

**2022 - 2023
Respiratory
Therapy
Program
Handbook**



Central Virginia Community
College

Revised August 2022

RESPIRATORY THERAPY HANDBOOK

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[Link to Respiratory Therapy Program in Online College Catalog.
Click Here](#)

GOALS OF THE CENTRAL VIRGINIA COMMUNITY COLLEGE RESPIRATORY PROGRAM

The goals of the Central Virginia Community College Respiratory Therapy program are:

1. 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).

The Central VA Community College Respiratory Therapy Technology Program located in Lynchburg, VA awards an Associate of Applied Science in Respiratory Therapy Technology and is accredited by the Commission on Accreditation for Respiratory Care (CoARC). CVCC's Respiratory Therapy program is an entry level program into the Respiratory Therapy profession.

Commission on Accreditation for Respiratory Care
264 Precision Blvd
Telford, TN 37690
(817) 283-2835
www.coarc.com

The purpose of this handbook is to define student guidelines and procedures specific to the CVCC Respiratory Therapy program. It is intended as a supplement to the [CVCC Catalog and Student Handbook](#).

It is **mandatory** for all students to join the AARC as a student member. Cost is \$25 per year.

Handbook. Certain sections of the Catalog and Handbook will amplify information contained in this handbook.

Students are encouraged to read the entire contents of this handbook and retain it for future reference. All editions or corrections to the handbook will be relayed to the students as they are published and should be placed in the handbook.

The guidelines and procedures contained in this handbook apply only to respiratory classes. Guidelines pertinent to other classes included in the curriculum will be specific to the division and instructor offering the involved courses.

This manual addresses two primary areas--classroom aspects related to examination, evaluation, grading, attendance, etc.; and clinical aspects related to conduct, appearance, evaluation, attendance, etc.

The Respiratory Therapy program is under the supervision of the Professional & Career Studies division and the Vice President for Academic Affairs and Student Services. Do not hesitate to inquire further when additional information or clarification is required. Graduation attendance is mandatory. If students want a pinning ceremony, the program will oblige. Program academic policies apply equally to all students and faculty.

All student recruitment, admission, and policies are non-discriminatory and in accord with federal and state statutes, rules, and regulations.

I. GRADING AND ACADEMIC STANDING

The following grading scale will apply to all respiratory therapy courses:

A = 100-93

B = 92-86

C = 85-75

"D" grades are not issued for clinical courses. To remain in the Respiratory Therapy program, the student must maintain a grade point average of at least 2.0 with a grade of "C" or better in all Respiratory Therapy courses and in all Core Science courses.

The following guidelines apply to academic standing:

- A. Since respiratory therapy courses are offered only once per year, the student must complete the courses in the designated sequence to be eligible for program completion.
- B. No course grade of less than a "C" for respiratory therapy or core science courses may be used to fulfill curriculum requirements for program completion.
- C. A self-assessment examination will be given late in the fifth semester and a passing grade must be obtained before being recommended for graduation.

To receive a passing grade in RTH 190/290, coordinated practice, the student must earn a "C" or better in **each** of the following areas:

- 1. **CLINICAL COMPETENCIES**
All clinical competencies should be completed in the semester in which they are assigned. If the opportunity to perform the competency does not occur during the assigned semester, the procedure must be completed during the following semester.
- 2. **CLINICAL PROFESSIONAL BEHAVIOR EVALUATION**
The professional behavior evaluation is graded as objectively as possible halfway through the semester and at the end of the semester by all clinical faculty and presented to the student by the director of clinical education or the program director.
- 3. **PRACTICAL CLINICAL EXAM**
This exam is given at the end of each semester, one-on-one with a clinical instructor. The student will be responsible for performing any competency studied in any previous semester and will follow procedure as outlined in the clinical lab manual.

II. COUNSELING

Academic counseling is available by appointment with the Program Head of Respiratory Therapy. Students are particularly required to seek academic counseling prior to registration for courses.

Personal counseling is available through the College Counseling Services and may also be arranged through the Program Head of Respiratory Therapy.

III. ON-CAMPUS ATTENDANCE

Attendance guidelines are outlined in course syllabus.

IV. FIELD TRIPS

Field trips have been scheduled to enrich learning experiences in selected course areas. Attendance during scheduled field trips is expected. Transportation related to field trips will be at the expense of the student.

V. INCLEMENT WEATHER

Clinical day inclement weather: Students should follow the Inclement Weather Schedule posted on Canvas and course syllabus.

Class day inclement weather: Students should follow CVCC Inclement weather notifications.

Students must have access to the Internet outside of school in the event of class cancellation. Schoolwork may be assigned on Canvas or Internet. Students are expected to enroll in E2Campus Alert.

VI. CVCC Office of Public Safety

Emergency Management Tips for Student Syllabi

Sign Up for e2Campus Emergency Alert and Notification System

To receive emergency notifications and alerts subscribe to e2Campus through the following link on the CVCC Home Page: [e2Campus - Central Virginia Community College](#). This will also ensure you receive prompt notification of College closings during inclement weather or for other campus emergencies. By subscribing to this service you will receive notifications through email as well as text alerts.

Medical Emergencies Requiring Immediate Attention

Do not hesitate to dial 911 or Campus Public Safety which may be reached at:

- Extension 7700 from any on campus phone
- 434-832-7700 from a cell phone
- Use of the Code Blue emergency communication devices

Code Blue Emergency Phones/Public Address System

These phones are for emergency use only, not for seeking services such as assistance with jump starting a vehicle or getting into a locked vehicle. The phone will first ring to CVCC Campus Police then over to 911. Once the red button is pressed, the blue light will rotate signaling that the phone has been activated. These devices will also be used as a public address system during an emergency or drill.

Familiarity With Your Surroundings

Become and remain more than familiar with your surroundings. This is especially important as you move about campus after daylight hours. If you see or hear anything that seems out of place, alarming or that your gut tells you “just isn’t right”. Do not hesitate to call **Campus Police at 434-832-7700**. We are here to help and need your help in keeping our campus safe!

Building Evacuation Plan

Each classroom and common area on the CVCC campus is equipped with an evacuation map hanging on the wall. Please become very familiar with these maps and the fastest

escape routes in each of the areas you frequent. In the case of an evacuation, there will not be sufficient time to consult a map.

The campus fire alarm system may be activated for a fire or other emergency requiring building evacuation. Do not assume that any alarm is a drill. Each time the alarm sounds, react immediately by evacuating the building in a calm and efficient manner. The following guidelines are important:

- Stay with your group (do not leave and go to your car) and proceed to the nearest fire exit.
- Remain calm and do not go back into the building or leave your group until an **“all clear”** is announced by responding officials.
- The **“all clear”** may come through word of mouth, Code Blue emergency telephone speakers, and e2Campus text and email to cell phones.
- Help evacuate anyone who may need assistance.
- In some emergency situations you may need to evacuate without an alert or notification. You do not have to wait to be told to evacuate if a dangerous person or situation exists in close proximity to your location.
- Stay clear of emergency personnel and equipment.

Shelter in Place

Depending upon the nature of the emergency, members of the CVCC community may be required to shelter in place. This means selecting a room, interior if possible, with no or few windows, and seeking shelter there. Close and lock all windows, exterior doors, and any other opening directly to the outside. You may be instructed to shelter in place for the following types of emergencies:

- Severe weather events such as a tornado or ice storm
- Chemical, biological or radiological incidents.

Do not leave your shelter in place location until an **“all clear”** is announced by Public Safety officials.

Evacuation

Proceed to the nearest evacuation exit as indicated above in the Building Evacuation Plan. You may be required to

evacuate in the case of:

- Fire
- Explosion
- Act of violence
- Potential act of violence
- Hazardous material incident.
- In some emergency situations you may need to evacuate without an alert or notification. You do not have to wait to be told to evacuate if a dangerous person or situation exists in close proximity to your location.

Do not leave your group until an **“all clear”** is announced by Public Safety officials.

Lock-Down

If you are required to lock down, please remain in your classroom or proceed to the nearest classroom, office space or area that can be secured from the inside. During a lock down, all exterior building doors should be locked. The campus may be placed on a lock down for the following types of emergencies:

- Act of violence
- Potential act of violence
- In some emergency situations you may need to evacuate without an alert or notification. You do not have to wait to be told to evacuate if a dangerous person or situation exists in close proximity to your location.

Do not leave your locked area until an **“all clear”** is announced by Public Safety officials.

Any and all responses to emergencies on campus will depend upon particular circumstances which may change quickly. Remain alert and calm while following all instructions received by campus officials or emergency responders.

VII. Laboratory

The Respiratory Therapy program operates a laboratory in Amherst Hall room 2407 at CVCC. The lab is a common area shared by faculty and students in the

program. The lab is available for practical purposes outside the regular scheduled hours, provided there is an instructor on site. The respiratory laboratory is not available on weekends or during school holidays. Planning ahead with your instructor and /or the program director is always recommended.

- Do not remove any equipment/supplies from the lab without previous consent from the PD or DCE.
- All equipment should be returned to its proper storage area when not in use.
- You must use all safety procedures when using oxygen and handling all equipment (e.g., mechanical ventilators).
- There is no smoking or open flames in the lab.
- All needles must be placed in a sharp's container immediately after use.

VIII. Clinical Safety Measure

Students entering the Respiratory Therapy profession are exposed to infectious & environmental hazards during their studies and once they become professionals. The PD & DCE will discuss safety measures in place, and students must be familiar with them before entering the clinical rotations. These measures are of general character and should be added to those in place by the hospital.

- Wash hand, preferably with an antimicrobial soap and water. You may also use the hand sanitizer located in patient rooms and hospital hallways.
- Wear protective gloves:
 - Before and when having direct contact with patients.
 - Before contact with blood, body fluids or excretions, and non-intact skin.
 - Before performing any procedure.
 - When handling laboratory specimens.
- Change gloves in between patients and if moving from a contaminated to a clean patient or surface.

- Do not wash gloves to be reused later and do not hand-sanitizer on gloves (this may break down the integrity of the gloves).
- Wear a gown that is suitable to the task to protect your skin and prevent contamination (do not reuse).
- Remove the gown and perform hand hygiene before leaving a patient's room.
- Wear Personal Protective Equipment (PPE) to protect eyes, nose, and mouth during activities that may generate contact with blood or body fluids.
- Same needles are not used on different patients and used needles are placed in a puncture resistant container immediately after use. Adhere to federal, state, and hospital laws for protection of healthcare personnel which is located on the clinical facility website. Information is received during orientation to each clinical facility.
- If you are exposed or considered to be exposed to blood pathogens or any other hazardous material, let your instructor know immediately.
- Follow the hospital's non-smoking policy at all times.

IV. CLINICAL APPEARANCE

The following are clinical uniform requirements for RTH 190/290 - Central Virginia Community College - Respiratory Therapy Program.

Students are expected to be neat, clean, without offensive odor, and in uniform when reporting for clinical sessions. Name tags are a part of the uniform and must be worn at all times. Hair is worn off the collar. Beards and mustaches must be clean, neat and trimmed. With the exception of wedding bands and pierced earrings less than an inch in length, jewelry is not worn. Other visible piercings are not allowed. Due to infection risk, artificial nails are not allowed. Nails are kept no longer than 1/8 inch past tip of finger. A personal stethoscope, a watch, safety glasses, and a copy of Clinical Practitioners Pocket

Guide to Respiratory Care by Dana Oakes are part of your uniform and must be accessible at all times.

Clinical Attire

Students are required to wear navy scrub suits of the style designated by the Director of Clinical Education. Clean walking shoes with solid uppers and socks are required. No cologne or perfume allowed. A solid navy scrub jacket may be worn. Scrub suit shirt or pant rise should be sufficient to cover abdomen and back.

X. CLINICAL SUPERVISION

Provision of the highest possible quality patient care is the primary objective of Clinical Practice. In order for students to provide the same high quality patient care as hospital personnel, they must be closely supervised. A Clinical Instructor employed by CVCC is present in the clinic site whenever practical. In the absence of a CVCC faculty instructor, the student is responsible to the shift supervisor or a preceptor of the Respiratory Therapy Department. Clinical instructors and/or preceptors will, in addition to giving direction to students, serve as a resource person and be available to answer questions involving the practice of respiratory therapy.

The following guidelines apply to student supervision:

- A. Student clinical assignments will be made by the clinical instructor/preceptor.
- B. Students are responsible for making the clinical instructor/preceptor aware of their whereabouts at all times during clinical practice.
- C. Breaks are taken only as assigned by the clinical instructor/preceptor.

- D. Students must report to their assigned clinical instructor/preceptor whenever leaving a clinical site.

XI. CLINICAL CONDUCT

You are expected to perform in a professional manner consistent with hospital policy and procedure whenever present in a clinical facility. Your conduct influences both your effectiveness and the quality of your learning experience. Your effectiveness in treating patients will be greatly influenced by their impressions of you. You will also find that both clinical instructors and hospital personnel are much more willing to work with students who appear eager to learn and conduct themselves appropriately.

The following guidelines apply to clinical conduct:

- A. You must arrive at the clinical site on time.
- B. You must be in full student uniform when at the clinical site as a student, well rested, and ready to perform as requested by the instructor/ preceptor.
- C. You are expected to be involved in clinical educational activities as assigned by your instructor/preceptor.
- D. You are expected to treat peers, patients, hospital personnel, and physicians with respect, compassion, and professional integrity.
- E. Eating allowed only in designated areas.
- F. Noisy, abusive, or otherwise offensive language or behavior is not tolerated in clinical facilities.
- G. Personal telephone calls are not made from hospital telephones.
- H. You must maintain patient confidentiality.

- I. If left with idle time, you should seek out the clinical instructor/preceptor for reassignment.
- J. You should avoid subjects of controversial nature in patient care areas.
- K. Cell phones are used during breaks only. Texting or talking on cell phones is not allowed in patient care areas.
- L. You are expected to be aware of your level of training and perform at that level.
- M. Hospital computers are used only as required for patient care and case studies.
- N. No chewing gum allowed in the hospital setting.
- O. Smoking is not allowed on hospital property.
- P. You do not discuss classmates, instructors, or clinical experiences on any form of social media.

If, in the judgment of the clinical instructor/preceptor, your behavior as a student is deemed inappropriate, the situation is handled in the manner prescribed under Section X.

Professional clinical conduct is important any time you are in the hospital as a student; i.e., medical library research or preparing for case studies. In addition to the preceding clinical conduct guidelines, the following also apply:

- A. You must be in full student uniform with your clinical ID badge.
- B. You are not allowed to bring outside persons with you into the hospital when you are there as a student.
- C. If you are employed in the profession while a student in CVCC's respiratory therapy program, you may not use scheduled work hours to perform competency check-offs. Scheduled work hours are not a substitute for scheduled clinical hours. You should only perform work requirements detailed by your employer.

- D. Any information obtained through hospital records, computers, or in the hospital setting is on a need-to-know basis and must be maintained in strict confidence.

XII. CLINICAL ATTENDANCE POLICY

Because of the diversity and spontaneity of the clinical experiences available to respiratory therapy students, regular attendance at clinical rotations becomes absolutely essential. Students must realize that unlike classroom and laboratory experiences, the types of learning experiences available in the clinical setting are often unplanned. As such, attendance for scheduled clinical times is the only mechanism available which guarantees the opportunity for the student to derive the most benefit from all forms and types of clinical experiences. The faculty of the respiratory therapy program feel very strongly that students should attend all scheduled clinical rotations. Further, conferences and physician rounds cannot always be planned in advance so it is in the best interest of the student to be in the hospital as often as possible.

Following the above philosophy, a policy regarding absenteeism and tardiness has been established and is observed by the Respiratory Therapy program:

1. Students are expected to be present and prompt at all clinically related program activities. This shall include all announced conferences and rounds.
2. Students missing 2 clinical rotations, in one semester, is dropped one letter grade. Students missing 3 or more clinical rotations are subject to dismissal from the program. The instructor must be notified in advance of the beginning of the daily clinical rotation.
3. If a student is late for the start of a scheduled daily rotation and has not notified the instructor prior to the start of the rotation, the tardiness is

considered an absence and the student may be sent home. However, if the tardiness is due to unusual circumstances and the instructor could not be contacted, the tardiness may be excused at the discretion of the instructor/ preceptor.

4. Following two absences during a single semester, the program director of respiratory therapy will send a letter of probation to the student with a copy placed in the student file, a copy to the clinical coordinator, and a copy to the Associate Vice President Professional and Career Studies. If there are no more occurrences, the file in the student records is removed and destroyed at the end of the academic year. If a second offense occurs while in the program, the student shall appear before a review committee comprised of the respiratory therapy faculty, and the Associate Vice President Professional and Career Studies. This board shall review the circumstances of the student's absence with subsequent action being the possible expulsion of the student from the respiratory therapy curriculum. Failure to appear before the board shall constitute grounds for expulsion.
5. Any student who must miss more than 3 consecutive clinical rotations may be dropped from the program at the discretion of the PD and DCE.

XIII. DISCIPLINE POLICY

Discipline simply means working, cooperating, and behaving in a normal and orderly way, as any reasonable person would do. Your actions, favorable or unfavorable, reflect not only on yourself, but the hospitals and the program.

The purpose of the discipline policy for the Respiratory Therapy program are fivefold:

1. Obtain compliance with established rules for conduct.
2. Correct improper conduct.
3. Foster a feeling of confidence and mutual respect between faculty and students.
4. Protect the rights of everyone.
5. To keep students satisfied while maintaining order.

As a member of the medical team, it is the responsibility of every student in the program to maintain a high standard of professional ethics and conduct at all times. Some specific areas of improper conduct that is considered in need of corrective action would be:

1. Habitual tardiness/absence while a student in the program
2. Unexcused absences or no report days
3. Not remaining on duty in assigned work area
4. Failure to report accidental injury or broken equipment
5. Smoking or eating in areas where prohibited
6. Habitual use of phones for reasons other than emergencies
7. Violations of the hospital dress code
8. Failure to obey hospital fire and safety regulations
9. Work output and quality below standard
10. Insubordination or failure to follow requests and directions of the clinical instructor/preceptor
11. Other instances of unprofessional conduct

Discipline is not a punitive measure, but designed for the correction of improper conduct. If the need arises for a student to be disciplined, for any of the aforementioned reasons, the following procedure is strictly adhered to:

1. Any violations are reported to the clinical coordinator; no disciplinary action will be administered by hospital personnel. However, the

director of the respiratory department has the right to send a student out of the hospital when a serious violation of professional behavior is noted. The director of the hospital's respiratory department will contact the clinical coordinator to inform them of the incident.

2. The student is counseled relative to the problem. The violation is then written up, along with the brief summary of the counseling session, signed by the student and clinical coordinator and then the documentation is placed in the student's file. Provided there are no further violations during the time the student is in the program, it will be removed from the student's file upon graduation.
3. On the second violation, the student is subject to dismissal from the program. A review committee will study the situation and recommend a solution. If the recommendation is for dismissal of the student, the Vice President for Academic Affairs and Student Services is provided with all documentation relative to the violation. He/she will make a thorough investigation of the incident before a final decision is rendered.
4. Dismissal from the Respiratory Therapy program is affected by the decision of a review committee which shall consist of: Program Head of Respiratory Therapy, the Director of Clinical Education for Respiratory Therapy, the Associate Vice President Dean Professional & Career Studies, and the Vice President for Academic Affairs and Student Services.

Some violations are of such serious nature that they are grounds for immediate dismissal from the clinical site. The following is a list of such violations.

1. The use of unauthorized drugs or alcohol on the clinical facility premises or reporting under the influence of drugs or alcohol.

2. Fighting on the clinical facility premises.
3. Theft of property.
4. Falsification of patient records or clinical attendance records or lying.
5. Malicious damage or destruction of hospital or patient property.
6. Disorderly conduct, the use of vile, abusive language, or threatening, intimidating, or coercing others through words or deeds.
7. Discussing or acknowledging a patient's condition or diagnosis with the patient or others outside the hospital.
8. Soliciting tips from patients.
9. Willful disregard of hospital or college procedure in performance of patient care.
10. Other offenses deemed equally serious by the review committee.

In cases of these more serious offenses, the following procedure will be followed.

1. The student is sent home by either the clinical instructor or preceptor (if coordinator is not available) and the incident is reported immediately to the clinical coordinator or program head.
2. A review committee is called with the student invited to present their case.
3. If the committee decides that the student should be dismissed from the Respiratory Therapy program, the Vice President for Academic Affairs and Student Services is provided with all documentation relative to the violation. He/she will make a thorough investigation of the incident before a final decision is rendered. The student is not allowed to return to the clinical site until the Vice President for Academic Affairs and Student Services renders a final decision.

XIV. STUDENT GRIEVANCE PROCEDURE

1. Students with a grievance should first speak with the involved instructor.
2. If grievance is not resolved, students should speak to the Program Director or Associate Vice President Professional & Career Studies
3. Student grievance and appeals process is located on CVCC website.

[Click here to view CVCC Student Grievance Policy](#)

[Click here to view CVCC Appeal of Grades Policy, p. 36](#)

XV. CAFETERIA PRIVILEGES

Centra, Inc., allows students to purchase meals at the employee discount rate. Students will present their hospital ID card to be eligible to receive the discount.

If the card is not presented, the student is responsible for the full cost of the meal.

XVI. VOLUNTARY WITHDRAWAL FROM PROGRAM

Any student who chooses to voluntarily withdraw from the respiratory therapy program should notify the Program Director and withdraw from RTH courses.

AARC Statement of Ethics and Professional Conduct

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

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education 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, 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, or required by law.
- Provide care without discrimination on any basis, 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.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

Effective 12/94

Revised 4/15

CRT to RRT Associate in Applied Science Degree Requirements

General Education Courses

EMS 165	1 credits
EMS 169	1 credits
ITE 119	
or	
Bus 226	3 credits
Humanities	3 credits

Core Courses

- **RTH 145 2 credits** Print-based distance ed., tests in Learning Lab, RTH 145 1 credit from CRT program
- **RTH 217 2 credits or** Satisfy with Asthma Educator-Certified credential
- **RTH 226 2 credits or** Current Perinatal Specialist Exam (NBRC) **or** Print-based distance ed., tests in Learning Lab.
- **RTH 223 2 credits**
Print-based distance ed., tests in Learning Lab
- **RTH 224 2 credits**
Credit by Kettering RRT Review **and** CRT Exam
- **RTH 236 3 credits**
Print-based distance ed., tests in Learning Lab or ACCS credential
- **RTH 290 6 credits**
Credit by experience **and** Specialty rotations*

***Specialty Rotations**

UVA NICU/PICU	3 days
Cardiac Catheterization Lab	2 days
CVRU	2 days with RNs
Sleep Lab	8 hours
PFT Lab	8 hours
Cardio-Pulmonary Rehab	8 hours
Home Care	16 hours

CRT to RRT students has 3 years from acceptance to bridge program to complete Associate in Applied Science Degree Requirements.

RESPIRATORY THERAPY PROGRAM PRACTICES

To ensure patient safety and welfare, the Respiratory Therapy Program of Central Virginia Community College has established qualifications which must be met by the students admitted to or enrolled in the program.

1. Sufficient eyesight to observe patients, manipulate equipment and accessories, visually monitor patients in dimmed light via video monitors.
2. Sufficient hearing to communicate with patients and other members of the health care team, monitor patients via audio monitors, and hear background sounds during equipment operations.
3. Satisfactory verbal, reading, and written skills to effectively and promptly communicate in English.
4. Sufficient gross and fine motor coordination to manipulate equipment and accessories, lift a minimum of 35 lbs., and to stoop, bend, or promptly assist patients who become unstable.
5. Satisfactory physical strength and endurance to move immobile patients to or from a stretcher or wheelchair to the x-ray table, work with arms extended overhead, carry 20-25 lbs. while walking, and stand in place for long periods of time.
6. Satisfactory intellectual and emotional functions to ensure patient safety and exercise independent judgment and discretion in the performance of assigned responsibilities.

I confirm that I can perform the Respiratory Therapy Program practices as stated above.

Signature: _____

Date: _____

Original: Student
Copy: Department File

CENTRAL VIRGINIA COMMUNITY COLLEGE

RESPIRATORY THERAPY PROGRAM

I, _____ acknowledge by affixing my signature to this record that:

1. I have received a complete copy of the Student Handbook for students enrolled in the Respiratory Therapy program.

2. These RULES AND REGULATIONS pertaining to Attendance, Academic Status, Probation, Clinical Performance Standards, Withdrawal or Dismissal, and Graduation have been explained to me on:
_____.

3. I agree to participate in this program within the framework of the stated RULES AND REGULATIONS, and recognize them as additional requirements to those stated in the College Catalog and Student Handbook.

Signature: _____

Date: _____

Original: Student
Copy: Department File

CENTRAL VIRGINIA COMMUNITY COLLEGE STATEMENT ON IMMUNIZATIONS AND VACCINATIONS

Central Virginia Community College recognizes the individual rights to self-determination and decision making for all individuals with regard to public health immunization and vaccination recommendations. Central Virginia Community College strongly supports immunizations and vaccinations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza, and the coronavirus for its students and employees. Furthermore, the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP) recommend that all eligible individuals receive immunizations and vaccinations against preventable diseases. All health professional program students should be immunized and vaccinated according to current recommendations by the CDC and the Association for Professionals in Infection Control and Epidemiology (APIC).

Although Central Virginia Community College does not require all health professional students to be vaccinated with the COVID-19 vaccine to be admitted into a restricted admissions health program, the vaccination (and other immunizations and vaccinations) may be required by our clinical facilities for our students to enter these facilities. A clinical facility's decision to mandate the COVID-19 vaccine or other vaccines and immunizations is independent of Central Virginia Community College.

Central Virginia Community College faculty and students must comply with the policies required by clinical facilities with which we have legal agreements. If a student refuses to comply with a clinical facility immunization and vaccination requirement, Central Virginia Community College will attempt, but cannot guarantee, to assign a student to an alternative clinical facility. A student will be placed in an alternative location only if it meets the educational objectives of Central Virginia Community College and program requirements for clinical placement. Faculty also must be available to appropriately supervise students at the clinical facility.

Refusal to comply with a clinical facility immunization and vaccination requirement by a student in our health programs may impede your progress in the program or your ability to remain in the program.

Your signature below acknowledges that you have read and understand that by enrolling in this program, you may be required to complete clinical experiences in facilities that mandate immunizations and vaccinations. If you choose not to receive an immunization or vaccination required by a clinical facility, one of the following actions may happen:

- You may be able to be assigned to another clinical facility if one is available.
- You may not be able to be assigned to another clinical facility because there is no other clinical facility for the specific educational requirement available in the area; or
- If there is not another alternative clinical facility, due to the clinical facility requirements and the inability to assign you to another clinical facility,

you will be unable to continue in the program, or you must postpone your continued enrollment in the program until such time you are able to fulfill all requirements of the program and clinical experiences.

Signature _____

Date _____

If the student is less than 18 years of age, the following section must be completed:

My child/ward is under 18 years of age, and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

Child's Name _____

Parent or guardian signature _____

Date _____

Original: Student
Copy: Department File

Students Transferring from other Respiratory Therapy Programs

1. Students seeking to apply credits taken at another regionally accredited college and/or CoARC accredited Respiratory Therapy (RT) program towards CVCC's RT program need to send official transcripts to the Office of Admissions and Records and the RT Program Director.
2. CVCC's RT Program Director will determine which respiratory therapy course credit is given to transfer students. The Program Director (PD) will review and compare transfer course descriptions and transfer RT program pathway to determine which respiratory therapy course credits to approve. No credit is given for respiratory courses with grades lower than "C."
3. Transfer student must complete all laboratory competencies completed by CVCC's RT program up to the point where the transfer student starts within CVCC's RT program. Lab competencies are completed with CVCC's RT program Director of Clinical Education (DCE) and PD.
4. Transfer student must complete all clinical competencies (after completing laboratory competencies) completed by CVCC's RT program up to the point where the transfer student starts within CVCC's RT program. Clinical competencies are completed with a CVCC RT program clinical instructor and/or the DCE.
5. After transferring student completes all required laboratory and clinical competencies required for transfer, the PD and DCE will determine how many, if any, Coordinated Internship (clinical) transfer credits are granted. CVCC RT program requires 14 credits of Coordinated Internship (clinical) to graduate. The transferring student will complete any additional required clinical hours, determined by the PD and DCE, to meet graduation requirements based upon Coordinated Internship transfer credits granted.
6. Transfer of general education credits and Biology 141 and 142 (Anatomy and Physiology) follow CVCC's Students Transferring from Other Colleges policy listed in the Academic catalog.

**Central Virginia Community College
Respiratory Therapy Program 2022-2024**

Estimated Expenses

Please note these are estimated expenses. Cost may change due to inflation. There may be additional expenses the faculty of this program have not anticipated.

FALL SEMESTER 2022

Uniform:

Scrub top	\$30.00
Scrub pant	\$30.00
Leather shoes	\$70.00
Watch with second hand	\$25.00
Stethoscope	\$40.00
Safety glasses	\$6.00
Face mask	\$6.00

Miscellaneous items:

State background check	\$25.00
Immunizations (If not previously immunized)	\$60.00
TB skin test	\$20.00
Hepatitis vaccine	\$183.00
Flu vaccine	\$30.00
CPR Card	\$4.00
AARC Membership	<u>\$25.00</u>
	\$554.00

Books:	Author	ISBN	Cost
RTH 101	Kacmarek	9780323511124	\$155.00
	Lafluer Brooks (online)	9780323757584	\$71.50
RTH 121	Karpel	9781449652715	\$99.00
	Heuer	9780323416351	\$107.00
RTH 190	Oakes	9780932887573	\$36.00
	Trajecsys		\$150.00
	AHA CPR	9781616697686	\$21.50
	Pocket Mask		<u>\$20.00</u>
			\$710.00

Total Fall Semester: \$1214.00

SPRING SEMESTER 2023

Books	Author	ISBN	Cost
RTH 145	Gardenhire	9780323553643	\$115.00
RTH 102	Pilbeam	9780323551274	\$128.00
RTH 131	Kacmarek		From previous semester
RTH 190	Trajecsys		From previous semester

Total Spring Semester: \$243.00

SUMMER SEMESTER 2023

Books	Author	Cost
RTH 132	Pilbeam	From previous semester
	Kacmarek	From previous semester
RTH 217	Kacmarek	From previous semester
RTH 190	Trajecsys	From previous semester
Miscellaneous items:		
State Meeting	Virginia Beach (subject to change)	
	Registration	\$80.00
	Room	2 nights at your expense
State background check		\$25.00
TB test		\$20.00

Total Summer Semester: \$125.00

FALL SEMESTER 2023

Books	Author	Cost
RTH 135	Kacmarek	From previous semester
	Pilbeam	From previous semester
RTH 226	Karpel	From previous semester
RTH 222	Pilbeam	From previous semester
	Karpel	From previous semester
	Heuer	From previous semester
RTH 290	Trajecsys	From previous semester
Miscellaneous items:		
AARC membership renewal		\$25.00

Total Fall Semester: \$25.00

SPRING SEMESTER 2024

Books	Author	ISBN	Cost
RTH 223	Karpel		From previous semester
RTH 224	Persing	9780323553681	\$107.00
RTH 236	Kacmarek		From previous semester
RTH 290	Trajecsys		From previous semester
Miscellaneous			
Cap and Gown			\$60.00

Total Spring Semester: \$167.00

Program Total: \$1774.00

Kettering Review (Optional, Highly recommended) cost offset by fundraising \$325.00

After graduation expenses	
Virginia Board of Medicine License	\$130.00
Therapist Multi-Choice Exam	\$190.00
Clinical Simulations	\$200.00
Total	\$520.00