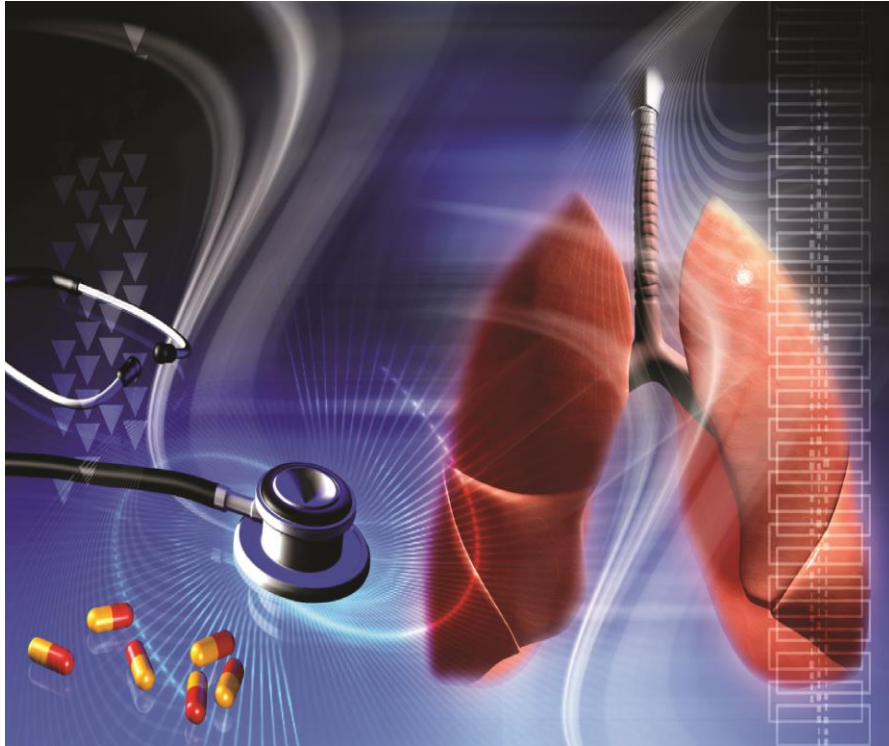


ASSOCIATE OF SCIENCE IN RESPIRATORY THERAPY



STUDENT HANDBOOK

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This handbook is a supplement to the Florida National University Student Handbook. In case of conflict between handbooks, this document will govern on student issues.

INTRODUCTORY INFORMATION

Welcome to the challenging world of Respiratory Therapists!

This handbook contains specific information to the Respiratory Therapy students. However, it is not meant to replace Florida National University's student handbook. It is recommended students read the entire FNU Student Handbook. There is a general overview when students first enter University, but with so many new things to read and remember, many of them may be forgotten with time. This handbook has been prepared to facilitate your transition into the Respiratory Therapy program. The most important aspects pertaining to your role in this course have been outlined and explained which will serve you as reference guide regarding University's policies and procedures.

At Florida National University, our main objective is to prepare competent, qualified professionals who will enhance the quality of healthcare in their communities. This involve preparing individuals who have scientific and clinical knowledge, skills in applying the knowledge and understanding of the human condition and be able to differentiate among the various components of effective respiratory care.

At its June 2017 meeting, the Commission on Accreditation for Respiratory Care (**CoARC**): 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835 conferred Continuing Accreditation for the AS Degree Respiratory Care Program sponsored by Florida National University. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur no later than 2027.

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 it 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.

Congratulations for choosing this important and rewarding career and joining the ranks of Respiratory Therapists.

The Respiratory Therapy Team

GENERAL PROGRAM INFORMATION

Respiratory therapy, also known as respiratory care, is the health care discipline that specializes in the promotion of optimal cardiopulmonary function. Respiratory therapists apply scientific principles to prevent, identify, and treat acute or chronic dysfunction of the cardiopulmonary system.

Knowledge of the scientific principles underlying cardiopulmonary physiology and pathophysiology, as well as biomedical engineering and technology, enable respiratory therapists to effectively assess, educate, and treat patients. As a health care profession, respiratory care is practiced under medical direction across the health care field. Respiratory therapy is specifically focused on the assessment, treatment, management, control, diagnostic, evaluation, education, and care of patients with deficiencies and abnormalities of the cardiopulmonary system as well as on the prevention of the development of these deficiencies.

Critical thinking, patient/environment assessment skills, and evidence-based clinical practice guidelines enable respiratory therapists to develop and implement effective care plans, patient-driven protocols, disease-based clinical pathways, and disease management programs.

A variety of settings serve as the practice site for this health profession including, but not limited to, acute care hospitals, diagnostics laboratories, rehabilitation and skills nursing facilities, patients' homes, patient transport systems, physician offices, convalescent and retirement centers, educational institutions and wellness centers. The respiratory therapy program at Florida National University is designed as an Associate of Science in Respiratory Therapy. The first year is spent on University campus completing all general education requirements. After that, students have classes and clinical experiences at any of the primary clinical.

FACULTY AND STAFF

Jose A Lammoglia, MA, RRT	Program Director
Luis de Velasco, B.B.A, BSN, RRT	Director of Clinical Education
Raul Valor, MD	Medical Director
Manoj Abraham, BC, RRT	Faculty
Richard Allen, MBA/HA, RRT, RPFT	Faculty
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Visit this website for comprehensive information and University calendar.

FLORIDA NATIONAL UNIVERSITY PHILOSOPHY

Florida National University devotes itself to the cause of education and is aware that preparing individuals for personal and professional success is laying the basis for stable and prosperous societies. There is much to gain from the impetus, creativity and sheer desire to belong found in many who are part of the rapid growth of Southern Florida. Florida National University would like to be a part of the process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

PROGRAM GOAL

“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).” For programs offering the sleep specialist program option, the program must have the following additional goal defining minimum expectations: “To prepare sleep disorder specialists with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of polysomnography practice as performed by sleep disorder specialists (SDS).” CoARC Standard 3.01

We believe that every student is unique and deserves the individual support and guidance necessary to be successful. The faculty serves as facilitator in the learning process, being the student an active participant in the process itself. This is achieved through intensive sessions of study in small classes, in order to foster in the students, the attainment of a quality University education according to the students' personal goals and the advancement of modern technology.

Our mission is to prepare graduates that will positively influence health service received by respiratory patients, to practice as competent Respiratory Therapists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Associate of Science in Respiratory Therapy is an entry level 2 year and 2 months' degree. The first year is devoted to completing all general education requirements. After the first year's classes are completed, the student has classes and clinical experiences at any of the primary clinical affiliate hospitals. Upon graduation, students are eligible to take therapist multiple Choice exam (TMC) administered by the National Board for Respiratory Care. The TMC exam consists of 160 questions of which 140 are graded. The passing scores are provided as follows: 88 correctly answered questions earns the graduate the CRT national credential, 94 correctly answered questions qualify the graduate to take the Clinical Simulation Exam (CSE). A passing grade in the CSE earns the graduate the Registered Respiratory Therapist (RRT) national credential.

With an NBRC national credential, the graduate can apply for state licensure in all States of the Union that require State Licensure to practice the Profession.

The Program recommends that graduates who have earned their RRT national credential take the specialty boards administered by the NBRC. For a list of the specialty boards please consult the NBRC web page: www.nbrc.org.

Due to the rigorous nature of the program, it is strongly recommended that applicants plan ahead financially for their 26-months in the program. The number of academic hours alongside with required study hours and clinical practicum. Practicum hours are 24 per week for a period of 5 terms, each 8 weeks in length. Transportation is necessary for travel to and from the hospitals for clinical experience. Attendance at all scheduled classes, laboratories and clinical rotations are enforced; each one of those meetings holds an essential component of your progress in the program. (See Program Policies and Procedures, Attendance).

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

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

Florida National University is licensed by the Commission for Independent Education, Department of Education (**CIE**): 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.

The Respiratory Therapy Program at FNU is accredited by The Commission on Accreditation for Respiratory Care (**CoARC**).

At its June 2017 meeting, the Commission on Accreditation for Respiratory Care (**CoARC**): 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835 conferred Continuing Accreditation for the AS Degree Respiratory Care Program sponsored by Florida National University. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur no later than 2027

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

PROFESSIONAL ASSOCIATIONS: AARC, FSRC and NBRC

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. With more than 49,000 members nationwide, the AARC is the only professional society for respiratory therapists in hospitals and with home care companies, managers of respiratory and cardiopulmonary services, and educators who provide respiratory care training.

FSRC: The Florida Society for Respiratory Care will continue to be the leading professional association for respiratory care in Florida. The FSRC will encourage and promote professional excellence, advance the science and practice of respiratory care, and serve as an advocate for patients, their families, the public, the profession, and the respiratory therapist.

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. A group of Chicago physicians and therapists recognized the need to formalize the training and registration of practitioners involved in the care and support of patients with respiratory disorders.

The NBRC strives for excellence in providing credentialing examinations and associated services to the respiratory community, and intends to remain at the forefront of the testing field by offering valid, reliable credentialing examinations, consistent with leading measurement standards and techniques. The NBRC remains vibrant by taking a creative, open-minded attitude toward change and new opportunities for growth.

APPLICANT SELECTION CRITERIA AND ADMISSION REQUIREMENT

Thank you for your interest in the Respiratory Therapy Program at Florida National University. The Respiratory Department will admit students through a selective admissions process for candidates that meet the academic and set clinical requirements. The program is designed to be completed by a FULL TIME student for a period of 26 months.

These are the steps to admission and pre-selection to the program. All requirements must be complete for application consideration.

1. Complete Florida National University Admission Application and return to Admissions Representative. (Refer to the FNU University Catalog for additional information about Admissions Policies and Procedures).
2. All applicants must request official academics transcripts from high school and/or universities and forward transcript(s) to the Campus Registrars.
3. Complete two (2) diagnostic examinations:

___University Success

___Test of Essential Academic Skills (TEAS). Acceptable score is 60 or above.

4. Have TEAS score sent to the Respiratory Therapy Program.

- Admission is based on criteria approved by Florida National University and consistent with State and Federal laws, regulations and program accreditation guidelines.
- Primary criterion includes completion of University general education courses required by the major with a “C” or better in each subject.
- Natural Science courses: (MAC 1105, HSC 1531, CHM 1105, CHM 1105L, MCB 2000C, BSC 1085C, and BSC 1086C), and RET 1001, must be completed with a “B” in each subject, having the minimum 2.50 GPA or better and in concurrence with the technical standards of the profession of Respiratory Care.
- In the event that the student does not earn a “B” grade in a Natural Science course and or in the ret 1001 COURSE, it will be necessary to retake the class in order to proceed and meet the next required sequential course. (See Program’s Grading Policies and Procedures).

Credits from other accredited institutions will be considered only if the student has a 2.5 GPA in all General Education courses and a ‘B’ in all Natural Science courses. The transfer must be approved by the VP of Academics or the Office of the Registrar to be accepted by the program. Official transcripts must be brought in person or mailed to FNU prior to full acceptance.

5. Have complete program application with official transcript sent to the Respiratory Therapy Department.

6. Two letters of recommendation and essay explaining his/her career goals is optional.

7. Satisfactory interview with the Director of Respiratory Therapy program and the Director of Clinical Education, and/or program faculty member designee.

8. All applicants admitted into this program will be required to complete a physical examination and provide a complete immunization record. In addition, a complete FDLE LII. AHCA and Local Background Screening in conjunction with Drug Testing will be required by clinical facilities. This is also mandated for clinical faculty conducting practicum. Positive results could affect a student’s chances of attending their hospital rotations, completing the program requirements, or gaining a license to practice upon graduation. The cost of required physical examinations, immunizations, background check and drug test will be paid by the student. Students accepted into the program will be provided with specific details. In addition, you will be required to take a sequential list of certifications and courses from the AHA (OSHA, HIV, BLS-CPR, ACLS, and PALS) to get prepared for each of your clinical rotations. If time permits, the course for certification NRP will be offered. Should you have questions on the application process, please contact the Respiratory Therapy department at 305-821-3333 x-1055.

There is specific health, physical and technical requirements for advancement into all portions of the Respiratory Therapy program more specifically into the clinical practicum. The Respiratory Therapy Program at Florida National University complies with the American with Disabilities Act (ADA), and consistent with the ADA, the attached Essential Functions/Core Performance Standards Worksheet provides the framework to relate functional ability categories and representative activities/attributes to any limitations/deficits in functional abilities. These standards shall be used by the Respiratory Therapy Program in combination with the professional scope of practice, job analysis, and expert consultation to make decisions related to the ability of the respiratory therapy student to perform the essential functions of respiratory care.

PHYSICAL STANDARDS FOR RESPIRATORY CARE PROFESSIONALS

ACTIVITY	FREQUENCY *
CROUCH: to locate and plug in electrical equipment	F
FEEL: to palpate pulses, arteries for puncture, skin temperature	C
GRASP: syringes, laryngoscope, endotracheal tube	C
HANDLE: small and large equipment for storing, retrieving, moving	C
HEAR: verbal directions / gas flow through equipment / alarms / through a stethoscope for breath and heart sounds	C
KNEEL: to perform CPR	O
LIFT: up to 50 pounds to assist moving patients / shapes and forms associated with radiographs	F
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices	C
PUSH / PULL: large, wheeled equipment, e.g., mechanical ventilators	C
REACH: 5' above the floor to attach oxygen devices to wall outlets	C
READ: typed, handwritten and computer information in English	C
SEE: patient conditions such as skin color, work of breathing / mist flowing through tubing	F
STAND: for prolonged periods of time (e.g., deliver therapy, check equipment, working shift)	C
STOOP: to adjust equipment	F
TALK: to communicate in English goals / procedures to patients	C
WALK: for extended periods of time to all areas of a hospital	C

WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes) C

MENTAL / ATTITUDINAL STANDARDS FOR RESPIRATORY CARE PROFESSIONALS

Display attitudes/ actions consistent with the ethical standards of the profession. C

Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion. C

Function safely, effectively, and calmly under stressful situations. C

Maintain composure while managing multiple tasks simultaneously. C

Maintain personal hygiene consistent with close personal contact associated with patient care. C

Prioritize multiple tasks. C

***FREQUENCY KEY:**

O=Occasionally 1-33% of the time; F=Frequently 34-66% of the time; C=Constantly 67-100% of the time

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.
- Share 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, is prohibited.
- 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

TUITION, FEES AND OTHER RELATED COSTS

Tuition is subject to change without prior notification. Tuition charges do not include other fees such as textbooks and supplies, registration fee, laboratory fee. All one-time fees are charged at the beginning of the program.

Additional expenses include:

Clinical package

- Background check/fingerprints
- (Level II FDLE/FBI/AHCA)
- Drug Test
- Liability Insurance
- Uniforms
- Hialeah Hospital ID
- Palmetto
- West Gables Rehab
- Physical examination and Immunizations

RT Board Review: Part of the study material for semesters III, IV, and V.

Certifications:

- Semester I: BLS/OSHA/HIV
- Semester II: ACLS
- Semester III: PALS

Graduation:

- Diploma
- Graduation fees

NBRC board exams:

- Kettering Review (recommended)
- NBRC examinations (recommended)

- NBRC-SAE Therapist Multiple Choice exam (TMC) and the Clinical Simulation Exam (CSE)-Mandatory, pre-requisite to graduate.

Questions related to Financial Aid should be directed to Campus Financial Aid Office.

REFUND POLICY

Florida National University catalog lists tuition and course fees for all respiratory care students, which are due at registration time. If financial obligations are not met, the student's transcripts will not be released and students will not be allowed to register again until payment completed. For complete information, please contact the Financial Aid Office and/or your advisor.

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.

Cancellation of the application by the student must be made by certified mail, or in person and in writing. The University will refund 100% of tuition charges if the student withdraws on/or before the first week of class (Add-Drop period). There is no refund due if the student withdraws on or after the Add-Drop period. If the University does not accept the enrollment, all monies paid by the student to the University shall be refunded and the student and University shall be released from further obligation.

If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund. The date for refund computation purposes is the Mid-Point of the semester. Refunds will be made within 30 days of termination or receipt of cancellation notice.

Any refund due to the Federal Pell Grant, Federal Perkins Loan, or FSEOG programs will be made within 30 days of the date the school determines the student is no longer in attendance. Any other refunds including the Federal Family Education/Direct Loan Programs will be made within 30 days of the date the school determines the student is no longer in attendance. In the event a student fails to return from a leave of Absence (LOA), all refunds due will be made within 30 days Academic Calendar.

CRIMINAL BACKGROUND CHECK

Successful completion of a criminal background check and the AHCA is required prior to acceptance into RET core courses. This is to be completed on the last term of the general education courses, while enrolled in RET 1001. The student pays the cost of these checks. Criminal Backgrounds checks are required by clinical affiliates

Prior to the final acceptance interview, applicants are required to have a level II FDLE/FBI/AHCA criminal background check and a negative drug test.

Applicants with criminal records are forewarned that the Florida Department of Health-Division of Medical Quality Assurance requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. Furthermore, clinical facilities that host FNU RET students for clinical practicum reserve the right to deny admissions to a candidate based on FDLE/FBI/AHCA background check results.

Any applicant or enrolled student who has been found guilty of, regardless adjudication, or entered a plea of *nolo contendere*, or guilty to, any offense under the provisions of Florida Statutes or under similar status or another jurisdiction, may be disqualified from admission or continued enrollment from the respiratory therapy program.

MEDICAL BACKGROUND CHECKS

All applicants admitted into this program will be required to complete a physical examination and provide a complete immunization record including poliomyelitis, mumps, measles, tetanus, hepatitis B and a chest x-ray or TB test. In addition, a complete FDLE LII and local background screening in conjunction with Drug Testing will be required by clinical facilities. The cost of required physical examinations, immunizations, background check and drug test will be paid by the student. Positive results could affect a student's chances of attending their hospital rotations, completing the program requirements or gaining a license to practice upon graduation.

DRUG FREE ENVIRONMENT

It is the policy of Florida National University to create and maintain a drug-free work and study environment. The improper use of controlled substances or alcohol is inconsistent with the professional and responsible behavior we expect of faculty, staff and students. The employees and students of FNU are strictly prohibited from being under the influence of or engaging in the unlawful or unauthorized manufacture, distribution, sale possession, or use of alcohol or a controlled substance on University-owned or controlled property, being present in any University-controlled area such activity is believe to take place, or as part of any of its activities or employments.

POLICY ON ADVANCE PLACEMENT

Florida National University participants in the Advance Placement Program Agreement Administered by high schools through the University Board: After applying for admission to Florida National University, applicants who have taken the Advance Placement examination should request that the Educational Testing Service send the examination grade report directly to the Registrar's Office.

Examination scores of 5, 4, and 3 are acceptable for credit. A maximum of 15 general education credits will be transferred. (Refer to University Catalog).

Transfer Credit: Official evaluation of transfer credit will be carried out only after receipt of the completed application at the University. Equivalent courses taken at other approved Universities or accredited respiratory care programs may qualify for direct credit transfer with sufficient supporting documentation.

Credit by Examination: This mechanism applies to pre-clinical coursework only. Course credit is given upon successful completion of the test. This may be arranged through the instructor of the course according to the policy of the institution. A fee will be charged for each examination attempted.

THE RESPIRATORY THERAPY LABORATORY

The Respiratory Therapy program operates a laboratory in room 304. The lab is a common area shared by faculty and students of the program. The RET lab is available for practical purposes outside the regular scheduled hours, provided there is an instructor on site. The respiratory laboratory is not available at weekends or during school holidays. Planning ahead with your instructor and/or the program director is always recommended.

The following ground rules are set forth to allow us all to share the use of these rooms with a minimum of difficulty and inconvenience.

- Students may use the area for QUIET study and computer usage between scheduled classes.
- No eating or drinking is allowed in the labs, please use the in-house cafeteria for eating and break.
- Do not remove any equipment/supplies from the lab without previous consent from a respiratory therapy faculty member.
- 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 high-end respiratory equipments (e.g., mechanical ventilators).
- Personal property may be left in the lab at your own risk.
- There is no smoking in the lab.

THE ACADEMIC PROGRAM

Florida National University, Respiratory Therapy Department, offers a sixty-four-week course aiming at receiving an Associate of Science Degree upon graduation. Every student starting the program must have finished all general education requirements (Prerequisites). Equivalencies are at the discretion of the Registrar Office and the Program Director.

The program prepares the students to pass the Board exams for the Respiratory Care. It offers the knowledge and skills necessary for a position as member of a health care team in a hospital, respiratory care departments, anesthesiology or pulmonary rehab, pulmonary diagnostics, nursing homes, and home

health agencies. The program also includes credit-hour components of general education/liberal arts courses.

The program uses different teaching strategies such as lecture, laboratory practice, observational and clinical experiences, self- study and seminars. Both instructors and students are active participants of the learning process. The instructor will function as a facilitator deciding the subject matter and the learning techniques. Students are expected to be prepared for all learning activities and exchange questions or concerns where relevant.

COURSE CURRICULUM

GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)

General Education Requirements: (33 credits) Credits

Communications (total of 6 credits)

ENC 1101** English Composition I 3

SPC 1040 Fundamentals of Oral Communication 3

SLS 1501 University Study Skills 0

Humanities (total of 3 credits)

Any Humanities 3

Behavioral/Social Science (total of 3 credits)

DEP 2004 Human Growth and Development 3

Or

PSY 1012 General Psychology 3

Mathematics/Natural Sciences (total of 21 credits)

MAC 1105** University Algebra 3

HSC 1531 Medical Terminology 3

CHM 1025/L Introduction to chemistry/Laboratory 4

MCB 2000C Microbiology 3

BSC 1085C Anatomy & Physiology I 4

BSC 1086C Anatomy & Physiology II 4

RET 1001 Respiratory Biophysical Science 0

Respiratory Therapy Core Courses (total of 47 credits). Core courses are in sequence.

Semester I (total of 13 credits)

Term A

RET 1026C Respiratory Care Equipment 4

RET 1486C Respirator Anatomy & Physiology 3

Term B

RET 2350	Respiratory Therapy Pharmacology	3
RET 2484C	Cardiopulmonary Pathophysiology	3

Semester II (total of 10 credits)

Term A

RET 2414C	Cardiopulmonary Function	2
RET 1832L	Clinical I	3

Term B

RET 2418C	Cardiopulmonary Diagnostics	2
RET 2833L	Clinical II	3

Semester III (total of 12 credits)

Term A

RET 2264C	Mechanical Ventilation I	3
RET 2834L	Clinical III	3

Term B

RET 2265C	Mechanical Ventilation II	3
RET 2835L	Clinical IV	3

Semester IV (total of 12 credits)

Term A

RET 2714C	Pediatrics/Neonatal Respiratory Care	3
RET 2503L	Advances in Cardiopulmonary Functions	3

Term B

RET 2286	Management of the Intensive Care Patient	2
RET 2934L	Selected Topics in Respiratory Care	1
RET 2836L	Clinical V	3

HOLIDAYS

The following holidays will be observed*:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

*Clinical practicum will be conducted as scheduled if they fall on Memorial Day, Independence Day, and Labor Day.

CRITERIA FOR SUCCESSFUL COMPLETION OF CURRICULUM

There are educational standards to be met by students in the Respiratory Therapy Program:

- Meet successfully all course objectives in the program.
- Complete all exams and all required assignments.
- Complete all the required clinical hours and obtain a satisfactory evaluation.
- Complete all psychomotor skills checks with a satisfactory evaluation performed at the lab and the clinical site.
- Meet attendance standards of the program.
- Be free of any physical or mental condition which might adversely affect your
- Performance.

- Students must maintain a minimum cumulative GPA of 3.0 (B) on a 4.0 grading scale on all RET Core courses. The lowest passing grade in all RET core courses is a “B”. Students will be allowed to repeat only one core course.
- Students who do not earn a “B” when repeating a core course will not be allowed to continue in the program. Students who earn less than a “B” in a subsequent core course will be dropped from the program as well.
- Student can miss up to 23 clinical hours each practicum. Students who do not meet the required attendance hours in clinical practicum will have to make them up prior to the end of the clinical in question or repeat the practicum when it offered again. The program has a make-up policy for clinical hours (see Program’s Student Handbook).
- BLS, ACLS and PALS certifications must be completed prior to Respiratory Clinical III.
- Pass program’s Exit Exam.

**This course has prerequisites; check course descriptions.

ACADEMIC PROGRESS

Primary criterion include completion of college general education courses required by the major with a “C” or better in each of the general education courses, having the minimum 2.50 GPA or better and concurrence with the technical standards of the profession of Respiratory Care, with the exception of Natural Science courses and the RET courses that must be passed with a “B” or better in each course (See Program Policies and Procedures, Grading). Students will be allowed to repeat only one core course. After repeating one core course, a C or less in any of the subsequent courses will result in not being allowed to continue in the program.

Re-entry policy into the Respiratory Therapy associates program

Policy:

- If a student earns less than a B grade in an RET core course, the student will not be allowed to continue with her/his current cohort and be temporarily withdrawn from the program.
- The student will have the option of re-entering the program the next time a cohort reaches the RET course that the student needs to re-take (usually within the period of one academic year). However, the student will first have to meet with the DCE and the PD for them to re-assess acceptance criteria.
- If the student earns a C grade or less in the same course or in any other RET core course after the re-entry, the student will be terminated from the program, with no option to return.
- Student opting for re-entry into the program must retake all core courses taken by the cohort where student is re-inserting in the Audit modality, but with the same attendance requirements as all students in the re-inserting cohort. Audit courses are mandatory for re-entry students but free of charge.
- Students that want to re-enter the program after a period of a year has lapsed since the student was temporarily withdrawn, will have to go through the entire program's admission procedure and will have to audit, at no extra charge all of the RET core courses taken (in sequence as per program policy) up to the re-insertion course.
- The latter will serve as a refresher for the student to keep the knowledge fresh since both the Program's Exit Exam and the NBRC National Boards are comprehensive in nature.
- Student disqualified for legal, ethical, and or safety issues, will not be considered for re-entry.

Procedure:

- 1- Students who do not earn a B grade in an RET core course will be notified in a joint session by the professor in charge of the class and either the DCE or the PD.
 - a. The notification will be done in writing.
 - b. The student will be invited to read the form and sign it.
 - c. If the student refuses to sign the form, it will be noted on the form and co-signed by the faculty in attendance.
 - d. A note will be written in the student's electronic record as well, and an email will be sent to the student with information about the options: re-enter the program when a new cohort starts, or drop from the program.
 - e. The student will have 8 weeks to make a decision about either re-entering at a later date or dropping from the program, and will write a letter to the DCE and PD notifying them of their final decision.
- 2- Should the student decide to re-enter the program with the next cohort, it is the responsibility of the student to keep up to date as to the start date of the cohort she/he is entering into.

- a. On the term previous to the start of the next cohort, the student wanting to re-enter the program must meet with the DCE and PD to discuss re-admission criteria.
 - b. The student will receive notification of the DCE and PD decision via email within a week of the meeting.
 - c. If re-accepted to the program, the student must come to Registration and Financial Aid to discuss procedures to be followed for re-admission to the institution.
 - d. A note will be then entered into the student's electronic record attesting to the procedure.
- 3- Re-admitted students will need to complete a new drug, level 2 background, and AHCA screening prior to re-admission.
 - 4- All certifications (BLS, OSHA, HIV, ACLS, PALS) completed at time of withdrawal must be completed if expired. All certifications must be active during the student's practicum terms in the program.

ADMISSIONS POLICY FOR CRT TO RRT BRIDGE OPTION

- Candidates must have a current NBRC CRT credential.
- Credit will be given to candidates meeting the above-mentioned prerequisite for RET 1026C: Respiratory Care Equipment, and RET 1486C: Respiratory Anatomy and Physiology.
- The following courses may be challenged by examination: RET 2350: Respiratory Therapy Pharmacology, and RET 2418: Cardiopulmonary Diagnostics.
- Credit for clinical practicum will be given, at the discretion of the PD and DCE upon receiving a letter from the candidate's respiratory department director stating the candidate has recent experience in pediatric, adult, and neonatal critical care.
- Transferred credits: * the university adheres to the Florida Statewide Course Numbering System. Credits will be transferred at the discretion of the University Registrar and the VP of Academics. See the ASRT curriculum posted in the university's catalog for a list of general education and core courses required to complete the degree.

*FNU accepts credits from regionally accredited institutions that are applicable to the program of study.

TRANSFER OF CREDITS

Official evaluation of transfer credit will be carried out only after receipt of the completed application at the University. Equivalent courses taken at other accredited universities may qualify for direct credit transfer at the discretion of the VP of Academics and or the University's Registrar. Respiratory core courses taken at other institutions are not transferable.

CREDITS FOR EXPERIENTIAL LEARNING

This mechanism applies to pre-clinical coursework only. Course credit is given upon successful completion of the test. This may be arranged through the instructor of the course according to the policy of the institution. A fee will be charged for each examination attempted

Students may receive credits by examination. The Campus Dean will evaluate each case, and the appropriate academic department will proctor the exams. The student will be graded "S" if scoring 70% or better, otherwise "U". The result of this exam cannot be challenged again. Application forms are available from the Registrar. Institutional credit by examination will become a part of the student's permanent record at the conclusion of the semester in which it is awarded; grades will count toward graduation requirements and they will be entered with a Credit by Examination in the student progress report.

A fee per credit hour will be charged for each examination administered. The maximum number of credits earned by examination will be nine (9). Please be advised that the Federal Pell Grant does not cover credit by examination, just credits earned based on regular class attendance. This process will be documented in the Academic Summary Sheet inside the student's academic file. Credit by examination may not be used to eliminate an "F" or "I" grade.

POLICIES AND PROCEDURES FOR WITHDRAWAL

Students desiring to withdraw formally from a class may do so within the add-drop period without a penalty. A reduction in course load may keep the student from meeting minimum standards for satisfactory progress. Course withdrawal may also jeopardize the student's financial aid eligibility, VA benefits, and program completion date.

Add-Drop period: Students have until the end of the first week of classes to change courses. Withdrawals within this period will receive a "W" on the transcript.

Late Withdrawal: Any withdrawal after the first week of classes incurs full financial obligation. Academically, the student will receive a "WP".

STUDENT GRIEVANCE PROCEDURE: ACADEMIC COMPLAINTS AND APPEAL (pp. 24-25 FNU's Student Handbook).

It is the policy of Florida National University to listen to any student who may have a grievance or complaint concerning any faculty, staff, administrator, policy, or academic or financial matter. The student is guaranteed a speedy answer and access to higher authority through the appropriate chain of command until the student fully understands the action taken.

Students who have academic complaints are to follow the procedures as established by Florida National University, which are:

1. The student should address his complaint to the faculty member, staff member, or administrator involved.
2. If the Student is not satisfied, he or she is to address the individual's superior:
Faculty member > Department Head > Division Head
Staff member > Administrative Supervisor
3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.
4. If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.

ENFORCEMENT OF RULES

It is expected that a student who has invested time and money in learning this profession will not require discipline. However, disciplinary action will be applied if the student knowingly violates the conduct code. The severity of this action will be based on the infraction and could include dismissal from the program. For this reason, the Respiratory Care Program reserves the right to enforce the following policy:

Due to the unique responsibilities of patient care, each faculty member is required to evaluate the professional behavior of students in the clinical setting. If behavior objectives are not met, a grade "F" will be assigned.

ABSENTEEISM, TARDINESS, LEAVING EARLY POLICY

The main objective of this program is to prepare students for joining the workforce. There is a close relationship between class attendance, passing the board exams, and being prepared for life as a professional respiratory therapist. Final grades will be affected by attendance.

It is the student responsibility to attend all scheduled activities like classes, laboratory sessions and clinical practices at hospitals. When students miss classes or any other activity, they are responsible for contacting the instructor a presenting a valid reason for their absence.

Possible absence's accepted documents include, but are not limited to; jury duty or court appointments, military service, accidents, personal illness or that of an immediate family member as well as death of an immediate family member.

Please submit appropriate documentation and make up necessary arrangements for covering assignments and lessons taught during the absence.

The absenteeism, tardiness, leaving early policy provides guidance within our Respiratory Therapy program about how to manage the state of chronic absence from class and/or clinical rotation. Absenteeism is usually addressed through progressively stricter disciplinary measures as it can result in poor academic performance. The No-Fault point system has the objective of rewarding good attendance. It uses the following point system:

Each absence	= 1 point (no multi-day occurrences)
Each late in (tardy or early out)	= ½ point
Each no show for class/clinical	= 2 points
Each return with no prior call	= 1 point

Each absence-free term rewards the students with a 2% towards their final average. Each student starts fresh (no points) each term. Unexcused tardiness or absenteeism from assigned clinical rotation is a serious offense. In the event of an unavoidable delay or absence, a student must notify the faculty member or designee by appropriate means prior to the scheduled clinical rotation.

GRADING POLICY

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

A	90-100
B	80- 89
C	75- 79
D	60- 74
F	0- 59

Assignments must be submitted on the requested date or the result will be “0” for that particular one. If the student anticipates a problem, arrangements should be made to handle the assignment before the due date or a soon as he/she returns to class.

RET courses are taught in sequence, it means the student needs to have at least the minimum grade in a particular subject to be able to proceed to the next one. Remedial classes will be organized for students with difficulties to help them come to terms with the program-required qualifications. In the event of grades below the established ones, the student must withdraw for the program and apply for re-admission upon fulfillment of admission criteria.

COURSE EVALUATIONS POLICY

A minimum of two quizzes, one midterm, and a final will be administered in each course to evaluate student's progress.

ACADEMIC ADVISING

Each faculty member will conduct an individualized academic advising after each midterm and final exam to help student assess areas of weaknesses to address with urgency. The program is very short in duration and passing the board is of the essence, total dedication and commitment is required of RET students.

REMEDIATION POLICY

Students experiencing academic difficulties and or wanting reinforcement in a particular subject are invited to approach the PD, DCE or other faculty and request an individualized review of the area of weakness in question. Students are invited to audit any other RET course being offered at the time, if their schedules allow it, to reinforce and or refresh material see in pat courses. Students are encouraged to do so to be better prepared for the NBRC boards. Students are also reminded that all quizzes and exams in the Program are comprehensive, including questions from subject already taken.

MAKE UP EXAMS POLICY

Only students with valid excuses will be allowed to re-take exams, and at the faculty discretion.

PROGRESSION POLICY

The program has an obligation to assure that any student who progresses in the program and is eventually assigned to a clinical rotation has demonstrate sufficient academic knowledge as well as competency in the skills that will be required in the clinical field.

A student repeating a respiratory therapy course are invited, but not required, to audit all respiratory courses passed in the same year as the failed course. The latter is highly recommended to help students succeed in the Program. Auditing passed courses is free of charge in the RET Program, and it is extensive to graduates who have difficulty passing the NBRC boards.

DRESS CODE:

UNIFORMS, EQUIPMENT AND PERSONAL APPEARANCE AT CAMPUS AND/OR CLINICAL SITES

As Students of Florida National University, you must follow the University's Personal Appearance Policy whether at any Campus or at any clinical site. The Respiratory Therapy Program dress code is the result of that policy. Students are expected to be neat and clean at all times and proud of their appearance. Because of the environment in which the health care provider practices, the student must follow certain guidelines to ensure his/her safety as well as that of their patients. It is based on that premise that the following guidelines are outlined:

Students must furnish their own uniforms in order to participate in clinical rotations.

- White laboratory coat.

- Royal blue scrubs, with FNU logo, can be purchased at the bookstore. While at clinical rotations, students must also take into consideration the dress code of that particular facility. Stethoscope and pulse oximeter.
- Clean, athletic footwear with the scrub uniform.
- Socks or stockings must be worn at all times during clinical rotations.
- No open-toe shoes/sandals, flip-flops, sandals, or high heels.
- Due to close contact with patients with respiratory problems, all students need to refrain from excessive use of personal scented products.
- Excessive makeup, long or artificial nails are not permitted. Fingernail polish color should be conservative.
- Necklaces, earrings, and other types of jewelry should not dangle or interfere with patient. Do not wear jewelry in such an excess that may be considered offensive to patients, or other health care workers.
- Students with long hair should tie it back to keep it off the face.
- No controversial personal items worn that could be potentially offensive to patients, relatives, and hospital personnel's ethnic group, racial group, religious beliefs, and gender.
- All tattoos must be covered.
- Clothing items, IDs or safety equipment mandated and provided by a particular clinical site should be worn at all times while on their premises and returned to the facility at the end of the rotation unless otherwise specified by the DCE.

Ultimately, FNU instructors will determine whether any questionable items concerning the dress code is acceptable. If the student is considered as not meeting the dress code, the student will be sent home and given an absence for the day.

CLINICAL PROGRAM

One of the most important aspects of the process of becoming a respiratory care practitioner is to prepare students to function in a variety of clinical settings where they will learn to put in practice clinical procedures in a safe and competent manner. Students are responsible for transportation back and forth clinical sites. The clinical rotations begin in the second semester of the program.

The confidentiality of patients and information must be held in strictest confidence. Breach of confidentiality will result in disciplinary action. Personal telephone calls are not to be made during clinical hours. Should you become ill during your clinical time, notify your clinical instructor. You will have to make up all clinical time missed. Arrangement will be made for medical attention as appropriate. You are responsible for costs incurred during treatment.

Students must pass the clinical performance evaluations (all-inclusive learning domains cognitive, psychomotor and affective behaviors) and clinical case study analysis with the grade of "B" or above and at the end of each clinical rotation a final comprehensive exam with 80% of accuracy and above.

Before leaving your clinical site, notify your clinical instructor and make sure that he/she dismisses you from the clinical site and is aware of any incomplete assignments. Make sure your clinical instructor

knows where you are during clinical time. Attending meetings is an excellent opportunity to exposure for further knowledge in the field of respiratory therapy. You are made aware that attendance to a scheduled meeting is mandatory.

INTER RATER RELIABILITY

Inter Rater Reliability is a system through which the Program ensures consistency in the grading process among all clinical faculty in the program (CoARC Standard 3.07)

Inter Rater Reliability is conducted at the clinical site at least once with each cohort.

STUDENT SUPERVISION AND PAY FOR PRACTICUM POLICY

Students must not complete clinical coursework while in an employee status at a clinical Affiliate (CoARC Standard 5.10)

Students will be appropriately supervised at all times during their clinical education coursework and experiences. Students will not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework.

The maximum number of students under one faculty's care must not exceed six (6).

EXIT EXAM

In order to graduate, the student will have to take an Exit Exam. The test is purchased by the student and given by the PD and the DCE two weeks before the end of the last semester of the program. The Exit Exam is an NBRC Secured Assessment Exam (SAE). The programmatic accepted passing grade is 88 correct answers. This score is the same as the NBRC's acceptable passing score for the CRT National Credential.

If the student fails to pass the NBRC SAE on the first attempt, a second opportunity is offered a week later, previous payment for the exam. IF the student does not meet passing criteria the second time a study period will be mandated before the student can challenge the test again. The study period can be up to one semester long, and will be conducted by the PD and the DCE depending on their class schedule. It will be expected that the student studies on her/his own as well.

In most cases the graduating cohort takes the Kettering National Review Seminar following graduation. Students who cannot graduate because they did not pass the Exit Exam are encouraged to attend the Kettering Seminar as part of their preparations to re-take the Exit Exam within the semester provided to that effect.

CLINICAL SITES

Clinical sites are located in Miami Dade County, and Monroe County.

Hialeah Hospital
651 East 25th St.
Hialeah, FL 33013
Tel. (305) 693-6100

South Miami Hospital
6200 Southwest 73rd St
South Miami
FL 33143-4679
Tel. (786) 662-4000

Baptist Hospital of Miami
8900 N Kendall Dr.
Miami, FL
33176
Tel. (786) 596-1960

Doctors Hospital, Inc.
5000 University Dr.
Coral Gables, FL
33146
Tel: (786) 308-3000

Homestead Hospital, Inc.
160 North Ct.
Miami, FL
33147
Tel: (786) 596-3685

Mariners Hospital, Inc.
91500 Overseas Highway, (MM 91.5)
Tavernier, FL
33070
Tel: (305) 434-3000

West Kendall Baptist Hospital, Inc.
9555 SW 162nd Ave.
Miami, FL
33196
Tel: (786) 467-2000

CLINICAL ROTATION DOCUMENTS

Date: _____

Name: _____

E-mail: _____

SS # _____/_____/_____ Phone #: _____

You must be able to complete and provide evidence of completion of the following documents:

_____ BLS/ OSHA/HIV Seminar

_____ Advanced Cardiac Life Support (ACLS) two-day seminar (must be completed before RET 2834L Respiratory Therapy Practicum III).

_____ Pediatric Advance Life Support (PALS) and Neonatal Resuscitation Program (NRP), two-day seminar (must be completed before RET 2835L Respiratory Therapy Practicum IV).

_____ Liability Insurance Bursar Office

_____ Pregnancy Form

_____ Good Moral Character

_____ Physical Exam

Immunization Record

Hepatitis

Tetanus

Rubella

MMR

Varicella

PPD (tuberculosis no more than six months)

HIPAA Seminar & Assessment

Background Check Fingers Prints FDLE

Student Affiliation customized/clinical facility

Tenet Release Form

Vaccine Acknowledge

Drug Test \$50 FNU/Bursar Office

Copy FNU School ID – Hospital ID

Tenet Test

FDLE/VECHS Release.

Technical Standards Acknowledgement /Essential Functions Please print, read and return a signed copy to your program director

The Clinical Education Coordinator (CEC) is responsible for scheduling the clinical rotations. These rotations may imply long and special hours as the school needs to accommodate itself to hospitals availability. Every effort will be made to inform schedule in advance to keep disruption and personal and working conflicts to a minimum. The CEC may need to change schedules to improve learning experiences or at request at clinical sites. It is critical that the student keep pace with the assigned reading, homework and clinical proficiencies during your clinical rotation.

Participants in these rotations will try to assimilate the most from their clinical experiences by participating in assigned duties, studying the theory and fulfilling assignments. Students should take advantage of the fact that they are in real situations to put into practice what they have learnt in the classroom setting. Preparedness is the key to success.

There are many seminars approved by the health care provider that respiratory students need to take before attending clinical rotations. The certifications need to be current throughout the whole clinical rotation.

Basic Life Support (BLS): This is a relatively short training course required of many health professionals to help revive, resuscitate, or sustain a person who is experiencing cardiac arrest or respiratory failure of some sort. This could include a drowning victim, heart attack or stroke patient, or any scenario where breathing or heartbeat has been compromised.

Occupational Safety and Health Administration (OSHA): It trains students in the safety and health aspects of their jobs.

HIV: This seminar provides information in HIV testing law and, the process of obtaining patient consent for HIV testing and disclosure practices.

Advanced Cardiac Life Support (ACLS): It is designed to help health care providers learn the necessary skills to provide evidence-based care to patients in cardiac arrest or other life threatening situations. This course reinforces use of appropriate basic life support and automated external defibrillation, and then extends skills to advanced interventions.

Pediatric Advance Life Support (PALS): The course provides advanced practical skills in the evaluation and treatment of acute illness and injury in the pediatric patient during the first critical hour. This is an intense course comprising lectures and practical skill sessions. The skill sessions and laboratory include performance of simulated pediatric resuscitations.

Other documents to be completed and presented before beginning the clinical rotations are listed in the *Form* part of this document.

LIABILITY AND HEALTH INSURANCE

Students must have liability insurance, BLS (Basic Life support), OSHA (Occupational Safety and Health Administration), HIV, and HIPPA (Health Insurance Portability and Accountability Act of 1996) seminar completion forms in order to participate in clinical rotations.

Students entering any health program should be aware that exposure to different health problems place them at risk. There is no agreement between FNU and the clinical site to provide emergency treatment to instructors or students assigned to it, neither they are responsible for accidents and/or illnesses while enrolled in the program. Health care is the personal responsibility of students and as such, they are encouraged to obtain their personal medical and hospital insurance. Therefore, students should obtain their own private health insurance. Students experiencing injuries or any health risk must inform the instructor immediately who will seek proper medical attention.

ESSENTIAL FUNCTIONS/ CORE PERFORMANCE STANDARDS

The Respiratory Therapy Program at Florida National University complies with the American with Disabilities Act (ADA), and consistent with the ADA, the attached essential functions/core performance standards provide the framework to relate functional ability categories and representative activities/attributes to any limitation/deficit in functional abilities. These standards shall be used by the Respiratory Therapy Program in combination with the professional scope of practice, job analysis, in addition, expert consultation to make informed decisions about specific cases. Please inform the Program Director in writing if you have a documented disability that may hinder your participation in clinical rotations.

Respiratory therapists frequently:

- Stand or walk for long periods of time.
- Use their hands to handle, control, or feel objects, tools, or controls.
- Repeat the same movements.
- It is important for respiratory therapists to be able to:
- Speak clearly so listeners can understand.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Make quick, precise adjustments to machine controls.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers or hands to grasp, move, or assemble very small objects.
- Focus on one source of sound and ignore others.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.

It is important for respiratory therapists to be able to:

- Hear sounds and recognize the difference between them.
- See differences between colors, shades, and brightness.
- See details of objects that are more than a few feet away.
- Determine the distance between objects.

- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Bend, stretch, twist, or reach out.
- Make fast, repeated movements of fingers, hands, and wrists.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.
- Choose quickly and correctly among various movements when responding to different signals.
- Move arms and legs quickly.
- React quickly using hands, fingers, or feet.
- Be physically active for long periods without getting tired or out of breath.
- Use muscles to lift, push, pull, or carry heavy objects.
- Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.
- Use muscles for extended periods without getting tired.
- Clinical Conduct

GENERAL SAFETY MEASURES

Students entering Allied Health professions are exposed to contagious diseases during their studies and once they become professionals. There are safety measures that need to be discussed and be familiar with before entering the clinical rotations. These measures are of general character and should be added to those in place by the hospital.

- Wash hands, preferably with an antimicrobial soap and water
- Wear protective gloves:
 - ✓ Before and when having direct contact with patients.
 - ✓ After contact with blood, body fluids or excretions, and non-intact skin
 - ✓ When wound dressing.
 - ✓ When contacting intact skin (e.g., taking pulse or blood pressure or lifting a patient).
 - ✓ 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 as this practice has been associated with pathogens transmission.
- Do not wear artificial nails if duties include direct contact with patients.
- Avoid unnecessary touching of surfaces close to patients to prevent contamination.
- Wear a gown that is suitable to the task to protect your skin and prevent contamination and for direct contact with patients. Do not reuse it.
- Regularly wear gown upon entrance of a high-risk unit.
- Remove gown and perform hand hygiene before leaving patient's room.
- Wear Personal Protective Equipment (PPE) to protect eyes, nose, and mouth during patients' activities that may generate contact with blood or body fluids.
- Prevent contamination of clothing and skin when removing PPE.

- Remove or discard PPE when leaving patient's room
- Same needles are not to be used in different patients and should be placed in puncture resistant containers immediately after use. Adhere to federal, state and hospital laws for protection of healthcare personnel.
- If you are exposed, or considered to be exposed, to blood pathogens or any other hazardous material let your clinical instructor know immediately.
- Follow hospital's non-smoking policy at all times.

CLINICAL CONFIDENTIALITY

Respiratory Therapy staff must protect the right of privacy of patients and their families. This confidential information is protected by the Health Insurance Portability and Accountability Act of 1966 (HIPAA). It is your responsibility that confidential information is only known by relevant individuals providing health care and not to be discussed in public places.

As students of Respiratory Therapy, you will have access to medical charts at the clinical sites. Confidentiality in the healthcare arena is paramount to exercise in the field. This includes information contained in the patient's medical record as well as any other information that flows through the respiratory care department and to physician/facility business. This applies to information presented in the classroom, laboratory, and clinical rotations. Information obtained by students about a patient during a clinical rotation or while performing any research or study is considered confidential. The level of confidentiality is established by the patient. Failure to abide by this regulation will be considered a violation of HIPAA and may result in dismissal from the clinical rotation or the respiratory program. Another ground from dismissal from the program is stealing, falsification of documents and/or medical records, and use of alcohol or any other intoxicating substance.

Respiratory therapists must behave professionally at all times with physicians, nurses and all medical staff as well as patients, their families and all hospital visitors. If you have a personal problem, or an issue with the clinical coordinator or any hospital staff that may negatively influence student performance at the clinical site, notify the instructor and the Director of Clinical Education immediately. Any incident should be reported without delay.

Students must not disclose information to unauthorized individuals including hospital personnel, family or friends. In classroom debates, information will be discussed in a "de-identified", de-personalized" manner. Students are not to have access to their own medical records or those of family acquaintances while at the clinical sites. There are proper procedures one must follow to access one's own medical information.

- Students may not photocopy or duplicate the medical records for any purpose.
- Students should not access records of patients who are not receiving respiratory care. "Snooping" or "exploring" patient's records for the express purpose of gathering information is unacceptable.

The primary purpose of a medical record is to document the course of a patient's health care and to provide a way of communication among health care professionals for current and future patient care. In

order to fulfill these purposes, significant amounts of data must be revealed and recorded. The patient must be assured that the privileged information shared with health care professionals will remain confidential.

It is imperative that the confidentiality of this information be honored. For this reason, all students who enter the program will be required to read and sign a copy of the Confidentiality Agreement. This signed form will be kept in the student's academic file in the respiratory therapy department.

STUDENT ID CARD

Students, faculty and staff are issued a picture identification card. This identification card 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. University ID may be worn only by the person whose name appears on the ID. Intentional misuse or alteration of the ID is prohibited.

At the clinical site the student must display the FNU student ID card at all times. This is done to ensure that patients clearly understand the difference between a student, who is not given monetary remuneration for time spent, from an employee.

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 will be charged \$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.

DEAN'S LIST

To qualify student must have a grade point average (GPA) of 3.05 or higher. Certificates are given every semester

STUDENT GOVERNMENT ASSOCIATION

Florida National University Student Government Association (FNUSGA) 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. There is an annual registration fee, please contact the childcare facility for fees. The registration fee is non-refundable. The Center accepts children from 0 to 5 years old. A 10% discount for all members of FNU (University students and staff) is offered.

GRADUATION ELIGIBILITY

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

- Complete all curriculum courses.
- Complete clinical requirements.
- Obtain a passing grade in the program's exit exam (see Exit Exam, p. 29).
- Apply for graduation by the deadline specified in the academic calendar.
- Complete all financial and other obligations to the University and clinical affiliates.
- Achieve a grade B or greater in each course in the program curriculum.
- Have an overall GPA of at least 2.50 on a 4.00 scale.

EXIT INTERVIEWS FOR GRADUATION 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. Enquiry with the Office of Student Services for information pertaining to this ceremony.

THE NATIONAL HONOR SOCIETY FOR THE PROFESSION OF RESPIRATORY CARE THE LAMBDA BETA SOCIETY

Students in the top 20% of their cohort after completion of 50% of the program. The induction takes place during the pinning ceremony.

THE PINNING CEREMONY

The pinning ceremony is a symbolic event that serves as a transitional period from being a student to becoming a professional. Each graduating student will have the option of participating in the pinning ceremony and receive a respiratory therapy pin for the hard work and dedication to the respiratory care. Pins can be purchased through the program.

BOARD EXAMINATION

In order to become a Registered Respiratory Therapist, the graduate from an Associate Degree Program accredited by the Committee on Accreditation for Respiratory Care must take two different exams administered by the National Board for Respiratory Care: The Therapist Multiple Choice exam (TMC), and the Clinical Simulation exam (CSE).

For detailed information go to www.nbrc.org.

After graduation, students' official transcripts are sent electronically to the NBRC. The NBRC notifies students as to when they are eligible to register for and challenge the boards. The Respiratory Therapy Department Program Director and the Director of Clinical Education are also available to assist students with the process.

NATIONAL CREDENTIALING

The National Board for Respiratory Care (NBRC) is the national credentialing agent. The NBRC creates, administers and monitors all board exams. Information and application for credentialing exams can be made by contacting the NBRC director, through the website at www.nbrc.org, or directly with the Respiratory Therapy Department.

In order to become a Registered Respiratory Therapist (RRT), the NBRC requires that educational requirements be met. Having completed the program, the graduate must successfully pass the NBRC Therapist Multiple Choice exam (MTC), and the Clinical Simulation Exam (CSE) before receiving the RRT national credential. All exams are administered online and can be taken through the calendar year at the convenience of the graduate.

Students planning to take any of the credentialing examinations offered by the National Board for Respiratory Care, Inc. (NBRC), are encouraged to first take the Self-Assessment Examination, an excellent evaluation tool to determine weak areas in preparation for the NBRC boards. The SAEs are

available in web-based format and more information can be found by clicking the Self-Assessment Examination Quick Link found in the NBRC webpage (www.nbrc.org).

The Therapist Multiple-Choice Examination (TMC) consists of 160 multiple-choice questions (140 scored items and 20 pretest items) distributed among three major content areas: Patient Data Evaluation and Recommendations, Troubleshooting and Quality Control of Equipment and Infection Control, and Initiation and Modification of Interventions. Candidates are allowed three hours to complete the TMC Examination.

The TMC has two passing scores: the low passing score (88 correct questions) will grant the CRT National Credential. The higher passing score (94 correct answers) will grant the candidate permission to take the Clinical Simulations Exam (CSE).

The CSE consists of 22 patient scenarios of which 20 are scored and 2 a pretest items. Each scenario is designed to simulate reality and to be relevant to the clinical practice of the profession. Candidates are given four hours to complete this exam. Upon passing the CSE, the graduate will be granted the national Registered Respiratory Therapist (RRT) credential.

IMPORTANT NOTICE FOR INITIAL LICENSURE APPLICANTS AND RENEWALS

For your convenience this handbook is accompanied by a copy of the Board of Respiratory Care Laws and Rules, June 2017 Edition. It is important that you become familiar with all the rules and regulations of the profession you are about to enter. You can also check Chapter 456, F. S.: Health Professions and Occupations: General Provisions., and 766.301 through 766.316. F. S.: Medical malpractice and related matters.

The Department of Health and the Board of Respiratory Care have developed business procedures to fully implement the provisions of this law. Please use the applications, as they currently appear online, until rules are adopted that will replace these applications with updated versions. For license renewal, this law applies to offenses occurring after July 1, 2009. If you meet one of the disqualifying requirements above, you will be asked to return your license.

It is important for licensed respiratory therapists, respiratory therapists and students petitioning the state of Florida for licensure, and those considering entering a respiratory therapy education program to be aware of the implementation of Section 546.0635 FS.

The Florida Society for Respiratory Care (FSRC) encourages licensees, students, potential students, hospital administrators, and respiratory therapy educators to be aware of the implications of SB 1986 as it relates to licensure.

The FSRC encourages those affected by these changes to cooperate with the Florida Board of Respiratory Care for resolution. The FSRC also encourages licensed therapists and applicants to exhibit professional responsibility by accurately self-reporting any violations of the law pertaining to this change in statute or other offences described in Florida's respiratory care practice act.

Information about the Florida Board of Respiratory Care can be found at:
<http://www.doh.state.fl.us/mqa/respiratory/index.html>.

The Florida Board of Respiratory Care may be contacted by email at: MQA_RespiratoryTherapy@doh.state.fl.us or by calling (850) 245-4373.

RESPONSIBILITY OF STUDENTS HEALTH MAINTENANCE

Florida National University's Respiratory Therapy Program recognizes that health maintenance is the primary responsibility of the individual student.

Students are therefore required to carry their own health insurance for clinical rotations. If the student is involved in an incident or accident while in the clinical area, the student will be required to follow the established hospital / clinical facility protocol, complete the incident report form, and to report to the Emergency Department for treatment.

All students must obtain specific immunizations and health screening tests before entering the clinical areas.

A proof of immunization for MMR (two doses), Varicella (2 doses), Hepatitis B (3 doses), and H1N1 must be provided to the school. In the event that the student had the diseases, a blood titer for each disease must be submitted. The result of the annual Tuberculin skin test (PPD) must also be submitted.

Students have the right to decline to receive the Hepatitis B immunization series and H1N1 vaccine, only with a doctor's note or if they are pregnant. However, a refusal to receive the Hepatitis B immunization series and H1N1 vaccine form must be signed by the student before entering the clinical areas.

Immunization records will be submitted to the affiliating hospitals prior to the student's arrival at the health care facility for clinical practicum. Failure to comply with this, the student will not be allowed to participate in clinical rotations.

The requirements are subject to change, depending upon current knowledge and practices relating to health care.

TEXTBOOKS

Current required and Recommended Textbooks for the Respiratory Therapy Program are listed on the FNU main webpage under Bookstore, click on the link Textbooks. The RET Program changes textbooks according to the following criteria: 1-most recent publication, 2-recommendation by at least two faculty members. It is the responsibility of the student to ask the program director what the most current textbooks are for a given class since it takes a prudent amount of time to make changes to the textbook list on the web

If for some reasons you have trouble understanding the above procedures, the Department Director or any other faculty member will, upon request, aid you in understanding these procedures.

Revised: 07-18-2017

DISCLOSURE OF ADDITIONAL EXPENSES	Comments:
Name:	
Address:	
EMAIL:	
Phone number:	
Student ID #:	
Special Instructions: Complete uniform must be worn at all times while on campus and in your hospital clinical rotation. Complete uniform includes: white lab coat ¾ length, long sleeves with school logo on your left sleeve, color approved scrubs, student ID, white shoes, stethoscope, black pen, blunt scissors, calculator, all required textbooks, notebooks, pocket notebook, flashcards. For more information, refer to the Student Handbook.	<input type="checkbox"/> Acknowledge receipt/read Technical Standards for the Profession of Respiratory Care
Uniforms, test books, laboratory coat, and a stethoscope are also the student's financial responsibility. Uniforms can be purchased in FNU's bookstore, they must have FNU's logo.	

DOCUMENTS FOR CLINICAL COMPLIANCE

Certifications	Miscellaneous	(circle one)		Additional Information
<input type="checkbox"/> Semester I : CPR/OSHA/HIV	\$50 Physical Exam \$_____	Y	N	
<input type="checkbox"/> Semester II: ACLS	\$15 5 Immunizations or Titer(s) \$_____	Y	N	<input type="checkbox"/> TB test
<input type="checkbox"/> Semester III: PALS	\$16 5 Liability Insurance \$25.50	Y	N	
<input type="checkbox"/> Hospital ID	\$ 5 FDLE L II (Money Order) \$ 43.00	Y	N	
	Background Check & Finger prints \$90.00			
	Drug Test \$50.00			

NBRC Examinations Fees		State Licensure Fees		Current State Licensure fee is \$165.00 + a Credential Verification letter form the NBRC \$5.00.			Kettering Review Approximate fees	
				Total	Notes			
Therapist Multipl	\$190	CRT	\$165	=\$355	1) The Florida Board of Respiratory Care http://www.doh.state.fl.us/mqa/respiratory/index.html requires that all licensed Respiratory Therapist(s) complete 24 CEU's every biennium, in addition to:		3 or 4 days comprehensive review \$395-\$295 (group rate)	

e Choice Exam							
CSE-RRT	\$200	RRT	\$165	=\$555	Disaster Preparedness. New licensure applicants must submit proof of Medical Errors and HIV.		
RRT Both	\$390				2) The National Board of Respiratory Care www.nbrc.org (NBRC) requires that all credentialed Respiratory Therapist(s) complete and provide evidence through their Continuing Competency Program of a total of 30 CEU's every five years. 3) The American Association for Respiratory Care www.aarc.org (AARC) represents our profession in all fiscal activities at the government level.	Clinical Simulations practice Lab \$103	
RT Board Review	Group Rate Given by Publisher, Price Varies						For RET 2264C, 2265C, 2503L, and 2934L Approximately \$100.00
	←				4) The Florida Society of Respiratory Care www.fsrc.org (FSRC) is the State Organization.	Exit Comprehensive Exam group fee \$50	
Total	\$Varies						

Note: Participation in the clinical portion of the Respiratory Therapy Program is contingent to the following criteria: you will have presented all approved Clinical Compliance Forms and met Technical Standards for the Profession of Respiratory Care, have a clear Background Check, and have satisfactorily completed the pre-requisite didactic courses for the rotation.

Disclaimer: Whereas all efforts have been made to provide the most accurate prices, the information contained in this document is based on data available at the time of writing, which we believe is accurate and reliable. FNC reserves the right to change the information without prior notice.

The candidate/student hereby declares that will actively complete and present all required documents, and all seminars will be completed on the assigned schedule time.

Signature _____

Student Signature/Date

This is to certify that the above named hereby acknowledge receipt and understanding of the disclosure of additional expenses and mandatory use of school approved uniform.

Student Signature/Date

This is to certify that the above named hereby has completed and presented ALL required documentation.

- Prices for Additional Expenses will vary in accordance with changes requested by the institutions providing the services listed in this document. When the latter occurs, the student will be notified immediately. FNU will not be responsible for additional expenses incurred by the student when providers increase prices. The student will be obliged to assume that cost.

Please sign, detach, and return to RET Program Director, a copy will be returned for your personal records.

Handbook Receipt Acknowledgement

Please sign and detach this form and give to your clinical instructor to be kept in your individual file.

I confirm that the contents of this handbook including but not limited to requirements, expectations, and the policy of the Respiratory Therapy Program at Florida National University is clear and that I have had an opportunity to discuss these matters to my satisfaction. I understand that if I have any question(s) at any time, regarding any aspect and or policy that, it is my responsibility to consult with my immediate professor, clinical director and/or program director.

Student Signature: _____

Student Printed Name: _____

Date: _____

