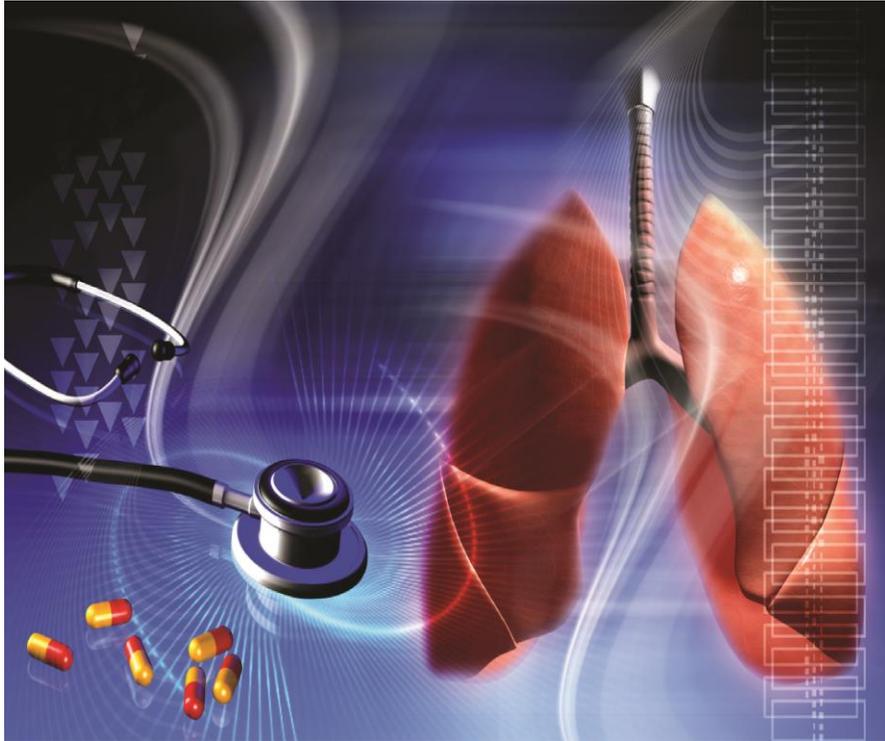


BACCALAUREATE OF SCIENCE IN RESPIRATORY THERAPY



STUDENT HANDBOOK

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Visit this website for comprehensive information and college calendar: www.fnu.edu

WELCOME

We appreciate your choosing us to further your career in Respiratory Care.

Florida National University Hialeah Campus

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Phone (305) 821-3333
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FACULTY AND STAFF

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Program Director

Richard Allen, MS, RRT

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Medical Director

Maria Noa, MA

Academic Advisor

This handbook contains specific information to the Respiratory Therapy students. Every effort is made to keep the information in this handbook updated but it may be subject to change without notice. It explains the procedures and guidelines that will be applied to RET students until graduation. You are expected to read it, comply with its policies, and sign the acknowledgment form at the end of this handbook.

The provisions of this handbook do not constitute a contract, express or implied, between an applicant or student and Florida National University. The University reserves the right to withdraw courses at anytime, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective as Florida National University determines and will apply to both prospective and those already enrolled.

Please be familiar with this handbook. The last page of this handbook is an acknowledgment that you have read it. You need to date it, sign it and return it to the Respiratory Department. Copies of this handbook are available upon request. We are here to assist and guide you throughout your learning process until your successful graduation.

FLORIDA NATIONAL UNIVERSITY'S MISSION STATEMENT

The purpose of **Florida National University** is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality university education according to the student's personal goals, and the advancement of modern technology.

Furthermore, **Florida National University** provides educational and cultural programs intended to enrich the community it serves.

UNIVERSITY POLICIES AND PROCEDURES (UNIVERSITY CATALOG at www.fnu.edu)

For university's policies and procedures please refer to the University Catalog: www.fnu.edu/current-students/publications/

BSRT MISSION STATEMENT

To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, or advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapists.

The BSRT is offered online through our distance Learning Department. Students can choose to take some of the general education courses live when offered.

ADMISSION REQUIREMENTS

- An Associate in Science degree in Respiratory therapy from a CoARC approved institution, and a current NBRC RRT credential.
- There is **no application form** for the Respiratory Care Bachelor's Degree Completion Program; however, each student must apply for admission to Florida National University before they can be accepted into the Bachelor's Degree Completion Program.
- The first step to acceptance into the program is to send unofficial copies of transcripts from each college and/or university attended to the Department of Respiratory Care for review. All unofficial transcripts must display the name of the student, the name of the college or university, the titles of courses, the grades received and the number of credits earned. If the unofficial transcripts contain reference to transfer credits, please submit unofficial transcripts from the college or university from which the transfer credits were earned. Incomplete information will delay the advising review.
- Once the unofficial transcripts are reviewed by the Department of Respiratory Care the candidate will be called to discuss her/his situation and to order official transcripts from every college/or university attended, to be sent to the Registrar's Office at Florida National University.
- A GPA of 2.55 or higher in transcripts.
- As part of the application packet, documentation of the student's RRT must be provided. Credentials are verified with the National Board for Respiratory Care (NBRC) database. If it is not possible to verify the RRT through the NBRC database, the candidate will be asked to submit a copy of their certificate.

- Prior to final acceptance all candidates will be interviewed by a Florida National University panel consisting of: the Respiratory Therapy program director, one professor from the program, one official from the Office of the Registrar, the VP of Academics, the Allied Health Division Head, or one of FNU's Deans. The interview will be conducted via Skype or GoToMeeting.
- Completion of the general education courses required by Florida National University for the BSRRT degree. These courses can be taken outside of Florida National University, however, these courses must have been taken from a regionally accredited institution to be accepted by FNU. If candidates have additional general education courses which need to be completed, advisors are available to assist with selection of these courses.
- All general education courses taken in other regionally accredited institutions must be completed before the last semester of the BSRRT.
- The transcript evaluators in the Registrar's Office at Florida National University will do the **official** evaluation of each applicant's transcript. Their evaluation is the **official** evaluation of transfer credits and may differ from the evaluation done by the Department of Respiratory Care. In this case, the official evaluation will be used by the Department and, if necessary, additional courses may be required.
- A total of 38 credits will be awarded to those students with an RRT credential from the National Board for Respiratory Care (NBRC). These credits only apply to the RRT AS core courses taken. The acceptance of transferable general education credits will depend on the approval by the VP of Academics.

STATEMENT OF EQUAL OPPORTUNITY

The Respiratory Therapy Program adheres to the FNU policy of assuring equal opportunity for all qualified persons regardless race, religion, sex, sexual orientation, national origin, age, disability, marital or veteran's status in the admission to, in, or employment in the programs and activities which the FNU operates.

ADA COMPLIANCE

FNU is committed to offering accessible courses to all students, in full compliance with the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973. If you require special accommodations, you have the right to receive services including but not limited to: customized assessments, individualized tutorial services, and other accommodations provided to you by faculty and staff.

ACCREDITATIONS

CoARC, the Commission on Accreditation for Respiratory Care is the accrediting body for Respiratory therapy programs in the United States. The mailing address is: 1248 Harwood Road, Bedford, TX 76021-4244: [http:// www.coarc.com](http://www.coarc.com).

At its June 2017 meeting, the Commission on Accreditation for Respiratory Care (CoARC) voted to confer Provisional Accreditation to the BS Degree Advancement Program in Respiratory Care at Florida National University in Hialeah, FL.

SACS-COC: Florida National University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida National College. <http://www.sacscoc.org>.

CIE: Florida National College is licensed by the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200. <http://www.fldoe.org/cie> .

In accordance with appropriate regulations, Florida National University is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, St. Petersburg, Florida 33731, (727) 319-7402. <http://www.floridavets.org/> Florida National University is authorized by Federal Law to enroll non-immigrant alien students.

For more information on accreditation, licenses, approvals, professional organizations, memberships, transfers and articulation agreements, please check the University website.

PROFESSIONAL ASSOCIATIONS

The program encourages all BSRT students to become active members in both our national and our state societies. In union, there is strength! In addition, membership to the NBRC is of utmost importance in the Continuing Competency Program.

AARC: Since 1947, the American Association for Respiratory Care (AARC) has been committed to enhancing your professionalism as a respiratory care practitioner, improving your performance on the job, and helping you broaden the scope of knowledge essential to your success.

STATE: Most states of the Union have their own Respiratory Care Societies. Membership is recommended.

NBRC: The National Board for Respiratory Care, Inc. (**NBRC**) is a voluntary health

certifying board which was created in 1960 to evaluate the professional competence of respiratory therapists.

THE RESPIRATORY PROFESSION CODE OF ETHICS

In the conduct of professional activities, both in the classroom and in the clinical rotation, the Respiratory Therapist will need to abide by the following ethical and professional principles as stated by the National Board of Respiratory Care (NBRC), and The American Association of Respiratory Care (AARC).

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Seek educational opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their 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 the responsible performance of duty authorized by the patient and/or family, 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.

For more information, please visit www.aarc.org.

THE ACADEMIC PROGRAM

COURSE CURRICULUM

Respiratory Therapy (BS-RRT), Bachelor of Science Degree

The purpose of this program is to enhance the education of RRT graduates with a current NBRC credential to provide them with professional growth and skills in areas of management, cultural diversity, and supervisory skills across various healthcare settings. FNU awards a Bachelor of Science degree upon completion. The program is designed to be taken on line in its entirety, and or to be taken partly on line and partly on campus.

GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)

GENERAL EDUCATION COURSES (46 credits)		Credit Hours
Communications (9 credits)		
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
SPC 1017	Fundamentals of Oral Communication	3
SLS 1501	College Study Skills	0
Humanities (6 credits)		
PHI 1600	Ethics	3
Any additional humanity course from those offered		3
Behavioral/Social Science (6 credits)		
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
Natural Science (18 credits)		
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
CHM 1025	Introduction to Chemistry	3
CHM 1025L	Introduction to Chemistry Lab	1
MCB 2000C	Microbiology	3
HSC 1531C	Medical Terminology	3
Mathematics (7 credits)		
MAC 1105	College Algebra	3
STA 2014	Introduction to statistics	4
Current RRT Credential (38 credits)		38
Upper Level Courses (36 credits)		

HSA 3412	Cultural Diversity in Health Care	3
PLA 4522	Health Care Law	3
HAS 4502	Risk Management	3
RET 4050	Research Methods	3
RET 4715	Advanced Neonatal and Pediatric RC	4
RET 3419	Diagnostics & Nontraditional Health Care Delivery	3
RET 4536	Cardiopulmonary Rehabilitation	3
RET 3023	Introduction to Cardiopulmonary Science	3
RET HSC 3612	Clinical Exercise Physiology for Health Science	3
RET 4034	Problems in Patient Management	3
RET 4445	Cardiopulmonary Diagnostics	3
RET 4616	Advanced Seminar in Respiratory Therapy	2

OBSERVED HOLIDAYS

Memorial Day	Last weekend in May
Independence Day	July 4th
Labor Day	First weekend in September
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25th
New Year's Day	January 1st

Students enrolling in this program will have completed all or most of the general education requirements for a Bachelor of Science in Respiratory Therapy. As such, most of the general education courses should have been completed at the time of admission. However, extra general education courses are required to meet the general education courses for a bachelor degree. Please see the entire program's curriculum to assess individual need to complete general education courses for this program. Most general education courses are offered on line.

GRADE REVISION POLICY & PROCEDURE

A student may request a revision of a final course grade if the student has a reasonable belief that the grade was assigned due to an error in the professor's grade book or in the calculations of the Final grade.

The Procedure for a Grade Revision is as follows:

1. The student always has to make every effort to discuss his or her concerns with the faculty member.
2. The student will submit a request to the Professor for a revision of the Final Grade. Grade Revision Forms are found in the Appendix Section of the Student Handbook and at the Registrar's Office.
3. The request must be submitted within 30 days of the end of the Term in question.
4. This policy applies only to final course grades and does not apply to course work, mid-terms, or other grades awarded during a term.
5. Faculty members will carefully consider the student's concerns and make a reasonable effort to resolve the issues raised by the student.
6. The course instructor and student will choose a mutually agreed upon time to meet and review the grades specified in the course and verify that the instructor's calculations are correct.
7. A representative of Student Services Office or appointee will be present at the meeting between the instructor and the student.
8. Changes will only be made if it is found that there was an error in the instructor's grade book or grade calculations.
9. If an error is found and a change proceeds, the submitted Grade Revision form has to be completed by the Professor, signed by the Division Head and Department Head, Program Director, and the Student, and turned in to the Registrar's Office.
10. If after discussion with the faculty member the student believes, that the grade is still not correct, or if there is an inability to reach the faculty member, the student may

request in written a revision of the grade by contacting the Division Head, Department Head, or Program Director.

11. The Division Head, Department Head, or Program Director will forward the request to the professor who will produce a response and submit the evidence within 10 days of the receipt of the request.
12. The Division Head, Department Head, or Program Director and the V.P. of Academics will review the response and evidence, and a written determination will be issued to the student and the Professor within 10 days.
13. If the student is still not satisfied with the response he/she will discuss the response with the V.P. of Academics.
14. The V.P. of Academics determination will be final and without further appeal.

GRADING POLICY

Students are evaluated their comprehension of theoretical concepts as well as class participation. The following grading system is used:

A	90-100	Excellent
B	80- 89	Good
C	75- 79	Average
D	60- 74	Do not pass the RET Program
F	0- 59	Do not pass the RET Program

MAKE UP EXAMS

Make up exams will be given at the professor's criteria. In order to get an Incomplete in a course see the general catalog.

REMEDICATION POLICIES

Students can contact the course professor at any instance in which the student is falling behind in the course work and or earning low grades. The professor can remediate the issue with the student via email and or in person previous appointment to meet at the university if possible. If the problem is not resolved, the student can contact the PD via email to arrange to discuss the issue and explore other venues to help the student with the issue at hand.

STUDENT ID

Students, faculty and staff are issued a picture identification card. This ID must be worn at all times. If you are not wearing an identification card, you will not be allowed on the premises. The ID card is also needed for voting in Student Government elections. College ID may be worn only by the person whose name appears on the ID. Intentional misuse or alteration of the ID is prohibited. It is recommended that distance-learning student get a university ID to facilitate their use of institutional facilities including library. In the event that a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean. The cost of the identification card is \$5.00. Each replacement I.D. card \$5.00.

PARKING DECAL

For the safety and security of faculty, students, and staff, all motorized vehicles are required to have an FNU parking decal affixed to the vehicle's lower right/left back window. Faculty, staff, and students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit - must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a range of several days up to one week and documentation may be required.

STUDENT GOVERNMENT ASSOCIATION

Florida National University Student Government Association (FNU SGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.

CHILD CARE SERVICES

Little Angels Children Development Center provides childcare services and after school programs. Registration is \$55.00 (academic year). The registration fee is non-refundable. The Center accepts children from 0 to 5 years old. A 10% discount for all members of FNC (college students and staff) is offered.

GRADUATION ELIGIBILITY

To be eligible for graduation from the program, the student must:

- Complete all curriculum courses.
- Apply for graduation by the deadline specified in the academic calendar.
- Complete all financial and other obligations to the college and clinical affiliates.
- Achieve a grade C or greater in each course in the program curriculum.
- Have an overall GPA of at least 2.50 on a 4.00 scale.

EXIT INTERVIEW FOR GRADUATING CANDIDATES

<u>Office</u>	<u>Purpose</u>
Registrar	To verify that the student is completing the academic requirements of his/her program (number of credits and nature of credits; GPA; honors. To apply for graduation status. To submit request of student's copy of transcripts. To order diploma.
Financial Aid	To close financial aid folder; to receive information on rights and responsibilities relating to loans and types of repayment plans.
Bursar	To fulfill all financial obligations to FNU before graduation.
Library	To be sure that there are no outstanding books or fines.
Placement	To update personal information relating to placement and attend workshop.
Student Services	To receive information on graduation exercises, cap and gown, ring, picture, guests, practice time; alumni association; to file for commencement exercises.

GRADUATION CEREMONY

The graduation ceremony takes place twice a year. Information is available at the Office of Students services.

PINING CEREMONY

This ceremony is more private; only graduates, their families, some university officials and the RT faculty attend it. Someone from among local role models from our profession whose work can serve of inspiration to new graduates. It is the duty of the graduating class to choose their speaker. If the class does not choose a speaker, the PD will do so for them.

TEXTBOOKS

Posted in the University's website.

ETHICAL AGREEMENT

This agreement is both a contract and a code of conduct for the registered nursing student while in the clinical setting, lecture, skills lab, and any other time the registered respiratory therapy student is under the auspices of Florida National University. These rules are designed to benefit Florida National University's Bachelor of Science in Respiratory Therapy Program and its students and faculty, as well as

patients, hospitals staff, and other individuals who are exposed to students during the course of their enrollment.

Because the Bachelor of Science in Respiratory Therapy Program is unlike any other program at Florida National University, expectations for behavior and attitude are higher and more stringent. Acceptance into this program does not automatically guarantee that each student will be able to perform in a manner benefiting the respiratory therapy profession, because the respiratory therapy program involves the education and an evaluation of a student's behavior and attitude under a variety of circumstances.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the auspices of Florida National University's Bachelor of Science in Respiratory Therapy Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.

The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the Bachelor of Science in Respiratory Therapy Program, then the Student Grievance Procedure, as stated in the Florida National University's Bachelor of Science in Respiratory Therapy Program Student Handbook, will be initiated. In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will always go to the instructor.

This Ethical Agreement is made in accordance with the section entitled, "Student's Rights and Responsibilities" as set forth in the Florida National University's Bachelor of Science in Respiratory Therapy Program Student Handbook. All such provisions of the Florida National University's Bachelor of Science in Respiratory Therapy Program Student Handbook are hereby incorporated herein by reference and made a part of this agreement.

1. **Sexual Harassment.** No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendo or inappropriate comments shall occur while in the laboratory or clinical setting or during lecture.

2. **Inappropriate Language.** No student shall use foul or vulgar language while in the lab or clinical setting or during class.

3. **Illicit Substances.** No student shall have in their possession, or be under the influences of any controlled substance or alcohol while in the lab or clinical setting or during lecture, except for those substances prescribed by a physician. Students shall not consume intoxicants to the extent that evidence of such consumption is apparent when attending clinical, lecture, or lab setting and sent immediately for drug testing. May not return to class until negative drug test is obtained.

4. **Weapons.** No student shall have in their possession any knives, guns, or other lethal weapon while on campus. Personal protective devices, such as MACE, must be stored according to facility policy and restricted from clinical units.

5. **Inappropriate Behavior.** Students will not direct disrespectful or abusive behavior toward any university guest, faculty, Florida National University's Bachelor of Science in Respiratory Therapy Program employee, and or other Florida National University's Bachelor of Science in Respiratory Therapy Program students. Inappropriate Behavior" includes both written and oral false representation with respect to student behavior.

6. **Confidentiality.** The undersigned hereby acknowledges his or her responsibilities under Florida Law to keep confidential the identities and identifying information regarding all clients encountered. No student shall divulge the names of any patient or client, orally, or in writing, during group discussions,

presentations, seminar projects, or other activities related to didactic discussions and or research projects.

7. Medical Records. Florida National University Bachelor of Science in Respiratory Therapy Program Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audiotaping and removing medical records from any hospital department are strictly prohibited.

8. Violations of this Agreement. Any violation of the foregoing Ethical Agreement will result in the student's dismissal from lecture and referral to the appropriate person in accordance to the chain of command as set forth in the Florida National University's general student handbook or this handbook. In addition, the student may receive a failing grade on the didactic evaluation and a failure to meet course requirements. If a student violates the "Ethics Agreement" of the Respiratory Therapy Program, the situation in question will come before the Florida National University's Bachelor of Science in Respiratory Therapy Program Academic Standard Committee. (Exception: A severe infraction that requires immediate attention). The Academic Standards Committee will make recommendations for disciplinary action to the appropriate university administrator.

9. Disciplinary Action by the University. If a student is suspended or otherwise formally disciplined by Florida National University's Bachelor of Science in Respiratory Therapy Program, the student is subject to permanent dismissal for the Florida National University's Bachelor of Science in Respiratory Therapy Program. At the termination of the disciplinary period, however, the student may petition the Respiratory Therapy Program for re-admission.

Student Name (Please Print) Student Signature

Agreed to this on _____ day of _____ 20_____.
(Retain for your records).

**FLORIDA NATIONAL UNIVERSITY
BACHELOR OF SCIENCE IN RESPIRATORY THERAPY PROGRAM**

Student Orientation Handbook Acknowledgement

Please sign and return this acknowledgement form directly to the assigned program representative at the end of your orientation session.

TO: The RESPIRATORY THERAPY PROGRAM

This is to certify that I have received my personal copy of the Bachelor of Science in Respiratory Therapy Program Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules and regulations contained therein. I hereby agree to abide by all established policies and procedures, while a student in the Florida National University's Bachelor of Science in Respiratory Therapy Program.

Student Name (Print)

Student Signature

Date

Please send a copy of this form to the Program Director to be kept in your records. You can choose to scan and send via email or fax to (305) 362-0595 to the attention of the Respiratory Therapy Program Director.

Thank you

