

# GREAT PLAINS

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Technology Center



Advanced Respiratory Therapist  
*Student Handbook*

*Class #22*  
*August 2011 - 2012*

**ADVANCED RESPIRATORY THERAPIST  
STUDENT HANDBOOK  
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*Revised June 2011*

## **COMPLIANCE STATEMENT**

### **NOTICE OF NONDISCRIMINATION**

**Great Plains Technology Center** does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The **Great Plains Technology Center** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK., or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers

Lawton campus—Karen Bailey and James Bishop (580) 355-6371

Frederick campus—Nancy Hasley and Gary Tyler (580) 335-5525

### **CONFORMIDAD DE PROCEDIMIENTOS**

El Great Plains Technology Center no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Great Plains Technology Center tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK., or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

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### **CAMPUS SECURITY ACT**

In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at [www.greatplains.edu](http://www.greatplains.edu). The report lists statistics of the crime committed on Great Plains Campuses over a 3 year period and information/ policies regarding campus crime.

### **NONIMMIGRANT ALIEN STUDENTS**

This school is authorized under Federal law to enroll nonimmigrant alien students.

### **USEPA REQUIREMENTS**

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

### **SB-815**

Great Plains Technology Center will observe one minute of silence each school day pursuant to SB-815. The time will be announced by a designated tone on the public address system.

## CONDITIONAL ADMISSION

Applicants notified of initial **acceptance** into any health careers class have a conditional admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, clinical site privileges, suitable physical exam, and completed financial arrangements prior to the start date of the career major / program.

1. **Educational Requirement** – You must be a high school graduate or have obtained a GED, and required College Courses.
2. **Age Requirement** – You must be 18 years of age to attend clinicals.
3. **CPR certification** – GPTC will accept only Health Care Provider CPR.
4. **Clinical Site Privileges** – If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the career major and unable to take the licensing / certification exam.
5. **Previous Health Care Employment** – If you previously worked at a health care facility, you must have a favorable record with the facility to be eligible for clinical rotations.
6. **Negative drug screen** – Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance. (*You will be notified when and where to have this done.*)
7. **Clear background check** – Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. (*You will be notified when and where to have this done.*)
8. **Mandatory meeting** – Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.
9. **Suitable physical exam** – Applicants must submit physical exam form, provided by the school, complete with laboratory results, immunizations records, and physical clearance by a physician. Any health related problems must be corrected, and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health, as evidenced by the physical exam. Required immunizations are listed below, and must be documented on a shot record. Advanced Respiratory Therapist requires **titers** to prove immunity for MMR, Varicella, and Hepatitis B.
  - 2 TB skin tests ..... You will be notified when to have this done
  - Hepatitis B series (series of 3 injections) ..... Must submit a positive Titer
  - MMR (measles, mumps, rubella - series of 2 injections) ..... Must submit a positive Titer
  - Varicella (chicken pox – series of 2 injections) ..... Must submit a positive Titer
  - Tetanus – must have received immunization ..... Within the last 10 years
  - Seasonal Influenza ..... You will be notified when to receive immunization
10. **Completed financial arrangements** – Applicants must pay tuition and fees. Funding award letters/purchase orders will be accepted in lieu of payment.

## **DRUG FREE SCHOOL'S POLICY STATEMENT**

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

There are three alcohol and drug treatment centers serving Comanche, Tillman, and Kiowa counties—they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, Great Plains Technology Center has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Great Plains Technology Center Student Handbook. Some possible actions include parental contact, suspension, or expulsion.

A copy of the Drug-Free Schools Policy and the GPTC Student Handbook will be available to students online at [www.greatplains.edu](http://www.greatplains.edu). Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

### **Drug Screen Policy – Adult Medical Programs**

Students notified of initial acceptance into adult medical programs have a conditional admission, pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, suitable physical exam, and payment of tuition and fees prior to the start date of the program.

Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the school policy related to illicit use of substances as stated in the Great Plains Technology Center (GPTC) Student Handbook and the Policies and Procedures book. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or for cause; such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

**Initial Drug Screening.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will not be admitted into the program.

**Drug Screening of Existing Students.** Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the school's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Following school policy, they will be dismissed from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission. If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.

### **Appeal Procedure**

If a urine drug screen indicates positive for the presence of unauthorized (illegal or non-prescribed) drugs, the student may request a hair follicle drug screen to be performed within 24 hours of receiving the results of their drug test. (If results of urine drug screen are received on Friday, the student will have until Monday of the following week to have a hair follicle drug screen performed.) The hair follicle drug screen will be at the student's expense, performed at the agency specified by GPTC. While awaiting results of a hair follicle drug screen, the student will not be allowed to attend practicums. If the hair follicle drug screen is negative, the applicant may enter the program or a student enrolled in the program may remain in the program. If the hair follicle drug screen confirms the results of the urine drug screen, the applicant will not be admitted into the program. An existing student will be dismissed from the program and may reapply for admission.

All test results will be filed in the Health Careers Office and shall remain confidential.

# **GREAT PLAINS**

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## Technology Center

# Welcome!

Congratulations on your choice of entering Great Plains Technology Center's Advanced Respiratory Therapist Program. At this time, you will have successfully completed the admission requirements. This is indeed an important accomplishment, as you enter this challenging and rewarding field. You, your family, and your friends should be very proud. We look forward to the coming months, working side by side with each of you. Again, congratulations, and good luck!

Sincerely,

**Jennifer Schoolfield, B.S., RRT**  
Program Director

**Wendy Thode, RRT**  
Clinical Director

**Aaron Trachte, MD**  
Medical Director

# **I. The Program of Advanced Respiratory Therapist**

## **1. Description**

Students in this major will learn about the theory and practice in preparation for the Respiratory Therapist. Respiratory care procedures and the medications used in the treatment of respiratory and cardiac disorders are presented. They will also learn the anatomy and physiology of healthy and diseased cardiopulmonary systems. In addition, students will learn chemistry, physics, biology and microbiology as it relates to respiratory care additionally; the student is provided the opportunity to use the theory in practical clinical experiences. Students may obtain certification as a respiratory care therapist from the National Board of Respiratory Care (NBRC).

This career major is designed to prepare students for employment as a Respiratory Therapist. Respiratory Therapists work in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

This major is part of an advance standing agreement with Cameron University. Cameron University will offer general education, technical support, and related programs (31 credit hours) and Great Plains Technology Center will provide specialty programs in respiratory care (32 credit hours). Upon successful completion of both components the student will be awarded an Associate in Applied Science in Respiratory Care degree by Cameron University. Successful degree candidates will be eligible to sit for the National Board for Respiratory Care exam to become a Certified Respiratory Therapist and a Registered Respiratory Therapist.

## **2. Philosophy**

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that technical education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing the intelligent use of the hands and mind. Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health profession.

## **3. Goal**

The goal of Great Plains Technology Center Advanced Respiratory Therapist Program is to graduate therapists who are fully competent in their knowledge and technical skills: who have developed the responsibility, judgment, concern, integrity, and communication skills necessary for the practice of Respiratory Care.

Upon achieving the goals of this program, students will:

- a. Become self confident in the fundamental skills of the respiratory care field.
- b. Become qualified for further related education and/or become employed in the field.
- c. Participate as responsible citizens.
- d. Develop a positive and realistic self-image.
- e. Develop the ability to work with little or no supervision.

#### 4. Objectives

For successful completion of this program, the student will be able to:

- a. Demonstrate entry-level / advance skills and knowledge of procedures and equipment to develop his or her full potential.
- b. Utilize their own thinking and problem solving skills.
- c. Sit for and successfully complete a mock respiratory written & clinical simulation exams.

#### 5. Clinical Affiliation

- a. Clinical experience is provided by the affiliate. This supervised experience is planned to enable students to gain experience in all areas of respiratory care.
- b. Some affiliates make space available for clinical classes and for personal belongings of Great Plains Technology Center students and faculty. Any damage or loss of personal belongings shall not be the hospital's liability.
- c. If available, the hospital will provide for the use of instructional and library resource material.
- d. Clinical assignments are made by the school instructors. A schedule of classes, clinical hours, days off and holidays will be posted by the Program Director.
- e. Students will abide by the personnel policies of the affiliate at all times. The affiliate administration and GPTC administration may recommend the withdrawal of a student. However, final action will be taken by Great Plains Technology Center faculty.
- f. The affiliate will make available emergency medical care to Great Plains Technology Center students and faculty members who become ill, or may be injured while at the hospital. The student or faculty member will pay the cost of such treatment. In all cases, it is the students' responsibility to obtain medical and/or disability insurance to cover them during clinical rotation or ambulance transport rotation for which the student is assigned. Great Plains Technology Center assumes no responsibility for sickness or injury because of students attending their clinical assignment. This includes, but is not limited to: back injury, complications from needle sticks or contracting diseases as a result of contact with bloodborne pathogens, etc.
- g. The student is responsible for his or her own transportation between facilities, and attendance to any required off-Campus conferences or events.
- h. If you have an unfavorable record with any health care facility from previous employment, the facility may refuse to allow you to participate in clinical rotation. ***If this applies to you, please see your clinical instructor immediately.***

## 6. Statement of Ethics and Professional Conduct

*Excerpt from American Association for Respiratory Care:*

In the conduct of their professional activities the Respiratory Care Practitioner shall be bound by the following ethical and professional principles. Respiratory Care Practitioners shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Actively maintain and continually improve their professional competence, and represent it accurately.
- Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts, and shall refuse to conceal illegal, unethical 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 creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote the positive evolution of the profession, and health care in general, through improvement of the access, efficacy, and cost of patient care.

## **II. Program Continuation**

### **1. Withdrawal Procedure**

- a. Any student wishing to withdraw from the program should contact the Advanced Respiratory Therapist Director. You must do the following:
  - b. Fill out a Withdrawal form.
  - c. You must turn in your GPTC Badge.
  - d. Return any books you have checked out to the library.
  - e. Clear any financial obligations.
  - f. No withdrawal requests will be accepted by telephone.
  - g. Notification to the instructor by the student does not constitute an official withdrawal.
  - h. No refunds will be processed until a withdrawal form is completed. There are no refunds after the 10<sup>th</sup> day of class.
  - i. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.

### **2. Dismissal**

Students may be dismissed for:

- a. Grades inconsistent with the school standards as stated in the "Grade Policies" section of this Student Handbook.
- b. Failure to follow school policies as stated in this Student Handbook.
- c. Violation of rules and regulations of the clinical affiliates.
- d. Violation of policy.

### **3. Refund Policy**

- a. See GPTC Student Handbook.
- b. Textbooks are non-refundable.

### **4. Access to Student Records**

- a. See GPTC Student Handbook.
- b. The school will send an official transcript upon the student's request to any college or agency, after the student has signed a release form.

### III. CURRICULUM

#### 1. COURSE OF STUDY

**Career Cluster:** Health Science (HL)

**Career Pathway:** Therapeutic Services (HL001)

**Career Major:** Advanced Respiratory Therapist (HL0010051)

**Career Major Hours:** Adult Students: 1945 Hours

**Instructor:**

Name:	Jennifer Schoolfield	Wendy Thode
Office Number:	580-250-5641	580-250-5573
E-Mail Address:	jschoolfield@gptech.org	wthode@gptech.org

**Certifications:** Jennifer Schoolfield – B.S., Registered Respiratory Therapist - RRT

Wendy Thode – Registered Respiratory Therapist - RRT

**Academic Credit:** Adult Students: Transcript

**College Credit:** Students may earn college credit from Western Oklahoma State College, Oklahoma State University – Okmulgee, Cameron University or other participating colleges through cooperative agreements approved by the Oklahoma State Regents for Higher Education.

**Prerequisites:** High School Graduate or equivalent and minimum age 18. Cameron University: Human Anatomy, Descriptive Chemistry, Descriptive Physics and General Education courses. CPR for Healthcare Provider

**Career Major Description:**

Students in this major will learn about the theory and practice in preparation for the Respiratory Therapist. Respiratory care procedures and the medications used in the treatment of respiratory and cardiac disorders are presented. They will also learn the anatomy and physiology of healthy and diseased cardiopulmonary systems. In addition, students will learn chemistry, physics, biology and microbiology as it relates to respiratory care additionally; the student is provided the opportunity to use the theory in practical clinical experiences. Students may obtain certification as a respiratory care therapist from the National Board of Respiratory Care (NBRC).

This career major is designed to prepare students for employment as a Respiratory Therapist. Respiratory Therapists work in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

This major is part of an advance standing agreement with Cameron University. Cameron University will offer general education, technical support, and related majors (31 credit hours) and Great Plains Technology Center will provide specialty courses in respiratory care (32 credit hours). Upon successful completion of both components the student will be awarded an Associate of Applied Science Degree in Respiratory Care by Cameron University. Successful degree candidates will be eligible to sit for the National Board for Respiratory Care exam to become a Certified Respiratory Therapist and a Registered Respiratory Therapist.

### **Career Major Goals:**

The goal of the Great Plains Technology Center Advanced Respiratory Therapist Career Major is to graduate therapists who are fully competent in their knowledge and technical skills: who have developed the responsibility, judgment, concern, integrity, and communication skills necessary for the practice of Respiratory Care.

Upon achieving the goals of this career major, students will:

- Become self confident in the fundamental skills of the respiratory care field.
- Become qualified for further related education and/or become employed in the field.
- Participate as responsible citizens.
- Develop a positive and realistic self-image.
- Develop the ability to work with little or no supervision.

### **Related Career Opportunities:**

- Polysomnography (Sleep Apnea Studies)
- Neonatal / Pediatrics
- Pulmonary Function Testing
- Certified Asthma Educator
- Home Health Care
- Education
- Sales

### **Career Major Objectives:**

After successful completion of this career major, the student will be able to:

- Demonstrate entry-level / advance skills and knowledge of procedures and equipment to develop his or her full potential.
- Utilize their own thinking and problem solving skills
- Sit for and successfully complete a mock respiratory written & clinical simulation exams

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## **DESCRIPTION OF COURSES**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>ADT</u></b>	<b><u>ADL</u></b>	<b><u>Total</u></b>
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### **HL00414 Core Healthcare Provider CPR (Prerequisite Course)**

This course will provide the most current guidelines for CPR developed by the American Heart Association. The student will receive training in Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)/Foreign Body Airway Obstruction (FBAO). The student will have an opportunity to become certified in Healthcare Provider CPR.

<b>HL00398</b>	<b>Respiratory Therapy Core</b>	<b>210</b>	<b>0</b>	<b>210</b>
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This course will explore core aspects of healthcare delivery as preparation for the Respiratory Therapist curriculum. Fundamentals to be covered in this course will include but not be limited to: Medical Terminology, Safety, Leadership, Medical Law and Ethics, History of Respiratory Care, Cardiopulmonary Resuscitation, and General Anatomy and Physiology.

<b>HL00268</b>	<b>Respiratory Pharmacology</b>	<b>167</b>	<b>0</b>	<b>167</b>
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This course is designed to study medications used in the treatment of respiratory and cardiac disorders. General drug groups, including their physiologic actions, uses and hazards are covered. Dosages, contraindications, precautions, duration and mode of action, elimination, indications for use, potential side effects, and adverse effects are also discussed for the most commonly used respiratory care and related drugs in each group.



### **Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

- A = 93 – 100
- B = 85 – 92
- C = 77 – 84
- D = 70 – 76
- F = Below 70

\* A 77% grade average is necessary to progress from one trimester to the next as well as to complete the Respiratory Care Major.

### **Attendance Policy:**

For specific information related to attendance and tardiness refer to Student Handbook.

### **Course Requirements and Expectations:**

The general course requirements and expectations include:

- Students are required to wear uniforms in the classroom and clinical setting
- Students must be able to bend, walk and stand for long periods of time, lift, carry, push, handle equipment, supplies or patients exceeding 25 pounds
- Students prior to graduation must pass a comprehensive exam, the first attempt is paid through student needs fee and should any further attempts be required they will be at the students expense
- Students must take and pass computer written exams and computer clinical simulations

Student Behavior Includes:

- Demonstrate responsibility by being punctual and adhering to daily attendance requirements
- Demonstrate responsibility for academics achievement by completing all required course work
- Uses appropriate language, effective communication skills, avoids gossip and demonstrates patient and peer confidentiality
- Demonstrate professionalism
- Demonstrates a positive attitude
- Accepts responsibility for personal actions

***NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.***

### **Accountability Measures and Assessments:**

Oklahoma State Department of Career and Technology Occupation Test(s):

- There are no state occupational measures and assessments but the students are required to take a mandatory Comprehensive Self-Assessment Written Exam and pass it before graduating.
- Respiratory Care Therapist - NBRC

### **Industry Alignments:**

- NCHSTE
- NBRC

### **Instructional Materials and Supplies:**

*Students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.*

## **Textbooks:**

- Colbert, Bruce J., and Barb J. Kennedy. Integrated Cardiopulmonary Pharmacology. 2<sup>nd</sup> ed. 0-13-228541-X. Upper Saddle River: Pearson Education, 2008. (\$60.00)
- Corning, Helen; Stanley, Bryant. Mosby's Respiratory Care PDQ. 0-323-03747-X. St. Louis: Elsevier/Mosby Publishing, 2006. (\$23.00)
- Des Jardins, Terry. Cardiopulmonary Anatomy & Physiology. 5<sup>th</sup> ed. 141804282X. Clifton Park: Thomas Delmar Learning Publishing, 2001. (\$94.00)
- Des Jardins, Terry; Burton, George. Clinical Manifestations Assessment of Respiratory Disease. 6<sup>th</sup> ed. 0-323-03202-8. St. Louis: Elsevier/Mosby Publishing, 2007. (\$64.00)
- Persing, Gary. Respiratory Care Exam Review. 2<sup>nd</sup> ed. 0-7216-06709. St. Louis: W.B. Saunders Publishing, 2004. (\$57.00)
- Wehrman, Stephen. Egan's Fundamentals of Respiratory Care, Study Guide. 0-323-02209-X. St. Louis: Mosby Publishing, 2003. (\$27.00)
- Wilkins, Robert; Stoller, James; Scanlan, Craig. Egan's Fundamentals of Respiratory Care. 9<sup>th</sup> ed. 0-323-03657-0. Elsevier/Mosby Publishing, 2009. (\$93.00)
- White, Gary. Basic Clinical Lab Competencies. 4<sup>th</sup> ed. 0 7668-2532-9. Clifton Park: Thomas Delmar Learning Publishing, 2002. (\$96.00)

## **Supplies: (provided by school)**

- Student ID Badge
- Lab supplies (oxygen mask, nebulizers, etc.)

## **Supplies: (provided by students)**

- Replacement Student ID Badge
- Minimum of three 3" ring binders.
- Calculator
- Stethoscope
- Scrubs
- Lab Coat
- Watch
- Pencil, pens and paper
- Index cards
- iPad Wi-Fi 16GB with keyboard dock (if not covered by PELL)

## **2. CURRICULUM CONTENT**

The structure of the curriculum is based on 16 months of full time study. The maximum number of hours of academic and clinical assignment will not GENERALLY exceed 40 per week. Both the academic and clinical portions of the program are competency based with clearly written objectives for the student to follow.

The students are in class approximately 1132.5 hours per year. The remaining time is spent in the clinical area, approximately 812.5 hours. The total number of hours for the program is 1945. The instructor posts class schedules.

The 16-month course of study is divided into trimesters. The courses, which are taken each trimester, are shown below:

- i. 1st Trimester:**  
 Conference Sessions  
 Respiratory Sciences  
 Respiratory Therapy Core  
 Pharmacology  
 Respiratory Therapy Procedures I  
 Lab
- ii. 2nd Trimester:**  
 Conference Sessions  
 Cardio Pulmonary A & P / Pathology  
 Respiratory Therapy Procedures II  
 Lab  
 Clinical (Thursday & Friday)
- iii. 3rd Trimester:**  
 Clinical (Monday through Friday)

**3. Class Schedule**

**1<sup>st</sup> TRIMESTER ..... AUGUST 2011 – FEBRUARY 2012**

**Monday / Wednesday / Friday  
 Pharmacology & Respiratory Care Procedures I**

**Tuesday / Thursday  
 Respiratory Therapy Core & Respiratory Sciences**

08:20 ..... Sign In  
 09:45 - 10:00 ..... Morning Break  
 11:15 - 12:00 ..... Lunch  
 12:00 ..... Sign In  
 1:15 - 1:30 ..... Afternoon Break  
 2:30 - 3:30 ..... Lab

**2<sup>nd</sup> TRIMESTER ..... MARCH – JULY 2012**

08:20 ..... Sign In  
 08:30 - 09:45 ..... Pathology  
 10:00 - 11:45 ..... Cardiopulmonary A & P  
 11:15 - 12:00 ..... Lunch  
 12:00 ..... Sign In  
 12:00 - 2:00 ..... Respiratory Therapy Procedures II  
 2:00 - 3:30 ..... Lab

**Clinical I**

Student clinical rotation schedule may vary with 12, 8 and 4 hour shifts.

**3<sup>rd</sup> TRIMESTER ..... AUGUST – NOVEMBER 2012**

**Clinical II**

Student clinical rotation schedule may vary with 12, 8 and 4 hour shifts.

**4. Prerequisite Courses to be completed at Cameron University:**

<b>General Education.....</b>	<b>15 hours</b>
ENGL 113, English Comp I.....	3
HIST 1483/1493, American History .....	3
POL SC 1113, American Fed. Gov.....	3
MATH ,1513, or equivalent.....	3
COM 1113, Fundamentals of Speech .....	3
<b>Technical-Support and Related.....</b>	<b>16 hours</b>
BIOL 1012, Human Anatomy (without lab) .....	2
CHEM 1004, Descriptive Chemistry .....	4
PHSICS 1004, Descriptive Physics .....	4
General Elective .....	3
Guided Elective .....	3

**IV. Policies & Procedures (see GPTC Handbook)**

**1. Standards of Conduct and Disciplinary Procedures**

Certain acts or behaviors are considered unacceptable and detrimental to the overall objectives of the ART Program.

- a. The following list is not inclusive, but represents many of the unacceptable modes of behavior.
  - i. Discourtesy to patients, hospital employees, physicians or the public.
  - ii. Disregard of established school or clinical affiliate policies.
  - iii. Creating or contributing to unsafe working conditions.
  - iv. Creating excessive noise.
  - v. Frequent lateness or absenteeism.
  - vi. Smoking / Tobacco. GPTC is a tobacco-free facility.
  - vii. Disregard of personal appearance, uniform, dress or hygiene.
  - viii. Unexcused absence.
  - ix. Unprofessional conduct i.e.; watching TV in clinical setting, gossiping, profanity, etc. See statement of Ethics and Professional Conduct on page 10 of this Handbook.

When one of the above occurs, the student may first be given verbal counseling. Upon committing a second offense, the student will be given a written counseling report. It may be considered grounds for dismissal should the student commit a third offense.

- b. Students may be immediately dismissed should any of the following occur:
  - i. Intoxication, drinking alcoholic beverages on school or clinical affiliate property.
  - ii. Dishonesty, larceny, stealing or theft.
  - iii. Using, possessing or selling illegal drugs or controlled substances.
  - iv. Being absent five continuous days with failure to notify a program faculty member.

- v. Gambling on school or clinical affiliate property.
- vi. Disclosing confidential information without authorization.
- vii. Conviction of an immoral act.
- viii. Fighting on school or clinical affiliate property.
- ix. Accepting or soliciting gifts, gratuities, tips or personal property from patients or visitors.
- x. Leaving school before the end of the scheduled shift, without permission from program faculty or supervisor.
- xi. Insubordination or refusing to carry out directions of a program faculty member or supervisor.
- xii. Falsifying time card, time sheet or other school records, including signing in or out for another student.
- xiii. Neglecting or abusing (verbally or physically) patients, visitors or fellow workers.
- xiv. Abusing or destroying any property on the school or clinical affiliates premises.
- xv. Developing an intimate or personal relationship with the program faculty or adjunct faculty that may give way to conflict of interest.
- xvi. Sleeping at the clinical affiliate during scheduled shift.

## **2. Appeals Procedure (See GPTC Student Handbook)**

### **3. Miscellaneous School Policies**

#### **a. Smoking / Tobacco**

- i. GPTC is a tobacco-free facility - No tobacco on campus.
- ii. No Smoking will be allowed in the clinical affiliate areas.

#### **b. Food & Drinks**

- i. Food and drinks are NOT allowed in the classroom and/or laboratory area. (Program Director may give approval on special occasions).
- ii. The clinical affiliate cafeteria and snack bar are available for use by the student. Trays, dishes and silverware are not to be brought to the respiratory care department. There are carryout containers and plastic silverware for "to-go" orders. If meals or snacks are eaten in the lounge area, please be considerate of others and clean up any mess.
- iii. Food or drinks are absolutely not allowed in patient care areas.

#### **c. Student Use of Phones**

- i. Personal telephone calls are not allowed except in emergency cases. A student phone is located in the north hallway of building 700 (across from the Library), and calls are limited to one minute.

- ii. The departmental phones are for hospital business and must be kept free for the heavy volume of communications needed to provide good patient care. When unavoidable, calls should be limited to 3 minutes.
- iii. **Electronic communication device** - Students may possess an electronic pager/portable communication device after providing a "Permission Form for Electronic Paging/ Communication Device", signed by the student and Dean of Students/ Administrator. Devices must be turned off, and displayed on the corner of the student's desk. If an emergency situation warrants the device to be on, arrangements must be made with the classroom instructor. These devices are subject to confiscation if the permission form is not on file, or if they cause a classroom disturbance (turned on, ringing, vibrating, receiving / sending text messages / photographs). The communication device may ONLY be used during breaks and may NOT be used during class time or exams as a calculator.

**d. Inclement Weather**

- i. When weather conditions make driving unsafe and when other schools in the county are closed, the Superintendent will make the decision regarding the operation or closing of the Technology Center. The student's contact number will be used to notify of such.
- ii. GPTC will broadcast updates (recorded *SchoolReach* messages) to telephones of full-time high school, full-time adult students, and staff in case of an emergency.
- iii. If the decision is made to close the schools, the various radio and TV stations will be advised as soon as possible, but not later than 6:30 a.m. Therefore, unless a radio or TV announcement is made to the contrary, the Technology Center will be open.
- iv. If you should arrive at the clinical site and learn that the Technology Center is closed, you will be supervised in the clinical area by the technician in charge. Due to your attendance on a day when other students were off, you will be compensated with another day off. Choice of day off must meet with the approval of Clinical Director.

**e. No wearing of perfume / cologne / fragrant lotions.**

**4. Attendance**

**a. Academic Classes**

- i. Classes will be scheduled by the program faculty. A schedule will be given to each student. Classes will be of a formal nature. Books, notebooks, and writing implements must be brought to the classroom.
- ii. All classes must be attended by the student. If for some reason the student will be late for a class or is unable to attend a class, the instructor must be notified.
- iii. It is the **STUDENT'S** responsibility to obtain class materials and assignments missed due to absence. The instructor must be contacted prior to class time. If absent or tardy during clinical rotation the student must contact the clinical site and speak with someone within the respiratory department. The Clinical Director must be notified no later than 6:00 a.m. You may leave a message on voice mail. There is NO allowance for texting absence to the school officials.

- iv. Employers want dependable and punctual employees. Therefore, the program has a strict attendance policy.

1 <sup>st</sup> Trimester:	8 days	(no clinical)
2 <sup>nd</sup> Trimester:	7 days	(includes clinical rotations)
3 <sup>rd</sup> Trimester:	5 days	(includes clinical rotations)

Clinical attendance is worth 100 points of the clinical grade. Each clinical hour missed will result in a 2.5-point deduction from the clinical attendance grade.

Exceeding the maximum number of absences per trimester will result in dismissal from the program.

Absences include arriving late, leaving early, being gone part or all of the day. The attendance policy will be discussed in detail on the first day of class. **There will be NO make-up of seat time allowed.**

**b. Clinical Time - NO MAKE-UP DAYS FOR CLINICAL ABSENCES!**

Time on duty will vary according to the student's clinical schedule. The student's schedule will not generally exceed 40 hours per week, which includes clinical and classroom time. Schedules will be given to each student.

- i. Break Time - the students are entitled to the same break time that is granted to the employees of the facility.
- ii. Break time will be determined by the Clinical Instructor, not the students, and need not be concurrent with the employee break time.
- iii. The student will not, under any circumstance, leave the hospital complex for purposes of securing refreshments and/or relaxation during the clinical rotation.

**c. Attendance Policies (refer to GPTC Student Handbook)**

- i. Appointments for personal reasons should be made outside of school hours. Please do not schedule appointments during clinical hours.
- ii. Personal needs are to be taken care of during breaks, before class time, and at lunch rather than using class time. Appointments with instructor and Program Director should be made for breaks, before or after school (not classroom times). Instructors are at school from 7:45 a.m. to 4:00 p.m.
- iii. Students are responsible for work and assignments, whether present or absent. The individual instructor will determine make-up assignments.

**It is the student's responsibility to contact the instructor for make-up assignments and/or to turn in scheduled assignments. Assignments must be made-up within one week upon returning.**

- iv. Tests will be made up on the first classroom day returned, **OUTSIDE OF CLASS TIME**. Tests not made up on the first classroom day will be recorded as 'ZERO'.
- v. All conferences concerning the attendance policy will be documented and kept in the student's file.

vi. **Temporary Interrupt** – While Great Plains Technology Center does allow for leaves of absence, it is discouraged in the Advanced Respiratory Therapist Program. Due to the requirements for graduation, it is especially challenging for the respiratory student to be successful in maintaining academic performance when a leave of absence occurs. Students who desire a Temporary Interrupt from the respiratory program are required to meet with the Respiratory Program Director, prior to taking leave. Temporary Interrupts may affect financial aid. Temporary Interrupts will not exceed 20 school days.

**d. Leave Of Absence**

Leave of absence may be granted on an individual need, upon approval of the Program Director. Students in reserve military, required to attend summer encampments, must inform the Program Director as soon as a date has been confirmed.

e. **Vacations and Holidays are determined by the Technology Center calendar for the year. This calendar will be given to the students at the beginning of the school year.**

f. **The following holidays are observed each year:**

Thanksgiving, Christmas, New Year's Day, Memorial Day, Independence Day, and Labor Day.

**5. Studying**

- a. Textbook studying or academic material within the department is allowed only by permission of the Clinical Instructor.
- b. Studying in areas outside the department is allowed only by permission of the Clinical Instructor.
- c. Studying under any circumstances, never takes precedence over clinical responsibilities assigned to the student and any interference of studying with these responsibilities may result in dismissal from the academic program.

**6. Completion of Assigned Clinical Responsibilities**

- a. Failure to complete on time, or complete at all any task assigned to the student, must be reported to the supervisor immediately.
- b. Any complications or adverse effects of care given to the patient by a student must be reported to the supervisor immediately.
- c. Any suggestions concerning patient care should be expressed to the Clinical Instructor in private, at a time that permits open discussion of that suggestion. Such discussion should not take place in the patient area nor in the presence of other allied health or medical personnel, unless those persons have initiated such discussion.
- d. Failure to report non-completion of, complications of, or adverse reaction to therapy administered by a student may result in dismissal of the student from the academic program.

**7. Workload**

- a. The student's variety of workload during the clinical should be representative of what an employee of the facility would be expected to perform. The student's treatment load will not exceed 12 per any 8-hour shift, or 18 per any 12-hour shift, unless it has been cleared through the Director of Clinical Education.

- b. The quality of the workload that a student is expected to perform should be carefully evaluated by the Clinical Instructor for each individual student. This workload should never exceed what an employee of the facility would be expected to perform.
- c. There is no function within the department's range of duties from which a student, at any time in his training, is exempt. If a student has demonstrated proficiency in a certain aspect of respiratory care, this entitles him/her to less direct supervision of that task.
- d. The workload should be scheduled in such a manner that meets an educational environment. A scheduled lunch is required by the host facility, breaks and rest periods are left to the discretion of that facility.
- e. Students will have sufficient time for relaxation and refreshment, including lunch, as is provided for the employees of the hospital.
- f. While functioning in a student capacity, a student will not, under any circumstance, be compensated monetarily or gratuitously for performance or participation of any procedures, treatments or activities. Any student violating this policy may risk immediate withdrawal from the program, with no consideration for re-admission.

## **8. Hospitalization and Medical Care**

- a. It is extremely important for the school to know the health condition of the student prior to admission into the program. A physical examination is to be completed prior to admission and a copy of the examination report must be submitted to the school. Student must also turn in documentation of all required immunizations on a shot record.
- b. The school does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the school office. The student will not, under any circumstance, ask for medical diagnosis or prescribed medication from the program's medical director or physicians they come in contact with during their hospital rotation.
- c. The student may be asked to contact his/her physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable diseases in the clinical area when deemed advisable by the faculty.
- d. Students absent for 3 or more days must have a release from their attending physician before returning to duty. The release will be filed in the student's record.
- e. Students in the clinical area are expected to abide by the policies of the clinical affiliate in regard to illness.
- f. It is strongly recommended that each student be enrolled in some type of hospitalization insurance plan. Contact the Program Director about "Accidental Insurance" available through GPTC.
- g. Hospitals that are utilized as clinical facilities may make available emergency medical care to the students if they become ill or injured. The cost of such treatment is ultimately the responsibility of the student.

## 9. Clinical Practice Dress Code

- a. Clean white cotton lab coat (long sleeves).
- b. Scrubs; Black scrub pants and royal blue scrub top.
- c. Clean black tennis shoes or black nursing shoes.
- d. Nametag, protective eyewear, watch, stethoscope and calculator.
- e. No body piercing jewelry or adornments (except in ears) may be worn in clinicals.
- f. No cologne / perfume / fragrant lotions are to be worn while at the clinical area.
- g. Chewing gum is not allowed in the clinical area.
- h. Smoking or use of tobacco products will not be permitted.
- i. Any questions regarding the uniform regulations must be discussed with the program faculty.

## 10. Classroom Dress Code

- a. Black scrub pants and any coordinating scrub top, as long as it does not match any other GPTC medical program's colors
- b. Any type of tennis shoe must be worn while attending class at GPTC.
- c. No body piercing jewelry or adornments (except in ears) may be worn in class.

## 11. Dress Code Disciplinary Procedures

- a. Any violation of, or omission of, articles contained in the dress code will result in the student not being permitted to attend clinical that day.
- b. The third offence of the dress code will be considered grounds for dismissal from the program. After the third offense, the review committee will meet to determine if the student will be dismissed from the program.

## 12. Grading Standards

- a. The following grading system will be used in all program courses (classroom, laboratory, and clinical, unless otherwise noted). Grades are based upon RAW scores:

Letter	Grade Percent
A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	Below - 70

- b. Student will receive a grade for classroom, laboratory, and clinical courses. Student must receive a passing grade of "C" or higher in all classes to continue into the following trimester and to graduate.
- c. In the process of any given classroom course, lab and clinical, should the student's grade fall below "C", the student will be notified and placed on academic and/or clinical probation.

- d. Failure to have a "C" or higher at the end of any given classroom or clinical course is unacceptable, and the student will go before the review committee to determine their status with the program.
- e. If you receive Title IV Federal Funding you must maintain satisfactory progress before your funding is disbursed (see student handbook).

### **13. Test Requirements**

- a. If the student scores below 77% on any unit exam or final exam (this includes all program courses unless otherwise noted), he/she will:
  - i. Receive a "Student-Instructor Counseling Form For Developing Individualized Student Goals For Scholastic Improvement", that is to be completed and returned to the instructor that same day.
  - ii. Arrange with the instructor, a convenient day and time to discuss his/her academic problems.
  - iii. Develop (with the aid of the instructor, if needed) at least three goals for improving academically and/or clinically.
  - iv. Reevaluate, at a later date, the stated student goals to determine effectiveness in learning skills.
  - v. Arrange to meet with instructor and Program Director if grades do not improve; to evaluate student's academic/ clinical standing reevaluate goals for grade improvement.

### **14. Examinations**

Students who are absent for a scheduled test will contact the instructor the first day back to class or clinical to schedule a time to take the test. The instructor may write a different exam in the same format or write the exam in essay format. If the student does not take the make-up exam, a "0" will be earned. The score earned for a test is final. See further details described under attendance.

### **15. Transfer of Credit (Advanced Standing)**

- a. Academic credits of Respiratory Care related courses will be considered for acceptance, upon approval of the Program Director. A grade of "C" or higher must have been awarded from an accredited program through the Committee on Accreditation for Respiratory Care, before transfer of credit can be considered. The faculty reserves the right to test the student's knowledge of content and skills before transfer of credit is considered.
- b. The applicant is responsible for contacting their prior school for the mailing of a transcript and a description of courses. The transcript must have the school's seal, or signature of administrator or registrar office. All courses considered must have been completed within the past (3) years.

## 16. Readmission Policy

1. All students requesting readmission must apply with said permission from the superintendent or designee.
2. Students leaving, in good standing:
  - a. In good standing is defined as students who voluntarily leave with a good behavior and performance record.
  - b. A student who withdraws in good standing prior to the end of a semester/trimester must reenter the program at the beginning of that semester/trimester.
  - c. If student has withdrawn due to a medical condition, he/she must submit a release and documentation from doctors, counselors, therapists, or treatment centers, or by the applicant themselves if outside help was not sought, and how those problems have been resolved and corrected for the applicant's success in the program.
  - d. Students leaving before successfully completing the first semester/trimester do not compete with other applicants to be slotted in the program.
  - e. Students leaving after completion of the first semester/trimester must meet with the program director for approval of reentry.
  - f. Returning students will only be considered for readmission if the class has vacancies.
3. Students leaving, not in good standing:
  - a. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.
  - b. Returning students must compete with other applicants to be slotted in the program.
  - c. Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 4 of this Handbook for more details.
4. Any student applying for readmission who has been out of the program for more than one year must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. See page 4 of this Handbook for more details.
5. Students may qualify for readmission only one time.

## 17. Probation

A student may be placed on academic, clinical, attendance or conduct probation.

### a. Academic Probation

Should their overall course grade fall below 77%, the student will be notified in writing that their grades are not satisfactory and they will have until the end of that class, i.e. Respiratory Therapy Core, Respiratory Procedures II, to bring their grades up to a passing grade (77% or higher). Failure to bring their grades up to passing will result in the student being dropped from the program.

- b. Attendance Probation  
Should the student's attendance exceed 50% of their allotted time for that trimester, he/she will be notified in writing that they have exceeded their absences by 50% or more, and should they exceed the allotted hours in that given trimester they will be dropped from the program.
- c. Clinical Probation  
Should a student fail to complete their required clinical skills for Clinical I, they will not be allowed into Clinical II until they are successfully passed. Failure to complete all required clinical tasks will result in the student not being allowed to graduate until all required tasks are successfully passed.
- d. Conduct Probation  
Should a student violate policy at Great Plains Technology Center, ART Program or Clinical Hospital, the student may receive a verbal warning or they may be notified in writing that they have violated policy and will be on probation till the end of that trimester. Should they violate the same policy again, they may be dropped from the program.

## **18. Accident Policy**

- 1. Clinical location
  - a. All clinical facilities require that students be free of any communicable diseases.
  - b. Students in the clinical area will abide by the policies of the facility with regard to illness. The instructor should be notified if a student becomes ill, while on clinical duty.
  - c. A student who incurs an injury or has an exposure due to contact with blood borne pathogen, through body fluids, mucous membranes or infectious needle sticks, will contact their instructor immediately.
  - d. Clinical agencies make available emergency medical care to students who become ill or are injured while in the clinical setting
- 2. School Location
  - a. If a student is involved in an accident/injury while at school, they should first notify an instructor who will assess the situation and notify School Nurse, if needed.
  - b. If an ambulance is needed, the School Nurse will notify administration.
  - c. If a blood borne pathogen exposure has occurred, the school nurse must be notified.

Students are responsible for medical expenses resulting from treatment of illnesses or accidents, including injuries at school or in the clinical setting. Each student is encouraged to carry their own health insurance.

An accident/incident form should be completed and given to the appropriate administrator when an accident occurs at any location.

## V. Student Services

### 1. Counseling and Guidance

- a. Faculty members are available during the school day for consultation with students who need educational counseling or help with personal problems. Counseling may involve identifying goals and objectives, obtaining assistance with study problems or dealing with personal problems. When indicated students may be directed to visit with the school's counselors.
- b. Questions or problems regarding the course should be brought to the attention of the instructor(s).

### 2. Student Activities\*\*

- a. Student officers will be elected to serve the class. Their responsibility will be to hold class meetings regarding class activities and projects.
- b. Social and recreational activities depend largely upon the wishes of the class. Any school-sponsored activity must be approved by the Program Director.
- c. Students will apply for membership in the American Association of Respiratory Care. In order to enhance professional development, the student is encouraged to become active in their State organization. The Oklahoma Society of Respiratory Care (OSRC) has an annual meeting in which there are numerous activities for student participation.

***\*\*This is a MANDATORY meeting for all ART students.***

Students are also encouraged to join Health Occupations Students of America (HOSA).

### 3. Library Facilities

- a. The Health Careers library is located in room 723, across from the Health Careers Secretary's office. It is intended for use by all medical students. Books may be checked out. Students must sign in and out in the library logbook to use the computers in the library. Internet access will be available, but the student must read and sign the Internet User Agreement.
- b. The students also have access to the clinical affiliate library facilities. The students are requested to conduct themselves as professionals when using these facilities.
- c. Students will have access to the library at Cameron University and the library located at Fort Sill. Students will not be allowed to check material out from these facilities.

#### 4. Advanced Respiratory Therapist Cost Sheet

<b>Tuition</b> .....	<b>\$ 2,917.50</b>
1 <sup>st</sup> Trimester August 2011.....	\$ 1,175.25
2 <sup>nd</sup> Trimester March 2012.....	\$ 1,019.25
3 <sup>rd</sup> Trimester August 2012.....	\$ 723.00

**Textbooks (Approximate cost) ..... \$ 560.00**

*This is a separate cost, not covered by your tuition or students needs fee. Textbooks are purchased on the first day of class from the GPTC Bookstore. There are **no refunds** on textbooks.*

**Student Needs Fees Grand Total ..... \$ \$ 1,107.50**

**1<sup>st</sup> Semester Total ..... \$ 965.50**

Drug Screen (paid upfront).....	\$ 25.00
Background Check (paid upfront).....	\$ 49.50
iPad (*if you have an iPad, deduct this cost.....)	\$ 667.00
Student Supply Fee.....	\$ 15.00
Curriculum.....	\$ 49.00
Liability Insurance.....	\$ 15.00
AARC Dues.....	\$ 50.00
Registration Fees.....	\$ 85.00
Accessories (School Patches & Safety Glasses).....	\$ 10.00

**2<sup>nd</sup> Semester Total ..... \$ 37.00**

Curriculum.....	\$ 37.00
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**3<sup>rd</sup> Semester Total..... \$ 105.00**

NBRC Assessment Exam Fee.....	\$ 40.00
Graduation Ceremony.....	\$ 65.00

**Clinical Uniforms (Approximately) ..... \$ 200.00**

2 Lab Coats, 3 sets Scrubs, Shoes and Stethoscope. This is a separate cost, and is not covered by your tuition, textbook cost, or student needs fee. Clinical Uniforms **cannot** be charged against your PELL.

**Additional Fees ..... \$ 765.00**

Items listed below are in addition to the above costs, and should not be purchased until instructed.

**AARC Annual Meeting (Attendance required and cost is approximate)**

Lodging.....	\$ 75.00
Food.....	\$ 100.00
Travel.....	\$ 150.00
Supplies (Calculator, Pens, etc.).....	\$ 150.00

**State License**

Provisional.....	\$ 100.00
NBRC Exam.....	\$ 190.00

**TOTAL COST FOR PROGRAM..... \$ 5,550.00**

*Prices are subject to change without notice*

## COST BREAKDOWN BY TRIMESTER

<b>1<sup>st</sup> Trimester – August 2011</b> .....	<b>\$</b>	<b>2,900.75</b>
Tuition .....	\$	1,175.25
Student Needs Fee 1 <sup>st</sup> Trimester .....	\$	965.50
Textbooks.....	\$	560.00
Clinical Uniforms (approximately).....	\$	200.00
<b>2<sup>nd</sup> Trimester - March 2012</b> .....	<b>\$</b>	<b>1,056.25</b>
Tuition .....	\$	1,019.25
Student Needs Fee 2 <sup>nd</sup> Trimester.....	\$	37.00
<b>3<sup>rd</sup> Trimester - August 2012</b> .....	<b>\$</b>	<b>828.00</b>
Tuition .....	\$	723.00
Student Needs Fee 3 <sup>rd</sup> Trimester .....	\$	105.00

*Tuition and fees or documentation from your funding agency is due by the first day of class each semester. Students who are enrolled in a career major for more than 10 scheduled days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.*

### 5. Financial Aid

- a. Students at Great Plains Technology Center have a number of grants, scholarships, and benefits which may be available to them.
- b. Information about financial assistance through the Federal Financial Aid grant (PELL), Great Plains Foundation, VA, Vocational Rehabilitation Service, or any other funding source may be obtained from the Financial Aid office, which is located in Room 107 of Building #100.
- c. In order to receive Title IV Federal Funds at GPTC, a student must maintain satisfactory progress. Please refer to the GPTC Student Handbook.

### 6. Hospital Purchases

- a. Students may NOT charge items purchased in the hospital. Items are payroll deducted for employees only.

### 7. Immunizations

- a. All titers must be completed prior to beginning of class, and student must turn in documentation of all required immunizations on a shot record.

If you choose to refuse the Hep B series, you will not be able to rotate through some clinical sites. The result will be that certain proficiencies would be checked as "lab only" on the competency profile.

## VI. Graduation and Certification

### 1. Graduation

- a. A student is eligible to graduate and receive an Associate's Degree through Cameron University, upon successful completion of the 32 hours of technical related courses at Great Plains Technology Center and the 31 hours of support classes at Cameron University, with a 2.0 GPA or higher.
- b. From Great Plains Technology Center: Earn a passing grade of "C" or better in all classroom, lab and clinical course work.

- c. Student must pass four clinical simulation exams along with a passing grade of 55% or better on the online NBRC Comprehensive Secured Written RRT Exam. The initial cost of this exam is part of the student needs fees. It will be at the students' expense should any additional exams be required to achieve a passing of 55% or better. The current cost of the exam is \$40.
- d. Completion of all clinical competencies and proficiencies.
- e. From Cameron University: Accomplishing a passing grade in all required support courses through Cameron, towards the Associate in Applied Science in Respiratory Care degree, with a 2.0 GPA or higher.
- f. Student completing the respiratory technical related component at GPTC will receive a "Certificate of Competency" that will be recognized as 32 hours of credit toward their Associate in Applied Science in Respiratory Care degree through Cameron University. Please note that the 32 hours of credit are only honored with the degree mentioned above and that all courses must be successfully completed with a 2.0 GPA or higher to validate the 32 credit hours being transferred to the degree.
- g. It should also be noted that the student must have all required tuition and fees paid in order to be granted their "Certificate of Competency" through GPTC. Students must also have returned all textbooks checked out from the library or instructor.
- h. It is the student's responsibility to contact Cameron University and apply for graduation. You will need to have a degree check completed, and pay the Cameron University fee. You can call Cameron University's Registrar's office for current fees at 581-2238.

## **2. Certification**

- a. Candidates applying for entry-level and advanced certification through the National Board for Respiratory Care must be graduated from an accredited Respiratory Care Program and have been awarded a minimum of an associate's degree from the accredited Respiratory Care Program.
- b. The Entry Level CRT Examination is designed to objectively measure essential knowledge, skills and abilities required of entry-level respiratory therapist. The examination consists of 160 multiple-choice questions (140 scored items and 20 pretest items) distributed among three major content areas; clinical data, equipment, and therapeutic procedures. Candidates will be given three hours to complete the Entry Level CRT Examination. The computerized examination can be made by appointment following graduation.
- c. The Registry Examination System was developed to objectively measure essential knowledge, skills and abilities required of advanced respiratory therapists and to set uniform standards for measuring such knowledge. The CRT credential is a prerequisite for admission to the Registry Examination. The RRT Examinations consist of a written portion and a clinical portion; candidates must schedule separate testing appointments for each of these portions. However, candidates may attempt both parts on the same day, provided testing sessions are available. Individuals who attempt both parts of the examination and achieve passing scores will be awarded the Registered Respiratory Therapist (RRT) credential.

The **Written Registry Examination for Advanced Respiratory Therapists** consists of 115 multiple-choice questions (100 scored and 15 pretest items) covering the recall, application, and analysis of clinical data, equipment and therapeutic procedures. Written Registry candidates will be given two hours to complete the examination.

The **Clinical Simulation Examination (CSE)** consists of 10 separate patient management problems. The clinical setting and patient situation for each problem are designed to simulate reality, and be relevant to the clinical practice of respiratory care. Candidates will be given four hours to complete the CSE.

d. The Program Director may be contacted for an application to sit for the RRT examination and for application deadlines.

e. Examination Fees

<u>Examination</u>	<u>New Applicant</u>	<u>Reapplicant</u>
<b>CRT</b>	<b>\$190</b>	<b>\$150</b>
<b>RRT Written Only</b>	<b>\$190</b>	<b>\$150</b>
<b>RRT CSE Only</b>	<b>\$200</b>	<b>\$200</b>
<b>RRT Both</b>	<b>\$390</b>	<b>\$350</b>

For more information, please contact:

NBRC Executive Office  
8310 Nieman Road  
Lenexa, KS 66214-1579  
Phone: 913-599-4200

f. Please note that all students graduating after July 2002 will be required to re-certify in compliance to the NBRC guideline.

### 3. **Judicial Policies/Application Refusal** (as stated on NBRC application form)

The Board of Trustees has approved the following items as reasons for which applications of NBRC examinations may be refused: (Further details may be obtained by contacting the Program Director).

- a. Obtaining or attempting to obtain Certification, Registration, Re-certification or Re-registration by fraud, deception, or artifice.
- b. Credentialed practitioners and/or examination candidates may be disciplined for offenses directly related to their practice of respiratory therapy and/or pulmonary technology, which gives cause to question the individual's ability to practice in a safe and competent manner. Such offenses include, but are not limited to:
  - i. Conviction in a court of law, after all appeals have been exhausted, or a drug or alcohol-related offense in connection with the individual's practice.
  - ii. Conviction in a court of law, after all appeals have been exhausted, of an act of physical violence (murder, assault, rape, robbery, etc.) that would cause question as to the individual's ability to appropriately interact with patients and others on the job. For further information the student can call the NBRC at 1-913-599-4200.
- c. When applying for an Oklahoma State license, applicants will be required to do a background check.

#### **4. Student Responsibility for Handbook Information**

- a. Each student is responsible for being familiar with the information appearing in this handbook and the GPTC Student Handbook. Failure to read the information will not be considered an excuse for non-compliance.
  - i. This program faculty reserves the right to change policies or revise curriculum as necessary due to unanticipated circumstances.
  - ii. GPTC student handbook is revised each June. Changes in the handbook become effective in August, for both current and new students attending GPTC.

#### **5. Waiver of Regulations**

- a. The faculty and administration have adopted rules and policies in this handbook. When a student finds that extenuating circumstances might justify the waiver of a particular regulation, the student may petition the Program Director.
- b. Any revised and/or updated handbook will supersede all previous policies and regulations in this handbook.
- c. This handbook has been approved by the Great Plains Board of Education.

#### **6. Great Plains Technology Center's Advanced Respiratory Therapist Program is fully accredited with the following agencies:**

North Central Association Commission on Accreditation and School Improvement (NCA-CASI)

##### **(National Postsecondary Office)**

HC 33 Box 81 Cedar Lakes Drive  
Ripley, WV 25271  
1-866-548-5833  
[www.ncacasi.org](http://www.ncacasi.org)

##### **(Oklahoma Postsecondary Office)**

2500 N. Lincoln Blvd  
Oklahoma City, OK 73105  
1-405-521-3773

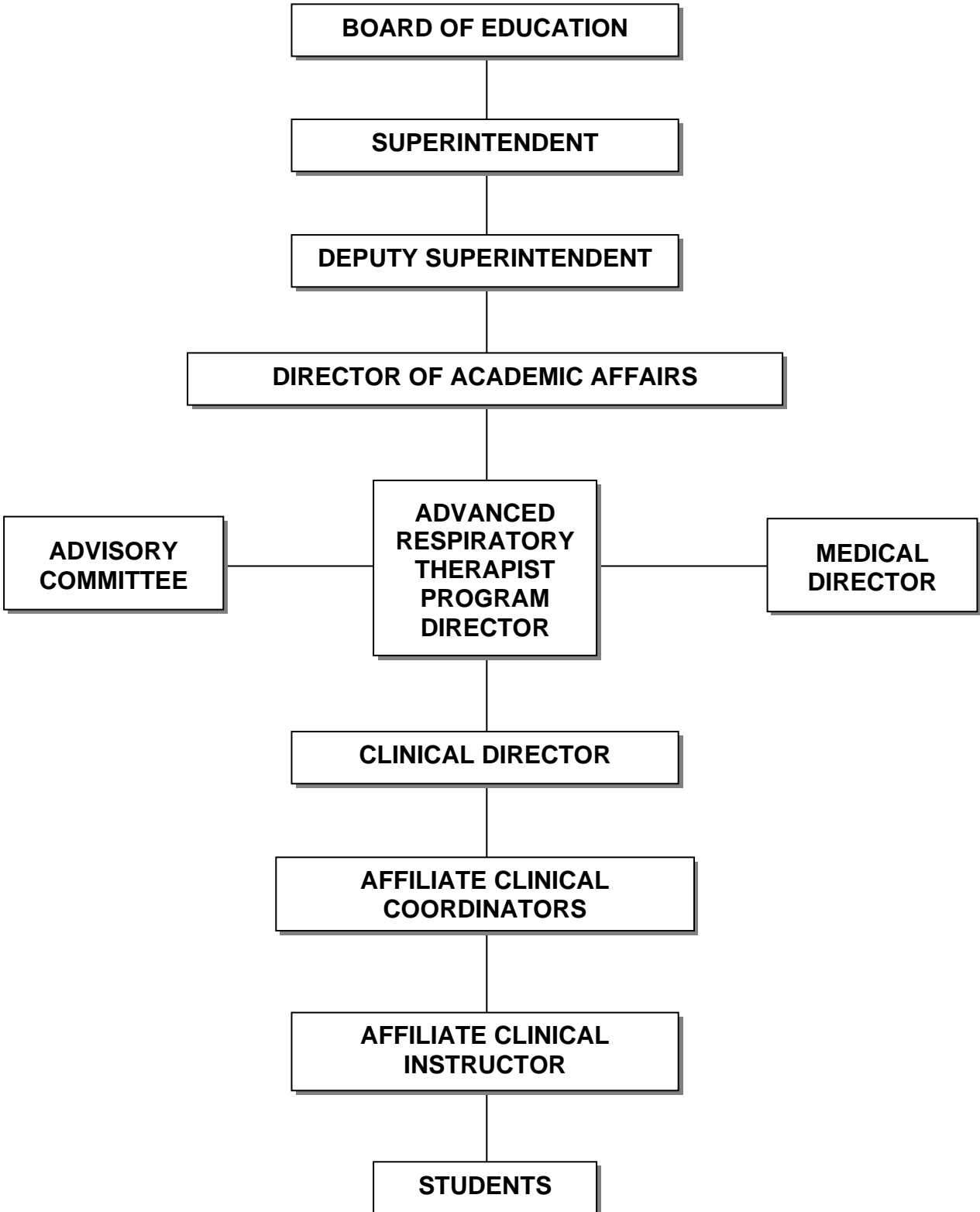
##### **Committee on Accreditation for Respiratory Care (CoARC)**

1248 Harwood Road  
Bedford, TX 76021-4244  
1-817-283-2835  
[www.coarc.com](http://www.coarc.com)

# **GREAT PLAINS**

Technology Center

## ADVANCED RESPIRATORY THERAPIST PROGRAM



# **GREAT PLAINS**

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## Technology Center

### **ADVANCED RESPIRATORY THERAPIST PROGRAM**

I, \_\_\_\_\_, hereby certify that I have read the Advanced Respiratory Therapist Program Handbook and have had the opportunity to ask questions. As a condition of my enrollment in the school, I agree to comply with the high standards and rules set forth therein. Failure to comply with the policies may result in disciplinary action and/or dismissal from the program.

***\*The Advanced Respiratory Therapist Handbook will supersede the Great Plains Technology Center Student Handbook in areas of conflicting policies.***

\_\_\_\_\_  
Student's Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

**This handbook has been approved by the Great Plains Technology Center Board of Education, June 2011, for the 2011-2012 school years.**