

# ***Northcentral Technical College***

## ***Respiratory Therapy Program***

### ***Student Handbook***

#### ***2024-2025***



## Welcome

Welcome to Northcentral Technical College's Respiratory Therapy Program! We are delighted to have you join this dynamic and vital field of healthcare.

The profession of Respiratory Therapy began to take shape in the mid-20th century, gaining formal recognition during the 1940s and 1950s. Since then, respiratory therapists have played an increasingly critical role in diagnosing, treating, and managing respiratory disorders, becoming integral members of the healthcare team.

As a Respiratory Therapy student, your journey involves shaping the future of healthcare. Respiratory care is a fundamental part of modern medicine, with respiratory therapists making a significant impact on patient well-being. The faculty and staff at NTC have meticulously designed a comprehensive learning program to empower you as a student and as a future professional in the field.

Our dedicated faculty and staff are here to support you throughout your educational journey. This Respiratory Therapy Student Handbook is one of the many invaluable resources at your disposal. It will guide you in preparing for your studies and understanding the responsibilities that come with your role as a student in our esteemed program.

Welcome to the Respiratory Therapy Program at Northcentral Technical College. We look forward to accompanying you on your path to becoming a skilled and compassionate Respiratory Therapist, making a significant impact in the lives of those you will serve.

*Dr. Angela Roesler*

Angela Roesler, DNP, RN, CHSE, CPPN  
Dean of Health Sciences and Community Services

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### **Understanding of Program Policies and Procedures**

The Respiratory Therapy Student Handbook is designed to provide the student with the necessary information regarding policies, procedures, and expectations in the Respiratory Therapy Program. This handbook is meant to be a guide to assist the student in attaining their goal to become a competent respiratory therapist. Revision of the handbook is an ongoing process, and every effort will be made to keep students advised of any changes to the handbook, as well as to minimize the inconvenience such changes might create. The handbook is posted on the program's webpage. Students are expected to read the handbook thoroughly. Students are required to sign an acknowledgement form indicating understanding of the program handbook. Any questions regarding the handbook should be directed to the Program Director.

### **Northcentral Technical College Mission, Vision and Values**

#### **Mission**

Northcentral Technical College provides high-quality, learner and employer focused, educational pathways committed to enriching lives and strengthening the economy.

#### **Vision**

Building futures as your college of choice, one learner, one employer, and one community at a time.

#### **Values**

- Learner Focus
- Continuous Improvement
- Ingenuity
- Access
- Service to Community
- Diversity
- Culture of Professionalism
- Advocacy

### **Respiratory Therapy Program Vision, Philosophy, Goals and Outcomes**

#### **Program Vision**

The program faculty are deeply committed to advancing the Respiratory Therapy Program, fostering a legacy of excellence that both graduates and faculty proudly uphold and contribute to.

#### **Program Philosophy**

The Faculty of the Respiratory Therapy Program believe that:

The purpose of the program is to serve students who wish to become respiratory therapists; and that by so doing, the program serves the future patients of these students.

Knowledge, skills, behavior, and attitude are of equal importance in the development of respiratory care practitioners. The graduates of the program should possess competence at the level of the advanced practitioner, with adequate knowledge in the scientific foundation; critical thinking skills; and strong ethical principles.

The program faculty hold sacred the dignity and worth of all people regardless of race, creed, sex, disadvantage, disability, or social status.



**Program Goal**

This program is designed to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

**Program Outcomes**

1. Upon completion of the program, graduates will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory therapists. Graduates will be competent in the application of problem-solving strategies, clinical decision-making, and patient education in the patient care setting.
2. Upon completion of the program, graduates will demonstrate technical proficiency in all skills necessary to fulfill their roles as advanced-level respiratory therapists. Graduates will be competent to perform all respiratory care diagnostic and therapeutic procedures required of a respiratory therapist entering the profession.
3. Upon completion of the program, graduates will demonstrate personal behavior consistent with professional and employer expectations for advanced-level respiratory therapists. Graduates will be competent in the application of ethical decision-making and professional responsibility. Graduates will be able to function within inter-professional teams and communicate effectively with patients and other members of the health care team, both as individuals and in groups, regardless of their beliefs, languages, and abilities. The ability to communicate effectively to diverse groups is basic to the provision of respiratory care services in a safe and effective manner.

**Respiratory Therapy Program Information****Academic Requirements for Program Admission**

- High school transcript indicating a cumulative GPA of 2.5 or above. Contact the high school you attended if you do not have a copy of your transcript.
- ACT composite score of 18 or above. Request an ACT College Report from ACT or contact the high school you graduated from if you do not have a copy on hand.
- Accuplacer scores. Score requirements vary by program and version of the Accuplacer test that was taken. For more details, please contact Admissions. If you did not take the Accuplacer at NTC, contact the college at which you took it to obtain a copy of your scores.
- College transcript indicating a cumulative GPA of 2.5 over a minimum of 12 credits, earned at a single college

**Program Description**

The Respiratory Therapy Program prepares the graduate to take an active role in the maintenance and/or restoration of cardiopulmonary homeostasis. The curriculum includes intensive course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area clinical affiliates. Students enrolled in the Respiratory Therapy Program are required to achieve a minimum grade of "C" in each Respiratory Care course and each required science course.

The program is 21 months in length and results in graduates receiving an Associate of Applied Science (AAS) degree in Respiratory Therapy upon successful completion of the curriculum.

**Program-Related Costs to Students**

Technology products including eBooks, adaptive quizzing, and other online learning activities are used in the Respiratory Therapy Program. It is the students' responsibility to purchase and keep up to date on these materials. The total approximate cost for the program is \$1500-\$2200 for these materials. This also includes uniforms, memberships, course materials, and clinical supplies (stethoscope).

The textbooks included in the program are in the form of eBooks. It is necessary to have consistent access to a technology device, such as:

- Computer, laptop, smart phone, or tablet
- Consistent access to the internet (Hi-speed is the best option) and an up-to-date internet browser.
- Interactive scenarios require Flash player, minimum version 13.0.0.182

### **Technical Standards for the Respiratory Therapy Program**

The Respiratory Therapy Program complies with the American with Disabilities Act (ADA), and consistent with the ADA, the attached Technical Standards list provides the framework to relate functional ability categories and representative activities/attributes to any limitations/deficits in functional abilities. These standards shall be used by the Respiratory Therapy Program to make decisions related to the ability of the respiratory therapy student to perform the Technical Standards of respiratory therapy.

If a prospective student is or becomes unable to meet the required Technical Standards, the Respiratory Therapy Program, in consultation with Northcentral Technical College's Disability Services will determine on an individual basis whether reasonable accommodations can be made that would permit the student to meet the Technical Standards, thus allowing the student to continue in the program.

### **Technical Standards**

<b>Gross Motor Skills</b>	Move within confined spaces
	Maintain balance in multiple positions
	Reach above shoulders (e.g., IV poles)
	Reach below waist (e.g., plug electrical appliance into wall outlet)
	Reach out front

<b>Fine Motor Skills</b>	Pick up objects with hands
	Grasp small objects with hands (e.g., IV tubing, pencil)
	Write with pen or pencil
	Key/type (e.g., use a computer)
	Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
	Twist (e.g., turn objects/knobs using hands)
	Squeeze with finger (e.g., eye dropper)

<b>Physical Endurance</b>	Stand (e.g., at patient side during surgical or therapeutic procedure)
	Sustain repetitive movements (e.g., CPR)
	Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)

<b>Physical Strength</b>	Push and pull 50 pounds (e.g., position patient, move equipment)
	Support 50 pounds of weight (e.g., ambulate patient)



	Lift 50 pounds (e.g., pick up a child, transfer a patient, bend to lift an infant or child)
	Carry equipment/supplies
	Use upper body strength (e.g., perform CPR, physically restrain a patient)
	Squeeze with hands (e.g., operate fire extinguisher)

<b>Mobility</b>	Twist
	Bend
	Stoop/squat
	Move quickly (e.g., response to an emergency)
	Climb stairs
	Walk

<b>Hearing</b>	Hear normal speaking-level sounds (e.g., person-to-person report)
	Hear faint voices
	Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
	Hear in situations when not able to see lips (e.g., when masks are used)
	Hear auditory alarms (e.g., monitors, fire alarms, call bells)

<b>Visual</b>	See objects up to 20 inches away (e.g., information on computer screen, skin conditions)
	See objects up to 20 feet away (e.g., patient in room)
	Use depth perception
	Use peripheral vision
	Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)

<b>Tactile</b>	Feel vibrations (e.g., palpate pulses)
	Detect temperature (e.g., skin, solutions)
	Feel differences in surface characteristics (e.g., skin turgor, rashes)
	Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
	Detect environmental temperature

<b>Smell</b>	Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses, or noxious smells)
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<b>Environment</b>	Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
	Tolerate strong soaps
	Tolerate strong orders

<b>Reading</b>	Read and understand written documents (e.g., flow sheets, charts, graphs)
	Read digital displays

<b>Math</b>	Comprehend and interpret graphic trends
	Calibrate equipment
	Convert numbers to and from metric, apothecaries, and American systems (e.g., dosages)
	Tell time
	Measure time (e.g., count duration of contractions, CPR, etc.)
	Count rates (e.g., drips/minute, pulse)
	Read and interpret measurement marks (e.g., measurement tapes and scales)
	Add, subtract, multiply, and or divide whole numbers
	Compute fractions and decimals (e.g., medication dosages)
	Document numbers in records (e.g., charts, computerized databases)

<b>Emotional Stability</b>	Establish professional relationships
	Provide patient with emotional support
	Adapt to changing environment/stress
	Deal with the unexpected (e.g., patient condition, crisis)
	Focus attention on task
	Cope with own emotions
	Perform multiple responsibilities concurrently
	Cope with strong emotions in others (e.g., grief)

<b>Analytical Thinking</b>	Transfer knowledge from one situation to another
	Process and interpret information from multiple sources
	Analyze and interpret abstract and concrete data
	Evaluate outcomes

	Problem solves
	Prioritize tasks
	Use long-term memory
	Use short-term memory

<b>Critical Thinking</b>	Identify cause-effect relationships
	Plan/control activities for others
	Synthesize knowledge and skills
	Sequence information
	Make decisions independently
	Adapt decisions based on new information

<b>Interpersonal Skills</b>	Establish rapport with individuals, families, and groups
	Respect/value cultural differences in others
	Negotiate interpersonal conflict

<b>Communication Skills</b>	Teach (e.g., patient/family about health care)
	Influence people
	Direct/manage/delegate activities of others
	Speak English
	Write English
	Listen/comprehend spoken/written word
	Collaborate with others (e.g., health care workers, peers)
	Manage information

### NTC College Policies and Resources

#### Equal Opportunity/Affirmative Action Policy

Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislated categories, in its services, employment programs, and/or its

educational programs or activities, including, but not limited to admissions, treatment and access. Students with questions regarding the college's nondiscrimination policies should refer to the current NTC catalog or student handbook available in Student Services or at this website:  
<http://www.ntc.edu/current-students/student-opp-admin-guidelines>

### **NTC Student Policies and Procedures**

Please review all of the NTC Current student procedures and personal conduct requirements published on the NTC website: <https://www.ntc.edu/students>

#### ***NTC Vision***

Building futures as your college of choice, one learner, one employer, and one community at a time.

#### ***NTC Mission***

Northcentral Technical College provides high-quality, learner and employer focused, educational pathways committed to enriching lives and strengthening the economy.

#### ***NTC Core Beliefs & Values***

These guiding principles and values are inherent at Northcentral Technical College.

##### **Learner Focus**

We believe in and promote an engaging life-long learning environment that supports learners as they realize their educational and career goals.

##### **Continuous Improvement**

We believe in and promote the continuous improvement of learning, support systems and processes to meet learner, employer and community needs.

##### **Ingenuity**

We believe in and promote a learning environment that fosters innovation and entrepreneurship.

##### **Access**

We believe in and promote flexible educational opportunities to serve all learning communities.

##### **Service to Community**

We believe in and promote service to our communities through leadership, collaboration and volunteerism.

##### **Diversity**

We believe in and promote an inclusive environment that celebrates, embraces and respects individual differences.

##### **Culture of Professionalism**

We believe in and promote a culture of knowledgeable, forward-thinking, accountable, caring and collaborative employees who act with integrity and respect.

##### **Advocacy**

We believe in and promote the success of our learners, employers and communities.

#### **Accessibility**

##### ***ADA Statement***

NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact Disability Services at 715.803.1469 or visit our website <http://www.ntc.edu/disability-services>.

It is the student's responsibility to follow Disability Services policies in each course. It is highly recommended that students immediately upon diagnosis of any disability that may prevent the student from meeting course competencies. Failure to notify an instructor or delaying notification may limit student success as the instructor could not respond to the need for accommodations. Course competencies will not be waived. Confidentiality will be maintained as much as possible.

### ***Equitable Application of Program Policies and Procedures***

The Respiratory Therapy program admits up to 12 students per year, based on CoARC recommendations and available resources. All didactic and laboratory work will take place at the NTC Wausau campus, Center for Health Sciences building. Students will be rotated through clinical rotations at area clinical facilities. **Students will have timely access to program faculty and to academic support services for assistance with their academic needs regardless of the location of their instruction.**

**All College and program policies will apply to all students and faculty regardless of their location.** In addition, each clinical site will have its own policies that will be followed when students or faculty are practicing at that location.

### ***Testing Accommodations***

If approved testing accommodations are in place Disability Services Staff will alert the course instructors of the approved accommodation(s) in Starfish on an ongoing basis each semester. Students requesting testing accommodation must inform the instructor at least **three full business days before the day of the exam.**

### ***Making Higher Education Available to All***

Northcentral Technical College is committed to diversity and does not discriminate. We strive to grow and sustain a culture where all people are valued for who they are and who they will become. The nature of diversity includes but is not limited to gender, race, sexual orientation, ethnicity, disability, age and religion. Each person is treated with respect, and all students are given the tools to find success.

### ***Family Educational Rights and Privacy Act (FERPA)***

It is the policy of Northcentral Technical College to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g. Notice is hereby given to Northcentral Technical College students as follows:

*It is the intention of Northcentral Technical College to fully comply with the provisions of the above-referenced federal law. The administrative procedures to implement compliance may be reviewed during normal business hours.*

This law permits the college to make public certain "directory" information about students. It is the intention of the college to do so, as may be appropriate to the normal course of college business and operations. The following information is regarded to be directory type, and some or all of it may be made public: student name, major field of study (program), dates of attendance (by term), enrollment status (full- or part-time), degrees and awards received, participation in officially recognized activities and sports, weight, and height of members of athletic teams and email address.

Any student objecting to his/her directory information being made public must file a Notice of Non-Disclosure with the Enrollment Center, Northcentral Technical College 1000 West Campus Drive Wausau, WI 54401. The Notice of Non-Disclosure must be filed within ten (10) days after the beginning of each semester.

### ***Student Reference Request Form***

Students may request faculty or staff release academic information to prospective employers. Staff or faculty receiving this authorization from the student are responsible for retaining it. The form will expire three years from the start date unless an earlier date is noted on the form. Student Reference Request Form

**Program Faculty, Staff and Administration**

The goal for all students is successful completion of this program. The respiratory therapy program staff is truly dedicated to everyone's success and wants everyone to always feel free to contact us with any questions and concerns.

<p><i>Eric Nelson, BSRT, RT</i> Program Director Office: NTC Center for Health Sciences 4<sup>th</sup> Floor Phone: 715-803-1329 Email: nelson@ntc.edu</p>	<p><i>Ben Olson, RRT</i> Transitional Key Personnel Office: NTC Center for Health Sciences 4<sup>th</sup> Floor Phone: 715-803-1077 Email: olsonbe@ntc.edu</p>
<p><i>Laura Litzer</i> Health Program Advising Specialist Office: Student Services Phone: 715-803-1491 Email: litzer@ntc.edu</p>	<p><i>Heidi Seefeldt</i> Clinical Coordinator Office: NTC center for Health Sciences 4<sup>th</sup> Floor Phone: 715-803-1609 Email: seefeldt@ntc.edu</p>
<p><i>Stephanie Bessert, MSN/ED, RN, CHSE</i> Associate Dean of Nursing Office: NTC Center for Health Sciences 4<sup>th</sup> Floor Phone: 715-803-1374 Email: bessert@ntc.edu</p>	<p><i>Dr. Angela Roesler, DNP, RN, CHSE, CCPN</i> Dean of Health and Community Services Office: NTC Center for Health Sciences 4<sup>th</sup> Floor Phone: 715-803-1310 Email: roesler@ntc.edu</p>

**Accreditation and Credentialing**

***College Accreditation***

Northcentral Technical College (NTC) is accredited by the Higher Learning Commission as an Open Pathway participant.

Higher Learning Commission (HLC)  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Phone: 800-621-7440  
[www.hlcommission.org](http://www.hlcommission.org)

***Program Accreditation***

The Northcentral Technical College Respiratory Therapy Program (CoARC program number 200678) confers an Associate of Applied Science (A.A.S.) degree and is anticipating accreditation through:

Commission on Accreditation for Respiratory Care (CoARC)  
264 Precision Blvd.  
Telford, TN 37690  
Phone: 817-283-2835  
Email: [webmaster@coarc.com](mailto:webmaster@coarc.com)

However, Northcentral Technical College can provide no assurance that accreditation will be granted by the CoARC.

**Advisory Committee**

Role and Responsibilities of the Advisory Committee:

Per CoARC, "The purpose of an advisory committee (AC) is to provide program personnel with the opportunity to improve the program, evaluate program goals, recruit qualified students and meet employment needs of the community through discussions with members of all its communities of interest at meetings of the AC. The responsibilities of the advisory body should be defined in writing. The PD and DCE should participate in the meetings as non-voting members."

### Composition of Advisory Committee:

The Advisory Committee shall be comprised of representatives from area employers, community members, former graduates of the respiratory care program, current students in the respiratory care program, college administrators and faculty members who support the curriculum of the respiratory care program. (CoARC also requires a member from the general community.) Students are welcome and encouraged to attend advisory committee meetings, however, this is not a requirement. If a student would like to learn more about attending, please contact the program faculty.

### Description of the Career

Respiratory therapists are members of a team of health care professionals and work in a wide variety of clinical settings. They evaluate, treat, and manage patients of all ages with respiratory and cardiopulmonary diseases. In addition to performing therapies, respiratory therapists are involved in clinical decision-making and patient education. Respiratory Therapists work primarily in hospitals providing and assessing the clinical status of patients and performing diagnostic testing. They may also work in diagnostic labs, such as pulmonary function and sleep labs. Therapists work in emergency rooms, intensive care units and participate in life support procedures including airway care, mechanical ventilation, and resuscitation. In addition to other therapies, they provide the delivery of medication to patients' airways, including patients with asthma, emphysema, chronic bronchitis, and cystic fibrosis. Other employment options for Respiratory Therapists include home care, sales, education, and research.

### Student Expectations and Guidelines

Acceptance into the Respiratory Therapy Program at Northcentral Technical College indicates that the faculty and staff in the program have chosen to dedicate their time, effort, and expertise to train students to become health care professionals.

- Acceptance of the invitation to enter the program indicates that students are committed to becoming professionals in the cardiopulmonary sciences by fulfilling the degree requirements and taking all the appropriate board exams.
- Acceptance also marks the beginning of an intense two-year didactic and clinical preparation to become a competent and caring professional in respiratory therapy.
- Successful completion of the program demands the fullest commitment of time, effort and energy from all parties involved.

This section outlines the specific qualities, attributes and learning strategies required of a successful student in the program, and further serves to define resources and references a student may need throughout their course of study as well as those they may need in their career as a professional in the cardiopulmonary sciences.

### ***Northcentral Technical College Student Code of Conduct***

Please follow this link to the [NTC Student Code of Conduct](#)

### ***AARC statement of Ethics and Professional Conduct***

In conducting professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behaviors that reflect integrity, support objectivity, and foster trust in the profession and its professionals.
- Seek educational opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within the scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent, and refusal of treatment.



- Divulge no protected information regarding any patient or family unless disclosure is required for responsible performance of duty, authorized by the patient and/or family, or required by law.
- Provide care without discrimination, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws, which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.

### **Transition to Practice**

The time as a student in the Respiratory Therapy Program will be unlike past educational experiences. Unlike the general curriculum required for most associate degrees, the coursework will be streamlined and specialized to the cardiopulmonary sciences and will traverse classroom examination to demonstration of competency in clinical settings. The most successful graduates from the Respiratory Therapy Program demonstrate a triad of qualities including:

- Professional decorum
- Professional integrity
- Educational leadership

The integration of these qualities into practice eases the transition from college student to health care professional.

#### ***Professional Decorum***

Students are expected to:

- Arrive on time
- Be well-groomed with practiced bodily hygiene
- Dress in the appropriate attire
- Have the needed materials/equipment
- Wear your Identification Badge (on campus and in hospital)

Students should also be respectful of those who may be sensitive to strong odors by limiting the use of scented products (i.e., colognes, lotions, cigarette smoke, etc.). Taken together, these guidelines define the professional decorum expected of each student enrolled in the Respiratory Therapy Program as they pertain to both the classroom and clinical environments.

#### ***Professional Integrity***

As a respiratory therapist, professional success will be determined in part by professional integrity. The successful student is one who possesses effective communication skills, is self-directed and willingly participates in all aspects of the educational process. These students demonstrate great respect for themselves, their professors and colleagues; they are honest and embrace clinical practice with ethical and moral standards. Furthermore, these students are admired by those with whom they interact for their sympathetic and empathetic standard of care in the clinical setting.

Students are expected to:

- Utilize effective interpersonal communication skills
- Be self-directed and motivated in studies and in the clinic
- Demonstrate respect for yourself, the faculty, staff and peers
- Provide sympathetic and empathetic care

### ***Educational Leadership***

Proficiency as a respiratory therapist will also be evaluated on educational leadership. The most successful professionals not only understand and are proficient at the “how” of the tasks in their field, but also understand the “why” behind the actions on a fundamental level. **It is not enough to memorize the material presented. Students must understand the material beyond recall.** Such understanding of fundamental procedures and disease processes allows a professional to make the most informed decisions and anticipate realistic outcomes and complications in patient care. Furthermore, health care professionals are expected and required to continue their education after completion of the degree program. Educational leaders share their knowledge and skills by precepting others, serving on advisory committees, hospital committees and being involved with the respiratory therapy community.

As a student, you are expected to:

- Master the presented material beyond the recall level
- Demonstrate mastery of the fundamental principles and techniques
- Demonstrate competency in diagnostic and/or therapeutic procedures and patient care

### ***Classroom Attendance and Timeliness***

Attendance is required for all Respiratory Therapy courses. Absences will be excused if the student contacts the instructor for any given course before the start of the course on that day. Failure to do so will result in an unexcused absence. Any student receiving more than one unexcused absence will be required to meet with the course instructor and Program Director to set up an action plan for future attendance.

Students are expected to be on time for every class or lab. Arriving late or leaving early is unprofessional and disruptive to other students and the instructor. Arriving after the scheduled start time or leaving before the scheduled dismissal time without notifying the course instructor will be documented as one occurrence. After two occurrences, the student will have to meet with the course instructor and program director to set up an action plan for future attendance.

### ***Respiratory Therapy Program Code of Ethics Regarding social media***

This code provides Northcentral Technical College Respiratory Therapy Program students with rules for participation in social media, including media hosted by clinical affiliates as well as non-clinical affiliate social media.

The term "social media" includes but is not limited to blogs; social networks such as Myspace®, Facebook, Instagram, Snapchat, Twitter®; podcasts; video sharing; Really Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

The term "clinical affiliate" includes ANY clinical affiliate used by Northcentral Technical College for health career education.

### **Guidelines:**

- Students must always abide by the Northcentral Technical College Code of Ethics when using or participating in social media. All the policies that apply to the Respiratory Therapy Program apply to our clinical affiliates.
- Students must always remain respectful of the clinical affiliates, their patients, visitors, vendors, medical and allied health staff, former and current employees. Materials may not be posted which are obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, or embarrassing to another person or entity. Students may not engage in any activity that reflects negatively on a clinical affiliate.
- Students may not disclose any confidential or proprietary information regarding any clinical affiliate, its patients, visitors, vendors, medical, Respiratory Therapy, allied health staff, former and current employees including but not limited to, business, medical and financial information; represent that they are communicating the views of any clinical affiliate unless authorized by that clinical affiliate and Northcentral Technical College; or act in any manner which creates the false impression that they are communicating on behalf of or as a representative of a clinical affiliate.

- Students may not use or disclose any patient identifying information in any social media. This rule applies even if the patient is not identified by name where the information to be used or disclosed may enable someone to identify the patient.
- Students are not permitted to use a clinical affiliate logo or Northcentral Technical College logo in any internet posting.
- Students are personally responsible for what they post.
- Students may not establish a clinical affiliate hosted social media site.
- Violation of this policy will result in corrective action up to and including removal from the program.

### ***Electronic Devices***

Cellphone use in the classroom or lab setting unrelated to the lecture or activity is unacceptable. Engaging in frequent cellphone use can be distracting. All cellphones must be turned off or put on vibrate in lecture and laboratory classes. Students are not permitted to carry a personal cell phone during clinical. Messages can be checked during breaks or lunch.

### **Program Overview**

#### ***Curriculum***

The Respiratory Therapy Program sheet, as well as course descriptions can be found at this link:

[Respiratory Therapy Program Information](#)

Required Respiratory Therapy courses are designated with a 515 number as the middle three digits of the 8-digit course number. Each of these courses are offered only once a year and are prerequisites for the subsequent 515 courses so they must be taken in sequence. Required science courses must be taken in or before the semester, they are listed on the curriculum sheet. Many of these are prerequisites for 515 courses so failure to complete them in time may prevent you from continuing in the program. The following science courses **must be completed within 5 years** of declaring for the program or can be taken during the program curriculum; General A&P and Microbiology. See the program course information for prerequisites and corequisites.

Continuous enrollment (semesters) in the program and a grade of "C" or better in all 515 courses and all required science courses are necessary for successful completion of the Respiratory Therapy Program. A student who withdraws from or earns lower than a grade of "C" in a Respiratory Therapy (515) course or a required science course will be dropped from the Respiratory Therapy Program with the possibility for re-entry into the program the following year. (See re-entry for more information).

#### ***Grading Policies***

The grading scale below is the program grading scale and will be utilized in all program courses and clinical rotations.

Grade	% needed to achieve grade
A	94-100
A-	92-93
B+	88-91
B	84-87
B-	82-83
C+	81
C	80 (minimum requirement to continue in program)
D	65-79
F	64 and below

Grades will be rounded, so for example a 79.5% is rounded to 80% and is a passing grade to continue in the program. A 79.49% will be rounded to 79% which is a failing grade. Point breakdowns, how points are distributed, and grade makeup is determined by each individual instructor and will be covered in individual course syllabi. It is the students' responsibility to track their academic progress in courses throughout the program. When a student has trouble mastering competencies in any course, they are expected to seek help from the instructor for that course. Each student is expected to complete their own work. Any student caught cheating or plagiarizing another's work will be given an F for that work. See Northcentral Technical College Student Code of Conduct for the colleges' plagiarism/cheating policies: Student Code of Conduct

### **Assessment Information**

#### **Computerized Exams**

Most respiratory therapy exams are completed using a computer. Recognizing that computer technology is not perfect, computer problems may occur prior to or during an exam. When this occurs, every effort will be made to minimize disruptions and anxiety. Retaking computer exams in this situation is typically not warranted. Proctored on-campus computerized exams will include the rationale for answers.

In the event of an unanticipated problem with technology, contact the respiratory therapy instructor/proctor (for face-to-face course) or the Student Help Desk (for online course) for direction, do not do anything on the computer, no talking, and remain seated while the instructor/Student Help Desk seeks assistance. Access to computerized exams or exam feedback from any site other than NTC instructor-designated computers is considered cheating.

Photographing or printing of exam questions, answers, and/or rationale is considered cheating. See the college Academic Honesty Policy: Academic Honesty Policy Unless otherwise indicated, students are not allowed to use resources other than a nonprogrammable calculator, or the calculator located within the exam when taking a computerized exam. If a student exceeds the exam time limit without the instructor's approval, the grade on the exam will be a zero.

Exams will be comprehensive with questions that pull key concepts from previous modules/courses.

If a student fails a test, additional assignments may be given to ensure understanding of content. These assignments will not result in extra points added to the original test score, nor will they receive extra credit.

### **Test Administration**

- All exams must be taken in person with a live proctor.
- Students must show a photo ID before every respiratory therapy exam. If the student does not have a photo ID, they will not be allowed to take the exam. The student will be required to reschedule the exam and possibly incur a 10% reduction in the exam grade.
- Writing on any materials other than the white board is strictly prohibited and will result in zero (0) points on the exam.
- To receive testing accommodations, complete a test request a minimum of three business days in advance. Please stop the exam immediately and notify the instructor and disability services if accommodations are not active (for example: speech software or extended time)
- All test questions are to be kept confidential.
- No brain dumping/memory dumping allowed on the white board at any time during the exam.
- There is no talking allowed during the exams.
- Students may not take the exam for somebody else.
- Students may not tamper with the computer or use it for any function other than taking the exam.
- Students may not engage in disruptive behavior at any time while in the exam room.
- Students will use the on-screen calculator built into the exam software. Handheld calculators will not be utilized.
- The proctor will provide a scratch paper/pencil for unit/final exams.

- If students experience hardware or software problems during the exam, they should **notify the proctor and/or instructor immediately.**
- Students are allowed to bring new noise reduction silicone or foam ear plugs for use during respiratory therapy exams.
- Unless otherwise indicated, students are not allowed to use resources when taking a computerized exam.

*Note: Doors to the exam rooms will be closed 5 minutes prior to the exam start time (i.e. start time is 8:00am, doors close at 7:55am). Students arriving after exam doors have closed will need to reschedule a make-up exam and possibly incur a 10% reduction in the exam grade.*

**Break Procedures:**

- To request a break, or to exit the testing room for any other reason, students can **raise their hand** for the exam proctor and wait to be escorted out of the testing room. The exam clock will not stop while on a scheduled or unscheduled break.

**Items not allowed in the testing area:**

- No personal items including but not limited to: cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands or Fitbits, jump drives, cameras or any other electronic devices; no hats, coats, water bottles.
- Any educational, test preparation or study materials;
- Weapons of any kind.
- No food, beverages or hats to be present during your exams.
- NTC is not responsible for lost, stolen or misplaced items.

Students are required to store electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) outside of the testing area. If students refuse to store electronic devices, they are not allowed to take the exam. Students will then be required to reschedule the exam and possibly incur a 10% reduction in the exam grade.

**Exam Confidentiality**

- You may not disclose or discuss with anyone information about the items or answers in your exam (this includes posting or discussing questions on the internet and social media websites).
- You may not reconstruct exam items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam.
- You may not remove exam items and/or responses (in any format) or notes about the exam from the testing area.
- You may not copy or reconstruct exam items during or following your exam for any reason.
- You will comply with any investigation that needs to be conducted.
- Note: If you witness any of the above behavior, or any irregular behavior that is in violation of the NTC Exam Rules, you are required to report it to NTC faculty and comply with any follow up investigation.

**Course Exam Reviews**

Students are encouraged to review their exam results immediately after submitting. Individual exam reviews may be scheduled with course faculty's Student Connect Time using Starfish. Review of exams will be available up until the next scheduled exam and must be held in person. Due to its summative nature, final exams will not be available for review. Students may not discuss any exam questions with other students at any time. No photographs or notes may be taken during the exam reviews.

**Grade Challenges**

Students who have concerns about an assessment (exam, course assignments) may submit a written explanation with rationale from two professional healthcare resources to support their answer and submit it to the appropriate

instructor(s). Students have one week after the scheduled exam or course assignment due date, with the exception of the final exam to submit documentation. Final Exam documentation will only be accepted within 24 hours (not one business day) from the completion of the final exam.

### ***Grounds for Dismissal or Cancellation of Exam Results***

A student who violates the NTC exam rules, or engages in irregular behavior, misconduct and/or does not follow the proctors warning to discontinue inappropriate behavior may be removed from the exam and/or dismissed from the exam room and receive a zero on the exam. If a student exceeds the exam time limit without the instructor's approval, the grade on the exam will be a zero.

### ***Emergency Make-up Exam Policy***

1. In the event of illness or emergency, the student must contact the faculty member prior to missing the scheduled exam. If you miss the exam, you will be unable to attend class that day.
2. The reason for the absence must be discussed with faculty in order to be approved to take a make-up exam. If the absence is not approved by faculty, the student will receive a zero for the exam.
3. 1<sup>st</sup> no call/no show will follow current alternate exam policy. Any subsequent no call/no shows will result in a zero.
  - a. If faculty approve a make-up exam, the student will make an appointment with the faculty (or testing center staff if appropriate) to schedule. Make-up exams must be completed **prior** to the next scheduled class period. No-call/no-shows to the make-up exam result in a zero for the exam. Scheduling a make-up exam with the faculty requires notice of at least one business day.
  - b. The student is responsible for notifying faculty of the scheduled make-up exam date and time, as well as any scheduling challenges.
4. A **10% deduction** of achieved points will be imposed on any additional alternate exam in the same course. For example, if a student scores 36 out of 40 points on an exam, the final score would be 32.4 points.
5. Should the 2<sup>nd</sup> and/or subsequent alternate test time fall on the final, a **5% deduction** of achieved points will be imposed on the final exam. For example, if a student scores 36 out of 40 points on an exam, the final score would be 34.2 points.

### ***Late or Missing Assignments***

All assignments (including labs) must be turned in at the beginning of class on the day that the assignment is due. No late work will be accepted.

## **Program Curriculum by Semester**

### ***First Semester (Fall year 1)***

- Medical Terminology (10-501-101) 3cr
- Respiratory Survey (10-515-111) 3cr
- Respiratory Therapeutics 1 (10-515-171) 3cr
- Written Com or English Comp 1 3cr
- General A&P (10-806-177) 4cr
- College 101 1cr

**17 total credits**

### ***Second Semester (Spring year 1)***

- Respiratory Therapeutics 2 (10-515-172) 3cr
- Respiratory Pharmacology (10-515-173) 3cr
- Respiratory/ Cardiac Physiology (10-515-174) 3cr
- Respiratory Disease (10-515-176) 3cr
- Intro to Sociology or Intro to Diversity Studies 3cr

**15 total credits**



**Third Semester (Summer year 2)**

- Respiratory Clinical 1 (10-515-175) 2cr
- Microbiology (10-806-197) 4cr

**6 total credits****Fourth Semester (Fall year 2)**

- Respiratory Airway Management (10-515-112) 2cr
- Respiratory Life Support (10-515-1123) 3cr
- Respiratory Clinical 2 (10-515-178) 3cr
- Respiratory Clinical 3 (10-515-179) 3cr
- Oral/Interpersonal Com or Speech 3cr

**14 Total Credits****Fifth Semester (Fall year 2)**

- Respiratory Therapist Test Prep (10-515-101) 1cr
- Respiratory Neo/Peds Care (10-515-180) 2cr
- Respiratory/ Cardio Diagnostics (10-515-181) 3cr
- Respiratory Clinical 4 (10-515-182) 3cr
- Respiratory Clinical 5 (10-515-183) 3cr
- Psychology of Human Relations or Intro to Psychology 3cr

**15 total credits****TOTAL CREDITS: 67****Program Graduation Requirements**

- Complete all 515 didactic, laboratory and clinical courses with a minimum grade of 80%
- Successfully checked off on all state-mandated clinical skills
- Complete all general study courses required to complete AAS degree
- Completion of mock certification and registry exams
- Complete required licensure paperwork and testing
- 25% of credits must be completed at Northcentral Technical College.

Graduates of the program are anticipated to be eligible to sit for the Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist Exam (RRT) from The National Board for Respiratory Care (NBRC). If there are any questions about our accreditation status, please contact the Respiratory Therapy Program Director.

**Self-Assessment Exams**

Prior to graduation, students will be required to pass the Self-Assessment Exams (SAE's) for the Therapist Multiple Choice Exam (TMC) at the CRT and RRT level, according to the national pass rates. Fees for these exams are included in total tuition costs.

To assure success on these Self-Assessment Exams, students will review content and take practice exams/computerized clinical simulation exams. Success on these exams leads to higher national pass rates in accordance with the National Board of Respiratory Care (NBRC) and the Wisconsin Department of Safety and Professional Services (DSPS).



***Credentialing of Respiratory Therapists:***

The Therapist Multiple-Choice (TMC) Examination and the Clinical Simulation Examination are the professional credentialing examinations taken by graduates of CoARC accredited programs to earn the Certified Respiratory Therapist (CRT) credential and Registered Respiratory Therapist (RRT) credential, which are offered by the National Board for Respiratory Care (NBRC). The American Association for Respiratory Care, CoARC, and the NBRC recognize the RRT credential as the “standard of excellence” for respiratory care professionals. Upon graduation, graduates meet the requirements for the TMC Examination administered by the National Board for Respiratory Care (NBRC).

Per the NBRC, There are two established cut scores for the Therapist Multiple-Choice Examination:

- If you achieve the low-cut score, you will earn the CRT credential.
- If you achieve the high cut score, you will earn the CRT credential AND become eligible for the Clinical Simulation Examination (provided you meet the eligibility requirements and are eligible to earn the RRT credential).
  - After successful completion of the Clinical Simulations Examination, one earns the RRT credential and is recognized as a Registered Respiratory Therapist.
- If you do not achieve a minimum of the low-cut score, you must reapply for the TMC Examination.
- The CRT and RRT credential must be earned within three years of completing the respiratory therapy program.

**For more information on NBRC CRT and RRT credentialing, see (<http://www.nbrc.org/>).**

***Becoming a Licensed Respiratory Therapist:***

The CRT and/or RRT credentials are used as the basis for the licensure in 49 states, including Wisconsin, which regulate the practice of respiratory care (Alaska does not have licensure). Students are encouraged and aided by Faculty during the months leading up to graduation to start the application process with the Wisconsin Department of Safety and Professional Services (DSPS <https://dps.wi.gov/pages/Home.aspx>) to become a licensed respiratory therapist (LRT). A felony conviction may affect a graduate’s ability to sit for the NBRC examinations or attain state licensure. Please contact the DSPS for further details.

**Student Success Tips**

- ***Professionalism as a Student***  
There are numerous opportunities available for students to develop their professionalism. These include participation in service-learning projects, health fairs, mentoring, membership in professional organizations, attendance at state and national conferences and membership in the Northcentral Technical College Respiratory Therapy Club.
- ***Student Employment***  
Several local area hospitals offer Student Respiratory Therapy positions, which can be applied for after completion of the first three semesters of the program. These offer excellent opportunities to earn money while furthering student knowledge. These positions are not affiliated with the Northcentral Technical College Respiratory Therapy Program and are solely employment opportunities within the specific hospitals. Student jobs are a terrific opportunity to further student skills, but the priority must be on school. Absences from class due to student employment will not be tolerated and will be considered an unexcused absence. Students are not allowed to function as an employee during clinical time. Students may not engage in work activities and clinical practice simultaneously.

- **Attendance at State and National Conference**

Students can attend the North Regional Respiratory Care Conference (NRRCC) as a first-year student, attendance is optional. The conference is a wonderful opportunity for networking, furthering knowledge in the field and becoming engaged in the WSRC. As a second-year student, attendance of the conference is highly recommended.

- **Commitment to Learning**

In learning respiratory therapy, one cannot afford to approach it halfheartedly. To effectively integrate the numerous concepts of cardiopulmonary sciences, individuals must exhibit unwavering dedication to their studies. This means prioritizing coursework and clinicals.

- **Questioning and Understanding**

Whenever possible, students should seek to understand the “why” of specific functions and concepts. If uncertain, seeking clarification from instructors is essential. This proactive approach aids in retention, material integration, and deepening understanding. Respiratory therapy inherently possesses logical connections between physiology, pathophysiology, diagnostic techniques, and treatment modalities. If any aspect appears perplexing, students should strive to comprehend it fully rather than resorting to mere memorization.

- **Taking Ownership of Knowledge Gaps**

Assuming responsibility for understanding unfamiliar material is imperative. Rather than disregarding it until the last minute, leading to potential failure and blame-shifting, students should promptly seek assistance from instructors. Instructors are available to support students, and availing oneself of their expertise is essential. Fearlessly asking questions and actively engaging in the learning process is part of maximizing the educational investment. Familiarize yourself with current topics in professional journals (RC Journal, [www.aarc.org](http://www.aarc.org))

- **Focus on Understanding, Not Just Exam Performance**

Emphasizing comprehension over exam performance is vital for a fulfilling and less stressful academic journey. Viewing exams as a means to encourage thorough study rather than mere performance evaluation fosters a deeper understanding of the subject matter. Diligently covering all class content and recommended references ensures success. To reduce stress and promote effective learning, avoiding last-minute cramming is advisable. Consistent engagement with the material is key to retaining information and comprehending complex concepts.

### **Membership in Professional Organizations**

The respiratory therapy profession has a national organization called the American Association for Respiratory Care (AARC, [www.aarc.org](http://www.aarc.org)), with an AARC State affiliate in most states. Membership in the AARC is critical to ensure a united, strong voice for patient advocacy in the areas of access to services and quality patient care by appropriate health care professionals. In Wisconsin, the AARC State affiliate is the Wisconsin Society for Respiratory Care (WSRC, [www.wsrc.online](http://www.wsrc.online)). Since 1947, the AARC has been committed to enhancing our professionalism as respiratory care practitioners, improving our performance on the job, and helping us broaden the scope of knowledge essential to our success. Overall support of the AARC and WSRC is integral to the success of the profession. By joining the AARC, students help gain access and strengthen positions and credibility with lawmakers and administrative agencies. Everyone has the ability to both indirectly and directly strengthen the foundation of the respiratory profession by becoming a member today. The AARC is dedicated to helping you grow and develop as a respiratory care professional. They offer news, authoritative and up-to-date information, resources and provide life-long learning through continuing education, and career assistance. During the state and national meetings, students will have the opportunity to hear the latest research regarding the profession, be introduced to new technology and equipment, and network with other professionals from around the nation.

**Membership in the NTC RT Student Club**

This will be a new club at the college that will be initiated in the fall 2024 semester. Students will have the opportunity to participate in the respiratory therapy club. This is an opportunity to get to know your fellow RT classmates and further broaden your educational experience. The club is not mandatory, and membership not required.

**Academic Support**

The Academic Resource Center (ARC) provides academic support that is specifically designed to assist students who are currently enrolled in a class or area of study at Northcentral Technical College.

Support is available in a variety of formats including in person and live online sessions.

The ARC offers specialized support for specific programs or subject matter. One on one academic support, live online support, and study group sessions are available. View the specialized support schedules to learn when instructors and students are available to assist you! Students at home or at regional campuses connect with tutors through Zoom!

Students can live video chat with a tutor, share documents, and collaborate.

For more information, visit: <https://www.ntc.edu/academic-resource-center>

**Health Learning Resource Lab**

The HLRL is located on the second floor of the Health Sciences Center and is a simulation-based lab for student learning. The direct phone number is 715-803-1599.

**Student Connect Hours and Open Lab**

Program Faculty take pride in being available to help students outside of regularly scheduled class times. Faculty have scheduled student connect posted in Starfish. Additionally, faculty are regularly available to assist students with practicing in the open lab setting. Students are encouraged to take advantage of open lab times to assure they have a firm grasp on the equipment, procedures, and concepts they are expected to know.

**Scholarships**

The NTC Foundation's scholarship program plays a vital role in providing funds that enable our students to pursue their educational goals. Numerous general and healthcare scholarships are available each year through the NTC Foundation. Some of the scholarships are specific to Respiratory Therapy or health care students. Enrolled students are encouraged to apply each spring. Scholarship criteria varies with financial need, leadership, program etc. Additional information can be found at: [www.ntc.edu/scholarships](http://www.ntc.edu/scholarships)

**Campus Life**

Resource for NTC activities, campus clubs, teams, and events. To find out more follow the link:

[www.ntc.edu/studentlife](http://www.ntc.edu/studentlife)

**Virtual Care Group**

NTC program students will have free, unlimited access to mental health therapy and on-demand crisis counseling via a tele-therapy platform. These services, provided by The Virtual Care Group, provide student access to a diverse group of licensed mental health providers who are competent in a variety of specialties. These services will be available to students 24 hours a day/7 days a week. More information can be found here: [Health Services - Student Life | Northcentral Technical College \(ntc.edu\)](#)

**Clinical Information****Program Organization Related to Clinical Practice**

Students should follow this order of communication when dealing with clinically related concerns:

- First contact: Director of Clinical Education – Ben Olson

- Second contact: Program Director – Eric Nelson
- Third contact: Associate Dean of Nursing – Stephanie M Bessert
- Fourth contact: Dean of Health Sciences and Community Services – Dr. Angela Roesler

### ***Clinical Course Description and Policies***

The 5 Respiratory Clinical courses make up a full year of clinical practice. The clinical orientation will provide you with knowledge of a safe clinical environment, including personal protection equipment (PPE) and environmental hazards and patient safety. Students will begin with Respiratory Clinical 1, which will introduce students to many assessment skills and teach students how to apply several forms of routine oxygen and aerosol therapy. This will be followed by the fall semester clinical courses in your second year (Respiratory Clinical 2 & 3). Respiratory Clinical 2 will continue with emphasis on the routine forms of oxygen and aerosol therapy and add hyperinflation therapies, mucous clearance techniques and non-invasive forms of ventilation. Respiratory Clinical 3 will focus on developing the students' knowledge and skills in intensive/critical care units. As students enter intensive respiratory care, they will study specific mechanical ventilators and can apply learned concepts in the clinical arena. Respiratory Clinical 4 will consist of primarily general intensive care rotations. **All clinical competencies must be completed by the end of clinical 5.**

During Respiratory Clinical 1 students will attend clinical at an affiliated clinical destination with course faculty. Students may occasionally be assigned to other staff therapists to watch an interesting therapy that they may be performing at the site. However, the faculty will always perform all clinical competency testing. In Respiratory Clinical 2 through 5, clinical sites will primarily be at Wausau-area hospitals. Students working with patients in the clinical setting will always be working under the State of WI RT License of their instructor or any hospital staff working in a preceptor role. Students must always respect this arrangement. Some preceptors will not be as willing to let students do all therapies, while other preceptors will. This is understandable and reasonable given that students are working under each preceptor's license. The student may perform no invasive procedures, specifically arterial punctures and changing of ventilator parameters (except for FiO<sub>2</sub>) unless in the immediate presence of a State of WI licensed RCP (Respiratory Care Practitioner). The student shall not leave early on ANY shift, despite the staff offering this as permissible. This does not pertain to illness or prior arrangements. Some clinical rotations follow the schedule of a clinical preceptor and may include varying hours and shift times including night and weekend shift hours.

### ***Clinical Course Grading Policy***

There are two areas which will determine a student's grade in clinical courses. These areas include, the clinical procedures skills testing, and the performance evaluations completed by your clinical instructor/preceptor. Following is the grading emphasis for these areas:

- Clinical Procedures Skills Testing Pass/Fail Performance
- Evaluations

To determine clinical grade, we will compile your scores on evaluations, apply the appropriate percentages to them, and then assign the letter grade utilizing the RT Program grading scale. A grade of C must be achieved in each of the clinical courses in order for a student to continue in the program.

**STUDENTS MUST ACHIEVE A PASSING GRADE OF "C" (≥ to 80%) IN EACH OF THE TWO AREAS OF CLINICAL DESCRIBED ABOVE IN ORDER TO PASS EACH RESPIRATORY CLINICAL COURSE 1-5.**

**Failure to achieve 80% in one part of the course will result in the student receiving an unsatisfactory for the course and will prevent the student from moving on to the next clinical course, even if they achieve 80% or greater in the other part of the course (Clinical Procedures Skills Testing Pass/Fail Performance and Clinical Evaluations are the two parts).**

### **Guidelines for Practicing and Performance Testing of Clinical Skills**

Students will be requested to choose a classmate as a partner for practice and performance testing and in return will be asked to be a partner.

2. Practice and performance testing will be conducted in an environment that provides for privacy, modesty, and the dignity of all students. An instructor will be present for clinical skill competency testing for evaluation.
3. Students are encouraged to discuss with their instructor, advisor, or the NTC affirmative action coordinator any concerns regarding the practice and performance of clinical skills. Reasonable accommodation can be provided, and confidentiality of requests will be maintained as much as possible.

### **Clinical Affiliates**

We have affiliations with many area health care facilities where students will complete their clinical rotations. Travel to the clinical sites is expected and students are responsible for their own transportation.

Aspirus At Home – Medical Equipment	Aspirus Wausau Hospital	Marshfield Medical Center - Weston	Marshfield Medical Center - Neillsville
Aspirus Medford Hospital	Northcentral Health Care - Wausau	Aspirus Langlade Hospital	Aspirus Howard Young Medical Center

### **Clinical Dress Code**

- Scrub color to be determined; the top must also completely cover the student’s abdomen when they are reaching over their head
- White or solid-colored T shirt (plain-no writing or images) with no longer than  $\frac{3}{4}$  length sleeves may be worn underneath for warmth
- Full and comfortable rubber soled shoes (no sandals, clogs, or open-toed shoes)
- Northcentral Technical College issued nametag should be displayed on the uniform. Additional identification may be required by hospitals at a cost.
- Stethoscope, watch with a second hand (optional, as some hospitals no longer allow any jewelry on the hands and wrists due to infection control concerns) and small hand-held calculator

Students will follow the clinical agency and Northcentral Technical College policies.

### **Clinical Attendance**

Attendance at every clinical day is essential for the success of each student. Therefore, there are strict rules regarding attendance and tardiness outlined below.

Attendance and punctuality are mandatory. The hospital affiliates are unpaid providers of student clinical experiences. Therapists arrange their patient care workloads to provide students with optimal experience in our field.

Each student will be allowed one 8-hour clinical absence per semester. Clinical 1 is a 6.5-week rotation that meets in a local hospital. Respiratory Clinical 2, 3, 4 & 5 are all 8-week courses. Any absence(s) above the one -hour allowed absence may result in the inability to meet clinical competences, which may lead to failure in the clinical course.

Tardiness will not be tolerated. Tardy is arriving late for a clinical rotation, **even 1 minute late**, without prior notification to the instructor. More than two instances of tardiness will require a meeting with the Respiratory Therapy program team and may result in the student being given an unsatisfactory for the course, which will result in the student not being able to continue in the program.

**Illness or tardiness must be communicated to the clinical instructor before the clinical shift begins.**

### **Clinical Policy for Poor Student Performance**

If a student is performing in clinical at a level of competency below what is expected, the Northcentral Technical College instructor will discuss apparent deficiencies with the student. The student will be informed about what clinical



skills must be retested and will set a date for completion. The student must obtain 100% on the retested skills as well as all other clinical objectives to successfully complete any clinical course. A student will only have three chances to successfully complete a skill. Failure to be successful may result in an unsatisfactory, and the student may be unable to continue in the program. If the Respiratory Therapy program instructor believes that the student will not satisfactorily complete clinical, within the clinical time available, the instructor will, along with Respiratory Therapy Program team, meet with the student. The deficiencies will again be discussed and a plan for correcting the deficiencies will be written and implemented. The student and instructors will sign the written plan and a date for correcting the deficiencies will be decided upon by the instructors. If the student has not corrected the deficiencies within the stated period, the student and the RT Program instructors involved will meet with the Dean of the School of Health Sciences (SoHS) and the Associate Dean of Nursing to discuss the situation. It will be decided at this meeting whether the student will be allowed to continue with the clinical course.

During Respiratory Clinical 1, 2, 3, 4, 5 the student must complete all objectives as specified in the clinical syllabi at 100% proficiency prior to moving on to the subsequent clinical course. A student receiving two clinical performance evaluations with scores below a passing level may be removed from the clinical course.

Removal from or extension of any clinical course requires that the student meet with the Respiratory Therapy Team, the Associate Dean of Nursing, and SoHS Dean prior to reentry, during which time a written agreement will be drawn up and signed by all.

#### ***Use of Electronic Devices***

Cell phone use: Students may not carry personal cell phones in the hospitals while they are in clinical. This ensures patient privacy (Students cannot take any photos of themselves or a patient). Students may have their cell phone in their purse, backpack or in a locker, but it must be turned off. Smart watches are not allowed during exams. Students will be allowed to retrieve messages during their break/lunch times only. Please inform childcare providers of this policy. In some cases, the instructor may approve that students carry their phone in an extenuating circumstance. Audio recording: The use of audio recording devices is prohibited in the clinical setting. This is a violation of the HIPAA Privacy Rule.

#### ***Ethical Practices***

Smoking or Substance Abuse: as a future respiratory therapist, it is not acceptable for students to leave clinical at any point to go outside of our hospitals to smoke. The faculty of the RT program agree that smoking is not acceptable and reflects poorly on the RT profession. Like perfumes or colognes, residual smoke on the uniform can be offensive to patients, visitors, and fellow health care professionals. Any student failing to abide by any of these requirements will be removed from clinicals on that day.

#### ***Health Insurance Portability and Accountability Act (HIPAA) Information***

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

#### ***CPR Requirement***

CPR certification must be maintained throughout the respiratory Therapy program. It is the student's responsibility to keep track of when their CPR certification expires and to complete a recertification course. Students will not be admitted to the clinical experience without evidence of current CPR. Loss of clinical experience due to expired CPR certification may jeopardize your progression in your clinical course.

**Note on Personal Hygiene**

- The uniform must be clean and well ironed.
- Long hair must be tied back. Long bangs must be secured with a clip to not interfere with the student's vision.
- Do NOT wear any perfumes, colognes, or fragrances due to patient allergies/sensitivities. Underarm deodorant is required.
- No jewelry will be allowed that dangles from the ears/face/neck or that could place a student at risk of infection resulting from splatters of blood or body fluids. Small (1/2 inch) hoops or stud earrings will be allowed.
- Facial piercings must be removed during clinical rotations.
- Artificial nails are forbidden due to their propensity to harbor bacteria.
- Students must be in full uniform at the time the clinical rotation is to begin. If dress is not acceptable, the instructor will send the student home and they may not return until the appropriate uniform is worn. This will result in the loss of clinical hours, which may cause a student's grade to drop.

**Clinical Health Requirements*****Health Requirements***

Due to the nature of the health professions, students are more susceptible to contracting and/or spreading disease. An up-to-date set of minimum health requirements must be on file in Viewpoint Screening by the deadline given each semester. Each third-party site, such as any healthcare facility, determines the health requirements necessary for entering their clinical space. NTC faculty and students are obligated to follow the site's policies in order to participate in the learning activities and complete the course. Failure to do so will prevent you from starting your clinical course(s), and thus jeopardize your progression in the program. Third party sites may change their health requirements for NTC faculty and students at any given time. Please be aware that certain third-party sites may require an up-to-date COVID-19 vaccine status to participate in and complete your clinical courses. See Appendix D for full details of health requirements.

Students are required to follow all NTC health and COVID policies. Please review the current NTC policies.

Note: Some clinical sites may have additional health requirements that will need to be met. All costs incurred related to health requirements are the financial responsibility of the student.

***Viewpoint Screening***

All respiratory therapy students will have their background checks and health records managed by Viewpoint Screening. This system provides a comprehensive background check, accurate management of health records, better security of your files, real-time access for clinical sites, and 24/7 access for students. The cost of the program is \$65 which students will be responsible for paying. Payment plans are available. *Check out all the great benefits that Viewpoint Screening has to offer at [www.viewpointscreening.ntc.com](http://www.viewpointscreening.ntc.com).* Drug and Alcohol-Free Workplace Policies for Clinical Sites

All clinical sites have strict drug and alcohol policies for employees, faculty, and students. All alcohol or drugs that could impair student function within the health care setting including prescription, non-prescription, legal, and illegal drugs are prohibited. Clinical sites have the right to request that a student undergo drug testing at any time, for any perceived impairment. Students who refuse to comply with a drug screening will be asked to leave the clinical site and may elicit an Unsafe Clinical Evaluation. Any level of drug or alcohol in the tested sample is sufficient to have the student temporarily or permanently removed from clinical classes. Please refer to specific clinical site policies for more detailed information.



### ***Physical and/or Mental Impairment***

Students must be adequately prepared both physically and mentally for scheduled class activities and clinical rotations. Students will be dismissed from clinical learning activities if the clinical instructor or the clinical affiliate staff perceives that the student exhibits any sign of impairment.

### ***Criminal Background Check-Background Information Disclosure (BID)***

Part of the requirements for admission into the respiratory Therapy program at NTC includes submitting to a criminal background check. A criminal background check consists of three parts:

1. **Department of Justice** check, which looks for legal convictions in Wisconsin;
2. **Department of Health and Human Services** check, which looks for suspended or restricted licenses resulting from misconduct; and
3. **Background Information Disclosure (BID)** form, which is required each year. Failure to provide honest information on the BID is a felony and can result in denial of clinical experience by the health care agency and/or dismissal from the program.

### **Important:**

- Anyone with a positive background will be required to submit a new background check annually while enrolled in the Respiratory Therapy Program. Contact the clinical coordinator to request your background recheck. Background rechecks cost \$25. If a student fails to update the background check annually, the student will immediately be removed from their clinical course(s) and will have to repeat the course when a seat is available.
- If a student background check was run more than 4 years ago, they are also required to purchase the background re-check by contacting your clinical coordinator to request your background recheck package. The cost is \$25 for a background recheck.
- Anyone who incurs legal charges while enrolled in the Respiratory Therapy Program is required to notify the Program Director in writing within 1 business day. Failure to notify the program director in writing in 1 business day will result in the student immediately being removed from their clinical course(s) and may result in the student being immediately removed from the Respiratory Therapy program. The student will be required to meet with the Respiratory Therapy Program Director and Associate Dean of Nursing after a decision is made about the student's progression in the Viewpoint Screening.

**Important: Students must always have all clinical requirements current.** If a student fails to keep requirements current, the student will immediately be removed from their clinical course(s) and the course will have to repeat the course when a seat is available.

- **Review of student Viewpoint Screening accounts will occur every year on July 1 and December 1.** Additionally, the accounts will be randomly reviewed throughout the academic year to ensure compliance with health requirements. Students who are found to have delinquent requirements will immediately be removed from the clinical course and will have to repeat the course when a seat is available.
- Students are responsible for keeping requirements current and will not be provided reminders by NTC. Students will continue to receive reminders directly from Viewpoint Screening. Students are responsible for checking their email accounts and communicating with Viewpoint Screening.

### **Progression Policy**

#### ***Student Code of Conduct and Dismissal from the Program***

All students are required to follow the Northcentral Technical College student code of conduct. Failure to do so can result in removal from the Respiratory Therapy Program.

The code of conduct can be found here: [Student Code of Conduct](#)

In addition to violations of the college's code of conduct, a student can be dismissed from the program after:

- Receiving a less than passing grade in 2 core Respiratory Courses in one semester
- Receiving a less than passing grade in 3 core Respiratory Courses in the program
- Unethical behavior
- Failure to maintain compliance with the Technical Standards for the Respiratory Therapy Program
- HIPAA violation
- Coming to class, lab or clinical under the influence of drugs or alcohol.
- Unsafe clinical practice
- HIPAA incident/violation
- Two performance evaluations with score less than passing (< 2.0 or < 75%).
- Final performance evaluation, in any clinical course, with score less than passing.
- Code of Conduct violation/Unethical behavior.
- Failure to meet clinical and Northcentral Technical College attendance policies.
- Conviction of a Felony
- Reporting to a clinical site under the influence of drugs or alcohol
- Failure of maintain compliance with Technical Standards

**Dismissal from the Program with no re-entry opportunity may occur for any of the following reasons:**

- Code of Conduct violation/Unethical Behavior
- HIPAA violation
- Unsafe clinical practice

*\*All out-of-program decisions are reviewed and approved by the Dean of Health Sciences and Community Services.*

***Program Withdrawal and Re-entry***

Any student who receives less than a C in a respiratory therapy course, a required science course or withdraws from the Respiratory Therapy Program may request to reenter the program by contacting the Academic Advisor for the Respiratory Therapy program, Laura Litzer (litzer@ntc.edu) and completing the following steps. A student may only reenter the program once.

**Program Withdrawal**

A student that withdraws from all Respiratory Therapy courses in a semester will be removed from the Respiratory Therapy program. In order to reenter the program, the student must redeclare their intent to enroll. All re-entry requests will be reviewed by the Respiratory Therapy Admissions team and students will be notified in writing of the determination. Students may be given credit for the science courses and general electives that were successfully completed provided they fall within the 5-year window of the student's last withdrawal.

***Re-entry Process***

- Step 1:** Student meets with the assigned Academic Advisor, Laura Litzer (litzer@ntc.edu), to discuss program options and enrollment timelines.
- Step 2:** Student will decide which program option will work for their specific situation and notify the Academic Advisor in writing.
- Step 3:** Student will submit an Academic Success Plan to the Academic Advisor by the provided due date. If the Academic Success Plan is not submitted on time, the student will not be allowed to re-enter the program.
- Step 4:** Student will complete all Health and Background requirements by the due date provided. If the health and background requirements are not submitted and approved by the provided due date, the student will not be allowed to re-enter the program.

## Appendix A: Northcentral Technical College Respiratory Therapy Program Handbook Verification Form

I, \_\_\_\_\_, have received and read the **Respiratory Therapy Program Student Handbook**. I completely understand and agree to abide by all policies outlined in the Respiratory Therapy Program Student Handbook. I also understand that this document can and will be used as a reference when questions occur.

In addition, I have read the Rights, Responsibilities and Misconduct procedure sections on the Northcentral Technical College website, and agree to abide by the policies and procedures they contain. I also understand that additional Respiratory Therapy policies and procedures are contained in individual course of studies.

### **I also understand that:**

- A Caregiver Background check using Viewpoint **must** be completed by the program orientation day.
- Have all vaccinations updated and loaded to Viewpoint by July 1<sup>st</sup> of the given year
- Maintain current Basic Life Support certification throughout the entire 2-year program
- Maintain annual tuberculosis screening throughout the entire 2-year program

### **Statement of Understanding**

The Americans with Disabilities Act of 1900, and the Rehabilitation Act of 1973, prohibits discrimination of persons because of his or her disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the Technical Standards required of a student in the Respiratory Therapy Program and are able to meet those Technical Standards.

This form is to be completed only after reviewing the:

- Respiratory Therapy Program Student Handbook
- Northcentral Technical College Right and Responsibilities page
- Technical Standards for Respiratory Therapy

Please initial in the space below:

- I have read and I understand the Technical Standards specific to a student in the Respiratory Therapy Program

- I can meet the Technical Standards as outlined in the Respiratory Therapy Student Handbook or have been approved for Disability Accommodations

**Print Student name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

## Appendix B: Alteration in Academic Plan Request Form

Students who request to alter their full-time academic plan will have to review and complete this Alteration in Academic Plan form. The completed form must be emailed to Respiratory Program Director at [rtprogramdirector@ntc.edu](mailto:rtprogramdirector@ntc.edu) for review.

Students need only complete the section of the form that applies to their request:

---

- I am requesting to **withdraw** from the following Respiratory Therapy course:  
\_\_\_\_\_
  - I am requesting to **take less** core respiratory Therapy courses in a semester by altering my plan in the following way: \_\_\_\_\_
  - I am requesting to repeat a core Respiratory Therapy course. Course Name:  
\_\_\_\_\_
  - I am requesting to remove myself from core Respiratory Therapy courses for **greater than one semester**.
- 

Signing below indicates understanding that per the Respiratory Therapy Student Handbook. Students who request an Alteration in their Academic Plan are not guaranteed a seat in Respiratory Therapy courses each semester and/or upon return. The request will be prioritized based on the Progression Priority Policy outlined in the Respiratory Therapy Student Handbook.

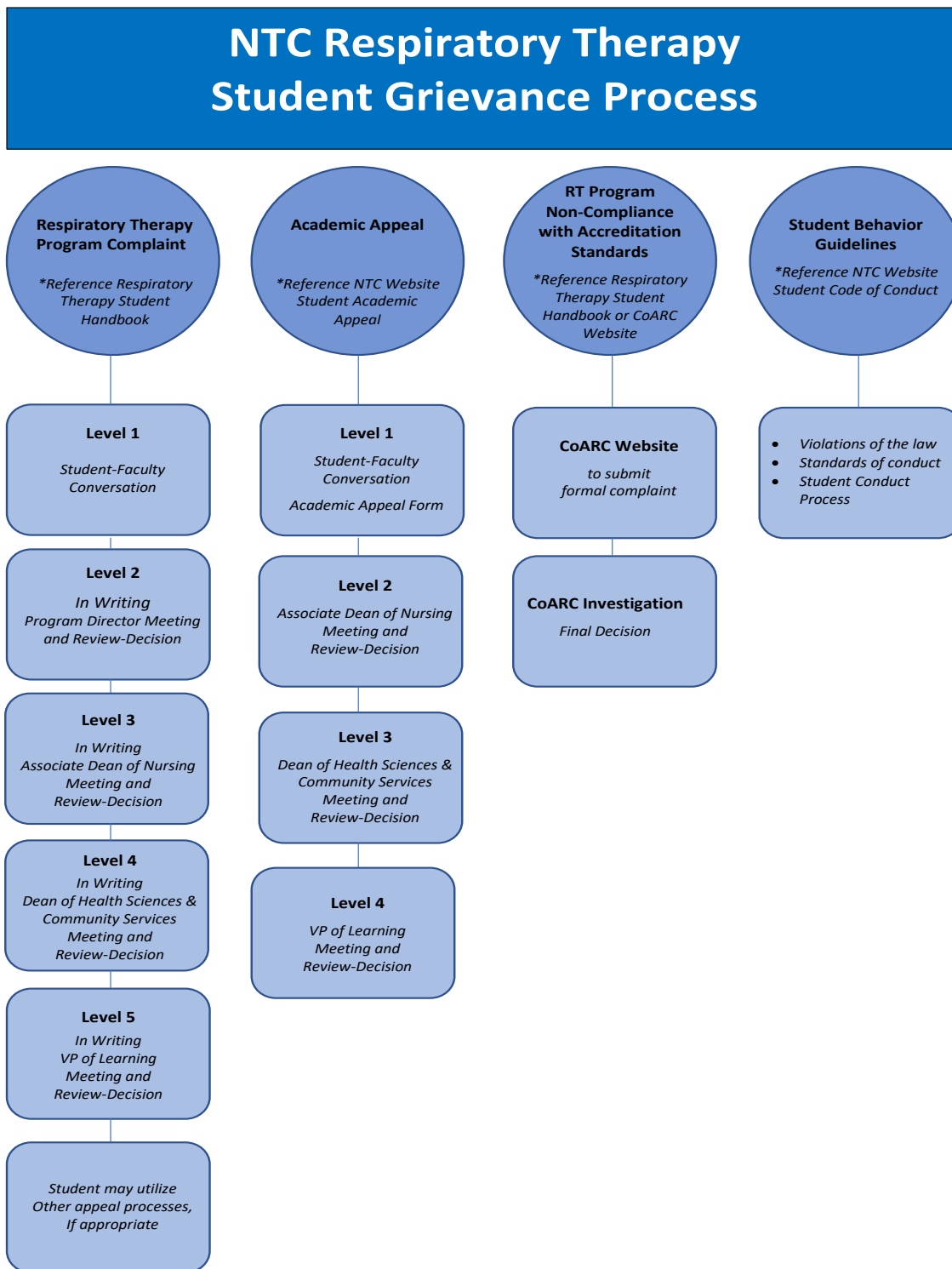
Students who request an Alteration in their Academic Plan will need to repurchase access to the Textbook and Technology packages and may need to purchase additional course materials upon readmission to the Respiratory Therapy program.

Students who choose to alter their Academic Plan may need to follow the readmission process to return to full time program status. This plan could include repeating courses, demonstrating competency, and/or completing learning activities to maintain competence.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix C: NTC Respiratory Therapy Program Student Grievance Process



## Appendix D: Current Student Health Requirements

Requirement	Criteria for Compliance
<p><b>Tuberculin Test</b></p>	<p>Documentation of the following is required:</p> <ul style="list-style-type: none"> <li>▪ Provide the last two TB skin tests (TST) which can be no more than 12 months apart <b>or</b></li> <li>▪ QuantiFERON Gold test <b>or</b></li> <li>▪ a T-Spot test within the last 12 months <b>or</b></li> <li>▪ If you have never had a TB skin test <b>or</b> more than 12 months have passed since your last test:               <ul style="list-style-type: none"> <li>o You will need to have a “2 step” TB skin test. The second step must be completed at least 7 days after the first step and within 21 days <b>or</b></li> <li>o QuantiFERON Gold test or a T-Spot test <b>and</b></li> <li>o subsequent annual TB screening is required</li> </ul> </li> </ul> <p>A <b>positive</b> TST, QuantiFERON Gold test or a T-Spot test, requires all the following:</p> <ol style="list-style-type: none"> <li>1. Documentation of the Positive results</li> <li>2. Documentation of a negative chest x-ray after the positive TB testing result—One baseline to be submitted</li> </ol> <p><b>Student Considerations:</b> <i>Currently, no healthcare agency allows an exemption for this requirement – even if you are their employee. If you are an employee of a healthcare agency, you are still required to follow the Tb student policy per the healthcare agency.</i></p>
<p><b>MMR (Measles, Mumps, Rubella)</b></p>	<p><b>Immunization record must show:</b></p> <ul style="list-style-type: none"> <li>• Documentation of 2 doses of vaccines; <b>or</b></li> <li>• Documented serologic immunity (titer); <i>must be appropriately spaced and given according to CDC guidelines</i></li> </ul> <p><b>Student Considerations:</b> <i>Currently, no healthcare agency is allowing an exemption for this requirement</i></p>
<p><b>Varicella (Chickenpox)</b></p>	<p><b>Immunization record must show:</b></p> <ul style="list-style-type: none"> <li>• Documentation of 2 doses of vaccines; <i>must be appropriately spaced and given according to CDC guidelines; or</i></li> <li>• Documented serologic immunity (titer) <i>(Note: Documentation of physician- diagnosed disease is not sufficient)</i></li> </ul> <p><b>Student Considerations:</b> <i>Currently, no healthcare agency is allowing an exemption for this requirement</i></p>
<p><b>Influenza Vaccination</b></p>	<p>If clinical placement begins after October 1<sup>st</sup>, must have annual seasonal influenza vaccine documented and submitted by assigned due date</p> <p><b>Student Considerations:</b> <i>At this time, certain healthcare agencies will allow for an exemption to this requirement. Each healthcare agency will review and approve/decline submitted exemptions per their agency policy.</i></p>

<p><b>COVID-19 Vaccination &amp; Booster</b></p>	<p><b>Immunization record must show:</b></p> <ul style="list-style-type: none"> <li>• Documentation of 2 doses of vaccine (or one dose J&amp;J); <b>and</b></li> <li>• COVID booster(s); <i>must be appropriately spaced and given according to CDC guidelines</i></li> </ul> <p><i>(Note: Documentation of physician- diagnosed disease is not sufficient)</i></p> <p><b>Student Considerations:</b>  <i>At this time, certain healthcare agencies will allow for an exemption to this requirement. Each healthcare agency will review and approve/decline submitted exemptions per their agency policy.</i></p>
<p><b>Tetanus, Diphtheria &amp; Pertussis (Tdap)</b></p>	<p><b>Immunization record must show:</b></p> <ul style="list-style-type: none"> <li>• Proof of Adult Vaccination</li> <li>• Vaccination is needed <b>once</b> in an adolescent/adult life &gt; 11 years of age.</li> </ul> <p><b>Student Considerations:</b>  <i>Currently, no healthcare agency is allowing an exemption for this requirement</i></p>
<p><b>Hepatitis B Vaccination</b></p>	<p><b><u>Immunization Series &amp; Post Vaccination Antibody Screen</u></b></p> <ul style="list-style-type: none"> <li>• This is a series of three vaccinations <b>and</b> a post-vaccination antibody screen.</li> <li>• All students participating in clinicals <b>MUST</b> sign and submit the Student Hepatitis B Vaccine Information Form to Viewpoint Screening.</li> </ul> <p><b>Student Considerations:</b>  <i>The vaccination series is <u>voluntary but is highly recommended</u> for all students entering a health career field.</i></p>

**Definitions/Resources**

**Titer:** Testing vaccine titers is done through a blood test that can identify the presence of antibodies. If the levels are satisfactory, the person is considered to have “protective antibody” and is considered to be “sufficiently immune” to the disease. If the levels are “equivocal,” the person is considered to be not immune, and vaccinations are required.

***Other Clinical Requirements***

- o **CPR Certifications**
- o **Code of Conduct**
- o **Nursing Functional Abilities Categories**
- o **Verification of Orientation**
- o **Background Notification**
- o **Student Contract Information**
- o **Latex Allergies**

*\*Refer to your Respiratory Therapy Program Requirements which are found at ViewPoint.*



## **Appendix E: SOHS Personal Protective Equipment (PPE) Policy**

The School of Health Sciences promotes our professional identity and upholds community stewardship through policy and role modeling of recommended health practices and safety guidelines. All areas of the college remain in a clean-in/clean-out policy. We need to enforce this policy with all our learners. Hand sanitizing stations are located throughout the CHS building and must be used. Use of PPE may be used in the simulation setting to simulate practice settings.

## Appendix F: NTC Success Skills Rubric

Communicates Effectively: Achieving understanding through effective two-way communication				
Indicators:	NA *	Not Yet Met		Met
<b>Speaks clearly, concisely, and professionally</b>	<input type="checkbox"/>	Communicates in a manner that shows some sense of purpose and organization as well as use of language, voice, gestures, and body language to support that purpose	<input type="checkbox"/>	Communicates in a logical, purposeful, organized, and well-supported manner, consistently using acceptable language with effective use of voice and appropriate gestures, body language, and expressions
<b>Writes clearly, concisely, and professionally</b>	<input type="checkbox"/>	Writes to convey a message, though the message may be impaired by errors in grammar and standard written English	<input type="checkbox"/>	Writes consistently at an acceptable level to convey a clear message with minimal errors in grammar and standard written language
<b>Demonstrates active listening</b>	<input type="checkbox"/>	Listens for understanding	<input type="checkbox"/>	Listens attentively and can accurately restate the message and/or appropriately respond
<b>Adapts communication for audience</b>	<input type="checkbox"/>	Recognizes that different language and voice may be required for different audiences	<input type="checkbox"/>	Applies appropriate language and effective use of voice for audience
<b>Demonstrates Teamwork</b>	<input type="checkbox"/>	Passively participates in workgroups, contribution is minimal	<input type="checkbox"/>	Actively engages in workgroups, contributes to positively impact productivity

\*Not Assessed

Models Integrity: Acting in a responsible and ethical manner				
Indicators:	NA *	Not Yet Met		Met
<b>Practices personal accountability</b>	<input type="checkbox"/>	Identifies behavior of blaming outside influences for circumstances and outcomes and shows self-reflection skills	<input type="checkbox"/>	Accepts personal responsibility for resources, actions, collaboration, and outcomes
<b>Demonstrates ethical behavior</b>	<input type="checkbox"/>	Demonstrates awareness of expected and acceptable conduct in different settings	<input type="checkbox"/>	Models consistent and acceptable code of conduct in personal, academic, and professional settings
<b>Applies quality standards</b>	<input type="checkbox"/>	Identifies criteria that are used to produce an expected and specified result	<input type="checkbox"/>	Practices techniques and methods that ensure intended and consistent outcomes
<b>Develops self-awareness</b>	<input type="checkbox"/>	Identifies strengths and weaknesses in oneself	<input type="checkbox"/>	Applies strengths, seeks to improve weaknesses, and models a positive image to others

\*Not Assessed

Thinks Critically: Solving problems and seeking understanding logically and creatively				
Indicators:	NA *	Not Yet Met		Met
Applies problem solving strategies	<input type="checkbox"/>	Demonstrates a process to use in solving problems	<input type="checkbox"/>	Selects and uses an appropriate process in solving problems <input type="checkbox"/>
Acquires relevant information	<input type="checkbox"/>	Accesses and uses some types of resources	<input type="checkbox"/>	Evaluates and questions relevance, accuracy, and bias of information sources <input type="checkbox"/>
Applies digital and data literacy skills	<input type="checkbox"/>	Demonstrates minimal ability to select, evaluate, and use information resources to communicate data and information effectively through technology	<input type="checkbox"/>	Demonstrates ability to use appropriate techniques and technologies to select/utilize valid and reliable resources appropriately to research, analyze, create and effectively communicate data/information to others <input type="checkbox"/>
Evaluates alternatives	<input type="checkbox"/>	Demonstrates minimal ability to predict the outcome of a proposed solution	<input type="checkbox"/>	Demonstrates ability to provide thorough analysis of possible outcomes of solution selected <input type="checkbox"/>
Constructs probing questions	<input type="checkbox"/>	Asks relevant questions	<input type="checkbox"/>	Constructs questions that result in deeper understanding and information gathering <input type="checkbox"/>
Demonstrates creativity	<input type="checkbox"/>	Reformulates a collection of available ideas	<input type="checkbox"/>	Creates a novel or unique idea, question, format, or product <input type="checkbox"/>

\*Not Assessed

Respects Diversity: Increasing awareness that contributes to the understanding of differences				
Indicators:	NA *	Not Yet Met		Met
Works effectively with others	<input type="checkbox"/>	Demonstrates an awareness of the value of working with others to share a variety of perspectives and strengths	<input type="checkbox"/>	Takes a positive role within a team and contributes to reaching a common goal <input type="checkbox"/>
Demonstrates respectful and inclusive interactions	<input type="checkbox"/>	Indicates an awareness of respectful interactions, their importance, and the value of inclusion rather than exclusion	<input type="checkbox"/>	Behaves in ways that model respect for others regardless of their differences and actively practices inclusion of others different from oneself <input type="checkbox"/>
Recognizes personal biases	<input type="checkbox"/>	Recognizes personal biases, the general origins of those biases, and the impacts these biases have upon one's behaviors	<input type="checkbox"/>	Demonstrates understanding of how personal biases influence how one interacts with others and seeks to actively challenge such biases <input type="checkbox"/>
Adapts to culturally diverse situations	<input type="checkbox"/>	Recognizes that cultures vary and that appropriate behaviors may differ in culturally diverse situations	<input type="checkbox"/>	Demonstrates culturally appropriate behavior and actively seeks opportunities to engage with diverse populations <input type="checkbox"/>
Demonstrates global awareness	<input type="checkbox"/>	Identifies the global nature of business, politics, and culture	<input type="checkbox"/>	Applies an understanding of the interconnectivity of business, politics, and culture in interactions and decision making <input type="checkbox"/>

\*Not Assessed

## **Appendix G: Permission to Survey Employers**

Each year Northcentral Technical College (NTC) surveys employers of our graduates to gather information to improve our programs and services to better meet the needs of both students and employers within our community. The information collected is also essential to meet requirements set by outside organizations that accredit and approve programs at NTC. The survey distributed focuses on employer's satisfaction in regards to our graduate's technical work skills, interpersonal skills and general satisfaction with course work at NTC.

Students are assured that information obtained by representatives of NTC and the Respiratory Therapy program through contact with current and future employers will be reformatted to provide outside organizations with only general, summary information and not specific information that could identify responding employers or graduates by name or gender. Personal information and the responses of the employer are completely confidential.

My signature on the "Verification Signature Page" indicates that I have read this permission statement, and I grant NTC permission to survey employers.

## **Appendix H: Reasonable Accommodations Plans for Impaired Functional Abilities**

**Pertains to:** Health Occupations Program students/staff

**Purpose:**

The purpose for having a “Reasonable Accommodations Plan” is for students who may suffer injury or health impairment during program enrollment, which results in their inability to meet certain Functional Abilities within their field of study.

**Policy:**

If possible, NTC will make every effort, following an evaluation, to accommodate students with injuries or episodic health problems so that they can complete their laboratory sessions or clinicals while maintaining the same level of clinical standards and safety. Since the situations may vary widely, thus impacting on varied Functional Abilities, the evaluations must be done on an individual basis. NTC understands that while accommodations made to complete a program may be reasonable, they may not be reasonable for an employment situation.

**Procedure:**

Following a hospitalization, injury, or health impairment which impacts on Functional Abilities and prior to returning to in person lab sessions or clinical:

1. The student must provide the Program Director with a medical release form signed by a qualified health care provider. If there are no work restrictions, then a plan will not be written.
2. A copy of work restrictions, signed and dated by a qualified health care provider, must be received by the Respiratory Therapy Program Director.
3. A “Reasonable Accommodations Plan” will be written, which outlines in part:
  - ways in which the student may function during laboratory sessions or clinicals while still
  - meeting clinical objectives and maintaining all safety requirements
  - specific timeframes that the plan covers
  - a release of NTC from liability
4. The Respiratory Therapy team will ensure that the student understands the plan, signs the form, and is given a copy.
5. A copy of the plan will be sent to the Dean of health Science and copies of the plan and the health care provider’s work restrictions will be given to the respiratory instructor or clinical coordinator.



# **Appendix J: Bloodborne Pathogen Exposure Policy**

## *287 Administrative/Operating Guideline*

### **Purpose**

Northcentral Technical College (NTC) (College) values the safety of staff, student, and visitors in all activities associated with the College. It is particularly concerned for the safety of all individuals when working with bloodborne pathogens and their exposure to blood or other potentially infectious materials (OPIM). This policy is established to outline actions that should be taken in case of an occupational exposure of any member of the College. The policy extends to staff, work-study, student employee, and students, if they should experience an exposure. This policy outlines the recommendations of the College. Each exposed person has the right to weigh the risks and benefits and make their own choice about post-exposure evaluation and follow-up.

### **Policy**

All NTC supervisor/faculty or designated personnel will be given a copy of this policy and requested to be familiar with it ahead of time in case a potential exposure should occur. Exposure to blood-borne pathogens will be avoided as much as is reasonably possible. Should a potential exposure occur, immediate action will be taken to protect the exposed person. Starter packs of Bloodborne Pathogen Exposure (BBPE) forms, along with a copy of this policy, will be readily available to the School of Health Sciences Dean, Associate Dean and NTC Lab Safety Compliance Officer. Forms will also be available on the NTC shared drive S:\Health and on Canvas. Records will be kept of any event of potential exposure and the outcome in Maxient. Employee or Student who refuse post-exposure evaluation and follow-up will be asked to sign a statement of informed consent to decline treatment.

### **Definition of Exposure:**

Occupational exposure is defined as any contact with an infectious body fluid as a result of an injury with a needle or any other sharp instrument, or via mucous membranes or an existing cutaneous condition (wound, eczema, scratch, etc.). A potentially infectious body fluid that comes from a person who carries an infection is termed infectious. Bloodborne pathogens are infectious microorganisms found in human blood or other potentially infectious materials. These pathogens include, but are not limited to, Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV).

A Bloodborne Pathogen Exposure incident is when an employee or student has contact with blood or other potentially infectious materials (OPIM) through eye, mouth, other mucous membrane, non-intact skin, or parenteral contact.

Examples of bloodborne pathogen exposures can include:

- Needlestick injuries from used needles or sharps
- Contact of your eyes, nose, mouth, or broken skin with blood
- Cuts from items contaminated with blood or OPIM.
- Splashes or punctures of blood or OPIM into eyes, mouth, or other mucus membranes or non-intact skin.

Examples of Other Potentially Infectious Materials (OPIM):

- Body fluid visibly contaminated with blood
- Cerebrospinal, pericardial, synovial, pleural and peritoneal fluids
- Vaginal secretions
- Amniotic fluid

- Semen
- Blood, organs or tissues from animals infected with HIV, HCV, HBV or other BBPs
- Saliva during dental procedures
- Any fluid where it is difficult to identify the presence or absence of blood

## **Directions for Bloodborne Pathogen Exposure**

### **1. Immediately flood the exposed area with water**

- A. Wash needlestick injury and/or cuts with soap and water
  1. Do not squeeze the tissue because this could cause a “vacuum” where more pathogens are drawn into the blood stream.
- B. Irrigate eyes with clean water, saline, or sterile wash for five (5) minutes
- C. Flush splashes to nose, mouth, or skin with water for five (5) minutes

### **2. Report all exposures promptly**

- A. NTC supervisor/faculty or designated personnel must document incident in Maxient and print the Exposure Form(s) Bloodborne Pathogen Exposure – Exposed Individual (BBPE-E) and/or Bloodborne Pathogen Exposure – Source Individual (BBPE-S) which are located on the NTC shared drive S:\Health, on Canvas, and at the end of this document. Copies of completed Exposure Form(s) and all other paperwork should be submitted as a pdf, or acceptable format, attachment to the Maxient report.
  1. Exposure Form BBPE-E for Exposed Individual
    - i. Employee:
      1. An Individual on NTC’s payroll, working scheduled time, and identified under the Blood Borne Pathogen Program as having regular contact with infectious body fluid.
      2. A Student worker, on NTC’s payroll or paid through federal work study funds, working scheduled time, and identified under the Blood Borne Pathogen Program as having regular contact with needles and/or infectious body fluid. Student worker includes the following:
        - a. Work study
        - b. Student employee
    - ii. Student:
      1. An individual, enrolled in an NTC course, identified under the Blood Borne Pathogen Program as having regular contact with infectious body fluid.
        - a. This will include Student to Student contact and Student to patient contact.
  2. Exposure Form BBPE-S for Source Individual
    - i. Source Individual means any individual whose blood or other potentially infectious materials may be a source of exposure to the Employee or Student.

### **3. Post-Exposure Evaluation**

- A. Exposed Individual
  1. All Employees and Students who incur an exposure incident will be offered post-exposure



evaluation and follow-up in accordance with the OSHA standard and the College's Bloodborne Pathogen Exposure Policy.

- a) Take a copy of Exposure Form BBPE-E to nearest Emergency Room
  - i. The Employee or Student will be offered the option of having their blood collected for testing of the Employee's or Student's HIV/HBV serological status.
  - ii. The Employee or Student will be offered post exposure prophylaxis in accordance with the Center for Disease Control and Prevention (CDC).
  - iii. The Employee or Student will be given appropriate counseling at the College's cost concerning precautions to take during the period after the exposure incident. The Employee or Student will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
  - iv. NTC ensures that all medical evaluations and follow-up, including prophylaxis, are available at no cost to the Employee or Student.

Employee or Student may decline post-exposure evaluation and follow-up care. Employee or Student must indicate refusal on the BBPE-E Exposure Form and sign a statement of informed consent to decline treatment. A copy must be turned in to NTC supervisor/faculty or designated personnel and retained for records.

#### B. Source Individual

1. NTC supervisor/faculty or designated personnel shall identify and document the source individual, if applicable, and complete Exposure Form BBPE-S.
  - a) The source individual shall report the same emergency room as the exposed individual with Exposure Form BBPE-S.
    - i. The Source Individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, HIV, HBV, and HCV testing will be performed per Wisconsin Statute Chapter 252.
    - ii. When the Source Individual is already known to be infected with HBV, HCV or HIV, testing for the source individual's known HBV, HCV or HIV status need not be repeated.
    - iii. Results of the Source Individual's testing shall be made available to the Exposed Individual, and the Employee or Student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the Source Individual.

#### **4. Post Exposure Follow-up**

- A. Within fifteen (15) days of the completion of the evaluation, the Healthcare provider, who evaluates the Employee or Student, shall provide a written opinion to NTC and send a copy to the Employee or Student. Health care professionals shall be instructed to limit their opinions to:
  1. Whether Hepatitis B vaccination is indicated for an Employee or Student, and if the Employee or Student has received such vaccination;

2. That the Employee or Student has been informed of the results of the evaluation;
3. That the Employee or Student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment; and
4. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

**Exposure Incident at Clinical Site:**

Employee and Student must follow the exposure control plan for the clinical site where the exposure occurred. Notify NTC supervisor/faculty or designated personnel of incident. NTC supervisor/faculty or designated personnel must document incident in Maxient. Copies of all applicable Exposure Form(s) and all other paperwork should be submitted as a pdf, or acceptable format, attachment to the Maxient report.

**Questions**

The Human Resources Department, Facilities Department and Director of Security shall have the responsibility to implement, ensure compliance and revise this policy as needed.

**Date Issued:** August 23, 2021

**Date Revised:** August 17, 2021

**References**

- OSHA Bloodborne Pathogens Standard, Standard Number 1910.1030
- CDC Bloodborne Pathogens, DHHS (NIOSH) Publication Number 2007-157
- Wisconsin Statute Chapter 252

**Attachments**

- Form: Bloodborne Pathogen Exposure – Exposed Individual (BBPE-E)
- Form: Bloodborne Pathogen Exposure – Source Individual (BBPE-S)

**Form: BBPE-E**

**Instructions:** If you are the **Exposed Individual**, complete the following and submit to Hospital Emergency Room.

<b>EXPOSED INDIVIDUAL'S INFORMATION</b>	
Name:	Date Completed:
Division/Department:	
Date of Exposure:	Time of Exposure: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Phone Number:	Type of Position: <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor

**EXPOSURE DETAILS**

- Describe the task(s) you were performing when exposure occurred. Also, indicate building and room number:
- Identify the source of the body fluid to which you were exposed if known. (Source Individual is the person whose blood or body fluids provided the source of the exposure.)
  - Source name, phone number, and address.
- Were you wearing personal protective equipment at time of occurrence? If so, please list the PPE you were using.
- List specifically the parts of your body that were exposed.
- Did a foreign object (needle, dental instrument, etc.) penetrate your body? If so, identify the object(s).
- Did you receive medical attention? If Yes, where, when and by whom?

Additional information:

## STATEMENT OF UNDERSTANDING

**Exposed Individual:** I understand that NTC is required by law to attempt to obtain consent for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) infectivity testing each time an Employee/Student/Visitor is exposed to the blood or bodily fluids of any individual. I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to the medical personnel directly responsible for my care and treatment and to the exposed Employee/Student/Visitor for his or her medical benefit and to others only as required by law. A representative from Human Resources will receive information necessary for the proper processing of the bill and to forward any information to appropriate claims processing.

**Exposed individual:** I have been fully trained in NTC's Exposure Control Plan. I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases. I have been offered follow-up medical testing free of charge by NTC to determine whether or not I have contracted an infectious disease such as HIV, HCV, or HBV. Despite all the information I have received, for personal reasons, I freely decline this post-exposure evaluation.

## CONSENT OR REFUSAL

I hereby consent to:

- HIV Testing
- HBV Testing
- HCV Testing

I hereby *refuse* consent to:

- HIV Testing
- HBV Testing
- HCV Testing

Note: If you refuse consent, should this incident be deemed a significant exposure, your blood may be tested for HIV, HBV, and HCV per Wisconsin Statute Chapter 252.

## SIGNATURES

Exposed Individual's Name

Exposed Individual's Signature

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Witness Name

Witness Signature

**Form: BBPE-S**

**Instructions:** If you are the **Source Individual**, complete the following and submit to Hospital Emergency Room.

<b>SOURCE INDIVIDUAL'S INFORMATION</b>	
Name:	Date Completed:
Division/Department:	
Date of Exposure:	Time of Exposure: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Phone Number:	Type of Position: <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor

<b>EXPOSURE DETAILS</b>
1. Describe how the exposure occurred. Also, indicate building and room number:
2. Identify the Exposed Individual, the person who was exposed to your blood or body fluids.
Additional information:

<b>STATEMENT OF UNDERSTANDING</b>
<p><b>Source Individual:</b> I understand that NTC is required by law to attempt to obtain consent for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) infectivity testing each time an Employee/Student/Visitor is exposed to the blood or bodily fluids of any individual. I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.</p> <p>I understand that the results of these tests will be kept confidential and will only be released to the medical personnel directly responsible for my care and treatment and to the exposed Employee/Student/Visitor for his or her medical benefit and to others only as required by law. A representative from NTC Human Resources will receive information necessary for the proper processing of the bill and to forward any information to appropriate claims processing.</p> <p><b>Source Individual:</b> I understand that an NTC Employee/Student/Visitor has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for HIV, HBV and HCV at no expense to me.</p>

**CONSENT OR REFUSAL**

I hereby consent to:

- HIV Testing
- HBV Testing
- HCV Testing

I hereby refuse consent to:

- HIV Testing
- HBV Testing
- HCV Testing

Note: If you refuse consent, should this incident be deemed a significant exposure, your blood may be tested for HIV, HBV, and HCV per Wisconsin Statute Chapter 252.

**SIGNATURES**

Exposed Individual's Name

Exposed Individual's Signature

Witness Name

Witness Signature