

# NAPA VALLEY COLLEGE RESPIRATORY CARE PROGRAM STUDENT HANDBOOK



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This is your student handbook. It contains RC Program policies, procedures, and other information you will need to refer to while in the program. RC students are also responsible for all Napa Valley College policies in the college catalog and handbook.

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TO: Napa Valley College Respiratory Care Students

FROM: Ricardo Guzman - Respiratory Care Program Director

We have compiled critical materials that you need to read and be fully aware of as you enter and complete Napa Valley College's (NVC) rigorous Respiratory Care Program. In this era of rapid and significant change and necessity for accountability in health care and higher education, we must conduct our program with more policies and regulations than ever. It is important that students be fully aware of all of them before they enter the program.

In addition, our Respiratory Care Program depends on the support and cooperation of a wide range of hospitals, and community agencies that in turn have standards and criteria they must meet from the Joint Commission, the State Public Health Department (HHS) and the Federal Health Care Financing Agency (HCFA). Many of our policies are required by our affiliating agencies. These especially pertain to health, background checks, CPR requirements and dress codes. When you graduate and seek employment these types of rules and regulations will continue to be part of your required professional conduct. Potential employers will ask for us to evaluate your professional conduct, attendance, punctuality, clinical, communication, critical thinking, decision-making skills and your leadership potential.

We recognize that there are significant costs associated with starting our RT program. Textbooks, exam fees; background checks; online orientations; lab kits, FIT tests, drug tests, vaccinations, etc. There are also significant costs during the second year of the program for SAE exams. This is a huge investment for you but necessary to meet your goal of becoming a Registered Respiratory Therapist.

We look forward to having you be successful in reaching your goals. If you have questions about these policies, please e-mail me at [ricardo.guzman@napavalley.edu](mailto:ricardo.guzman@napavalley.edu).

The Respiratory Care Program at Napa Valley College is accredited by:  
the Commission on Accreditation for Respiratory Care (CoARC)

CoARC  
264 Precision Blvd.  
Telford, TN 37690

Additional information regarding accreditation, including the process to file complaints, can be found at [www.coarc.com](http://www.coarc.com)

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## INTRODUCTION

Welcome to the Napa Valley College Respiratory Care Program. We look forward to helping you obtain the knowledge and skills necessary to provide excellent respiratory care for your

patients. The purpose of the following information is to give students a clear understanding of what their roles and responsibilities are as a student in the program.

### **PHILOSOPHY**

The quality of education offered by the Respiratory Care Program reflects the commitment that excellent care will always be available to those patients receiving respiratory therapy.

The Respiratory Care Program has been developed with the specific intent of providing qualified individuals with the opportunity of achieving employment as Registered Respiratory Therapists (RRT).

The program's philosophy, organization and experience are consistent with the college philosophy and community needs, and abide by the regulations set forth by the Committee on Accreditation for Respiratory Care (CoARC).

Awareness of consistently changing trends in patient care practice results in continual program evaluation with appropriate revision and updating. In addition to obtaining their Respiratory Care Practitioner license, graduates are expected to pursue recognition of professional competence by achieving the RRT credential administered by the National Board for Respiratory Care.

Learning, resulting from didactic instruction and laboratory exercises, is enhanced and reinforced by clinical experiences in various community hospitals under the supervision of the faculty. Students are encouraged to use their own initiative in developing an increasing degree of technical competence in problem solving strategies for better patient care.

The policies set forth will apply to all students and faculty regardless of the location where instruction occurs.

### **PROGRAM GOAL**

The goal of the Napa Valley College Respiratory Therapy Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective

(behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Program Objectives are listed as follows:

The student will:

1. Describe the scope, duties, and responsibilities of the Respiratory Care profession.
2. Acquire the knowledge and technical abilities necessary to provide appropriate and quality respiratory care.
3. Develop a professional attitude in the delivery of respiratory care to the patients suffering from pulmonary disorders.
4. Discuss how to develop successful working relationships with patients and staff.
5. Work effectively as a member of the health care team.
6. Participate in community and professional health organizations and services that advocate improved health care delivery.

### GENERAL RESPONSIBILITIES

As students, you should always remember that you represent the Respiratory Care Program, the college, and your profession to those you come in contact with during your training. Always follow the rules of the respective hospitals, protect the patient's right to privacy and dignity and maintain a professional attitude toward your work.

You will be evaluated on your knowledge (Cognitive Domain), your technical skills (Psychomotor Domain), your initiative and your ability to communicate clearly with patients and staff (Affective Domain).

Your future success in respiratory therapy will, in large part, be determined by your devotion to developing and refining psychomotor skills during the clinical phase of the program. Therefore, be sure to use your clinical time efficiently.

All students must have an email address and access to the Internet. If a student does not have a computer at home, the faculty will assist the student in gaining Internet and email access in the Respiratory Care Lab. **Students should check their Napa Valley College email and Canvas (online classroom) daily.**

### POLICIES REGARDING CLASS ATTENDANCE

Attendance/ Punctuality

To meet the Goals and Standards of the Respiratory Care Program, in accordance with the Committee on Accreditation for Respiratory Care Education (COARC), students must attend class regularly.

Students enrolled in the Respiratory Care Program are required to follow the Napa Valley College attendance policy, which stresses regular attendance in all classes. It reads:

"Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class.

Students dropped from a class must submit a petition to the Program Coordinator in order to be reinstated. If a student is absent because of illness, a signed statement from a physician must be attached to the petition. It is important that the student contact the instructor as soon as possible after an absence has occurred.

**Therefore, it is expected that students will be present and on time for all classes**, including lectures, tests, seminars, college laboratory sessions as well as clinical and community experiences. Students are responsible for notifying their instructor before any expected absence or tardiness for all courses.

NOTE: Late students may not be admitted to classroom until the next break.

#### Lecture Absence

Any student missing more than one day during any course or any student who is consistently late will meet with the faculty member teaching the course to review progress and identify any missed work that needs to be completed. Instructors may assign a written assignment for make-up.

#### Laboratory or Clinical Class absence/tardiness

Any student missing college laboratory time or clinical time during a course, or any student who is consistently late will meet with the instructor and will be required to make up the hours by the agreed upon date. Failure to make up the hours can result in an incomplete grade or failure for the course. Absences and tardiness will be recorded on the student's class attendance sheet. The instructor will determine the appropriate make-up assignment and related written work. The instructor will determine make up assignments and related work to meet clinical objectives.

#### Reporting clinical absences or tardiness:

The Student is responsible for notifying the clinical facility of an impending absence. The student must also call the Clinical Coordinator (DCE). The student must continue to do so daily

for as many days as absence is necessary.

The Student is expected to notify the clinical facility, assigned clinical instructor and the DCE at least two hours prior to the beginning of the clinical experience and leave a message. This is your responsibility; do not rely on a classmate or friend to relay a message. To meet the Goals and Standards of the Respiratory Care Program, in accordance with the Committee on Accreditation for Respiratory Care Education, students must attend class regularly. Student is also responsible for notifying the clinical facility if they will be late to clinical.

Absence because of illness is sometimes necessary and students are urged to remain at home and seek medical attention if this is the case in order to protect themselves, classmates and patients.

A written statement from a doctor concerning the student's condition may be required for the following reasons:

- (1) The student is absent for three or more consecutive days.
- (2) The student is chronically absent.
- (3) The legitimacy of the absence is in doubt.

No absence is granted for any reason other than illness or for reasons of obvious personal necessity. Any request for time off must be made in writing to the program director prior to the event. Only then may the student receive permission to be excused from his/her program responsibilities.

Chronic tardiness, absences, or leaving from clinical and laboratory experiences jeopardize the student progress in the program and demonstrate a lack of motivation, maturity and professional concern for patient care and may reflect on the student's evaluation and future job recommendations. A student may be placed on probation for the above infractions.

### **MAKE-UP TIME**

Any student who misses more class/laboratory time than the number of hours scheduled per week can be dropped from the program.

The students must make up any clinical absences by the last day of the clinical rotation that they absence occurred in, as much as possible. Any exceptions must be arranged with the Clinical Coordinator (DCE) or Program Coordinator (PD).

The student must make up those hours at the clinical facility he/she was attending when the absence occurred.

The student should arrange any makeup time with the Clinical Coordinator (DCE) and all makeup time should be documented and returned to the Clinical Coordinator (DCE) prior to the end of the semester.

## **CLASSROOM BEHAVIOR**

Students are encouraged to participate in classroom discussions. However, private conversations, idle chatter or any other disruptive behavior will not be tolerated if they interfere with the educational process.

Disruptive behavior by a student that leads to that student being asked to leave the classroom will result in that student's being placed on probation.

Cell phones can be disruptive as well as a distraction to yourself and fellow students. Therefore it is encouraged that all cell phones be put away in a purse, bag, or pocket with the ringer silenced. You can check your messages or make necessary calls during breaks or during emergencies you can step outside of the class room.

## **TESTING PROCEDURE**

Testing will be proctored by the instructor of each course. Exams will be numbered and collected back as students complete the test. No cell phones will be permitted to be used during testing or reviewing of tests.

Each student is responsible for bringing to each test a clean, unmarked, non-folded, Scantron test sheet #F-288-ERI-L, a Number 2 lead pencil and a basic calculator. (Scantron sheets are available in the bookstore, 100 points – A B C D E)

Students are responsible for marking Scantrons accurately and correctly (including proper erasures). If the Scantron is improperly marked, or erasure is not complete, and read incorrectly in the machine, no credit will be given. A student should list the item numbers where they erased on the top of the Scantron sheet before submission.

Students may request to review their unit tests and Scantron test forms within one week of each exam. The student's individual Scantron test forms will be destroyed following the end of each semester.

Students are expected to keep a current grade status record. An example of how each individual student can calculate his or her grade average is as follows.

## **GRADING POLICY**

Performance in the classroom, laboratory and clinical areas determine the grade that the student receives.

A 77% average in the classroom and a satisfactory clinical rating must be achieved by the student at the end of each semester in order to progress to the following semester.

Grades are calculated on a point system and converted to percentage grade.

Points earned on assignments and tests will be weighted on the basis of overall value in determining the student's progress. Each evaluation method is assigned a percentage, as outlined below:

- a. Quizzes, midterms and finals constitute 90% of the student's final grade. Students must maintain a 75% average in this group in order to progress in the program. A self-assessment Certified Respiratory Therapist (CRT) exam and Registered Respiratory Therapist (RRT) exam will be used as final exams in the last two semesters of the program.
- b. All other assignments, including journals, case studies, laboratory reports, special projects, oral exams, laboratory practical exams, and article review presentations constitute 10% of the student's total grade.

To determine your percentage grade:

- a. Add up the total points earned.
- b. Add up the total points possible.
- c. Divide the total points earned by the total points possible.
- d. Multiply the above answer by the appropriate percentage assigned (0.9 or 0.1)
- e. Add the two percentages together to arrive at the final percentage score.

Letter/percentage grades:

- A = 90-100%
- B = 83-89%
- C = 77-82%
- D = 60-76%
- F = below 60%

**Any student receiving less than 77% final percentage score or less than 75% in the 90% grouping must repeat that semester before being allowed to continue in the program.**

The faculty reserves the right to evaluate and possibly modify the percentage requirements.

#### CLASSROOM ASSIGNMENTS AND MAKEUP WORK

All written assignments should be in the following format:

- a. Standard size white paper, 8½" x 11".
- b. Assignments must be typed.
- c. Use correct spelling and punctuation.

Case studies, term papers, lab and other homework assignments must be typed with footnotes and bibliography included where appropriate.

The student is responsible for all program information, lecture/laboratory material and scheduling changes covered during the student's absence or tardiness. A student must seek out any information they may have missed as a result of an absence or tardiness.

### **ASSIGNMENTS**

Students are expected to follow written course guidelines; which includes due dates for written assignments, testing dates, and assume accountability for these expectations.

It is the student's responsibility to schedule appointments with his/her instructor(s) during faculty office hours for assistance with class work, assignments and material.

Assignments turned in late will result in loss of points. No points will be given for any assignments turned in later than three days past due, including weekends and holidays. However, all assignments are required to be turned in before a student can receive a final grade for the semester. Otherwise, the student will receive an incomplete and not be allowed to continue in the program.

### **POLICY REQUIREMENTS FOR PASSING RESPIRATORY CARE COURSES**

To successfully complete most Respiratory courses, the student must have:

- 1) A cumulative average on all tests of a grade of C (75%), as well as a cumulative average of a grade of (77%) overall (including tests and assignments).
- 2) A satisfactory final summative clinical performance evaluation.
- 3) Meet all attendance requirements.
- 4) Successfully complete the required number of Clinical hours and other written assignments on time.

Courses must be taken in the following sequence:

#### **FIRST SEMESTER**

RESP 120 Respiratory Care Theory I  
RESP 130 Respiratory Care Laboratory  
RESP 140 Preparation for Clinical

#### **SECOND SEMESTER**

RESP 150 Respiratory Care Theory II  
RESP 160 Respiratory Care Pharmacology  
RESP 170 Respiratory Clinical I

RESP 175 Respiratory Care Laboratory II

### **SUMMER SEMESTER**

RESP 185 Respiratory Care Clinical II

### **THIRD SEMESTER**

RESP 200 Respiratory Care Theory III

RESP 210 Principles and Applications of Mechanical Ventilation/Lab

RESP 220 Neonatal Pediatric Respiratory Care

RESP 230 Respiratory Care Topics I

RESP 250 Respiratory Care Clinical IV

### **FOURTH SEMESTER**

RESP 260 Respiratory Care Theory IV

RESP 270 Advanced Respiratory Care Lab

RESP 280 Respiratory Care Topics II

RESP 290 Respiratory Care Clinical VI

RESP 290 B Clinical Simulations

RESP 292 Respiratory Care Preceptorship

### **TEST POLICIES**

1. Students must complete exams within the designated time frame.
2. Quizzes are given on the assigned time designated by the instructor and **may not be made up**. The lowest quiz score (only one quiz score) in a semester can be thrown out due to the fact there are no make-ups for quizzes.
3. Any student found cheating on any test or assignment will be assigned a zero on that test. A zero on any test or assignment will result in a failing grade.

### **TEST MAKE-UP**

Students are expected to complete testing as scheduled. In the unusual event that a student has to miss a test they must notify the testing instructor before the test is scheduled.

1. The make-up test will test the same objectives (s) but may be in an alternative form from the original test.
2. Students must take the make-up test in the testing center (Building 1700) on the day they return to class or clinical.
3. A Student who does not take the make-up exam on the first day that they return, or does not notify the instructor will receive a zero for the make-up test.
4. Absence from tests is the same as from class & shall be subject to the college attendance policy.
5. Calculators used during quizzes and/or exams shall have no other function than computation.

6. For students, for whom English is not their native language, faculty may permit the use of a non-medical translation dictionary during tests, if the student makes prior requests.

### **POLICIES RELATED TO CLINICAL ROTATIONS**

#### **CELL PHONES**

Cell phones must be turned off or on "silent" settings during classes, labs and in clinical settings. If you must answer a call or enter a text message you will have to leave class, and you may not be permitted to return until the next class break. DO NOT bring phones or cameras to testing sessions.

#### **TRAVEL**

The assigned clinical experience may involve traveling up to 70 miles or more from the NVC campus. Students are responsible to have their own reliable transportation. Carpooling is encouraged whenever possible.

#### **CLINICAL PROGRESS Binder**

Written assignments for clinical will be maintained in a binder for submission to the clinical coordinator after each clinical rotation. This will be maintained in cumulative fashion throughout the program.

#### **EVENING AND WEEKEND CLINICALS**

Students may be assigned evening and weekend clinical and other learning experiences at times throughout the program. Approval by the clinical site is required prior to the student going to clinical on the first day.

#### **COMMUNITY SERVICE**

Community service is an integral part of the health-care profession. Therefore students will participate in community service activities as required learning experiences.

### **BEHAVIOR IN CLINICAL**

Possession or use of illegal drugs, alcoholic beverages or mood-altering substances is prohibited while attending school or in connection with a school activity. Violation of this rule will be reason for immediate dismissal. The program instructors will counsel students who display personal habits and/or behavioral patterns that interfere with the safe practice of patient care. If in the opinion of the staff a student is in fact hazardous to patient care, he/she will be counseled out of the program.

You are expected to conduct yourselves with dignity and poise at all times.

- a. Maintain quiet in the halls and patient areas.
- b. Omit "shop talk" in all public places.

- c. A violation of the rule for keeping information confidential will be considered grounds for dismissal.
- d. Students are not to leave the clinical area for meals.

### **SAFETY RULES AND REGULATIONS**

The security of a safe environment can only be achieved with the cooperation of all personnel. Help prevent injury to yourself and others by following rules to eliminate hazards, reporting unsafe equipment needing repair and carrying out assignments in a safe and intelligent manner, both in the classroom and clinical areas.

Report any accident, however minor, to the clinical coordinator and program director the same day as the accident.

Students are covered by Worker's Compensation insurance while in clinical and paperwork must be done within 24 hours of any injury. If a student fails to notify the clinical coordinator or Program Director within the allotted time the Workman's Compensation claim could be denied resulting in the expense for the treatment is the responsibility of the student.

**CLINICAL EXPERIENCE** (Please note that there is also a Clinical Manual that is updated each year and distributed to the students in the spring semester)

#### HEALTH/IMMUNIZATION REQUIREMENTS

- a. Documentation of physical exam within one year prior to the student's first clinical assignment.
- b. Documentation of the following required immunizations or of seropositivity (positive titre).
  - (1) Tuberculin Skin Test (PPD) OR Chest X-ray report (if PPD positive)
  - (2) Tetanus/Diphtheria Booster within previous eight (8) years.
  - (3) \*MMR Vaccine SINCE 1980 OR positive titer for
  - (4) Rubeola (measles). Two measles vaccines are required.
  - (5) \*Rubella Vaccine OR Positive titer for Rubella (German measles).
  - (6) \*Females should not be given the MMR or Rubella vaccines if pregnant or if there is any reason to suspect pregnancy.
  - (7) Varicella (Chicken Pox), positive titre, or Varivax immunization.
  - (8) HEPATITIS B: Documentation of either receipt of three doses of Hepatitis B vaccine or of documented seropositivity is required. NOTE: All Respiratory Therapy students who have or are about to have patient contact are urged to have the following nationally recommended immunization because of high risk in clinical practice:
  - (9) INFLUENZA: Annual influenza immunization each fall is highly recommended to respiratory therapy students who have extensive contact with patients at high-risk for serious influenza illness, e.g., ICU/CCU patients, immunocompromised patients, patients with serious heart, lung condition, and the elderly. Updated forms are provided at the Orientation Meeting prior to entering the program and are due at the beginning of the

fall semester.

The Health Occupations office needs the results of the Health/Immunization requirements in prior to starting the program. If the students are not able to have all the Health/Immunization requirements in prior to starting the program the student risks being dropped by the program. Hospitals are requesting copies of the Health/Immunizations requirements months before the student arrives at clinical. Late results could result in the student not attending clinical in a timely manner, which creates a loss of clinical time, which could result in a student failing clinical. To avoid this we need the Health/Immunization requirements in when they are due.

**SURGERY OR INJURY:** The student who has had surgery or an injury must have a release from his or her physician allowing him to return to clinical practice without physical limitations.

**PREGNANCY:** An R.T. student may continue in the program during pregnancy only with the written permission of her physician. For the safety of the student, as soon as pregnancy is confirmed the physician's release document must be presented to the Clinical Coordinator.

### **POLICIES REGARDING THE UNIFORM DRESS CODE**

The following guidelines are based on the principles of standard precautions and are specified for the purpose of asepsis and safety. We are required to abide by the agencies policies regarding appearance and behavior.

#### Hygiene

Meticulous grooming and daily personal and oral hygiene are essential due to close proximity to patients and others. Odors of any kind may be offensive to patients. Products with strong odors must be avoided when working with patients, i.e. perfumes, tobacco, strong hair spray, aftershave, etc.

#### Hair

Hair must be clean and controlled. Hair that is shoulder length or longer must be secured at the neck or worn up. Most of our hospitals require that hair be in "naturalistic" colors.

Facial hair of men must be clean, neat and trimmed and worn in such a manner that it will not obstruct respiratory care activities. If facial hair prohibits student from obtaining a passing score on FIT test the facial hair will have to be removed or the student will have to wear a PAPR Respirator System when working with patients in Air-born Isolation.

#### Nails/Make-up

Make-up is to be natural and subtle; nails must be kept clean, short and manicured. Light or natural polish is permitted. No artificial or long nails are permitted, due to potential for

infection transmission.

#### Body Art

If tattoos, piercings, etc., are visible while the student is in uniform, long sleeved undershirts and other coverings are required.

#### Gum/Smoking

Gum is not to be chewed in clinical. Smoking is strictly limited to permitted areas only.

#### Jewelry

In clinical, a plain wedding band, wristwatch, and a single small earring post per ear lobe may be worn in clinical. No dangling or loop earrings are permitted. In order to wear any other visible jewelry the student must petition the faculty for permission. The student is responsible for the loss or damage of jewelry and other personal possessions.

#### Photo Identification

A photo identification name tag is required when the student is wearing the uniform, lab coat, hospital scrub uniform and when attending clinical preparation and practice experiences. Students will be notified by the instructor when the photo identification name tag is not required and/or if the photo identification name tag is required to be worn with street clothes.

The photo identification nametag will be provided prior to going out to clinical. Lost photo identification must be reordered and replaced within one week. The photo identification nametag includes the first and last name of the student. This photo ID will also serve as your student ID.

#### Uniform

**Students are expected to dress in uniform in all clinical settings including Respiratory Classes that require Labs.** Purchasing the uniforms is the student's responsibility.

- A. Women:
  - Scrub top, navy blue and/or polyester/cotton slacks navy blue
  - Plain white round neck shirt (optional)
  
- B. Men:
  - Scrub top, navy blue and/or polyester/cotton slacks navy blue
  - Plain white round neck t-shirt (optional)
  
- C. R.T. Patch

An R.T. patch is to be worn on the left sleeve of the scrub top and the lab jacket. They will be provided prior to the student going out to clinical. NVC name tags should be worn with uniforms at all times.

## Shoes

Shoes are to be leather, polished, supportive and safe, with closed heels and toes. Long white socks or stockings are worn with the pants uniform. NO high tops, canvas sneakers or clogs are permitted.

Students will need a ballpoint pen with black ink, a watch with a second hand, bandage scissors, stethoscope, and a pocket calculator.

## Clinical Orientations and required paperwork

All our facilities have different record systems and policies regarding student RT's. Therefore, it is required that all students be oriented by Agency Respiratory Staff according to their facility's requirements including required paperwork that needs to be reviewed and filled out prior to going to clinical. In order to reduce the time and redundancies of some mandated orientation requirements, Napa Valley College subscribes to an on-line orientation system called Health Stream. All students must complete rapid regulatory on-line courses at 90% mastery before their first clinical day. This process is required once a year. There are many other optional courses available at the web-site [www.healthstream.com](http://www.healthstream.com). Several hospitals have their own versions of Health Stream or Cornerstone that they require the student to finish prior to going to clinical at that hospital. The cost of the additional Health Streams from other hospitals is the responsibility of the student.

## **DEFINITION OF ACADEMIC HONESTY**

This policy is copied from the Napa Valley College Catalog 2023.

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual or group assignments or tests. We recognize that most students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

## TYPES OF ACADEMIC DISHONESTY

Copying from others on a quiz, examination, or assignment (cheating); Allowing another student to copy ones work on a quiz, exam, or assignment; Having others take any exam instead of taking the exam oneself; Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own; Excessive revising or editing by another that substantially alters the students final work; Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class; Taking and using the words,

work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

TO AVOID PLAGIARIZING, ONE MUST:

1. Submit only ones own work;
2. Appropriately cite sources used;
3. Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
4. Document all verbatim borrowing from another according to set academic standards;
5. Document any use of a format, method, or approach originated by others.
6. Only use ChatGPT when approved by your instructor. Submitting the words of a chatbot as your own constitutes plagiarism.

If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

#### CONSEQUENCES OF ACADEMIC DISHONESTY

In the event of academic dishonesty, the instructor may:

- Give a lower or failing grade on the assignment or exam;
- Give a lower or failing grade on the assignment for the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:

- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction or follow the student grievance process through the Office of Student Services.

NVC is a user of Turnitin Originality Checking and Plagiarism Prevention System. All electronic transmissions of course assignments may be checked through the Turnitin software at the instructor's discretion. The availability of the originality report to the students is also at the instructor's discretion.

#### **FORMATIVE EVALUATIONS**

Formative evaluation monitors progress and provides direction for learning throughout the course. It provides feedback to the student and shall include their strengths and positive

accomplishments as well as their weaknesses and performance that need to be improved. It informs the student regarding progress in meeting clinical objectives, identifies additional learning, and makes recommendations for ways to improve and meet objectives.

In the formative evaluation, performance is rated as follows:

E= Excellent

MTS= More than satisfactory

Unsat= Unsatisfactory

Unsafe= Unsafe/Unacceptable

NA= Not applicable/did not perform/Unable to assess

#### CLINICAL REVIEW POLICY

Regular conferences with students will be held to review clinical performance. When deficiencies in performance occur--for example, when a student is not meeting clinical objectives or is demonstrating unsafe behavior--it will be discussed with the student as soon as possible, with documentation of the identified behavior(s) and a recommended plan for change. The plan will include the actions required to achieve satisfactory performance (ex: required lab practice or further evaluation with clinical instructor or clinical lab specialist).

#### CLINICAL SKILLS PERFORMANCE

Students are expected to maintain a satisfactory level of performance in all previously learned clinical skills from one semester to another. The student is responsible to assess and remediate any skill deficiencies in the RT skills lab, during open lab times. Sign in and out of the lab when you are there to practice.

Faculty may assign a student to perform these skills without advance notice and the student is expected to perform these skills satisfactorily.

#### SAFE RESPIRATORY CARE PRACTICE

The RT faculty has the responsibility to determine whether practice is safe or whether it is unsafe and unprofessional. They also have an obligation to protect the patient and society against harm. Therefore, if necessary, faculty may remove students from the clinical area and recommend dismissal of students from the respiratory program for unsafe, unprofessional, coming unprepared, dishonest and/or disruptive conduct.

#### UNSAFE RESPIRATORY PRACTICE

Unsafe Respiratory Care is behavior that places the patient or staff in physical or emotional jeopardy and is an unacceptable risk. Some major areas of concern for safe practice are:

1. Failure to practice medical asepsis which is any action or inaction that places a patient at risk for infection.
2. Physical jeopardy is any action or inaction that threatens a patient's safety and physical health. (ex. medication errors)
3. Emotional jeopardy means that the student creates an environment of anxiety and distress which puts the client or family at risk for emotional or psychological harm.
4. A student may be removed from a patient care assignment and sent home from clinical if any unsafe practice occurs, as determined by the instructor or Administrative position at the healthcare facility.

#### IMMEDIATE FAILURE

Some behaviors in the clinical area can lead to immediate failure, for example:

1. Behaviors indicating the use of illegal drugs or alcohol;
2. Theft or destruction of property;
3. Physical or verbal abuse of patients, staff, faculty, peers or any person while at a clinical setting;
4. Willful falsification of records;
5. Breach of patient confidentiality;
6. Actions, which threaten a patient's safety or emotional well-being.
7. Not showing up to clinical consistently without notifying the Clinical Coordinator or the hospital staff.

#### CHANNELS OF COMMUNICATION

Informal Process:

In a timely manner, follow appropriate channels to resolve concerns such as testing and evaluation procedures, classroom activities, clinical environment, or unethical/competent practices of peers/staff:

First - Student to the Instructor

Second - Student to the Program Director

Third - Student to the Dean, Health Occupations

Formal Grievance Process:

GRIEVANCE PROCEDURE – A student has the right to file a grievance. A grievance is defined and the procedure explained in the college catalog.

The grievance process can be obtained from Napa Valley College Student Services webpage at: <http://www.napavalley.edu/StudentServices/SRR/Pages/StudentComplaintGrievance.aspx>.

#### **NVC INSTITUTIONAL LEARNING OUTCOMES**

Students who receive a degree from Napa Valley College will demonstrate Institutional, Program and Course level learning outcomes. All college disciplines, programs, and services

map their course and program-level learning outcomes to one or more of the Institutional level outcomes. This ensures that students are given opportunities to develop their skills and strengthens alignment between course, program, and institutional outcomes.

The following are the institutional level outcomes for Napa Valley College students.

1. Communication & Collaboration
2. Critical Thinking & Information Competency
3. Global Awareness & Civic Responsibility
4. Personal Responsibility

Institutional level outcomes are intended to identify: Napa Valley College's expectations of itself and its graduates; general skills that degree recipients will obtain through the course of their studies; general skills that students will obtain as a result of completing the General Education pattern; building blocks that contribute to attainment of the general skill areas; and a common set of goals across courses, programs, and services.

Access to course content, learning experiences (didactic, lab, and clinical) and materials will be equivalent to all students.

### **HEALTH AND SAFETY GUIDELINES FOR RC STUDENTS**

The health and safety of all students is important. Instructors and students will comply with the Napa Valley College Exposure Control Plan for Blood borne pathogens.

Faculty will provide information and training to students for their own personal and professional use. It is important that students know and understand exposure procedures and strictly follow them. Students providing care to patients will be instructed in the proper precautions to follow. These precautions are based on the guidelines provided by the Center for Disease Control (CDC), the Federal Occupational Safety and Health Administration (OSHA), the United States Public Health Service (USPHS).

#### **PROCEDURE FOR EXPOSURE OR INJURY OF STUDENT IN THE CLINICAL AREA**

1. Wash your hands, arms, face, etc. immediately and thoroughly with soap and water if you have had unprotected contact with blood and/or body fluid/substances. If eyes or mucous membranes have been exposed, flush with water/saline.
2. Report injury, illness, or exposure such as a needle stick or a splash immediately to the supervisor or staff person acting as the supervisor.
3. Use the protocols available in the clinical agency to which you are assigned. (Employee health or emergency room) for immediate evaluation to assess risk of exposure, for post exposure management and counseling.
  - a. If the injury requires evaluation or treatment, the student should be seen in the Emergency Department.
  - b. If immediate attention is required, the student should report to the Emergency Department.

- c. The NVC Workers Compensation Plan should be designated as the paying party.
- 4. Complete the required notification forms to ensure that insurance coverage is maintained. Submit to the Clinical Coordinator or Program Coordinator.
  - a. Workers Compensation Forms
    - (1) Employee's injury report within 24 hours of injury
    - (2) Employee's claim form
  - b. NVC blood borne pathogen exposure incident report if indicated
- 5. Follow-up care will comply with NVC Exposure Control Plan for Blood borne Pathogens.

#### PROCEDURE FOR EXPOSURE OR INJURY OF STUDENT IN THE NVC CAMPUS RT LAB

- 1. Call Public Safety (Ext. 7770) or dial 911.
- 2. Report injuries or exposures immediately to the instructor or to the Instructional assistant.
- 3. Students who have their own health insurance coverage should contact their own health provider for medical evaluation. If medical treatment is required, the student should be referred to an emergency room or other medical facility. (Take a copy of the accident report and other relevant medical information, which may include HBV vaccine status, source individual's HBV/HIV status if known.) Students without their own health insurance coverage should contact Student Health Center at 707-256-7780.
- 4. Complete the required notification forms and submit to the Clinical Coordinator or Program Coordinator.
  - a. Student accident insurance claim form
  - b. NVC blood borne pathogen exposure incident report if indicated

Credit students have paid a health fee and are covered by a secondary accident insurance for class-related injuries sustained as the direct result of an accident. Students must bill their primary insurance first for services given. Student accident insurance is a secondary source of payment.

#### PROCEDURE FOR INJURY OF STUDENT IN THE COLLEGE SETTING

- 1. Call Public Safety (Ext. 7770) or dial 911.
- 2. Notify your instructor immediately if you sustain an injury in order to ensure the proper forms are completed and insurance coverage maintained.
- 3. Students who have their own health insurance coverage should contact their own health-provider for medical evaluation. If medical treatment is required, the student should be referred to an emergency room or other medical facility. (Take a copy of the accident report and other relevant medical information, which may include HBV vaccine status, source individuals HBV/HIV status if known). Students without their own health insurance coverage should contact Student Health Center at 707-256-7780.
- 4. Complete the required notification forms and submit to the Clinical Coordinator or Program Coordinator.

Credit students have paid a health fee and are covered by a secondary accident insurance for class-related injuries sustained as the direct result of an accident. Students must bill their primary insurance first for services given. Student accident insurance is a secondary source of

payment.

#### INSURANCE COVERAGE

If an injury occurs while assigned to a clinical area and while performing duties within the scope of the curriculum, students are covered under the Napa Valley College worker's compensation program.

While on campus, in a class or lab, an injury is covered under the student accident insurance. Student insurance is secondary to private health insurance and only covers "injuries."

Both workers' compensation and student insurance only cover injuries that occur while participating in course activities.

#### REQUIRED NOTIFICATION FORMS

Student insurance claims must be filed as soon as possible in the health occupation office  
injury report:

Student insurance claim form signed by both student and Instructor

Verification of other insurance form

NVC blood borne pathogen exposure incident report, if indicated

Workers' Compensation claims

Employee injury report within 24 hours of injury

Employee's claim form

NVC blood borne pathogen exposure incident report, if indicated

#### EXPOSURE TO BLOODBORNE PATHOGENS

By definition, under workers' compensation an "exposure" to blood borne pathogens is not an "injury" unless an infection develops. Treatment for an infection is considered an illness. A needle stick is considered a puncture wound that would be considered an accident so that type of "injury" is covered.

Every facility that provides health care where exposure to pathogens could occur is required to have a pre- and post-exposure protocol. In order to ensure coverage under workers' compensation, and to ensure the best follow-up to an exposure, it is important to follow the agency exposure protocol.

If an exposure occurs on campus, follow the NVC protocol as outlined in the Exposure Control Plan for Blood borne Pathogens.

Time is of the essence. Evaluation of the exposure and follow up should be initiated immediately. Take a copy of the exposure report and any other pertinent documentation (immunizations, etc.) to your personal health provider who should advise you on the best course of action for follow up and precautions.

Further interventions and follow-up care, serial testing and/or medication established as a medical necessity may be provided based on the medical evaluation.

### **STUDENT'S RIGHT TO REVIEW RECORD**

#### Policy

By law, students have the right to review, make comments, and add to their student records. Students should make appointments with their course instructor to review their record with the instructor.

#### Procedure

When students are reviewing their student records, an instructor must be present. The instructor may make copies of the record upon written request of a student. Instructors should indicate in the record what was copied and given to student.

Clinical evaluation forms are intended to evaluate clinical performance based on clinical objectives. It is not intended to be used as a reference or a performance evaluation for any potential employers, etc.

Students will not be allowed to take records from their folders.

Students who wish to submit comments in writing may do so. These will become a part of the student's record.

At the age of 18, the student has the exclusive right to his/her record. A release of information request will be obtained from the student to share information with parents, other individuals and/or agencies.

Affiliating clinical agencies may obtain validation of immunizations and CPR certification on students practicing in their facilities based on the student's signature on their health forms.

### **TECHNICAL STANDARDS**

All applicants are required to meet the Essential Functions for Success in the Respiratory Care Program:

**Physical Demands**

- Perform prolonged, extensive, or considerable standing/walking, lifting, positioning, pushing, and/or transferring patients
- Possess the ability to perform fine motor movements with hands and fingers
- Possess the ability for extremely heavy effort (lift and carry at least 50 pounds or more)
- Perform considerable reaching, stooping, bending, kneeling, and crouching

**Sensory Demands**

- Color vision: ability to distinguish and identify colors (may be corrected with adaptive devices)
- Distance vision: ability to see clearly 20 feet or more
- Depth perception: ability to judge distance and space relationship
- Near vision: ability to see clearly 20 inches or less
- Hearing: able to recognize a full range of tones

**Working Environment**

- May be exposed to infectious and contagious disease, without prior notification
- Regularly exposed to the risk of blood borne diseases
- Exposed to hazardous agents, body fluids and wastes
- Exposed to odorous chemicals and specimens
- Subject to burns and cuts
- Contact with patients having different religious, culture, ethnicity, race, sexual orientation, psychological and physical disabilities, and under a wide variety of circumstances
- Handle emergency or crisis situations
- Subject to many interruptions
- Requires decisions/actions related to end of life issues
- Exposed to products containing latex

**English Language Skills**

Although proficiency in English is not a criterion for admission into the Respiratory Care Program, students must be able to speak, write and read English to ensure patient safety and to complete classes successfully.

**OTHER STUDENT POLICIES**

WITHDRAWAL

To withdraw from a course, obtain a college drop card from the Office of Admission and Records. The drop card must be processed before 75% of the course has been completed i.e. before the end of week 9 in a 12 week course.

Respiratory faculty may recommend the withdrawal of any student whose health, conduct, academic, or clinical performance makes it inadvisable for the student to continue in the respiratory program.

#### EMERGENCY LEAVES OF ABSENCE (LOA)

Students in good academic standing experiencing a major health or family crisis may request an emergency LOA. They must meet with the Associate Dean to complete a LOA request. Such requests will be reviewed by appropriate faculty and the student will be notified of the decision in writing.

#### READMISSION

If a student fails any respiratory didactic course, they may have an opportunity to be re-admitted at some future time as long as there is space available in the class they require. Such students must complete a readmission form and meet with the Program Director to discuss a plan for re-admission. Re-admitted students must agree to all conditions established for re-admission. If a re-admitted student withdraws from or fails another respiratory course there will not be another opportunity to repeat a respiratory course. Clinical courses are not eligible to be repeated at the discretion of the Program Director. Failing a course will cause the student to not be permitted to move forward with the next semester.

#### READMISSION & TRANSFER

Re-admission and transfer criteria require the same program and semester prerequisites as established for all applicants to the respiratory care program at the time. Readmit, transfer, and LOA students must return within one year as long as space is available and they can demonstrate current competency as established by the Program Director and/or Clinical Director.

First priority will be given to LOA students, second priority to readmits, and third priority will be given to transfers. The date and time of the request for readmission or transfer will factor into priority.

#### GUIDELINES FOR STUDENTS IMPAIRED BY ALCOHOLISM, DRUG ABUSE AND EMOTIONAL ILLNESS

Students who demonstrate behaviors indicating signs and symptoms of emotional illness, alcoholism and/or drug abuse that impairs their ability to perform safely will not be allowed to continue in the program. Faculty has the responsibility and the authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting.

Recognizing that these are illness and should be treated as such, it is the student's responsibility to voluntarily seek diagnosis and treatment. Instructors and college counselors will assist in making appropriate referrals.

Students can be readmitted following evidence of successful completion of therapy, at the beginning of the next semester where there is space available. (See re-admission procedures) based on space available.

NOTE: If the above illnesses are not treated successfully, they may prevent licensure to practice Respiratory Care Practitioner (RCP).

#### **OTHER HEALTH CONCERN RELATED TO STUDENT WELFARE:**

**SURGERY OR INJURY:** The student who has had surgery or an injury must have a release from his or her physician allowing him to return to clinical practice without physical limitations. Physician's written release is to be presented to the instructor and will be placed in the student file.

**PREGNANCY:** An RC student may continue in the program during pregnancy only with the written permission of her physician. For the safety of the student, as soon as pregnancy is confirmed the physician's release document must be presented to the Clinical Director.

Students may be assigned to the following medical facilities for clinical experience:

Children's Hospital, Oakland (UCSF Benioff)  
John Muir Medical Center, Walnut Creek  
John Muir Medical Center, Concord  
Sutter Solano, Vallejo  
Kaiser Vallejo  
Kaiser Sacramento  
Kaiser Santa Rosa  
Kaiser San Rafael  
Kaiser Oakland  
Kaiser Richmond  
Marin Health  
North Bay Health, Fairfield  
NorthBay - VacaValley Hospital  
Petaluma Valley Hospital  
Queen of the Valley Hospital, Napa

Santa Rosa Memorial Hospital  
St. Helena Hospital and Health Center  
Sutter Santa Rosa Hospital  
UCSF Medical Center, Mission Bay, SF  
UCSF Medical Center, Parnassus, SF

**All students must have Level-C BLS certification.** Courses must be pre approved by the program director.

### **CLINICAL ROTATION TIME (also see Clinical Manual)**

The dates and time for each student's clinical rotation will be made available to the student prior to the beginning of each semester. The student is required to note on his/her timesheet the exact time he/she begins and ends his/her clinical shift. The clinical instructor or his/her designee should then sign the notation.

No changes in rotation times or dates without prior permission of the clinical director.

### **EVALUATION PROCEDURES**

Student evaluations (feedback form) will be left each day with the supervising RCP.

The student should review his/her evaluation as to areas of strengths and weaknesses. Evaluation forms must be signed by the student indicating that he/she has reviewed it. The student may make any additional comments on the evaluation form.

Any questions or concerns a student has regarding a clinical evaluation must first be discussed with the Clinical Coordinator.

No student will approach the staff or management of a clinical facility regarding their clinical evaluation or any other related problems without prior authorization of the Clinical Coordinator.

Each student will receive a summary evaluation at the end of each semester beginning with the second semester of the program. These evaluations will reflect the student's overall clinical performance.

### **PROBATION**

Any student, who is judged by the Program Clinical Directors not to be meeting the minimum standards of clinical performance, will be placed on probation.

Any student who fails to maintain a 75% or greater in the 90% portion of the program will be prohibited from entering/continuing clinical.

Reasons for placing the student on probation, and recommendations or guidelines for improving the performance will be indicated, in writing, on the student's record, and signed by both the evaluator and the student.

Students will be given a reasonable amount of time to change behavior to a satisfactory level of performance. Scheduled clinical time will be spent under the supervision of a program faculty member.

At the end of the probation period, the faculty will review the student's progress, or lack of progress, decide if the student will be retained in, or dropped from, the program.

Students who are successful in changing their performance to a satisfactory level will be taken off probation at the end of the probationary period.

Students who are not successful in changing their performance to a satisfactory level will not be allowed to continue in the program.

Students are generally allowed only one probationary rating during the course of the program.

Some of the behaviors that can lead to immediate failure from the program are:

- a. Use of drugs or alcohol while on duty
- b. Dishonesty
- c. Theft, destruction of property
- d. Physical or verbal abuse of patients, staff, instructors
- e. Willful falsification of patient, school records
- f. Gross negligence in performing duties
- g. Indiscriminate gossip
- h. Unsafe clinical practice
- i. Missing significant numbers of clinical hours without notifying Clinical Coordinator.

#### **DISMISSAL AND READMISSION POLICY**

At the end of any semester, a student who fails to achieve a 77% or better grade in respiratory therapy courses will not be allowed to continue in the program.

A student who fails academically or who fails as a result of an unsatisfactory clinical evaluation must reapply to the semester they failed and will be readmitted only if space is available. A reentering student must notify the program director, in writing, of their intent to reenter.

A student who withdraws from the program will be readmitted only if space is available.

A reentry application will be required of all transfer or reentering students.

### **COUNSELING**

Students will be counseled throughout the program.

An appointment may be made on an individual basis by the student or by the instructor.

Should a difficulty, question or lack of understanding arises, either in the classroom or in the clinical area, regarding grading policy, progress, performance, evaluation, assignments, criticisms, corrections, reprimands, discipline, personality difficulties or any situation which constitutes a conflict, it is recommended that the student first seek clarification and possible resolution of the problem with the appropriate college faculty. Most problems can be satisfactorily solved on this level.

- a. The following is the course of administrative appeal through which student would proceed at Napa Valley College.
  - (1) Instructor
  - (2) Program Director and/or Clinical Director
  - (3) Dean of Health Occupations
- b. If, at this point, the problem is still unresolved, then the student should consult the Napa Valley College Grievance Procedure, found in the catalog.

### **ENROLLMENT FEES**

All students enrolling in credit classes are required to pay an enrollment fee after they submit their registration requests. The enrollment fee is subject to change without prior notice.

Students who cannot pay the fee may be eligible for financial aid or a fee waiver. For more information about fee waivers, scholarships, loans, and grants, students should contact the Financial Aid Office, (707) 256-7300, Room 1132.

Note: Students who receive General Assistance, TANF, SSI or who are low income may apply for a fee waiver. See the Financial Aid Section of the catalog for more information. Any other information about college fees or Financial Aid is in the current College Catalog.

### **COMMUNITY AND PROFESSIONAL OBLIGATIONS**

All students are strongly encouraged to join both the American Association for Respiratory Care and California Society for Respiratory Care.

The students may be required to participate in activities that promote better health care (e.g., health fairs, community education, etc.). Such activities are considered a part of the student clinical experience and are therefore considered part of the program's requirements.

### **INCLUSIVITY**

“In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.”

### **ACCOMMODATIONS**

#### **Students in need of accommodations in the college learning environment:**

Any student who feels s/he may need an accommodation based on the impact of a learning disability should contact Learning Services in the Library and Learning Resource Center (LLRC), room 1766, phone (707) 256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

If you need accommodations for physical or other types of disabilities, schedule an appointment with DSPS Counselor, Tyler Downes, in the Counseling Department located in the 1300 building, phone (707) 256-7220 for appointment.

All information and documentation is confidential.

Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class.

**I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS THAT ARE FOUND IN THE NAPA VALLEY COLLEGE RESPIRATORY CARE STUDENT HANDBOOK AND AGREE TO ABIDE BY THEM.**

**Date:** \_\_\_\_\_

**Student (please print):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_