK, FINGERPRINTING AND DRUG SCREENING

All students must complete a series of background checks, fingerprinting and drug screening tests prior to the start of the first term of the program and annually thereafter.

AMERICAN DATABANK AND COMPLIO

The College has instituted American Databank as the resource for student screening, immunizations and compliance. Complio is American Databank's cloud-based comprehensive tool for managing the documentation required during the screening process. All completed documentation for Background Checks, Drug Screening, Fingerprinting, Medical History, Physical examination, Orientation documentation required by the hospitals, and program forms will be required to be uploaded within Complio.

The due date for the background check, drug screening, and fingerprinting is upon entering the fall semester. The medical history and physical examination are due by September 15th. The cost for Complio is purchased by the student.

Injuries

Neither Broward College nor any of its clinical affiliates assume liability if a student is injured on campus or during a clinical practicum unless the injury is a direct result of negligence on the part of the College or the clinical facility.

The program's Affiliation Agreement which exists between the health care agency and the College provides in Article 4 that "the health care agency agrees to make available emergency room treatment when such facilities exist, for minor injuries incurred by students while in the health care agency for clinical experience, and without cost to the student. Treatment for minor injuries will be rendered by the emergency room physician on duty. The health care agency is not responsible for charges made to the student by a private physician rendered to the student in said health care agency."

In the event that a student is exposed to blood or body fluids via parental, mucous membranes, or open skin routes:

- Follow the exposure incident procedures of the individual clinical facility as they apply to students
- Immediate medical attention should be sought by the student either through the employee health services of the clinical facility, the emergency room (if available) or the student's individual primary care physician
- Payment of medical bills incurred is the responsibility of the exposed student unless covered by the affiliation agreement as indicated above
- The Clinical Coordinator is to be notified of the incident as soon as possible by the student or Clinic Instructor.
- The Clinical Instructor/Clinical Coordinator and the student will each complete an Incident/Accident/Exposure Report and submit both originals no later than one week from the incident/accident. The report should include the following:
 1. Date and time of exposure, names of witnesses if any
 2. A description of the specifics of the circumstances in which the exposure occurred: the type of procedure being performed, where and how the exposure occurred, if the exposure involved a sharp device, type and amount of fluid or material involved in exposure, and condition of skin (e.g., intact, chapped, abraded) of student
 3. Information about potential infection risk.
 4. Written details re: follow-up action
- The Incident/Accident/Exposure Report will be permanently placed in the student's administrative file. In addition, the Associate Dean will submit report to the provost's office for documentation should the student make a claim against the College

It is the responsibility of the student to arrange and finance post-exposure medical follow-up and care.

Incident/Accident/Exposure Reports - Clinical

All students are expected to provide interventions in a safe, ethical, and legal manner when they are being performed in a clinical setting. Any procedure that a student feels unprepared to provide, or deems contraindicated, should be discussed with his/her Clinical Instructor prior to implementation.

The following procedure is to be followed by students for all incidents which occur during clinical rotations that result in injury to either the patient/client or the student:

- Facility procedures are to be followed in all cases involving patient/client emergency situations, including completion of required documentation.
- The Clinical Instructor/Clinical Coordinator is notified immediately.
- No clinical attendance until medical clearance is provided by the student
- Internal communication with AD/Dean/Risk management informing of incident
- Email the following forms to the student:
 1. Program's Incident/Accident/exposure report
 2. AG Student Accident Claim Form
 3. AG Insurance Card (Secondary/Excess insurance; students should use their primary insurance first)
- What to do with the completed forms:
 1. Incident/accident/exposure: retained by program in student file
 2. AG Claim form: filled out by student and then sent by us to Risk management
 3. (Risk Manager Mario Rosa mrosa@broward.edu)
- When on campus, call 954-201-4367 (CAMPUS SAFETY) for a report to be filled out; both student and faculty need to fill out reports.
- With any injury, the student needs to provide the clinical coordinator with medical clearance including/listing any restrictions **BEFORE** returning to clinic.

General Program Information

Records Maintenance

Program and student records will be securely maintained for a period of 5 years, either electronically or via hard copy. This will include the following documentation:

Student Records:

- Student evaluations must be maintained in sufficient detail to document learning progress, deficiencies and achievement of competencies
- Documentation that the student has met published admissions criteria
- Records of remediation
- Records of disciplinary action
- Official transcripts

Program Records:

- Course syllabi
- End of course evaluations
- Advisory committee minutes
- Annual report of current status
- Resource assessment surveys
- Clinical affiliate agreements
- Clinic schedules

**Broward College
Respiratory Care Program
Student Handbook**

Please read through the handbook to familiarize yourself with the policies of the program and then complete the five questions listed below. Enter the page number of the answer and the answer to the question.

Your signature is acknowledgement of receipt and acceptance of all policies within. This will be placed in your student file for future reference.

1. *“Demonstrating willingness to receive constructive feedback” is what number in the code of professional behaviors? _____*

2. *What is the policy if you arrive in the classroom after an exam has started? Write the page number where you found the answer...._____*
 - a. *You will not be given extra time to complete the exam*
 - b. *You will take the exam on a different day*
 - c. *You receive an automatic 100% on the exam*

3. *How many attempts do you have to complete the respiratory program? Write the page number where you found the answer...._____*
 - a. *Unlimited*
 - b. *One*
 - c. *Two*

4. *What types of remediation are available to the student who is not passing the course? Write the page number where you found the answer...._____*
 - a. *Tutoring by second year students*
 - b. *Tutoring by faculty*
 - c. *Class review sessions*
 - d. *Counseling by Henderson Mental Health*
 - e. *All of the above*

5. *What types of safety measures are utilized to keep the student safe? Write the page number where you found the answer...._____*
 - a. *24 hour security*
 - b. *Phone stations in the parking lots to phone for help*
 - c. *Emergency notification of any incidents*
 - d. *All of the above*

Student Signature

Date

Printed Student Name

BBROWARD COLLEGE HEALTH SCIENCE EDUCATION CODE OF PROFESSIONAL BEHAVIORS

As a student enrolled in a program offered by Health Science Education at Broward College, I shall conduct myself in a manner which demonstrates to those for whose care I will be entrusted that I am committed to integrity, respect, compassion and confidentiality.

In my **personal responsibilities**, I shall:

1. Contributes to a positive learning environment.
2. Be punctual for all classroom, laboratory and clinical activities.
3. Attend consistently according to the attendance policy of the program.
4. Notify the instructor of any necessary absence or projected lateness.
5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
6. Arrive prepared for class, lab or clinical, having completed any assignments given.
7. Avoid eating and drinking in class, labs or in clinical settings unless permitted to do so by the instructor.
8. Refrain from using beepers or cell phones during classes or clinical activities.
9. **Accept personal responsibility for appropriate behavior.**
10. Dress in the assigned lab or clinical uniform whenever required.
11. Maintain high standards of personal hygiene.
12. **Conduct self as a positive representative of Broward College.**

I shall demonstrate **competence and self-improvement** by:

1. Committing to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
2. Being motivated to learn and take appropriate initiative to enhance one's own learning experiences.
3. **Knowing the limits of one's abilities; recognizing the need for additional practice when deficiencies are evidenced.**
4. Performing frequent self-assessment to improve performance.

I shall assume the **professional responsibilities** of a health care provider by:

6. **Demonstrating a respectful attitude towards peers and health science staff.**
7. **Always demonstrating appropriate communication, refraining from the use of inappropriate language and/or gestures.**
8. **Demonstrating respect for the patient/client's dignity, privacy, and cultural values.**
9. **Discussing difficult issues with sensitivity and objectivity.**
10. **Using good judgment in mediating differences that may arise between self and others.**
11. **Maintaining confidentiality in all interactions.**
12. **Abiding by HIPAA regulations regarding confidentiality in patient/client interactions.**
13. **Demonstrating willingness to receive constructive feedback.**
14. **Committing to honesty in all interactions.**
15. **Demonstrating compassion, emotional support, and empathy at all times without projecting one's own viewpoints or values**

I agree to abide by the above Code of Professional Behaviors and have reviewed the procedures for enforcement of the Code. In addition, I agree to abide by and uphold regulations and policies set forth by the Students Rights and Responsibilities of Broward College as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of my chosen profession:

Name

Date

Signature