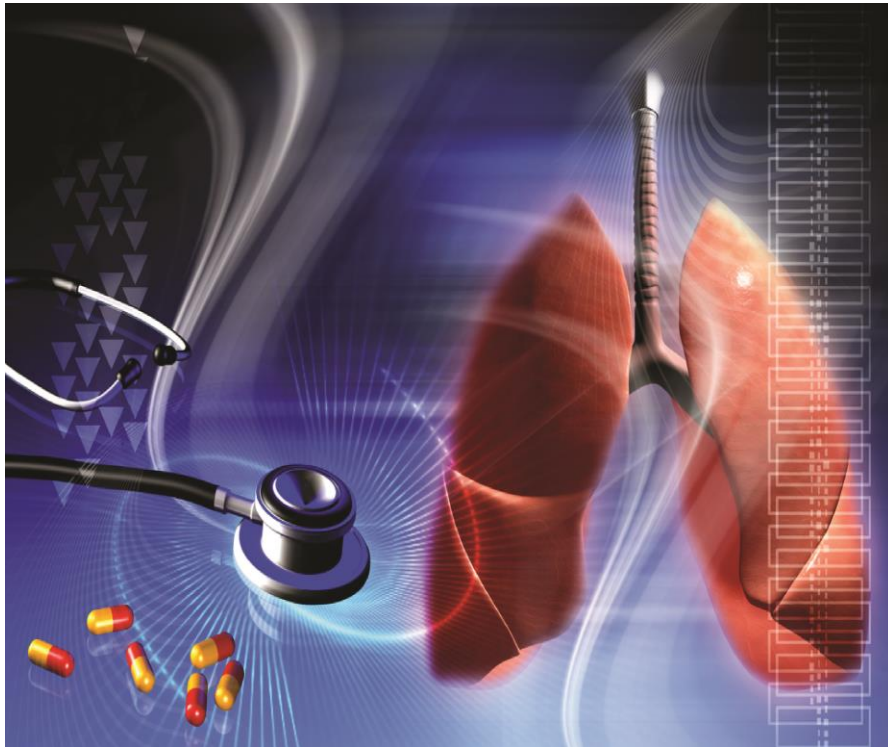


ASSOCIATE OF SCIENCE IN RESPIRATORY THERAPY



PROGRAM HANDBOOK/POLICIES AND PROCEDURES

STATEMENT OF EQUAL OPPORTUNITY

The Respiratory Therapy Program adheres to the FNC 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 FNC 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.

SECTION 1-PROGRAM FACULTY EMPLOYMENT POLICIES

1.1 Faculty candidates will be screened by the PD and the DCE.

1.2 Following approval by the PD and DCE, the candidate will then be taken to the Human Resources Office to fill in an employment application.

1.3 A level II FDLE/FBI criminal background check and a drug test are mandatory.

1.4 The candidate will have to submit a variety of documents as requested by HR, in addition the candidate will bring copies of the following documents to the PD:

- Current Florida Respiratory Therapy License.
- Copy of the NBRC diploma accrediting candidate as an RRT.
- Copy of all certifications required by the Program. The candidate will have two months from the date of employment at FNU RET program to submit proof of any certification not available at the time of hire.
- ASRT or BSRT diploma from issuing institution.
- Copy of medical physical check and vaccinations.

1.5 Employment is subject to approval from the RET PD and DCE, the VP of Academics, and the HR Office.

SECTION 2- FACULT MENTORING PROGRAM POLICY

2.1 Prior to starting as faculty member, the PD and the DCE will conduct a series of sessions to help the new faculty member become familiar with CoARC standards, programmatic policies, and Institutional policies.

2.2 Faculty mentoring will also take place as needed. The mentoring will take place individually or as a group pending on surrounding circumstances.

SECTION 3- FACULTY ENHANCEMENT PROGRAM

3.1 The Institution will pay for faculty to attend programmatic events that will enhance the quality of instruction of the faculty including CEUs, seminars, and symposiums. Full time faculty will attend the Summer Forum and the AARC annual Convention at the discretion of the VP of Academics and the institution's Administration.

SECTION 4- PROGRAM RULES

4.1 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. Classes are not to be dismissed earlier than their scheduled dismissal time unless there are circumstances that warrant it. In such cases the PD and the DCE if not present must be notified by email and by telephone within 24 hours of the incident.

4.2 If circumstances prevent faculty from being present on time or at all to a schedule class or practicum the PD and the DCE must be notified as soon as the faculty becomes aware of the impossibility to be in class so that the PD and the DCE make arrangements for a substitute teacher, which will include themselves.

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. Appropriate documentation must be submitted on request by the RH office and or the Program's PD and or DCE.

4.3 Unexcused tardiness and or absenteeism will merit disciplinary actions.

4.4 Unprofessional behavior, including affairs with students, use of foul language during instruction, and any other unprofessional behavior will also result in disciplinary actions.

4.5 At no time are professors to socialize with students within the institution's grounds and or at clinical sites, nor at events outside the instructional areas until after the students have graduated from the program. Failure to observe this rule will also result in disciplinary action.

4.6 Clean, athletic footwear, preferably white, should be worn with scrubs. Didactic professors have the option of wearing professional attire to teach, ties and coats or blazers included but not mandated.

4.7 Didactic and Clinical Faculty is expected to be in the assigned classroom and or facility at least 15 minutes before their classes begin.

4.8 Any incident and or event that occur during classes and practicum must be notified electronically and by telephone (depending on the gravity of the event) to the PD and the DCE as soon as possible, but no later than 24 hours after the event.

4.9 Clinical faculty must be vaccinated against hepatitis and the flu (prior to the onset of the annual flu seasons) as per clinical facilities' rules. The DCE will inform clinical Faculty of all the documents and

vaccinations required of the faculty by the clinical sites. Faculty must be in compliance of these at all times. Failure to observe these rules will result in disciplinary action.

4.10 The confidentiality of patients and information must be held in strictest confidence, (HIPAA). Breach of confidentiality will result in disciplinary action. Personal telephone calls are not to be made during clinical hours.

4.11 Should FACULTY become ill during clinical time, notify the DCE and or the PD. Arrangement will be made for medical attention as appropriate. You are responsible for costs incurred during treatment.

4.12 Clinical faculty must be the last one out of the clinical facilities after the practicum has ended to make sure no student is left behind. All students must leave the clinical facility immediately after practicum is dismissed.

4.13 Attendance must be posted according to institution's rules (usually the first day of classes of the second week each term, 4TH week, and at the end of each term). This is mandatory. Attendance must be posted in the course's portal and the faculty must take a hard copy of the class roster to the Office of the Registrar during the prescribed dates and times.

4.14 Final grades must be turned in by the faculty on the last day of classes in hard copy form and electronically in the course's portal.

4.15 Grade books must be sent electronically to the PD and or the DCE the last day of the term, or no later than a week after the end of the term.

4.16 Class folders must be turned in no later than one week after the end of a term. At the beginning of each term faculty receives a folder with her/his name and one for each student in her/his particular course. The faculty is also provided with a list of documents that must be inside of each folder at the end of each term. For practicum the DCE also provides each faculty with a journal and a list of topics to be discussed per practicum week during post clinical conference (or at any time at the discretion of the clinical faculty), which must also be included in the faculty's folder at the end of the term per course taught. All topics discussed in this paragraph are part of the faculty mentoring sessions.

Section 5- Inter Rater Reliability for Faculty

5.1 Inter Rater Reliability is a system through which the Program ensures consistency in the grading process among all clinical faculty in the program.

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

5.3 The DCE and the PD will also grade the same procedure at the same time, and when possible, another faculty will do the same.

5.4 The scores will be compared to make sure there are no outliers in the scoring process.

5.5 If the discrepancy in the grading scores of the new faculty are higher than 10% on either direction, the DCE will proctor the new faculty on ways to grade using the Program's criteria.

5.6 The process will be repeated a week later.

5.7 The new faculty will undergo two IRR trials in the clinical site with the PD and DCE in attendance to make sure the grading is fair for each and every student in the program.

5.8 On hiring, each clinical instructor will view a video on YouTube in the RET laboratory (room 304) on different clinical RET procedures.

5.9 The new faculty will rate each procedure in the form provided by the DCE.

SECTION 6-STUDENT SUPERVISION AND PAY FOR PRACTICUM

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).

SECTION 7- DISCIPLINARY ACTIONS/STUDENTS

5.1 Disciplinary actions will be the same as those mandated by the institution, including verbal warnings (documented electronically following signatures of the people involved), a written warning, and dismissal.

SECTION 8- DISCIPLINARY ACTIONS/FACULTY GRIEVANCE

8.1 Disciplinary actions will be the same as those mandated by the institution, including verbal warnings (documented electronically following signatures of the people involved), a written warning, and dismissal.

8.2 The first step in the grievance process is to submit, in writing, a clear, accurate, and concise account of the event or condition that prompted the grievance. The narrative must include when, how, to whom, and why the incident occurred.

The written statement must be submitted to the immediate supervisor, Campus Dena, or Human Resources Department of the aggrieved party within three (3) working days of the event or condition causing the grievance.

8.3 The Campus Dean and the HHR Department will promptly commence an investigation to gather the facts, make a determination, and resolve the matter promptly. NFU,s grievance procedure is geared to resolve conflicts at the lower level possible.

8.4 IF the grievance is not resolved, the Campus Dean or the HR Department may seek the assistance of the Institution's President to arrive at a final solution within five (5) days after receiving the grievance.

SECTION 9- ID CARD

9.1 Faculty, staff, and students 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. College 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 faculty must display the FNC student ID card at all times.

9.2 Loss of this ID will result in extra expenses for the faculty member. IDs must be picked up at the Office of Student Services.

9.3 Following resignation, termination, and graduation (in the case of students), the faculty, staff, and or student must return the Institution's ID to the HR office.

SECTION 10-PARKING DECAL

10.1 For the safety and security of faculty, students, and staff, all motorized vehicles **are required** to have an FNC parking decal affixed to the vehicle's lower right/left back window.

10.2 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.

SECTION 11-GRADUATION/PINNING CEREMONY

11.1 The graduation ceremony takes place twice a year. . It is mandatory for fulltime faculty to attend. Part-time and adjunct faculty are invited to attend, depending on their work schedules.

11.2 Pinning ceremonies are conducted the day before official Institutional graduation occurs. It is mandatory for fulltime faculty to attend. Part time and adjunct faculty are invited to attend, depending on their fulltime work schedules.

SECTION 12-PROGRAM STUDENT ADMISSIONS POLICIES

12.1 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.

12.2 All applicants must request official academics transcripts from high school and/or colleges and forward transcript(s) to the Campus Registrars.

12.3 Complete two (2) diagnostic examinations:

___ College Success

___ Test of Essential Academic Skills (TEAS) acceptable score is (60 or above)

12.4 Have TEAS score sent to the Respiratory Therapy Program.

12.5 Admission is based on criteria approved by Florida National University and consistent with State and Federal laws, regulations and program accreditation guidelines. Primary criterion include completion of college general education courses required by the major with a “C” or better in each subject, with the exception of the Natural Science courses: (MAC 1105, HSC 1531, CHM 1105, CHM 1105L, MCB 2000C, BSC 1085C, and BSC 1086C), that 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, 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).

12.6 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 transcript must be brought in person or mailed to FNU prior to full acceptance.

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

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

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

Section 13- GRADING POLICY

13.1 The program used the grading criteria show below. Students taking Core RET courses must finish each course with a B grade or higher in order to continue in the program. Each faculty member in each of her /his students must conduct academic advising at least after the midterm and final exams for each course and as needed. At the faculty discretion the PD and or the DCE will also be present during those sessions.

The RET program uses Institutional grading criteria as follows:

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

Section 14- MAKE UP EXAMS

14.1 Only students with valid excuses will be allowed to re-take exams, at the Faculty's discretion.

SECTION 15- POLICIES FOR ASSESSMENT OF PROGRAMATIC OUTCOMES

15.1 The faculty must provide feedback to the PD and the DCE on every course they teach, subject, group, and individual students observed weaknesses.

15.2 The clinical faculty must provide the DCE a detailed midterm analysis report with topics that must be reviewed before the final exam in accordance to number of students who did not answer the related question correctly.

15.3 Didactic faculty must provide the PD a detailed midterm analysis report with topics that must be reviewed before the final exam in accordance to number of students who did not answer the related question correctly.

15.4 The relation between objectives and outcomes must be reflected in each course's gradebooks.

15.5 Students who fail to pass the MBRC exams must be asked to come in for reviews, and to bring in a copy of their exam's report for the PD and DCE to assess areas of weaknesses that need to be address.

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: _____

