# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Information</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Program Goals and Standards</strong></td>
<td>5</td>
</tr>
<tr>
<td>Ethics and Professionalism</td>
<td>6</td>
</tr>
<tr>
<td>Patient Bill of Rights</td>
<td>7</td>
</tr>
<tr>
<td><strong>Academic Calendar</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>General Program Policies and Standards</strong></td>
<td>8-9</td>
</tr>
<tr>
<td>Academic Achievement and Grading Criteria</td>
<td>8</td>
</tr>
<tr>
<td>Satisfactory Progress</td>
<td>9</td>
</tr>
<tr>
<td>Communications</td>
<td>9</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>9</td>
</tr>
<tr>
<td>Dress and Grooming</td>
<td>9</td>
</tr>
<tr>
<td>Drugs and Alcohol</td>
<td>9</td>
</tr>
<tr>
<td>DSU CHS Drugs &amp; Alcohol Testing Procedure</td>
<td>10-12</td>
</tr>
<tr>
<td>Arrest Procedure</td>
<td>13</td>
</tr>
<tr>
<td>TB Testing Procedure</td>
<td>14-15</td>
</tr>
<tr>
<td>Electronic Devices in Class</td>
<td>16</td>
</tr>
<tr>
<td>Ethics and Integrity</td>
<td>16</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>16-17</td>
</tr>
<tr>
<td>Grade Change Requests</td>
<td>17</td>
</tr>
<tr>
<td>Late Work and Late Examination Penalties</td>
<td>17</td>
</tr>
<tr>
<td><strong>Faculty and Student Expectations</strong></td>
<td>17-24</td>
</tr>
<tr>
<td>Faculty Responsibilities to Students</td>
<td>17</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>17</td>
</tr>
<tr>
<td>Student Performance Expectations/Classroom Civility</td>
<td>18</td>
</tr>
<tr>
<td>Classroom Attendance/Tardiness</td>
<td>18</td>
</tr>
<tr>
<td>Study Expectations</td>
<td>19</td>
</tr>
<tr>
<td>Community Service</td>
<td>19</td>
</tr>
<tr>
<td>Grading</td>
<td>19-21</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>21</td>
</tr>
<tr>
<td>Program Development and Growth</td>
<td>21</td>
</tr>
<tr>
<td>Student Grievance Procedures</td>
<td>22-23</td>
</tr>
<tr>
<td>Student Representation</td>
<td>23</td>
</tr>
<tr>
<td>Termination from the Program/Disciplinary Procedure</td>
<td>23</td>
</tr>
<tr>
<td>DSU Health and Wellness Center</td>
<td>23-24</td>
</tr>
<tr>
<td>Workplace Hazards/Emergency Preparedness</td>
<td>24</td>
</tr>
<tr>
<td>Miscellaneous Policies</td>
<td>24</td>
</tr>
<tr>
<td><strong>Clinical and Laboratory Standards and Policies</strong></td>
<td>24-27</td>
</tr>
<tr>
<td>Clinical Grading Policies and Standards</td>
<td>24</td>
</tr>
</tbody>
</table>
Programming Information

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Program Accreditation Status
The Respiratory Therapy Program at Dixie State University currently holds full accreditation status from the Commission on Accreditation for Respiratory Care [CoARC].

CoARC Accreditation #200565
PROGRAM GOALS AND STANDARDS

MISSION
The mission of the Dixie State University Respiratory Therapy Program is to provide comprehensive and integrated education of the highest quality in order to meet the needs of our students, potential employers, and the communities we serve.

GOALS
- **Critical Thinking:** To foster critical thinking in the classroom and the clinical setting.
- **Teamwork:** To begin teamwork in the classroom that will carry over to the clinical sites and future employment.
- **Personal Responsibility:** All students will take responsibility for all assignments, paperwork, and actions performed in the classroom and at the clinical sites. There is an expectation that all students will have a good attitude when representing Dixie State University.
- ** Maintain a Dynamic Learning Environment:** Faculty will stay abreast of current respiratory practice, procedures, and research to assure that students will be able to pass national exams and be clinically competent.

AAS RESPIRATORY THERAPY PROGRAM LEARNING OUTCOMES
At the successful conclusion of this program, students will be able to:
1. Provide comprehensive patient assessment and care using therapist-driven protocols and evidence-based medicine.
2. Demonstrate understanding and application of AARC code of ethics and professionalism including patient rights and HIPPA confidentiality.
3. Promote health and wellness through patient and family education and community outreach.
4. Demonstrate critical thinking skills when making patient bedside decisions.
5. Use oral and written communication skills in collaboration with other members of the health care team.
AARC Statement of Ethics and Professional Conduct

In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

Effective 12/94
Revised 12/07
Revised 07/09
Revised 07/12
Reviewed 12/14
Revised 04/15
Patient Rights [Bill of Rights]

The Patient Bill of Rights has been adopted to promote quality care with satisfaction for the patient, the family, the physician, and the staff, regardless of race, color, religion, sex, age, national origin, physical or mental disability, veteran status and/or the ability to pay.

As a patient you have the right:

1. To review and obtain a copy of your medical record, subject to state law and the hospital’s policies and procedures.
2. To be informed of your health status in a language you can understand and participate in decisions about your healthcare, including informed consent.
3. To participate in the development of your plan of care, in a language you can understand and to have a designated representative involved.
4. To reasonable access to care within the hospital’s scope of services, its stated mission and applicable laws and regulations.
5. To refuse treatment to the extent permitted by law.
6. To be informed of medical consequences and risks of your decision to refuse treatment.
7. To formulate an Advance Directive.
8. To uniform, considerate and respectful care in a safe setting.
9. To express complaints regarding care received and to have those complaints resolved when possible.
10. To refuse to participate in experimental treatment or research, after expected treatment benefits, risks/discomforts, and alternative treatment options have been explained, without compromising access to services.
11. To be examined and treated in surroundings which provide visual and auditory privacy.
12. To be assured confidential treatment of your personal and medical information.
13. To be free from mental and physical abuse.
14. To be free from chemical and physical restraints, except when necessary to protect you from injury to yourself or others.
15. To have, upon request, your own physician, family member or chosen representative notified promptly of your admission.
16. To pastoral care or other spiritual services upon request.
17. To appropriate assessment and management of pain.
18. To access people outside the hospital by means of visitors, verbal and written communication, except when to do so would interfere with your plan of care. Restrictions are fully explained to you and/or your chosen representative.
19. To access protective services.

(This document is reference to Intermountain Healthcare, Inc. and the Joint Commission on Accreditation of Healthcare Organizations [JCAHO] (1.800.994.6610).)
ACADEMIC CALENDAR

The entire academic year calendar for Dixie State University is available online at https://dixie.edu/. This calendar includes all pertinent dates for registration, class begin/end dates, withdrawal from individual courses and/or from the university, financial aid deadlines, holidays, and finals week.

Each course syllabus includes a list of dates for that course (i.e. content sequence, assignments, exams).

GENERAL PROGRAM POLICIES AND STANDARDS

Academic Achievement and Grading Criteria
Letter grades are issued in all courses in the Respiratory Therapy Program curriculum, including laboratory and clinical courses. Specific grading criteria for each course are included in course syllabi. At the conclusion of each academic term, grades will be issued based on the overall course performance as converted to the following percentage scale [of total points possible]:

A        93-100%
A-       90-92.9%
B+       87-89.9%
B        84-86.9%
B-       81-83.9%
C+       78-80.9%
C        75-77.9%
C-       71-74.9%
D+       68-70.9%
D        65-67.9%
D-       61-64.9%

Less than 61% in an “E” grade. “E” grade constitutes a failing grade.
**Satisfactory Progress**

Students must achieve a minimum grade of “C” (2.0) or better in each course in the Respiratory Therapy Program curriculum. If a student receives a grade of lower than a “C” in any class in the program, he/she may be suspended from the program.

Every effort will be made by the program faculty to ensure student success and to provide students with adequate feedback and academic counseling. In a situation in which a student fails to earn a grade of “C” or higher in an individual course but has demonstrated sufficient academic skills to continue his/her enrollment in the program, the student may be allowed to continue under a status of Academic Probation. This decision will be made by the Respiratory Therapy Program Director based on the circumstances. Students allowed to continue under Academic Probation will be required to sign a contract drafted by the instructor of the class. The student must abide by the contract, failure to do so will result in dismissal from the program. The student will be required to repeat the course and earn a grade of “C” or higher before receiving the A.A.S. degree, and will therefore not be eligible to attempt any NBRC examinations or to become licensed to work until the course has been remediated. When a student is on Academic Probation, failure to achieve satisfactory progress in any concurrent courses will result in the student being suspended from the program. Violations of academic integrity or professional misconduct will result in dismissal from the program.

**Communications**

All students are required to establish a dmail account (http://dmail.dixie.edu). All critical university communications (i.e. grade reports, financial aid and scholarship information, college advising and/or campus-wide announcements, etc.) are delivered to this email account. It is crucial that you check this e-mail account weekly for important notifications from the University and the Respiratory Therapy Program. You may forward this account to a personal email account, but you must establish your dmail account.

**Confidentiality**

Academic performance and progress is protected information according to federal statute [FERPA]. Neither faculty nor staff will discuss academic or personal issues (i.e. student grades, grievances, counseling issues) with anyone except the student involved. If a student wishes someone else to receive this information, he/she must provide a witnessed written request specifying what is allowed to be released and to whom. A student file will be kept with student information (i.e. application etc.), immunizations, CPR, background check, drug screen, communications (i.e. letters and email), grading (i.e. academic advising, etc.), etc.

**Dress and Grooming**

Standards for dress and grooming in the clinical courses are described in that section of this handbook. In classroom and laboratory courses, please respect your colleagues by practicing good personal hygiene, wearing clean and reasonably modest clothing, and limiting your use of perfume or other fragrances.

**Drugs and Alcohol**

Suspicion-based alcohol or drug testing will be performed if performance problems or displayed behavior in the program appear to be substance abuse related. Refusal to participate in the drug testing program will prohibit the student from remaining in the program. The Respiratory Therapy Program supports and enforces a zero tolerance alcohol and drug policy.
Drug and Alcohol Testing Procedure

This procedure applies to all students enrolled in health science programs at Dixie State University.

**Drug and Alcohol Screening**

**Applicant Testing:**

1. All applicants accepted into a health science program are required to submit to an initial 9-Panel urine drug screen upon acceptance into a program.
2. All costs associated with drug testing are the responsibility of the student.
3. Refusal to complete the testing process will prohibit the student from entering any health science program.
4. At a minimum, students must be tested using the 9-Panel Non-Rapid urine drug screen.
5. A copy of the test results must be sent directly from the testing agency to CastleBranch.
6. Positive tests will be confirmed by the testing laboratory if the urine creatinine is within normal limits. If the urine creatinine is not within normal limits, the student may submit a second urine specimen. However, two separate dilute urine samples will be considered a positive drug test. Students should review the attached campus drug testing procedure to avoid a dilute sample.
7. A positive test will necessitate proof of a prescription written by a licensed health care provider. The student must submit documentation of a prescription filled prior to the date of urine drug screen testing date to designated program representative’s office within five business days of receiving the positive test results.
8. Students with a confirmed positive drug test that is not explained by a licensed healthcare provider’s prescription will be ineligible for admission to the program.
9. If the student seeks to challenge a positive drug screen the following test(s) are required:
   a. A Sample with normal creatinine: a second test will be run on the current sample.
   b. Sample creatinine out of normal range: a hair follicle sample must be submitted for testing at the student’s expense.

**Reasonable Suspicion Testing:**

1. Students may be required to submit to reasonable suspicion testing for drugs and alcohol while participating in class, lab, or clinical experiences. Testing must include one of the following: a 10-Panel drug and alcohol screen; or a 9-Panel drug screen with either breathalyzer test or blood alcohol level drawn. Reasonable suspicion may be based on but not limited to observable phenomena/direct observation of substance or alcohol abuse and/or the physical symptoms or manifestations of substance abuse such as:
   a. Speech – incoherent, confused, rapid slow, slurred, rambling, shouting, profanity, or change in speech.
b. Coordination—swaying, staggering, lack of coordination, grasping for support, slowed reflexes.

c. Demeanor—change in personality, excited, combative, agitated, aggressive, violent, argumentative, indifferent, threatening, antagonistic, mood swings, irritability, restlessness.

d. Alertness—change in alertness, sleepiness, drowsiness, confused.

e. Physical—bloodshot eyes, teeth grinding, nasal redness, dry mouth, flushed face, tremors, pupillary changes, odor of substance and/or alcohol.

f. Appearance—dirty clothing, disheveled.

g. Performance—unsafe practice, unsatisfactory work, excessive absenteeism, excessive tardiness, or a significant decline in performance.

h. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.

2. If a faculty member or clinical agency staff member observes behaviors listed above, the student will be removed from the educational setting and the department chair will be notified immediately.

3. The student must report to WorkMed or the DSU Health Center for drug and alcohol testing within 2 hours of the request, regardless of the student’s admission to substance use. If this occurs during an evening clinical, the student must report to Instacare, and WorkMed will be called in to perform the drug test. In the case of suspected alcohol abuse, a blood alcohol or breathalyzer test must be performed.

4. The student will be responsible for obtaining transportation to the designated testing facility; the student will not be allowed to drive to the facility if any of the criteria in (a through f) apply.

5. The student will be responsible for the cost of the testing.

6. If the results of the drug/alcohol test are positive, the student will be dismissed from the program.

7. If the student fails to report for a drug test within 2 hours after being notified of the requirement or refuses testing, it will be treated as a positive test and the student will be dismissed from the program.

Post-Incident Testing:

1. Any student involved in an on-campus or clinical site incident which injures the student, another student or a patient under circumstances that suggest possible use or influence of drugs and/or alcohol in the incident will be asked to submit to a drug test and alcohol test.

Readmission:

1. A student who has been dismissed from a program due to a positive drug/alcohol test or refusal of reasonable suspicion testing may or may not be eligible to apply for readmission to the program, depending on the program’s established procedures. Contact the program director or chair for specific program information regarding eligibility for readmission.

2. To be considered for readmission after a positive drug/alcohol test the student must:
   a. Participate in a substance abuse treatment program.
   b. Sign a HIPAA release form authorizing the substance abuse program manager to release treatment information to the student’s respective program’s department chair. Have the substance abuse program manager submit a letter to the student’s respective program’s department chair verifying successful participation in a substance abuse treatment program.
   c. Submit to an unannounced urine drug/alcohol test at the student’s expense prior to readmission. A positive test will result in ineligibility for readmission.
Drug Testing Procedure

You MUST bring a valid state issued photo ID.

In the clinic testing area, the collector will have you:

1. Remove outer clothing (e.g. coveralls, jackets, coat, hat)
2. Empty your pockets
3. Wash and dry your hands

Next, you will be directed to the restroom and asked to provide a urine specimen. YOU MUST:

4. Provide at least 45 mL (this is the equivalent of 3 tablespoons)
5. Return the specimen to the collector ASAP
6. DO NOT flush the toilet
7. DO NOT wash your hands

Please be aware that two dilute samples will be considered a positive result. This can result from drinking too much water. Drink enough water to produce a 45 mL sample, but not so much that you have a dilute sample. If the result is dilute, you will need to provide another sample and pay the additional fee.
Arrest Procedure

Prior to enrollment, all College of Health Sciences (CHS) students must submit a background check. Felonies or misdemeanors involving sexual conduct or illegal drugs, preclude clinical rotations in partner Facilities and therefore forfeiture of a position in a CHS program.

Students who are enrolled in the Dixie State University CHS programs must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The CHS reserves the right to release relevant information regarding a student’s criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions to the Dean of Health Sciences and department chair within 48 hours of the arrest or conviction will result in dismissal from the program.

Students enrolled in the CHS programs are subject to background checks prior to placement in clinical agencies and/or before enrollment in the program. Certain arrests or convictions that could jeopardize the health and safety of patients and/or agency employees may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency will result in course failure and dismissal from the health science program.

Students may not report to clinical or be present in clinical agencies until the issue is resolved and a determination has been made by the Dean of Health Sciences regarding the risk to patients and/or clinical agency employees as indicated by the nature and circumstances of the arrest. The Dean of the CHS will review the student's status in the health science program. A possible outcome of the review may be the student's inability to continue in the program. It may be necessary to release the student's disclosure of a legal conviction and/or arrest to an appropriate representative of the clinical agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

Students in the CHS programs must comply with the legal, moral and legislative standards in accordance with the Utah State Division of Professional Licensing laws and rules, as well as professional and ethical codes of conduct. A student may be denied eligibility for licensure or certification if convicted of a felony and/or certain misdemeanors.
Tuberculosis Testing Procedure

Upon entrance to DSU health science programs, students are required to have completed a two-step tuberculosis (TB) test or an IGRA blood test.

The two-step TB test is also considered best practice by the CDC. A two-step test usually is obtained by a PPD test followed by a second PPD test within 2-3 weeks. However, the 2nd PPD can be given as late as 12 months after the first. A 2-step TB skin test can be done no sooner than seven days and no later than 12 months. This means, if a student has documentation and test results of a one-time TB skin test done within the past 12 months, they only need another one-time test. Remember, test results must be read within 48-72 hours.

An IGRA is a blood test that can determine if a person has been infected with TB bacteria. Two IGRA’s are approved by the U.S. Food and Drug Administration (FDA) and are available in the United States:

1. QuantiFERON®-TB Gold In-Tube test (QFT-GIT)
2. T-SPOT®.TB test (T-Spot)

CDC references:

2-Step Tuberculosis Testing

Baseline skin test

What is the reaction?

Negative
- Retest 1-3 weeks later
  - Negative
    - Person probably does NOT have TB infection
      - Repeat TST at regular intervals; a positive reaction could be due to a recent TB Infection.
  - Positive
    - The reaction is considered a boosted reaction (due to TB infection that occurred a long time ago). Note: The person does have LTBI; a decision must be made whether to treat or not.

Positive
- Person probably has TB infection
  - Follow-up for positive TST and evaluate for LTBI treatment

Follow-up for positive TST and evaluate for LTBI treatment
Electronic Devices in Class
Students are allowed to bring laptop computers into class but they are to be used for note-taking during class. Students are not allowed to browse the Internet for information unless approved by the instructor; students should not be completing assignments during class time.

Failure to adhere to this policy will result in the following actions:

1. First offense  Verbal warning
2. Second offense  5% off the total grade of that class
3. Third offense  Meeting to discuss students’ standing in the program

This does not apply to clinical shifts. Cell phones are not allowed at clinical shifts and may lead to dismissal from the program.

Students MUST change cell phones to “mute” or vibrate modes during class and are not allowed to engage in cell phone conversations during class. Texting by cell phone or any electronic device is not allowed during class. Attendance at scheduled clinical shifts (at Dixie Regional Medical Center, Valley View Medical Center, Sleep Lab, the University of Utah, or home care companies) is considered class time. Use of cell phones and texting are not allowed during clinical shifts.

Ethics and Integrity
Personal honesty and integrity are absolute requirements of health professionals. The Dixie State University Student Rights and Responsibilities Code (PPM 5.33) describes and defines cheating, plagiarism, and other forms of academic dishonesty; the Sexual Harassment/Discrimination Policy (PPM 5.34) describes unacceptable behaviors and penalties associated with harassment and discrimination in any form.

These policies may be accessed by going to https://dixie.edu/policylibrary/.

In addition to the standards described in the above college policies, Respiratory Therapy students are expected to comply with the AARC Ethics and Professionalism Code (page 6 of this handbook) and to respect patient rights as described in the Patient Bill of Rights (page 7 of this handbook).

Any student who violates academic integrity as defined above will receive a failing grade in the course in which the violation occurred and will be dismissed from the program.

Extra Credit
Extra credit in any course is always at the discretion of the instructor. If extra credit is available, the following program policies apply:

1. Extra credit must be available to all students in the course;
2. Extra credit may be used to improve a student’s grade by no more than one “level”, e.g. from an A- to an A or from a B+ to an A-;
3. Extra credit CANNOT be used to bring a C- to a C (you cannot maintain good standing in the program by using extra credit in a course in which you would otherwise fail to earn a C or higher);
4. Community service opportunities for extra credit (i.e. health fairs, career fairs, student recruiting activities, student government, etc.) may occur during a semester on short notice and will be announced in class.

**Grade Change Requests**
Grade changes may be made if a grade was miscalculated, entered incorrectly in the Banner system, or issued unfairly or not consistently with the syllabus. Grade changes will not be made to improve a student’s overall GPA or enhance his/her eligibility for financial aid, employment, or graduate education.

If you wish to request a grade change, you MUST submit a written request to the faculty within one academic term or semester. If you want to request a grade change for a grade received for fall semester, you must submit this request before the end of spring semester, etc.

**Late Work and Late Examination Penalties**
*All assignments are due at the beginning of the class on the date they are due (according to the syllabus). *All late assignments will be penalized by 10% per day late; if an assignment is due in a class that begins at 0830, it is considered late (10% deduction) at any time after 0830 on the due date. If an assignment is due on Thursday, and is not turned in until Monday, both Saturday and Sunday will count as penalty days (i.e. the assignment would be reduced by 30%). No work will be accepted for credit nor graded by the instructor if it is turned in more than 5 days beyond the due date.

Examinations will be scheduled by the instructor and stated in the course syllabus; exams will be administered in class. Examinations will be available only during scheduled times. Exceptions to this policy may be allowed under extraordinary circumstances if approved by the instructor; late examinations will be subject to the same penalty as late work (10% per day).

**FACULTY AND STUDENT EXPECTATIONS**

**Faculty Responsibilities to Students**
The faculty recognizes their responsibility as facilitators of learning and will abide by the policy as stated in the Dixie State University Policies and Procedures Manual – https://dixie.edu/policylibrary/.

**Student Responsibilities**
Students will be expected to abide by Dixie State University’s student responsibilities code of conduct as found in the Policies and Procedures Manual – https://dixie.edu/policylibrary/.
**Student Performance Expectations/Classroom Civility**

Students are expected to come to each class prepared with the assigned readings and assignments completed and ready to make valuable contributions to functional class learning. Expectations may vary from instructor to instructor.

Respect for others within the classroom including fellow students and the instructor is essential. Academic incivility is defined as any action by a student or faculty member that interferes with a harmonious and cooperative learning environment. Actions that are examples of academic incivility and/or disrespect include but are not limited to:

- cell phone or pager not on vibrate or mute
- leaving the class to take a page or phone call except in true emergency situations
- sleeping during class
- arriving late or leaving early
- coming unprepared
- not taking notes during class
- carrying on side conversations
- browsing the web, text messaging, playing games, etc. on laptop or cell phone
- dominating discussions
- belittling, taunting, or harassing comments toward other students and the instructor

*Uncivil or disrespectful behavior will not be tolerated and if it occurs, the student most likely will be asked to leave the classroom.*

**Classroom Attendance/Tardiness**

1. All students are expected to be present for scheduled classes and labs. Please be on time.
2. In the event you are unable to attend class, you must contact your instructor 30 minutes prior to the start of the scheduled class.
3. Each class will have the specifics of attendance for that particular course printed in the syllabus. This information will be provided at the first class meeting. Absences beyond the allotted number may result in grade reductions.
4. If a class period is missed, it is the responsibility of the student to get the material that was missed.
5. Special classes or meetings may be called that are not routinely scheduled to meet requirements of a designated course. It will be the responsibility of the student to arrange for attendance at these sessions.
6. Appointments such as medical, dental, etc. should be scheduled so they do not interfere with program requirements. If scheduled appointments conflict with clinical education, it is the student’s responsibility to make prior arrangements to make up any missed work/time.
7. Attendance at educational functions related to respiratory therapy, such as student seminars or conferences, may be allowed in lieu of normal class/clinic attendance. Prior approval must be obtained from the program director.
**Study Expectations**

The Respiratory Therapy faculty has set a **minimum** study expectation of two (2) hours of study per week for each credit hour enrolled to be successful in the program. This means for a four (4) credit class, it is expected that students will spend a minimum of eight (8) hours outside the classroom per week.

**Community Service**

Students are required to do 5 hours of community service per semester.

**Grading**

Grading performance constitutes a complex and difficult process. Assigning grades is perhaps one of an instructor’s most difficult tasks. Grades reflect achievement, so please understand, an instructor grades a student’s achievement on various assignments, not the student personally. The descriptions below attempt to explain why different students obtain different results. The following descriptions will be used when computing participation points.

The **A** student: Outstanding, exceptional –

- Demonstrates a full, deep and precise understanding of the subject matter
- Demonstrates the capacity to analyze
- Demonstrates critical thinking
- Shows evidence of creative thinking
- Hands in work that is of outstanding and exceptional quality according to the criteria established for evaluation
- Has perfect attendance
- Is prepared for class having read the required assignment, and additional reading as well. Has looked up unknown words. Goes beyond what is expected.
- Has highly developed communication and presentation skills
- Asks interesting questions and makes thoughtful comments, but does not monopolize classroom time
- Is able to connect past learning with the present subject
- Shows initiative, has the determination and self-discipline necessary for achieving “A” quality work
- Performs work of outstanding quality
- Turns in papers that: demonstrate careful use of vocabulary, show correct use of evidence and quotations, have flow and coherence, exhibit fluid writing throughout with consistent presentation of ideas and elegance of expression. The reader of these papers should learn something significant and come away with a deeper understanding of the subject under consideration.

The **B** student: Above average –

- Rarely misses class
- Demonstrates a good comprehension of the subject matter
- Shows evidence of critical and creative thought
• Hands in work that is of very good quality according to evaluation criteria
• Is competent in communication and presentation skills
• Is prepared for class, having read the assigned material, and is prepared to contribute to class activity
• Participates in classroom discussion and asks questions for clarification
• With encouragement, is able to connect past experience and learning with present learning

The C student: Average or typical –

• Misses class occasionally and/or is frequently late
• Puts other priorities ahead of academic work
• Is unable to physically keep up with the demands of high level performance (due to lack of sleep, poor health and lifestyle habits, lack of interest, or etc.)
• Prepares assignments consistently but with minimal effort
• Hands in work that does not show attention to detail or completeness, that is sloppy or careless, and is at times incomplete or late
• Is less willing to invest the effort required to excel
• Does not contribute to class discussion
• Needs vigorous prompting to connect past learning to present concepts
• Is not visibly committed to class, expresses boredom through body language, and participates without enthusiasm
• May have exceptional ability but shows signs of poor self-management or bad attitude
• May be diligent but simply average in academic ability
• Demonstrates some concept of what is going on but has not mastered the material
• Produces work that shows only what is absolutely necessary to complete the minimal requirements for passing the course
• Turns in papers that: lack important elements and concepts, show evidence of thinness in argument, detail, and precision, have numerous grammatical errors, show an understanding of some concepts but no mastery of the subject matter

(Some words and concepts above were adopted from “The Teaching Professor,” John H. Williams, Pepperdine University, CA.)

Few of us operate on the level of excellent or exceptional all the time. Often we really are just good or very good. Good is not bad! A “B” or even a “C” grade is not a cause for shame; it does not indicate failure or disaster, and is not a reason for self-doubt, worry, anxiety or distress. If you do not achieve the grade you desire, find out how your performance can be improved. Meet with your instructor, find out the reasons for the evaluation and focus on attaining a better understanding of the issues and exactly what the problems are. Meet with an open mind and an open heart. Your instructor wants you to succeed as much as you want to succeed. Be open to suggestions. Remember that grades are based on results, not on effort. If you have spent hours working on an assignment and then receive a grade that is less than you think you deserve, find out what is missing from the
requirements of the assignment. Take advantage of Dixie State University’s student services and your instructors’ expertise to learn how to work more effectively to produce better results.

**Academic Dishonesty**

Disciplinary proceedings may be initiated against a student for scholastic dishonesty (cheating). *Cheating* can be defined as receiving unauthorized help on an assignment, quiz or exam. You must not receive from any other student or give to any other student any information, answers or help during an exam. You must not use unauthorized sources for answers during an exam. You must not take notes or books to the exam when such aids are forbidden, and you must not refer to any book or notes while you are taking the exam unless the instructor indicates it is an “open book” exam. You must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

Cheating includes:

1. Copying from another student’s assignment or test paper.
2. Using, during a test or assignment, materials not authorized by the person giving the test.
3. Collaborating with another student on an assignment or during a test without authority.
4. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part, the contents of an un-administered or administered test or assignment.
5. Bribing another person to obtain an un-administered or administered test or information or assignment.
6. Falsification of any program paperwork including clinical time sheets, competency forms, etc.
7. Cyber-cheating. This includes screen-shotting without instructor permission.

**Plagiarism** means submitting work as your own that belongs to someone else. For example, copying material from a book or other source, including internet sites, without acknowledging that the words or ideas are someone else’s and not your own is plagiarism. If you copy an author’s words exactly, treat the passage as a direct quote and supply the appropriate citation. If you use someone else’s ideas, even if you paraphrase the wording, appropriate credit must be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.


**Program Development and Growth**

The Respiratory Therapy Program will solicit input from various communities of interest. These communities of interest shall include Program faculty, University faculty and/or administration, clinical employees and students. This input can be provided through various forms such as student, employer and graduate annual surveys and meetings including Program, Division, Clinical Instructor and the Advisory Committee which represents a cross-section of the respiratory therapy community. The program will review its mission and goals as well as policies and procedures on an annual basis to assure continuity with those of the university as well as to assure high ethical standards and integrity.
**Student Grievance Procedure**

The Respiratory Therapy Program subscribes to the College “Student Affairs Committee” and the “Nondiscrimination and Grievance Policy” as stated in the Dixie State University Catalog and Dixie State University Policies and Procedures Manual. To be fair and equitable to students in the program, we have identified a procedure for resolution of grievances that is in keeping with the philosophy of the university. Students are always encouraged to utilize their problem-solving abilities in resolving problems/issues that may occur in the classroom or at the clinical site. The first step would be to discuss the problem with the particular individual involved. If a satisfactory solution cannot be reached, the chain of command would be instructor or clinical instructor (if the problem is a clinical one), clinical coordinator, program director, and the Dean of Health Sciences. In the event the student wishes to file a grievance, the following procedure will be followed. The student may enter into the University’s grievance procedure, as described at [https://dixie.edu/policylibrary/](https://dixie.edu/policylibrary/), at any point of this process.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Student Time Line</th>
<th>Response Time Line</th>
<th>People Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This meeting</td>
<td>Other Party</td>
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<tr>
<td></td>
<td></td>
<td>should take place</td>
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<td>within 5 working</td>
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<td>days from the</td>
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<td>date the incident</td>
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<td>occurred.</td>
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<td>The student must</td>
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<td>submit the</td>
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<td>complaint, in</td>
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<td>writing, within 10</td>
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<td>the alleged event.</td>
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<td>An official meeting</td>
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<td>to resolve the</td>
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<td>issue will take</td>
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<td>place within 5</td>
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<td>working days from</td>
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<td>the date that the</td>
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<td>written complaint</td>
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<td>is received by the</td>
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<td></td>
<td>Clinical Coordinator/Program Director.</td>
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<td>Student will be</td>
<td>Program Director</td>
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<td>notified, in</td>
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<td>writing, of the</td>
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<td>decision within 5</td>
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<td>working days</td>
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<td>meeting.</td>
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<td>3.</td>
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<td>An official meeting</td>
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<td>days from when the</td>
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<td>Program Director</td>
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<td>receives all</td>
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<td>written documentation.</td>
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<td>Student will be</td>
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<td>resulting decision</td>
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<td>within 5 working</td>
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<td>days after the</td>
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<td></td>
<td>meeting.</td>
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</table>
4. If a resolution cannot be reached in Step #3, the student should forward a copy of the original complaint with an explanation regarding any previous actions taken towards a solution to the Dean of Health Sciences. The Dean will meet with the party involved to resolve the conflict. At this point, the Dean’s decision will be final. The student may enter the institution’s grievance procedure as found on-line at https://dixie.edu/policylibrary/. Following this process, the final decision lies with the President of DSU.

<table>
<thead>
<tr>
<th>Student Dean of Health Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student must submit all documentation within 5 working days of meeting with the Program Director.</td>
</tr>
<tr>
<td>An official meeting will take place within 7 working days from the day the complaint is submitted to the Dean. Student will be notified in writing of the resulting decision within 5 working days after the meeting.</td>
</tr>
</tbody>
</table>

**Student Representation**
Each class will select an individual to be their representative. These students will act as liaison between students and faculty for any general student concerns. Student representatives will be included in the Medical Advisory Committee meetings, however, after any issues regarding student concerns have been discussed, they may be asked to leave the meetings to maintain confidentiality. This person will also be President of the Respiratory Therapy Club and keep students informed of activities on campus.

**Termination from the Program/Disciplinary Procedure**
A student can be separated from the program at any time for one of the following violations:

1. Exhibiting behavior that does not meet the standards of student conduct for DSU as printed in the university catalog.
2. Exhibiting behavior that is not in accordance with hospital or clinic policy.
3. Failure to comply with the rules and regulations set forth in this handbook.
4. A clinical education center has the right to terminate a student’s affiliation at their site for reasons of negligence which endangers the life or safety of patients in their care or conduct which may jeopardize the position of the college or clinical site. Such termination will be in writing and the evidence will be gathered to support the decision to terminate. However, the clinical site may request the immediate removal of a student for any of the above reasons. If this occurs the student will not be able to satisfy the clinical requirements of the Respiratory Therapy Program and will be dismissed from the program.

**DSU Health and Wellness Center**
The mission of the DSU Health and Wellness Center is to promote a climate where faculty/staff/students can become more engaged in healthy lifestyle behaviors through health and wellness resources, information and services. This program encourages the campus community to strengthen their health and well-being through educational opportunities, and self-improvement with a staff of nurse practitioners and therapists available for appointments as needed. Taking responsibility for one's health and well-being is an essential part of a person's ability to contribute to the work and mission of DSU. They have resources full of the latest health information
regarding sexual responsibility, alcohol and other drugs, tobacco cessation, nutrition, and other basic health issues.

**Workplace Hazards/Emergency Preparedness**

It is the goal of the Respiratory Therapy Program to maintain a safe educational environment for students. The university policies and procedures on faculty, student and other participant involvement where safety or exposure might be a concern are provided in the Administrative section of the university’s policies and procedures manual – 6-78,79,80,82,83, 84 – and can also be accessed at https://publicsafety.dixie.edu/wp-content/uploads/sites/46/2015/07/Emergency-Procedures-booklet4.pdf. These policies deal with but are not limited to fires, earthquakes, bomb threats, blood borne pathogens, chemicals and hazardous materials.

The **Dixie Alert System** is the emergency notification method for Dixie State University. It allows quick emergency notifications and instructions to be made to the campus community. A message can be sent via phone messages, texts, emails, computer alerts and on TV screens located throughout campus.

**Miscellaneous Policies**

1. The college is a smoke-free environment. Smoking is not permitted on campus.
2. The program adheres to the college’s policy regarding food and drink in classrooms and labs. The environment will be kept clean at all times.
3. Children should not be brought to class.
4. You are to leave the classrooms and labs in a condition that is neat and orderly after each use.

**CLINICAL AND LABORATORY STANDARDS AND POLICIES**

**Clinical Grading Policies and Standards**

Clinical grades will be issued according to specific criteria provided in each clinical course syllabus. Although a minimum numbers of clinical practice hours has been established for each course, if a student has not developed proficiency in all clinical skills required for that course, additional clinical practice hours may be required. These minimum hours will be used to determine the number of clinical shifts to be scheduled, regardless of the academic term during which the course is offered.

**Clinical Scheduling**

Clinical schedules must be approved by the program Director of Clinical Education (DCE). Students will be required to schedule at least one “night” shift and one weekend or holiday shift during each semester. A Clinical Orientation session will be provided on the first clinical day of the semester. During orientation students will complete required OSHA and JCAHO training, be issued student IDs for clinical practice, and receive training on the data entry system used for clinical documentation of patient care.
Overall, each student must work at least 4 night shifts, 1 holiday, and 2 weekends [4 weekend shifts] prior to graduation. Some students may prefer to work night shifts, but there must be balance of day shifts and night shifts over the 3 semesters of clinical practice courses.

**Clinical Attendance Policy**

The primary purpose of clinical education is to prepare students to fully enter the workforce upon graduation. One of the primary employer expectations of respiratory therapists is that they must be reliable, dependable, and punctual. The grading criteria for clinical courses are therefore based on competency in the required skills, completion of required documentation and/or written assignments, and compliance with institutional practices regarding attendance. Developing appropriate professional communications skills is also a required job-skill, and the Respiratory Therapy Program has the following policies and standards to reinforce this value:

*Clinical Tardiness:* Tardiness is not tolerated by employers because patients will ultimately suffer the consequences. The Respiratory Therapy Program expects students to **arrive at their scheduled clinical site at or before the beginning of the scheduled shift**; tardiness will result in student counseling and grade deductions (as reflected on the Clinical Practice Evaluation Form).

*Clinical Absence:* **There are no “excused” absences from clinical courses;** any clinical shift that is missed must be rescheduled and the Clinical Coordinator must receive notice from the student regarding the date(s) of the rescheduled shift(s).

If a student is unable to attend clinical practice on a scheduled day, it is the student’s responsibility to contact the preceptor directly to inform him/her of the absence and to reschedule the shift within 10 days. Excessive absences or rescheduling of clinical shifts will result in grade reductions for the clinical course and could result in the student being placed on Academic Alert, Probation, or Suspension.

<table>
<thead>
<tr>
<th>Absence with Notice</th>
<th>Absence without Notice or Inappropriate Notice</th>
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</thead>
<tbody>
<tr>
<td>1st Clinical Absence</td>
<td>No grade penalty</td>
</tr>
<tr>
<td>2nd Clinical Absence</td>
<td>One-half letter grade reduction</td>
</tr>
<tr>
<td>3rd Clinical Absence</td>
<td>One letter grade reduction</td>
</tr>
</tbody>
</table>

*Appropriate notice* when a student is unable to attend a clinical shift is to **notify the Director of Clinical Education within an hour of the beginning of the clinical shift.** This is necessary to assure that patient assignments are not adversely affected by the student’s absence. **If the student does not notify the Director of Clinical Education, or does not make contact until after the shift has begun, this will be considered “Inappropriate Notice”**.
It is the student’s responsibility to arrange transportation to and from the clinical sites. If a student is unable to attend a clinical shift due to unsafe driving conditions, he/she should appropriately notify the Director of Clinical Education and this clinical absence will not result in any grade action.

**Clinical Dress Policies**

Students must comply with any dress standards established for employees in each clinical site. Such policies may include restrictions of personal items such as earrings, rings, and/or body piercing as well as use of fragrances.

Students will be issued Dixie State University name tags for identification while completing their clinical courses; name tags must be worn during all clinical rotations. A fee of $10.00 will be charged for replacement name tags.

*Respiratory Therapy students will wear dark gray scrub bottoms and red scrub tops* while completing their hospital-based clinical rotations. Other rotations (i.e. home care/DME, Sleep Lab, clinics) will require students to wear appropriately professional “street wear” and their DSU name tags. If the student does not have their nametag at the clinical site, the student is unable to complete the clinical shift. This will result in a clinical absence.

**Laboratory Standards**

The Respiratory Therapy Laboratory (Taylor 233) has been equipped with a variety of very expensive non-disposable equipment for student use and practice. Please observe the following:

1. To get the most benefit from your laboratory time, you need to be prepared to practice the skills being covered during each lab session;
2. Utilize faculty and other students as mentors when you are in doubt about the procedure you are practicing or equipment being used;
3. Return all equipment and materials promptly and to their proper places, report any broken equipment to an instructor;
4. Keep your DSU tote-bag (with your personal disposable equipment) and Clinical/Lab Competency textbook in the Laboratory or bring them to each laboratory session;
5. Use your laboratory time effectively and plan to attend the full length of each scheduled lab. If you have completed a required skill, see if you can help another student or use the remaining time to study or work on assignments;
6. CLEAN UP after yourself and if for any reason you are the last person to leave the lab be sure the door is closed and locked behind you.

End-of-the-day lab clean-up assignments will be made on a rotating basis for each lab session. This clean-up includes replacing all equipment, discarding of used wrappers, paper, etc. and assuring the patient beds are appropriately made. Completion of this lab clean-up duty will be a factor in the laboratory grade.
Students should use the patient beds provided in the lab only as needed to practice and/or role-play clinical skills. These beds are not to be used as a substitute for chairs, or for student rest and relaxation during laboratory sessions.

Students are required to bring their stethoscopes and a watch with a second-hand (for assessing vital signs) to all laboratory sessions. A calculator will be very useful for students to use during laboratory sessions (using your phone’s calculator function is acceptable).

PROGRAM COMPLETION STANDARDS

To receive an A.A.S. in Respiratory Therapy from Dixie State University, the student must meet all institutional requirements for an Associate of Applied Science degree (including satisfactory settlement of all debts such as tuition, bookstore fees, parking or event fees, etc.). Students must apply for graduation for an A.A.S degree in Respiratory Therapy according to application deadlines established by the university and pay the required fee.

If you already have an A.S. or B.S. degree you still must apply for the A.A.S. in Respiratory Therapy to meet N.B.R.C. eligibility requirements.

In addition to general degree requirements, Respiratory Therapy Program graduates must:

1. Complete all courses in the Respiratory Therapy curriculum with a grade of “C” or better. RESP 3150 includes the NBRC Secure Comprehensive Self-Assessment Examination and students must achieve a passing score on this examination to earn a grade of “C” or better in this course;

2. Maintain and demonstrate competence in all psychomotor skills required throughout the curriculum. The program completion criteria include return-demonstration of randomly selected skills during each semester and of the program, if a student is unable to meet this criterion he/she may be required to complete additional laboratory or clinical practice prior to receiving a degree;

3. Demonstrate compliance with ethical standards of the program and the university.

UNIVERSITY POLICIES

Students should refer to the Dixie State University website for detailed information regarding College Admissions policies and tuition schedule, student policies (Section 5 of the University Policy and Procedure Manual), and University services. The website can be accessed at https://dixie.edu/policylibrary/.
## PROGRAM CURRICULUM
Curriculum Requirements for Respiratory Therapy Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESP 1010</td>
<td>Introduction to Respiratory Therapy and Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2020</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2030</td>
<td>Introduction to Human Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2040</td>
<td>Respiratory Care Therapeutics I</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2041</td>
<td>Laboratory Practice/Therapeutics I</td>
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</tr>
<tr>
<td>RESP 2060</td>
<td>Patient Assessment</td>
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<tr>
<td><strong>Semester II</strong></td>
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<tr>
<td>RESP 2050</td>
<td>Pharmacology</td>
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<tr>
<td>RESP 2065</td>
<td>Cardiopulmonary Pathophysiology</td>
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</tr>
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<td>RESP 2070</td>
<td>Respiratory Care Therapeutics II</td>
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</tr>
<tr>
<td>RESP 2071</td>
<td>Laboratory Practice/Therapeutics II</td>
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<td>RESP 2100</td>
<td>Clinical Practice I</td>
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<td><strong>Total Credits</strong></td>
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<tr>
<td><strong>Semester III</strong></td>
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<tr>
<td>RESP 2200</td>
<td>Cardiopulmonary Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2300</td>
<td>Introduction to Mechanical Ventilation</td>
<td>3</td>
</tr>
<tr>
<td>RESP 2301</td>
<td>Laboratory/Adult Mechanical Ventilation</td>
<td>2</td>
</tr>
<tr>
<td>RESP 2310</td>
<td>Clinical Practice II</td>
<td>5</td>
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<tr>
<td>RESP 3005</td>
<td>Critical Care/ACLS</td>
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<tr>
<td><strong>Semester IV</strong></td>
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<tr>
<td>RESP 2400</td>
<td>Alternative Site and Subacute Respiratory Care</td>
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<tr>
<td>RESP 3020</td>
<td>Neonatal/Pediatric Respiratory Care</td>
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<td>RESP 3021</td>
<td>Laboratory Practice/Neonatal Care</td>
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<td>RESP 3100</td>
<td>Clinical Practice III</td>
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<td>RESP 3150</td>
<td>Critical Thinking Seminar/NBRC Review</td>
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<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS** 59
PROFESSIONAL ORGANIZATIONS

Commission on Accreditation for Respiratory Care [CoARC]
1248 Harwood Road
Bedford, TX 76021-4244
Phone: (817) 283-2835
coarc.com

American Association for Respiratory Care [A.A.R.C.]
9425 N. MacArthur Blvd., Ste. 100
Irving, TX 75063-4706
Phone: (972) 243-2272
aarc.org

National Board for Respiratory Care [N.B.R.C.]
10801 Mastin Street
Overland Park, KS 66210
Phone: (913) 895-4900
nbrc.org

Utah Division of Occupational and Professional Licensing
160 East 300 South
PO Box 146741
Salt Lake City, UT 84414-6741
Phone: (801) 530-6628
dopl.utah.gov

The Lambda Beta Society
10801 Mastin Street, Suite 300
Overland Park, KS 66210-1614
Phone: (913) 397-7398
lambdabeta.org
I have read the Dixie State University Respiratory Therapy Student Handbook and understand my responsibilities concerning the program. I am aware that my failure to abide by the policies and procedures will result in disciplinary action being taken.

I have read and understand the policies and procedures for prevention of transmitted and blood borne pathogens. I understand that it is my responsibility to adhere to the guidelines for my own personal protection and that of others. I agree to report any incident and follow the procedure for treatment. I understand that individual health insurance is my own responsibility.

I agree to hold in confidence the name of patients cared for, as well as the diagnosis, condition, treatments or any other patient information learned in my educational experience.

I agree to all conditions requiring a criminal background check and alcohol and drug testing.

I understand and will agree to perform respiratory clinical procedures under the supervision that I require – direct or indirect.

I give my permission for the Respiratory Therapy Program to release information regarding my student progress for Financial Aid matters, accreditation review, clinical rotations and references during my course of education.

Student Signature: 

Printed Name: 

Date:
Consent Form for Drug and Alcohol Testing

I understand that as a requirement to entering a health science program with an associated clinical component at Dixie State University (DSU), I must submit to a urine drug test. The testing facility must provide results of the test to the Program Chair for the department the student is attempting to enter. I understand that if the substance test result is positive, the program chair will follow the guidelines listed in the College of Health Sciences (CHS) Drug and Alcohol Testing Procedure, which may include denial of entrance to the program.

I authorize DSU to conduct all related alcohol and drug tests that are subject to the policy. I further authorize and give full permission to have the University and/or its personnel to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the University and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

I also authorize the release of information concerning the results of such tests to designated University personnel, its clinical partners, to any assistance program to which I may be referred, and to the appropriate licensing boards, if applicable.

I will hold harmless DSU, its personnel and any testing laboratory the University might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of right to participating in the academic program, ineligibility to test for a certification exam, employment or any other kind of adverse action that might arise as a result of the drug or alcohol test, even if a DSU or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless DSU, its personnel and any testing laboratory the University might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug and/or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

I understand refusal to complete the drug and/or alcohol testing process will prohibit me from entering the desired program in the CHS at DSU as stated in the CHS Drug and Alcohol Testing Procedure.

I consent to urine drug and/or alcohol testing for the purpose of admission to a program with a clinical component in the College of Health Sciences at Dixie State University. I understand that this consent form remains in effect during my enrollment in a CHS program with a clinical component at DSU.

Print Name: _______________________________ DixielID: _____________________

Student Signature: ___________________________ Date: _______________________

Witnessed by: _______________________________ Date: _______________________
Disclosure of Legal Convictions & Arrests

I understand that I have 48 hours to report any arrest, criminal conviction, or governmental sanction while enrolled in a Dixie State University College of Health Sciences (CHS) program to the appropriate department chair and the dean of CHS.

I understand that I will be unable to participate in clinical activities until the issue is resolved.

I further agree to, and hereby authorize, the release of my disclosure of a legal conviction and/or arrest to an appropriate representative of the clinical agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

I understand that failure to report any arrests, convictions or governmental sanctions within 48 hours will result in my dismissal from the health science program.

I do hereby swear or affirm that I have read and understand the requirements of this procedure. I will comply with the requirements of this procedure.

Print Name:____________________________________ DixielD: _______________________

Student Signature: ____________________________ Date: ____________________________

Witnessed by: _________________________________ Date: ____________________________