ROWAN-VIRTUA
Rita & Larry Salva
School of Nursing
& Health Professions

BS IN RESPIRATORY THERAPY ENTRY INTO PRACTICE

Student Handbook

Academic Year 2023-2024

Rowan University
Health Sciences Center, RCSJ Campus
1400 Tanyard Road, Sewell, NJ 08080

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Introduction

Welcome to the Respiratory Therapy Program at Rowan University! This is the founding program in the Department of Allied Health at Rowan University. In the summer of 2021, the new School of Nursing & Health Professions was founded at Rowan, and in the fall/winter 2021-2022, as a result of the newly formed partnership of Rowan and Virtua Health, the school became the Rowan-Virtua School of Nursing & Health Professions, and the Allied Health department was formed.

Public interest in respiratory therapy has increased dramatically since the COVID-19 pandemic and awareness and understanding of the importance of respiratory therapists as critical members of healthcare teams has developed as a result. Healthcare organizations will be seeking respiratory care professionals from accredited programs. Rowan's Respiratory Therapy program achieved provisional accreditation from the Commission on Accreditation of Respiratory Care (CoARC) in spring 2023.

The preparation of highly competent Respiratory Care Practitioners is the overarching goal of the Respiratory Therapy Program at Rowan University. As a two-year program following the appropriate AS or AAS degree from community college, and providing a rigorous, evidence-based and profession-oriented professional preparation program, Graduates of Rowan's BS in Respiratory Therapy will be highly sought-after professionals in their field.

We look forward to working with you as a future professional in the respiratory care community and to seeing you grow and develop through and beyond our program to become an expert practitioner and future leader in the field.

Barry E. Ransom, MS, RRT, RRT-NPS, RRT-ACCS
BSRT Program Director

University Mission Statement

Rowan University will become a new model for higher education by being **inclusive**, **agile**, and **responsive**, offering diverse scholarly and creative educational experiences, pathways, environments, and services to meet the needs of all students; maintaining agility by strategically delivering organizational capacity across the institution; and responding to emerging demands and opportunities regionally and nationally.

Rowan-Virtua School of Nursing & Health Professions Mission Statement

As a dynamic and interprofessional organization, Rowan's School of Nursing & Health Professions prepares nurses and health professionals to promote, maintain and restore health for a diverse society through excellence in education, clinical practice, scholarship, and service.

Program Mission Statement

The Respiratory Therapy program at Rowan University advances professional excellence and best practices in serving the profession, practitioners, patients and the public, and promotes excellence in respiratory care through quality and innovative education to meet the needs of a diverse population.

Program Accreditation

The BS in Respiratory Therapy program Entry into Practice Bachelor of Science in Respiratory Therapy (CoARC program number 200645), at the Sewell campus, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

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

Program Faculty

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Program Goals

As required by the Commission on Accreditation of Respiratory Care (CoARC), the primary program objectives for this program are:

- 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)
- To prepare leaders for the field of respiratory care by including curricular content with objectives related to the acquisition of skills in one or more of the following: management, education, research and advanced clinical practice (which may include an area of clinical specialization).

Program Facility

The BSRT Entry into Practice program is housed in Rowan College of South Jersey's Inspira Health Sciences Center. 1400 Tanyard Road, Sewell, NJ 08080.

Program Guide

BS in Respiratory Therapy

Academic Program Guide for Entry into Practice Degree

Rowan University Graduation Requirements for all Majors / Degrees

- Students must complete at least 120 semester hours (sh) of coursework that apply to their Rowan University degree.
- Students must have a cumulative GPA of at least 2.0 in Rowan University coursework. (Transfer courses/credit do not count toward the RU GPA.)
- A minimum of 30 sh of coursework must be completed at/through Rowan University.
- Only grades of "D-" or above may apply to graduation/degree requirements. (Some programs may set higher minimums.)
- Students must meet the Rowan Core and Rowan Experience Requirements.
  - An individual course can potentially satisfy one Rowan Core literacy and/or multiple Rowan Experience attributes.
  - Rowan Core & Rowan Experience designations are listed in course details in Section Tally (www.rowan.edu/registrar) and may also be searched on that site under "Attributes." A list of Rowan Core courses is here: https://confluence.rowan.edu/display/AS/Rowan+Core+Course+List.
- Students must apply for graduation and should do so for the term in which they will complete all program requirements.

Program-Specific Graduation Requirements for this Major/Degree

- Students must complete all required professional courses with a grade of "C" or higher.

Rowan Core Requirements[1]

- Students must satisfy all six Rowan Core Literacies. A minimum total of 3 sh of coursework is required to satisfy each Literacy.
- With the exception of the 9 sh counted here for Communicative Literacy, credits attached to the courses in this section will apply elsewhere.
- Students are admitted upon completion of an appropriate pre-professional associate's degree or required pre-professional courses.
- Students admitted into this program will fulfill Rowan Core Requirements in accordance with the Recommended Transfer Program or as certified through the admissions process.

◯ (COML) Communicative Literacy: *Must be met by the following three courses or their official equivalents:*

◯ COMP 01111 College Composition I (3 sh) ◯ COMP 01112 College Composition II (3 sh) ◯ CMS 04205 Public Speaking (3 sh)

◯ (ARTL) Artistic Literacy ◯ (GLBL) Global Literacy ◯ (HUML) Humanistic Literacy

◯ (QNTL) Quantitative Literacy ◯ (SCIL) Scientific Literacy

Rowan Experience Requirements

- Students are admitted upon completion of an appropriate pre-professional associate's degree and/or required pre-professional courses.
- Transfer students admitted into this program will fulfill Rowan Experience Requirements in accordance with the Recommended Transfer Program or as certified through the admissions process.

◯ (LIT) Broad-Based Literature ◯ (WI) Writing Intensive ◯ (RS) Rowan Seminar[2]

Rowan Core and Rowan Experience Courses (First and Second Year)

- Students are admitted upon completion of an appropriate pre-professional associate's degree and/or required pre-professional courses.
- Coursework shown below reflects the Associate in Applied Science in Health Science: Respiratory Therapy Pathway at Rowan College of South Jersey. Courses in italics are recommendations; others are program admission requirements. The program is open to all students completing a comparable pre-professional associate's degree and/or required pre-professional courses.

Course #	Course Name	Course Attributes / Notes	Sem/Yr	Grade	Credits
ENG 101	English Composition I	COML			3
ENG 102	English Composition II	COML			3
SPE 101	Oral Communication	COML			3
ALH 140	Biomedical Ethics	HUML/WI			3
MAT 103	Statistics	QNTL			3
BIO 107	Human Biology	SCIL			4
SOC 104	*Social Problems*	GLBL			3
ART 108	*Drawing & Painting I*	ARTL			3
ENG 213	*Non-Western Literature*	LIT			3
				Subtotal:	28 sh

[1] The Rowan Core requirements are waived for transfer students with an earned A.A. or A.S. degree from a NJ community/county college.

[2] The Rowan Seminar requirement is waived for all students transferring 24 or more approved credits into Rowan University at the time of initial entry.

BS in Respiratory Therapy

Required Pre-Professional Courses (First and Second Year)

Course #	Course Name	Course Attributes / Notes	Sem/Yr	Grade	Credits
ALH 102	Medical Terminology				3
MAT 110	College Algebra				3
CHM 111	General Chemistry I				4
BIO 105	Anatomy & Physiology I				4
BIO 106	Anatomy & Physiology II				4
BIO 215	Microbiology				4
PSY 101	General Psychology				3
HPE 105	CPR				1
ALH 104	Patient Care				1
					Subtotal: 27 sh

Elective Courses (First and Second Year)

- Students should choose electives that satisfy any Rowan Core or Rowan Experience requirements that are not fulfilled by other specified courses.
- Coursework shown below reflects the Associate in Applied Science in Health Science: Respiratory Therapy Pathway at Rowan College of South Jersey. Courses in italics are recommendations; others are program admission requirements. The program is open to all students completing a comparable associate's degree and/or required pre-professional courses.

Course #	Course Name	Course Attributes / Notes	Sem/Yr	Grade	Credits
SOC 130	*Society, Ethics, & Technology*				*3*
PSY 211	*Psychology of Human Development*				*3*
					Subtotal: 6 sh

Required Professional Courses (Third and Fourth Year)

Course #	Course Name	Course Designations / Notes	Sem/Yr	Grade	Credits
RESP 09300	Fundamentals of Respiratory Care Lecture				3
RESP 09301	Fundamentals of Respiratory Care Lab				2
RESP 09302	Cardiopulmonary Anatomy & Physiology				3
RESP 09303	Respiratory Care Pharmacology				2
RESP 09304	Critical Care				3
RESP 09305	Clinical Practice I				2
RESP 09310	Principles of Ventilatory Support 1 Lecture				3
RESP 09311	Principles of Ventilatory Support 1 Lab				2
RESP 09306	Cardiopulmonary Evaluation				3
RESP 09307	Cardiopulmonary Pathophysiology				3
RESP 09315	Clinical Practice II				2
RESP 09410	Principles of Ventilatory Support 2 Lecture				3
RESP 09411	Principles of Ventilatory Support 2 Lab				2
RESP 09402	Pediatric & Neonatal Respiratory Care Lecture				3
RESP 09403	Pediatric & Neonatal Respiratory Care Lab				1
RESP 09400	Introduction to Clinical Research				3
RESP 09425	Clinical Practice III				3
RESP 09404	Respiratory Care in the Long Term, Home Care, & Rehab Setting				3
RESP 09401	Evidence-based Practice				3
HCNV 07401	Interprofessional Teamwork in Healthcare				2
HCM 51101	Introduction to Healthcare Management				3
RESP 09435	Clinical Practice IV				3
RESP 09450	Senior Seminar				3
					Subtotal: 60 sh

Total Program Credits Required for this Major / Degree: 120 SH

Full course descriptions can be found in the undergraduate catalogue, online at https://sites.rowan.edu/catalogs/

Admission to Entry into Practice Program

Students are admitted who have completed an appropriate pre-professional associate's degree or required pre-professional courses.

- Students must fulfill the general education requirements of Rowan Core, either through the transfer of credits or completion of courses at Rowan University, and meet pre-requisite requirements for advanced and clinical coursework. Additional coursework may be required, depending on the number of credits transferred to Rowan University.
- Students must have a minimum 2.5 overall GPA in respective associate degree, and a minimum 2.8 GPA in the Associate Degree Science and Technical courses or equivalent coursework.
- Students must have a minimum composite score of 72 on the HSRT exam.
- Criminal background check is required for participation in clinical placements.
- Students must complete all required program courses with a grade of "C" or higher
- Students must meet Rowan University requirements for graduation, including general education and minimum GPA requirements, along with program requirements.

Time Requirements

Time requirements include 2.5 contact hours per week for 3 credit didactic courses (50 minutes/credit), and 1 hr. 40 minutes per week for 2 credit lab courses (50 minutes/week for Pediatric & Neonatal Resp. Care Lab). For Clinical Practice, required total clinical hours are:

- Clinical Practice I: 96 hours (16 hours per week for 6 weeks);
- Clinical Practice II: 120 hours (one 8-hour shift per week for 15 weeks);
- Clinical Practice III: 180 hours (one 12- hour shift per week for 15 weeks);
- Clinical Practice IV: 180 hours (one 12- hour shift per week for 15 weeks)

Technical Standards

Students who are accepted into the Respiratory Therapy program, must be able to meet certain technical requirements that are required to be a respiratory therapist. Graduates of this program must be able to meet certain physical and mental requirements to ensure the safe performance of respiratory care procedures.

Due to the nature of typical respiratory therapy employment, a graduate of this program must be able to meet the criteria listed below related to mobility, physical endurance, motor skills (fine & gross), tactile, visual, hearing and mental/attitudinal standards.

1. Mobility and strength sufficient to support and move patients, large gas cylinders and large bulky equipment. Must be able to lift objects weighing 40 pounds.
2. Physical endurance ability sufficient to work in a clinical setting for eight (8) to twelve (12) hours performing physical tasks requiring physical energy without jeopardizing patient safety.

3. Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients.
4. Bilateral tactile ability sufficient to manipulate syringes and other small pieces of equipment and sufficient to assess patients before and after therapy.
5. Visual ability sufficient to see, adjust and monitor ventilator and other equipment settings. Visual ability sufficient to assess and monitor patients.
6. Auditory ability sufficient to hear and understand patients and staff. Auditory ability sufficient to assess and monitor patient sounds, and to hear equipment and patient monitoring device alarms.
7. Mental/attitudinal ability sufficient to interact with patients and other health care personnel in providing appropriate patient care, exhibiting attitudes and actions consistent with the ethical standards of the profession.

Professional Expectations

Attendance

Student attendance in all program courses is required to meet the required preparation (knowledge, skills and dispositions) for passing the NBRC Board exams required for licensure, and entry into respiratory care as a highly effective practitioner. Professional behavior and respect for others with diverse viewpoints are always expected in class and clinical settings.

Computer and Online Class Verification Policy:

Students are expected to have access to a computer and reliable internet access. Rowan University's duo identification system for student identification is used to verify student's identity in online courses as well as all student access to Canvas, Rowan University's online learning management systems, library services and other student services.

Communication

All program related mail communication must be conducted through Rowan student and faculty email systems. All matriculated students will have a Rowan ID and email.

Illness or Injury

Students who must miss class due to an illness, family or other emergency, must inform their instructor and the prior to the scheduled class. (See Appendix F: Leave of Absence Form). Illness that warrants missing a class or supervised practice include: fever, vomiting, or diarrhea. Students should not return to school or work until 24 hours after their fever has subsided, and/or they last vomited or had diarrhea. (See Appendices E: Incident Report and F: Leave of Absence Form Request). Contagious bacterial illness requiring antibiotics such as, "Pink Eye" warrant staying home for 24 hours after the first dose of antibiotics. (See Appendices E: Incident Report and F: Leave of Absence Form Request)

Clinical Policies

Clinical Attendance

Attendance is mandatory and required for all clinical experiences:

- Students who must miss time in clinical education due to illness, family or other emergency, must inform their Clinical Instructor or preceptor prior to the scheduled shift. Students must also notify the Director of Clinical Education within 24 hours of absence. It is the student's responsibility to reschedule the missed supervised practice hours.
- Arrive at the clinical facility at least 15 minutes prior to the start time for class/clinical experience.
- Students are accountable for all material covered in clinical experience; it is expected that students will complete assigned clinical learning activities as responsibly as they would complete professional work activities. (See Appendices E: Incident Report and F: Leave of Absence Form Request)
- Failure to comply with clinical policies and procedures will result in disciplinary action. The severity of the unauthorized activity will determine the extent of the disciplinary action up to and including dismissal from the program. (See Appendices H, I, and J for sample disciplinary letters)

Dress Code

The purpose of the student dress code is to ensure students exude a positive and professional image to patients, their families, the clinical affiliates and clinical faculty. Students should have a professional appearance. This includes clothing being clean and neat and good personal hygiene. The use of deodorant (preferably unscented) is encouraged. The student and his/her clothing **should not** smell of smoke, perfume or scented lotion. Eating, drinking or gum chewing is prohibited in patient care areas within the clinical affiliates.

Uniform: An olive-green scrub set (shirt and pants) is required. The scrubs must be size appropriate with uncuffed, unrolled pants. Either a plain white, black or gray long sleeve turtleneck shirt or a plain white, black or gray short sleeve t-shirt is to be worn under the scrub shirt depending on the season.

Shoes: Clean, supportive leather athletic or leather shoes in either white or black are required. Shoes should be without ventilation ports. Patterned, open back or toe shoes are **not** acceptable. Croc or clog-style shoes are acceptable.

Socks: Socks are to be worn and they must be plain white or black. No stripes or patterns.

Student Identification Badge: A Rowan University Student Identification badge and or ID badge required by the clinical affiliate site must be worn and visible at all times using a retractable badge holder or a lanyard.

Stethoscope: The student is required to carry a stethoscope at all times.

Jewelry/Tattoos: Jewelry should be conservative and worn in moderation. A watch with a sweep second hand or digital display of seconds **is required.** Wedding bands, school rings and school pins are permitted. For safety, earrings may not be the "dangling" type and hoop earrings may not be larger than 1 inch in diameter. Other visible body jewelry is **not permitted** including, tongue, eyebrow or nasal rings. Any facial piercing(s) must be covered.

Tattoos must be covered whenever possible. Visible tattoos **must not** be offensive in nature. The program and/or clinical faculty will determine appropriateness of visible body art.

Hair/Nails/Makeup: Hair should be neat, off the face and worn in such a manner that it will not violate aseptic technique. Hair below the shoulders must be tied back. Hair trends, such as bright highlights, unnatural colors are not permitted. Extreme styles such as Mohawks or shaved designs are not permitted. Mustaches and beards must be neat and trimmed. One, two or three day "shadows" are not considered professional and therefore discouraged. Nails should be clean and trim (no longer than ¼ above fingertips). If nail polish is worn it should be neutral in color. In accordance with the CDC, artificial or gel nails are not permitted when caring for patients. If makeup is worn it should be a minimal and natural in appearance.

Inclement Weather

Should inclement weather result in classes being canceled at Rowan, information will be sent to the Rowan community via the Rowan Alert System and posted on Rowan's website. Detailed information on Rowan University's closure guidelines can be found at: https://sites.rowan.edu/publicsafety/emergencyservices/officeofemergency/weather/

Rowan will only institute campus closing in an extreme event**,** such as when utilities and services may be impacted or there is a life-threatening emergency, for example: severe inclement weather, or active shooter scenario. There will be no classes or student activities/meetings held on these days. Only essential employees will be required to report to work. Students, staff and faculty members must exercise their best judgment about whether they attend class or report to work. Different conditions prevail for each individual under inclement weather situations so the decision should be essentially an independent one. If Remote or University/Campus Closed status is warranted, the Office of the President will notify the University community by 5:30 a.m. for daytime operations and 2 p.m. for evening operations. Additional messages will be made throughout the day if conditions warrant this. The following scenarios apply to clinical practice:

Announcement: Rowan is closed prior to the beginning of scheduled clinical practice.

Action: Students and the clinical instructor do not report to clinical practice. The Clinical instructor will notify the clinical affiliate.

Announcement: Rowan is closing during clinical practice.

Action: The Clinical Instructor will terminate clinical practice as soon as possible regarding patient safety and allow students to leave the clinical site. The Clinical Instructor will inform the clinical affiliate of this action.

All revisions to assignments, quiz and exam dates, and class and grading policies that would occur during such an emergency will be communicated via e-mail. You will be responsible for completing all these assignment in accordance with class policies.

Schedule

In general, the student is responsible for:

- Verifying the date and starting and ending times of clinical experiences.
- Reporting to the clinical preceptor to whom they are assigned promptly at the scheduled time and adhering to the established schedule.
- Maintaining communication with the Director of Clinical using email or phone contact

- Professional behavior is expected in all communication modes, including language in emails, promptness responding, and follow-up on any directions, concerns or issues.
- Being prepared to begin the planned clinical experiences activities,and/or assignments immediately upon reporting to the clinical preceptor.
- Documentation of all clinical practice hours is required.

Outside Employment

The BSRT program has a comprehensive and intensive curriculum. The course load and demands on students' time, especially in the senior year, are such that it is very difficult for students to successfully complete classes and simultaneously hold an outside job. Holding an outside job during the academic year is strongly discouraged.

Certification Requirements: All students must have American Heart Association (AHA) Basic Life Support certification prior to entering clinical practice. The clinical practice site may require an orientation and specific training. Students must follow the regulations of the facility to fulfill any requirements prior to and during the rotation(s).

Relationship with Patients

Students are to be reassuring, temperate, and considerate to patients at all times:

- Arguing with patients will not be tolerated
- Students must not allow personal problems, attitudes, or prejudices to affect the way the patient is treated. If a student is having an issue in this regard, they must speak with their instructor

Students will adhere to the Patient's Bill of Rights:

- The patient must be treated with respect
- The patient has a right to know what therapy you are giving him/her, who ordered it, and why they are receiving this therapy
- The patient has the right to refuse any therapy. Any refusal must be recorded on the chart, with the reason for refusal, and reported to the instructor or supervisor
- The patient has the right to the privacy and confidentiality of his/her medical record
- Do not release any information to the patient which relates to his/her condition, diagnosis, prognosis, or any therapy which you do not administer. Refer all such questions to the floor nurse.

Students must be tactful in handling difficult situations:

- Do not argue with the patients
- Do not take personally anything the patient may say to you
- Do not allow yourself to become angry or disorganized in front of the patient

Students must explain all therapeutic procedures fully to the patient prior to the initiation of therapy:

- Identify the patient and introduce yourself
- Explain what you are going to do for the patient
- Explain what you want him to do to cooperate

- Explain, within the limits of your own and the patient's understanding, why the patient is receiving the therapy

Access to Medical Records

Records and personal information regarding patients are ***strictly confidential***:

- No student should ever privately or publicly disclose any information about individual patients to anyone including the patient himself
- Students must always be on guard as to when and where it is appropriate to discuss questions about individual patients
- Students, who are questioned by a patient or relative about the treatment or condition of a patient, should never attempt to answer but direct the person requesting the information to the patient's physician or appropriate hospital personnel

Compromising patient confidentiality is grounds for dismissal from the program

All students will follow HIPAA and all patient confidentiality policies required by each clinical site to ensure compliance with privacy laws and regulations. If uncertain, students must always check with the preceptor and/or the Director of Clinical Education. In the event a violation is suspected, a full investigation will be conducted by the program director and the compliance officer at the facility. (HIPAA training must be completed prior to beginning of Clinical Practice I.

HIPAA Training and Certification

It is the policy of Rowan University that all students must receive training and certification on the Health Insurance Portability & Accountability Act (HIPAA) prior to beginning clinical practice. The purpose of this policy is to ensure that the student is trained on the proper policies and procedures specified by HIPAA for protecting the privacy of and security of patient medical information. Information about how to access and complete HIPAA training will be provided to students by the Director of Clinical Education.

Relationships With Faculty, Hospital Personnel, And Co-Workers

Always act courteously and respectfully when relating to faculty and hospital personnel

- Do not interfere with the work or instruction of others
- Do not use foul, abusive, or disrespectful language anywhere within the clinical areas regardless of who you think can or cannot hear you
- Always use tact, not arguments, in handling difficult situations.
- Always cooperate with hospital personnel and peers for the betterment of patient care

Should you have a concern with a didactic or clinical course, you should consult with the instructor of that course, FIRST. Should there be no resolution, then your next step would be the Program Director for didactic courses or the Director of Clinical Education (DCE) for clinical courses. If the Director of Clinical Education (DCE) is unable to resolve the clinical related concern, your next step is the Program Director. Should all previous avenues not come to a resolution, then a meeting with the Assistant Dean of the School is the next step.

Patient Safety

Before giving therapy, the student shall familiarize themself with the entire patient record:

- Always check all physicians' orders before initiating any therapy. Also, check for orders to discontinue therapy
- If no current order can be found, notify your Clinical Instructor
- Administration of therapy not ordered will jeopardize the student's continuance in the Program

Check all medications prior to administration:

- Check the physician's order for dosage, dilution, frequency, etc.
- Check identification of the patient before therapy is administered
- Check the chart to make certain order is written for the patient
- Check the wrist identification band

Do not endanger the patient or your fellow workers by any of your actions or failure to act:

- If in doubt, question the staff or faculty member
- Always be alert to dangerous situations

You must report dangerous or potentially dangerous conditions immediately to your instructor.

Observing, Reporting, And Charting

- Always observe your patient during therapy.
- Always report any changes in your patient's condition to your clinical instructor.
- Always chart fully, accurately, and truthfully – following accepted policy of clinical affiliation

Clinical Practice Site Policy

Students are required to follow all applicable clinical facility policies regarding dress code, grooming requirements, scheduling, completion of paperwork, and patient confidentiality, etc.

Transportation to Clinical Sites

Travel to all BSRT program-required clinical sites is the responsibility of the student. Students are expected to have a car or to provide their own transportation to all clinical practice sites. Clinical sites may not be accessible by public transportation. Students are also responsible for payment of all expenses involved in the transportation and parking. In addition, the student must complete the Rowan University Travel Waiver prior to the beginning of Clinical Practice. Access the form at the following link:

https://sites.rowan.edu/accountspayable/_docs/travel_paper_forms/student_travel_waiver_updated_approved_01_23_2020.pdf

Meals

The student is responsible for the cost of meals and/or snacks obtained while at clinical sites.

Illness or Injury

Students, while participating in the clinical practice off campus, may suffer an accidental injury or become ill. The affiliating institution will provide the same emergency medical care to the student/intern as that extended to its employees. Payment for treatment of the illness or injury will be the responsibility of the student/intern.

Incident and/or Accident Report

In the event of an incident or accident involving a student, that student will complete the appropriate form supplied by the clinical facility and notify the Director of Clinical Education. The faculty member will cosign the report with the student. If the clinical facility will not allow a copy to be made, the student must complete a written anecdotal record for the university program records. The student provides the same information found on the incident report, including details of the incident and any physician involvement. The faculty member includes measures taken to avoid further incidents, such as teaching of clients, counseling and teaching of student, or other appropriate measures. Both the involved faculty member and the student must sign the anecdotal record. Within two days of the occurrence, the anecdotal record or clinical site form is submitted to the Director of Clinical Education for inclusion in the student's file. The documentation remains in the student's file until the student graduates, or longer if required by law, government regulations, or other industry standards. (See Appendices D: Incident Report and E: Leave of Absence Form Request).

Required Vaccines

Students must comply with all University requirements for vaccinations (https://sites.rowan.edu/wellness/health/healthforms.html) and with the requirements of clinical sites as specified in the applicable clinical site affiliation agreement.

Rowan University's clinical partners for the BSRT program (the "Program") generally require students participating in clinical rotations at their sites to be vaccinated. Vaccination requirements frequently include the COVID-19 vaccine and booster. Therefore, the Program requires students to provide proof of vaccination prior to being assigned a clinical rotation. Students who cannot meet this requirement may request an accommodation based on a documented medical need or a sincerely held religious belief by contacting the Director of Clinical Education, Professor Paul Swietlik. Such requests will be reviewed and discussed with the student. Students are advised that, even when an academic accommodation is granted, there is no guarantee that the Program will be able to find clinical placements for unvaccinated students. Although it will use its best efforts to do so, the Program bears no affirmative obligation to find a clinical placement site that will accept an unvaccinated student. Students who are not able to fulfill the clinical requirements of the Program may be delayed or prevented entirely from earning a degree in respiratory therapy.

Drug Testing and Criminal Background Checks

An initial background check is required before students begin clinical practice. However, students are advised that they must comply with any additional requirements of the supervised practice facility regarding drug testing and criminal background checks.

Criminal Background Checks are required for clinical practice and are acquired through Castle Branch. The background check can be found at this link:
https://www.castlebranch.com/sign-in

Background Searches & Drug Tests	Fee
New Jersey Criminal History Search National Sex Offender Search OIG Sanction Search Social Security Trace	$25.30
10 Panel Drug Test	$27.00
Compliance Tracker	$43.00

Additional Requirements from the Clinical Facility

Some clinical facilities may have requirements in addition to those specified above. Examples of such would be drug screening, additional medical testing, attendance at a hospital orientation session, or an interview. Students must comply with any additional requirements to participate in clinical practice.

Confidentiality of Student Records

The Respiratory Therapy Program maintains confidential files/records on each student. Files include routine academic and professional documents, clinical preparation requirements, and student clinical practice evaluations. It is the policy of the Program to maintain the confidentiality of student records in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about students, and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/ records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. RT student records/files maintainedby the department are secured in locked file drawers. Access to these files is limited to the Rowan faculty and staff. Students may request access to their file at any time; assistance is required from a faculty member to unlock office and/or cabinet and access password protected computers.

Assessment of Student Performance in Clinical Practice

Clinical Practice student performance assessment will be conducted jointly by the BSRT clinical faculty and clinical preceptors. Clinical performance is evaluated in the following areas: Reliability and Maturity; Aptitude & Ability to Learn; Application of Theory to Clinical Practice; Organizational Skills and Use of Good Judgement; Initiative, Attitude and Teamwork, and Professionalism.

Preceptor Qualifications

Preceptors are an asset to students' learning experiences; thus, they are expected to have the core knowledge and expertise in their field of respiratory care as evidenced by having appropriate professional degrees, certifications and experience. Preceptors should:

- Be engaged and have a desire in mentoring and evaluating their interns.
- Should have a minimum of 2 years of experience in their field

Clinical Site Assessment

The goal of the Rowan University BS in Respiratory Therapy clinical practice program matches the program's overall goal of preparing graduates with skills, knowledge and abilities required

by practicing respiratory therapists. To maintain and achieve this goal, both initial and ongoing evaluations of clinical sites and clinical resources will be performed annually, facilitated by the Director of Clinical Education. The evaluation includes overall clinical program assessment, clinical site evaluation, clinical instructor/preceptor evaluation, and student clinical performance evaluation.

Academic Progress

Attendance and Participation

Students are expected to attend and fully participate in didactic coursework, lab work and clinical practice experiences. Absences from coursework may result in work having to be made up in order to fulfill the requirements of the course. Students should communicate with their instructors in cases of unavoidable absences that may affect their academic success. Clinical Practice hours missed must be made up in order to complete the requirements for clinical practice hours.

Course Evaluation

All courses in the RT program are graded according to the grading scale identified below. **Students must maintain a minimum GPA of 2.5 in the program and all program major courses must be passed with a grade of C or higher**. Students can complete a course evaluation (IDEA) at the end of each course. Student evaluations are an important part of the process of continuous program improvement.

Grading

Students are evaluated according to the following grading scale:

Letter Grade	Score/Percent	Grade Point Equivalent
A	93.0-100	4.0
A-	90.0 – 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0
B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	Below 60	0.0

Incomplete Grade

Students may receive an incomplete grade if they have completed sufficient work in the course for the instructor to determine that an Incomplete can be granted. The student should work with the instructor to determine the timeline for completing the work. An Incomplete grade will

automatically convert to a grade of F after one semester following the submission of the Incomplete.

Advising

The BSRT Entry into Practice Program has a very specific and sequential progression of courses. Therefore, there is minimal academic advising related to choosing courses, etc. If students wish to withdraw from a course, they should discuss this with the instructor and/or Program Director (and Director of Clinical Education for clinical practice courses). Students who wish to withdraw from the program or change majors should discuss this with the Program Director. Students who are put on probation or suspension will need to work with the Program Director and Director of Clinical Education in order to completer remediation requirements necessary for the removal of probation or suspension status.

Withdrawal From Course

Students in the RT program will follow the university policy for withdrawal from courses: https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html, as well as the Rowan University policy for refund of tuition and fees: https://sites.rowan.edu/bursar/refunds/index.html

Dropping a Course

The Respiratory Therapy program follows the Rowan University registrar guidelines. They can be found at: http://www.rowan.edu/provost/registrar/courseschedule.html.

Withdrawal From Program

Students considering withdrawing from the Respiratory Therapy program are encouraged to first speak to the Program Director.

The BSRT program follows University policy and procedures regarding withdrawal from a semester or withdrawal from the University. The policy and procedures can be found at: https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html.

Academic Integrity

Rowan University has a detailed academic policy with a well-defined process for adjudicating academic integrity violations in four areas: academic misconduct, cheating, fabrication, and plagiarism. The policy can be found here: https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy

Probation

a. Definition:

Possible reasons for being placed on probation include but are not limited to the following:

- failure to meet required GPA's
- failure to follow Clinical Practice Policy
- failure to maintain appropriate Professional demeanor
- failure to meet professional attire policies
- failure to notify the Program Director or Director of Clinical Education of being charged with a criminal offense.
- other unforeseen minor offenses

b. Process:

- Student will be notified of deficiency in writing
- The student will have 5 working days to provide a written explanation for each deficiency to the appropriate faculty member and the Director of Clinical Education or the Program Director. The written explanation will include reasons for deficiency and a plan to rectify said deficiency.
- A meeting with the appropriate representative of program leadership will be scheduled to allow for the student to discuss the deficiency.

c. Outcome:

Following the disciplinary meeting and provided a plan to rectify the deficiency has been established, the student will be given no less than one semester to correct the deficiency. In some minor instances (i.e., Professional attire policies) a review of the student's deficiency can occur two weeks following the decision to determine if the issue has been corrected. If so, the Program Director and/or Director of Clinical Education may decide to remove the student from probation.

Suspension From Program

a. Definition:

A student suspended from the Respiratory Therapy program will not be able to continue matriculating through the program. This means that students cannot take any professional courses past the date of suspension. All clinical experiences will cease as of the date of suspension. Possible reasons for being suspended include but are not limited to the following:

- Any grade lower than a "C" in any Respiratory Therapy major course (**There is no probation for minimum grade deficiencies. A student will be suspended on their first offense of not meeting minimum grade requirements).**
- a second failure to follow Clinical Education Policy
- a second failure to follow Clinical Supervision Policy
- any academic integrity violation
- any situation involving substance abuse
- any incident of bullying, harassment, hazing, or insensitivity to cultural diversity
- conviction of a criminal offense with the exception of misdemeanor traffic offenses or traffic ordinance violations that do not involve the use of alcohol or drugs
- any other unforeseen moderate offenses to the policies of this Program

b. Process:

- The student will be notified of deficiency and pending suspension in writing.
- The student will be given, in writing, a date and time to meet with the Program Director and/or Director of Clinical Education.
    - The student will have the opportunity to discuss the reason for possible suspension
- A decision will be made by Program Director.

c. Outcome:

- All clinical experiences will cease as of the suspension date.
- Written notification will be provided to the Assistant Dean for Student Affairs.
- Possible notification of the Dean of Students or Provost's Office.

- Suspended individuals may reapply for admission to the in the semester following suspension if remediation of the situation has been approved the Director of Clinical Education.
- Students suspended due to deficient grade(s) (lower than a C) do not have to reapply once they have corrected the academic deficiency. However, all academic requirements must be attained before the student is fully reinstated into the program.
- Students may move forward in the program's academic curriculum once they are fully reinstated and there is a clinical assignment slot available.
- Suspension does not in any way imply that one's place in the program will be held
- The student has the right to appeal a suspension to the Assistant Dean for Student Affairs

Dismissal From Program

a. Definition

A student dismissed from the program is terminated from the BS RT not able to re-apply at any time. Reason for expulsion include but are not limited to the following:

- a third failure to meet minimum GPA requirements
- a second offense in not meeting minimum grade requirements for major and non-major courses
- a third failure to follow Clinical Education Policy
- a third failure to follow Clinical Supervision Policy
- a second situation involving substance abuse
- a second academic integrity violation
- any situation involving recommendation or dispensing a controlled substance
- a second incident of harassment, hazing, or insensitivity to cultural diversity
- Conviction of certain criminal offenses (i.e., felony convictions)

b. Process:

Student will be notified of deficiency and pending dismissal in writing.

- Student will be given, in writing, a date and time to meet with the Program Director and/or Director of Clinical Education.
- The student will have the opportunity to discuss the reason for possible dismissal
- A decision will be made by the Program Director.

c. Outcome:

- All clinical experiences will cease as of date of dismissal.
- Possible notification of the Dean of Students or Provost's Office.
- Dismissed students can never reapply to the BSRT.
- The student has the right to appeal a dismissal to the Assistant Dean for Student Affairs

Readmission to Program

For students undergoing probation or suspension from the program, readmission to the program can occur once all deficiencies have been corrected as recognized by the Program Director and/or Director of Clinical Education. Probation and/or suspension may cause a delay in program completion and time to graduation from the program.

Graduation From Program

Students graduate from the BS in Respiratory Therapy Entry into Practice Program when all required classes in the program have been successfully completed (including minimum grade requirements), with a minimum of 120 credits. Information on applying for graduation/degree conferral can be found on the Registrar's website at this link:

https://sites.rowan.edu/registrar/graduation-info/graduation-completion-of-certificate.html

Licensure (from https://www.respiratorytherapistlicense.com/certification/)

The Registered Respiratory Therapist (RRT) credential is the advanced credential that may be pursued by graduates of CoARC-accredited respiratory therapy programs or Certified Respiratory Therapist (CRTs) who possess at least four years of clinical experience following their CRT certification. The RRT credential is required for New Jersey licensure. The RRT examination process involves passing the same Therapist Multiple-Choice (TMC) Examination required for the CRT credential, but with a higher score, as well as a Clinical Simulation Examination (CSE). The Clinical Simulation Examination (CSE) consists of 22 separate patient management problems (20 of which are scored), all of which are designed to simulate real clinical practice scenarios. Test takers are given four hours to complete this portion of the examination.

Rowan's BSRT program meets the following criterion to quality graduates to sit for both the Therapist Multiple Choice (TMC) exam and the Clinical Simulation Examinations (CSE), resulting in the RRT credential being awarded upon passing both required exams.

As of January 1, 2004, new graduates of respiratory care education programs have three years after graduating to complete the examination process for the CRT or RRT credentials.

The National Board for Respiratory Care (NBRC) and the CoARC identify the RRT credential as the "standard of excellence" in the profession and recognize their responsibility of ensuring all graduates of CoARC-accredited advanced-level education programs have the opportunity to earn the RRT credential. The NBRC notes that respiratory therapists who possess the RRT credential are in high demand nationwide and are needed to fill a shortage of qualified respiratory therapists.

General Academic Policies

General academic policies for Rowan students can be found on Rowan's Confluence page for the **Student Code of Conduct**. Student responsibilities, rights and disciplinary procedures are detailed on this site. Students are expected to understand and adhere to the code of conduct.

The link is: https://confluence.rowan.edu/display/POLICY/Student+Code+of+Conduct.

Diversity, Equity and Inclusion

Rowan University values diversity, equity and inclusion in all their forms. Rowan has a very active Division of Diversity, Equity and Inclusion (DEI). The division includes the Office of Student Equity and Compliance (OSEC) to address all discrimination and bias complaints related to the federally protected categories: race, religion or creed, familial status, gender identity or expression, veteran status, citizenship, marital status, ancestry or national origin, disability, pregnancy, sex, gender, sexual orientation, gender identity, atypical hereditary cellular or blood trait, genetic information, and age.

The departments in the Division of DEI include: the Office of Social Justice and Inclusion and Conflict Resolution (SJICR), the Office of Student Equity and Compliance (OSEC), Center for Access, Persistence and Achievement (CAPA), and the Center for Neurodiversity.

Information on the above can be found at the following link:
https://sites.rowan.edu/diversity-equity-inclusion/

Student Resources

Student Services

Rowan has a comprehensive Student Support Services are listed on the university's Student Affairs website. The link is: https://sites.rowan.edu/studentaffairs/.

Selected examples of available services identified on this site are listed below.

Student Success	Student Life	Strategic Enrollment Management
Academic Advising	Athletics	Financial Aid
Career Advancement	Campus Recreation	International Center
Education Abroad	Dean of Students	OASIS/Advising
Accessibility Services	Dining Services	Rowan Global Admissions
Success Coaching	Orientation & Student Leadership Programs	Rowan Online
Testing	Parent & Family Connections	Undergraduate Admissions
Tutoring	Student Housing	University Scheduling
Military Services	Student Center & Campus Activities	
Writing Center		

Expected Expenses for Junior and Senior Years in The BS in Respiratory Therapy

The table below outlines estimated student costs during their tenure in the Respiratory Therapy Program. Please note that these are estimated cost and are subject to change. Also please note that some of these costs ***may*** be covered, in part or in full, by the Program, University, Clinical Affiliates, Personal Insurance, or post-graduate employment. If students have any questions or concerns, please contact the Program Director.

Amount	Item
Variable	ID Badge (May be a fee, deposit, or charge for lost badge)
$45.00 (Estimate)	Equipment Supplies
Variable	Quality stethoscope required – cost varies
Variable	Oakes' Pocket Guides
$18.00	Child Abuse History Clearance – may be required for some clinical sites
Variable	Required vaccinations/titers
$30.00	Misc. Clinical Items
$110.00	State Affiliate Respiratory Therapy Conference
$150.00	Electronic Clinical Documentation Program (Trajecsys)
$0-30.00/day	Clinical Affiliate Site Parking
$25	AARC Membership
$295.00	Kettering Review
$200	CPR Recertification, ACLS Certification, PALS Certification, NRP Certification

$55.00	NBRC SAE RRT Written Exam
$55.00	NBRC SAE RRT Simulation Exam
$190	TMC Examination
$150	TMC Examination (Repeat)
$200	RRT Clinical Simulation Examination
AFTER GRADUATION – EXPECTED CERTIFICATION EXAMINATION COSTS	
$190	TMC Examination
$150	TMC Examination (Repeat)
$200	RRT Clinical Simulation Examination

Medical Insurance
Students must comply with the University requirements for medical insurance The University's policy on insurance can be found at:
http://www.rowan.edu/open/studentaffairs2/healthcenter/insurance.html.

Grievance and Complaint Procedures

Rowan Student Complaint Policy

The Rowan University Student Complaint Policy can be found at this link:
https://confluence.rowan.edu/display/POLICY/Student+Complaint+Procedures

CoARC Complaint Policy

Students will be advised to submit complaints directly to CoARC only after all other options with the program are exhausted. The Rowan RT program will provide information about the complaint policy to students through the program webpage to allow public assess. The RT program will maintain a chronological record of student complaints related to the CoARC accreditation standards, including the resolution of complaints for a period of seven years. The program will allow inspection of complaint records during on-site evaluation visits by CoARC. This complaint process below is for students concerns other than that of an academic nature. If students have a complaint of an academic nature, students will need to follow the Rowan University Grade Dispute Policy. The Grade Dispute Policy can be found at this link:
https://confluence.rowan.edu/display/POLICY/Grade+Dispute+Policy

If there is a non-academic concern related to the Respiratory Therapy program at Rowan, students shouldcontact the Program Director, Barry Ransom, at ransom@rowan.edu.
If the nonacademic concern is not resolved at the program level, students should then contact the Assistant Dean of the School of Nursing & Health Professions, Dr. Jennifer Ravelli, in writing at: ravelli@rowan.edu.

CoARC has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, including students, faculty, practitioners and/or members of the public may submit a complaint against any accredited or approved program to CoARC. However, the CoARC board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in

compliance with its accreditation standards or policies. To receive formal consideration, all complaints must be submitted in writing to the CoARC Executive Office using the Complaints Reporting Form. Please visit this link for more information the process: https://coarc.com/students/complaint-process/#:~:text=Complaints%20must%20be%20submitted%20to,at%20tom%40coarc.com

APPENDICES

Appendix A: Confidentiality (HIPAA) Form

he HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other individually identifiable health information (collectively defined as “protected health information”) and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of protected health information and sets limits and conditions on the uses and disclosures that may be made of such information without an individual’s authorization. The Rule also gives individuals rights over their protected health information, including rights to examine and obtain a copy of their health records, to direct a covered entity to transmit to a third party an electronic copy of their protected health information in an electronic health record, and to request corrections (HHS.gov; Health Information Privacy/, retrieved July 23, 2022).

I ___(initials) understand that medical information is protected by the privacy rule of the Federal Health Insurance Portability and Accountability Act (HIPAA). Accordingly, I must maintain the confidentiality of the medical conditions and medical records of patients at all times.

I___ (initials) understand that there is never a reason to discuss a patient’s condition with anyone other than my clinical supervisors.

I___(initials) understand that I can never remove a patient’s chart without being first directed to do so by my clinical supervisors.

I___(initials) understand that there are no exceptions to this policy. I also understand that failure to abide by the confidentiality agreement will lead to disciplinary action.

By signing below, the student affirms that they have read the above statements and agrees to abide by all the rules and requirements described in this document.

_____ _____

Student’s Signature Date

_____

Student’s Name (printed)

Appendix B: Technical Standards Form

Students who are accepted into the Respiratory Therapy program must be able to meet certain technical requirements that are required to be a respiratory therapist. Graduates of this program must be able to meet certain physical and mental requirements to ensure the safe performance of respiratory care procedures.

Due to the nature of typical respiratory therapy employment, a graduate of this program must be able to meet the criteria listed below related to mobility, physical endurance, motor skills (fine & gross), tactile, visual, hearing and mental/attitudinal standards.

1. ____ (Initial) Mobility and strength sufficient to support and move patients, large gas cylinders and large bulky equipment. Must be able to lift objects weighing 40 pounds.
2. ____ (Initial) Physical endurance ability sufficient to work in a clinical setting for eight (8) to twelve (12) hours performing physical tasks requiring physical energy without jeopardizing patient safety.
3. ____ (Initial) Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients.
4. ____ (Initial) Bilateral tactile ability sufficient to manipulate syringes and other small pieces of equipment and sufficient to assess patients before and after therapy.
5. ____ (Initial) Visual ability sufficient to see, adjust and monitor ventilator and other equipment settings. Visual ability sufficient to assess and monitor patients.
6. ____ (Initial) Auditory ability sufficient to hear and understand patients and staff. Auditory ability sufficient to assess and monitor patient sounds, and to hear equipment and patient monitoring device alarms.
7. ____ (Initial) Mental/attitudinal ability sufficient to interact with patients and other health care personnel in providing appropriate patient care, exhibiting attitudes and actions consistent with the ethical standards of the profession.

_____ _____

Student's Signature Date

_____

Student's Name (printed)

Appendix C: Respiratory Therapy Program Clinical Practice Agreement

I _____ understand the commitment involved in clinical practice and agree to fulfill all aspects to the best of my ability. I agree to apply competencies and proficiencies learned in the classroom and laboratory experiences into my clinical practice assignments. I understand the graduation and requirements as outlined in the BSRT student handbook.

I ____ (initials) agree to not let an outside job interfere with my clinical education duties and responsibilities.

I ____ (initials) understand that my clinical education is part of the Respiratory Therapy Clinical Practice series of classes. I understand that failure to perform my clinical education duties and responsibilities will have a negative effect on my class grade, matriculation through the program, and graduation from Rowan University.

I ____(initials) understand that my clinical education will require mandatory attendance at the clinical site and include all clinical practice/site related activities (such as meetings, etc., required by the site). I also understand that the last day of regular classes in the fall and spring semester will be my last formal day of my clinical assignment. I understand that certain circumstances may require the completion of make-up clinical hours. These additional or make-up hours must be approved by the Director of Clinical Education or the Program Director.

I ___(initials) understand that I must be directly supervised by a Preceptor at all times of my clinical education. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the BSRT student manual.

I ___ (initials) have read and understand the Travel Policy as outlined in the BSRT student manual. I understand all and will abide by all restrictions placed on me by this policy. I understand that if I fail to follow these policies that I will be subjected to disciplinary action as outlined in the BSRT student manual.

I ___ (initials) understand that there will be additional costs (i.e., gas, tolls, etc.) when traveling to affiliated sites for my clinical assignment, and that these costs will not be reimbursed by Rowan University or the RT program.

_____ _____

Student's Signature Date

_____

Student's Name (printed)

Appendix D: Incident Report

Incident Report

Date of Report: _____ Time: _____

Date of Accident: _____

Name: _____ Age: _____

Home Address: _____

_____

_____

Residence Address: _____

Home Phone: _____

Place of Accident (On or Off Campus and location in facility). Please Explain:

_____

_____

Describe what occurred:

_____

_____

Injuries Sustained:

_____

_____

Witness Name: _____ Witness Phone: _____

Witness Address: _____

First Aid Provided: Yes No

First Aid Provided By Whom: _____

Referral To: (Health Services, Emergency Room, Physician) _____

Name of Person Completing Form: _____

Title of Person Completing the Form: _____

Appendix E: Emergency/Sick Leave Documentation Form

EMERGENCY/SICK LEAVE DOCUMENTATION FORM

Application for excused absences for emergency/sick leave requires that this form be completed to include all signatures 2 weeks prior to your requested sick day (e.g., doctor's appointment) or the next business day for reporting of time missed because of a sick leave related event. If you are in a rotation, you should have the form signed by your preceptor and the clinical coordinator or the program director. A copy of the completed form should be provided to the program director

Any absence beyond 2 days will be evaluated on a case by case basis for the number of hours that needs to be completed at an alternative date in order to meet the required number of hours for supervised practice.

Name: _____ Date Form Completed: _____

Period of Leave and Total Hours:

Leave START Date and Time for which you are requesting or reporting sick/personal leave:

_____

Leave END Date and Time for which you are requesting or reporting sick/personal leave:

_____

Please describe what obligations or responsibilities that will be (or were) missed during the requested/reported sick/personal leave period:

_____

_____

If applicable, describe how these obligations or responsibilities will be met or covered:

_____

_____

For cases of unanticipated/emergency sick leave, please describe the timing and mechanism by which you notified any parties affected by your absence:

_____

_____

Intern Signature: _____

Use reverse side of this sheet for notes or conditions related to sick leave request/report (optional)

Signatures should be obtained in this order (Please Circle):

Excused Not Excused

Clinical Coordinator OR Program Director Signature/Date:

_____

Excused Not Excused

Preceptor Signature/Date

_____

Appendix F: Probation Letter Sample

Date

Name
Address
CSZ

Dear "name"

This is to confirm our conversation on (date) regarding your status in the Respiratory Therapy Program. The Program Director has decided to place you on probation for the following reason(s):

__failure to meet required GPA's
__failure to meet clinical education professional demeanor policies
__failure to maintain appropriate professional demeanor
__failure to meet professional attire policies
__failure to follow the Travel Policy

As a result of the above reasons, the following actions are being taken:

It is my sincere hope that you will take this opportunity to reflect on current progress so that you can make the necessary changes in order to return to full eligibility within the RUATP

Sincerely,

Barry E. Ransom, MS, RRT, RRT-NPS, RRT-ACCS
Director, Respiratory Therapy Program

Appendix G: Suspension Letter Sample

Date

Name
Address
CSZ

Dear "name"

This letter is to inform you that you are suspended from the Respiratory Therapy Program for the following reasons

__a second failure to meet minimum academic standards
__academic dishonesty
__situation involving substance abuse
__continued or second violation of policy on clinical education professional demeanor policies
__any incident of harassment, hazing, or sensitivity to cultural diversity
__a second violation of the Travel Policy

The following outcomes are to be taken based on the above:

__All clinical experiences will cease as of date of suspension.
__Notification of the Dean of Students or Provost's Office

Suspended individuals may reapply for admission to the program in the spring following suspension if remediation of the situation has been approved by the RT Program Director. Suspension does not in any way imply that one's place in the program will be held. Students have the right to appeal a suspension to the Assistant Dean for Student Affairs.

Please contact me at your earliest convenience so that changes can be made to your academic plan.

Sincerely,

Barry E. Ransom, MS, RRT, RRT-NPS, RRT-ACCS
Director, Respiratory Therapy Program

Appendix H: Dismissal Letter Sample

Date

Name
Address
CSZ

Dear "name"

This letter is to inform you that you are suspended from the Respiratory Therapy Program for the following reasons

__a third failure to meet academic requirements
__a third or a continued violation of clinical education professional demeanor policies
__a third violation of the Travel Policy
__a second situation involving substance abuse
__a situation involving recommendation or dispensing a controlled substance
__a second incident of harassment, hazing, or insensitivity to cultural diversity
__Other

The following outcomes are to be taken based on the above:

__All clinical experiences will cease as of date of expulsion.
__Notification of the Dean of Students or Provost's Office.

Dismissed students cannot reapply to the BSRT program. The student has the right to appeal a dismissal decision to the Assistant Dean for Student Affairs.

Please contact me at your earliest convenience so that changes can be made to your academic plan.

Sincerely,

Barry E. Ransom, MS, RRT, RRT-NPS, RRT-ACCS
Director, Respiratory Therapy Program

Academic Calendar

Academic Calendar 2023-2024

Fall Semester 2023

Labor Day (no classes)	Monday, September 4
Semester Classes Begin	Tuesday, September 5
Thanksgiving Recess (no classes)	Thursday-Saturday, November 23-25
Reading & Review (no classes)	Wednesday, December 13
Finals Week	Thursday-Wednesday, December 14-20 (includes Saturday, December 16)
Flexible Time Day	Thursday, December 21

Spring Semester 2024

Martin Luther King, Jr. Day (no classes)	Monday, January 15
Semester Classes Begin	Tuesday, January 16
Spring Break (no classes)	Monday, March 11-Saturday, March 16
Reading & Review (no classes)	Friday, April 26
Final Exam Week	Saturday-Friday, April 27-May 3 (includes Saturday, April 27)
Commencement Week	Saturday, May 4; Monday-Friday, May 6-10

Summer Sessions 2024

Memorial Day (no classes)	Monday, May 27
Juneteenth (no classes)	Friday, June 21
Fourth of July (no classes)	Thursday, July 4

Summer Sessions are Subject to Change. Visit the Office of Winter, Summer, and Special Sessions for the Term calendars www.rowan.edu/winter/summer/calendars.

NOTE:

Please note that this calendar applies to traditional programs offered on the Glassboro and Camden campuses during the fall and spring semesters. Visit www.rowan.edu/university/academic/calendars and use the links listed for calendars from The Division of Global Learning & Partnerships, Office of Winter, Summer, and Special Sessions, the Cooper Medical School of Rowan University, the Rowan University School of Osteopathic Medicine, and the Graduate School of Biomedical Sciences.

Student Statement of Understanding and Agreement

I have received and read a copy of the Rowan University BS in Respiratory Therapy Entry into Practice Student Handbook. I fully understand all policies and procedures in this handbook and I agree to abide by them.

_____ _____

Student's Signature Date

_____

Student's Name (printed)

Appendix H: Core Competencies

The competencies listed below are taken from the CoARC *Accreditation Standards for Entry into Respiratory Care Professional Practice* (2020, July 1): https://coarc.com/wp-content/uploads/2021/04/CoARC-Entry-Standards-7.1.2020-clarif-3.21.pdf

4.04. Graduates must be competent to perform all diagnostic and therapeutic procedures required of a Registered Respiratory Therapist entering the profession.

Evidence of Compliance:

- Evaluations that document the student's ability to perform all required diagnostic and therapeutic procedures safely and effectively in patient care settings
- Results of CoARC Graduate and Employer Surveys

4.05 Graduates must be able to function proficiently within inter-professional teams and communicate effectively with diverse populations. The *curriculum* must prepare students to work with, and care for, a variety of populations including, but not limited to, individuals of various ages, abilities, and ethnicities.

Evidence of Compliance:

- Evaluations that document the ability of students to communicate effectively in a variety of patient care settings and to interact well with all members of the health care team
- CoARC Graduate and Employer Surveys.

4.06 Program graduates must exhibit adequate critical thinking skills and be competent in the application of problem-solving strategies in the patient care setting.

Evidence of Compliance:

- Evaluations that document the student's ability to apply knowledge, provide appropriate patient care, and adapt to changes in clinical conditions in a timely fashion
- CoARC Graduate and Employer Surveys

4.07 Graduates must demonstrate ethical decision-making skills and an understanding of professional responsibility.

Evidence of Compliance:

- Evaluations that require demonstration of the student's ethical behavior and understanding of professional responsibility
- CoARC Graduate and Employer Surveys.