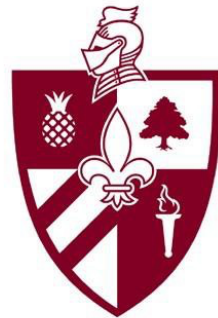


Bellarmino University Lansing School of Nursing and Health Sciences



BELLARMINE
UNIVERSITY
IN VERITATIS AMORE

Respiratory Therapy Program **STUDENT HANDBOOK**

(Updated August 2021)

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Non-Discrimination Policy

Bellarmino University admits qualified students of any age, gender, gender identity, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on age, gender, gender identity, sexual orientation, race, disability, color, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmino University will not tolerate any form of sexual misconduct, which includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, rape or retaliation arising out of any of the above acts, as more fully defined in the Bellarmino Sexual Discrimination and Misconduct Policy in the Student and Employee Handbooks. Bellarmino University is an equal opportunity employer.

Policies noted in the handbook are subject to immediate change during a local, state, or national emergency and/or as imposed by our healthcare partners.

- 1. General Program Information:** The Respiratory Therapy (RT) Program prepares the student for licensure and practice in the field of respiratory therapy. The program for traditional college students and transfer students is a four-year course of study that culminates in the Bachelor of Health Science degree. There is also a Master's of Health Science in Respiratory Therapy (with emphasis in Leadership of Health Promotion & Social Change) for students already having a bachelor's degree. Respiratory therapists are health care professionals who evaluate and treat persons of all ages having lung and heart disorders. The responsibilities of the therapist include pulmonary function assessment, diagnostic testing, and administering oxygen and aerosolized drugs, breathing retraining and pulmonary rehabilitation, acute care management of patients requiring ventilatory support, and emergency care. Respiratory therapists find careers in multiple settings, including the hospital, home care and rehabilitation

Respiratory Therapy Program Accreditation

The Respiratory Therapy Program (program number #200281 offering the Bachelor of Health Science degree in Louisville, KY) is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

The Respiratory Therapy Program (program number #220281 offering the Master of Health Science degree in Louisville, KY) holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Provisional Accreditation Self Study Report (PSSR), completion of an initial on-site visit, and other documentation require by the CoARC. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Continuing Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
817.283.2835

CoARC Programmatic Outcomes Data can be found at <http://www.coarc.com/47.html>.

Programmatic outcomes are performance indicators that reflect the extent to which the goals of the program are achieved and by which program effectiveness is documented. Programmatic outcomes data reported on the CoARC website include:

- 3-year time period being reported;
- CRT credentialing success;
- RRT credentialing success;
- Achievement of the high cut score on the TMC Exam (beginning 2018);
- Retention (Attrition);
- Job placement;
- Overall Graduate Satisfaction;
- Overall Employer Satisfaction;

On-time Graduation Rate;
Total number of program enrollees;
Total number of program graduates;
Maximum Annual Enrollment.

In addition to Bellarmine University's tuition and fees, students enrolled in the RT Program will be charged an additional \$2,500.00 (approximate) in laboratory fees. RT students will also need to purchase textbooks (approximately \$500 per semester), obtain a criminal background check (approximately \$50.00 one-time fee), and purchase a clinical uniform (prices vary but will be approximately \$200.00 which includes a stethoscope). Students will also need to complete a drug screening test annually (Complete information regarding the cost of attendance as well as tuition refund policies can be found at <http://www.bellarmino.edu/about/consumer/>).

All students will receive equivalent course content and learning experiences in didactic and laboratory courses. In addition, the Director of Clinical Education (DCE) will ensure all students have comparable clinical experiences. All students enrolled in the RT program have access to Bellarmine's Library resources as well as the Student Success Center.

2. Respiratory Therapy Program/Departmental Goals and Objectives

1. 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).
2. To prepare leaders for the field of respiratory care by including curricular content that includes objectives related to acquisition of skills in one or more of the following: management, education, research, advanced clinical practice (which may include an area of clinical specialization).

Respiratory Therapy Program Goals, Objectives, and Evaluation Systems in Relation to the

Bellarmino University Mission:

The mission of Bellarmine University is to educate its students to "develop the intellectual, moral, ethical and professional competencies for successful living, work, leadership, and service to others." Thus directed, the larger university would, "...benefit the public interest, to help create the future, and to improve the human condition." The goal of the respiratory therapy program is subsumed within the university mission, in that the program graduates students who serve as, "...competent advanced level respiratory therapists." Intellectual, moral, ethical, and professional competencies are explicitly stated in terms of three program objectives. Progress toward each objective is evaluated annually, using two or more evaluation systems, under guidelines promulgated by the Commission on Accreditation of Respiratory Care (COARC). Program objectives and evaluation systems are as follows:

For both undergraduate and graduate students:

1. Intellectual competencies: To comprehend, evaluate, and apply clinical information relevant to advanced-level respiratory therapy practice (Cognitive Domain).

- a. National board examination system performance (Therapist Multiple Choice Examination and Clinical Simulation Examination)
 - b. Survey following program completion looking at the graduate's self-assessment of his or her professional knowledge base in reference to clinical expectations.
 - c. Employer survey during first year after program completion assessing each graduate's professional knowledge base in relation to clinical practice.
2. Moral, ethical competencies: To demonstrate professional behavior (Affective Domain).
- a. Ongoing in-program clinical assessment of peer and patient interactions.
 - b. Survey following program completion directed at graduate's self-described attitudes and behavior toward patients and peers.
 - c. Employer survey during first year after program completion assessing the graduate's attitudes and behavior toward patients and peers.
3. Professional competencies: To demonstrate technical proficiency in all skills necessary to fulfill the role of an advanced-level respiratory therapy practitioner (Psychomotor Domain).
- a. Survey following program completion looking at the graduate's appraisal of his or her confidence and competence in performing clinical procedures.
 - b. Employer survey during first year after program completion assessing the graduate's clinical competency.
4. Leadership competencies: To describe and apply leadership skills related to management and education.
- a. Survey following program completion looking at the graduate's appraisal of his or her leadership skills.
 - b. Employer survey during first year after program completion assessing the graduate's leadership skills.

For graduate students only:

5. Integrate findings from the sciences and humanities to improve health care across diverse settings.
6. Collaborate within interprofessional teams using effective leadership skills, ethical awareness, and critical decision-making skills to promote change.
7. Employ evidence-based practice methods to initiate changes and to disseminate results.
8. Assume leadership roles that contribute to, and advocate for social, cultural, economic, and political changes to impact health care delivery.

Working toward its goals and objectives, the respiratory therapy program addresses Bellarmine's larger mission to benefit the public interest and improve the human condition.

3. Classroom and Clinical Policies

1. PROFESSIONAL CODE OF CONDUCT FOR STUDENTS IN THE RESPIRATORY THERPY PROGRAM, LANSING SCHOOL OF NURSING AND HEALTH SCIENCES (Also see Bellarmine Student Handbook and Bellarmine Catalog).

A student who is preparing to enter a health profession has certain responsibilities, which other students in the University may not necessarily have. The student who is involved in clinical education is responsible not only to the educational institution, but to the clinical site, and ultimately to the patient as well.

The time spent in preparation for the health professions is spent in acquiring new information, practicing skills until they are perfected, and developing the professionalism, which should be the hallmark of the health practitioner.

All students must comply with their clinical program's professional code of conduct. If, at any time, a student disregards standards of professionalism or engages in behavior, which endangers himself or others, he/she may be immediately removed from the clinic by either the educational coordinator or supervisory personnel in the department. In this event, the student must report immediately to the Program Director or, in the Director's absence, to a faculty member in the program.

2. The academic policies and regulations are found in the Bellarmine Student Handbook and C

The following is an addendum to the above Professional Code of Conduct for Students and apply specifically to the Respiratory Therapy Program.

3A. General Clinical Conduct

The following rules for conduct in clinical sites (whether hospitals, clinics, physician's offices or laboratories) have been developed by the faculty in the Respiratory Therapy Program and are applicable during student days and in the practice of a profession.

1. Each student is to be in the assigned clinical department at the required time. Tardiness affects the work of the section and the comfort and well-being of the patient. If you are unable to be in your assigned location because of illness or other extenuating circumstances, you must call the designated person in the department and the clinical coordinator prior to the time of your expected arrival. Excessive absences, which affect your performance, must be made up. Excessive tardiness will be regarded as lack of professionalism. (Expectations of attendance will be covered later in this section.)
2. During the time a student is in the clinical site, he/she is required to dress in a clean uniform, appropriate to the program. and this includes wearing an approved clinical jacket at all times. A name tag identifying the student should be visible at all times, along with the student ID.
3. A student in the clinical site is expected at all times to behave in a manner, which is not disruptive. Loud talking, horseplay, abusive language, or attendance while under the influence of alcohol or other drugs will not be tolerated.
4. A student is expected to maintain a respectful attitude toward instructors, peers, and other health professionals. When constructive criticism is offered, it should be accepted with a

positive attitude. Though you may not agree with everything that is said to you, an argumentative and/or belligerent response is not acceptable. The ability to accept responsibility for one's actions and admit errors is a highly desirable trait in a student and in a health professional.

5. Integrity is an essential quality. Dishonesty or cheating in any form will not be tolerated. See Academic Honesty policy below.
6. Students and professionals must always respect the rights of the patient. These rights include the right to privacy, the right to dignity, the right to confidentiality of information, and the right to a sympathetic understanding of the fears and insecurities, which go along with being ill and hospitalized. The behavior of the student should inspire calm and confidence in the patient and should never be unsettling.
7. Information about a patient's condition, care, treatment, personal affairs, or records is confidential and may not be discussed with anyone, except those responsible for patient care and treatment. Confidential information may appear in both electronic and paper form. Student is responsible for protecting the confidentiality of hospital and patient information. A student is expected to comply with all hospital confidentiality agreements and the Health Insurance Portability and Accountability Act (HIPAA).

The program faculty considers all students as members of the professional environment. The care and well-being of the patient come first. Therefore, when being assigned to a patient, the healthcare provider will follow through with the examination regardless of the time or extenuating circumstances.

Chewing gum, eating, drinking, and smoking in the patient care area is considered inappropriate and unprofessional behavior.

Telephones are for professional use only. Telephone etiquette is a must at all times. Always state the department name and your name. Personal calls are not allowed while on duty. Emergency calls will be forwarded to you.

Students are not allowed to accept tips or gratuities from patients or visitors. No solicitation is allowed at clinical sites.

Students who attend the clinical site for any reason are expected to be dressed in accordance with the program dress code.

All work-related injuries must be reported immediately to the appropriate supervisor, at the clinical site and promptly treated as needed. A follow-up report must be sent to the program office.

The following behaviors will not be tolerated and will result in immediate disciplinary action (including grounds for a failing clinical grade, immediate removal from clinical course, and program dismissal):

- i. Possession and use of alcoholic beverages or illegal drugs
- ii. Loafing or sleeping in the clinical affiliates

- iii. Theft or destruction of hospital property
- iv. Fighting
- v. Possession of weapons
- vi. Insubordination
- vii. Discourtesy to patients, visitors, or fellow employees
- viii. Gambling
- ix. Horseplay or other unprofessional behavior
- x. Conduct detrimental to patient care
- xi. Attending clinic without appropriate equipment, supplies, or uniform
- xii. Attending clinic while taking medication (non-prescription or prescription) which may alter the student's clinical judgment.

See Section 3W for more information about the RT Occurrence Point System.

3B. Continued Enrollment Status

The curriculum is designed to follow a prescribed sequence of courses. Students are expected to enroll full time and follow the prescribed course sequence.

For Undergraduate Students:

Undergraduate students enrolled in the Respiratory Therapy Program at Bellarmine must maintain a cumulative grade point average (GPA) of 2.0 or higher to maintain good standing in the program. Professional Respiratory Therapy courses, as well as natural science, mathematics, and required nursing prerequisite and co-requisite courses must be completed with a "C-" or "P" grade or better in the semester they are offered for continued enrollment in the Respiratory Therapy Program. (Please note that Biology 108 must be completed with a grade of "C" or higher to be eligible to take Biology 109).

Policy for students enrolled in the respiratory therapy professional curriculum:

- A student who earns the first unsatisfactory grade in a didactic and/or laboratory course after admission to the respiratory therapy major (grade lower than a C- in a respiratory therapy, science, math, or required nursing course) and wishes to continue in the respiratory therapy major must submit the Application for Continuation to the Respiratory Therapy Department Chair. In the event that the Department Chair was the instructor for the course, the student may submit the Application for Continuation to the Lansing Application, Progression, and Graduation, or APG, Committee (only if they choose to do so). If approved by the Department Chair or APG committee, the student may retake the course at the next offering. A respiratory therapy, natural science, math or required nursing course may only be repeated once. The Department Chair or APG Committee may place additional requirements to continue in the program.
- Students must complete all aspects of the course in which they are repeating. A student must achieve a grade of C- or higher for the repeated course. Once the student has successfully passed the course, the student will continue in the program in good-standing. If the student does not request continuation, it is assumed that the student has withdrawn entirely from the respiratory therapy major.

Employment cannot be used as a reason for:

1. Arriving late for, leaving early from, or missing classroom, laboratory, or clinical rotation assignments.
2. Failure to comply with procedures for reporting absence or expected late arrival.

In addition, students may not use “hours worked” employed at a clinical affiliate as a replacement for the required clinical hours. Students may not be “on the clock” (i.e. paid) while at the site for their required clinical experience.

3K. Dress Code for Clinical Rotations

This dress code is congruent with the majority of health care agencies. Some agencies may have more restrictive dress codes. Compliance with each agency’s code is expected, in addition to the code listed below.

Student Name Pins

Students are required to wear their Bellarmine name pins and student ID at all times in the clinical setting. The name pin should not be covered by stickers and/or pins unless as a course requirement.

Hair

Hair should be tucked behind the ears; if it is shoulder length or longer, it should be pulled back and secured with neutral elastic or headband. Hair decorations are inappropriate.

Hair should conform to natural colors and non-extreme styles. Mustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment.

Body Piercing and Other Jewelry

All visible body piercing jewelry (e.g., nose, eyebrow, and/or tongue piercing) should be removed prior to the clinical experience. No more than one stud-style earring per earlobe may be worn. Religious necklaces and jewelry may be worn inside the uniform. Rings that are bands may be worn but rings with large stones present a safety risk to patients.

Tattoos

All visible tattoos must be covered during the clinical experience (i.e., if a student has an Ankle tattoo, it may be covered by pantsuit uniform or opaque hosiery; if upper extremity tattoo, it should be covered by sleeves of uniform). If the tattoo is in an area that cannot be covered by clothing, it must be covered by a bandage.

Personal Hygiene

All students are required to maintain high standards of personal cleanliness. Non-scented makeup and hair products may be worn. No perfumes or colognes may be worn. Makeup should conform to general body tones avoiding extreme colors. Nails should be clean and well kept, and neutral colored, without designs and no longer than the tip of the finger.

Artificial nails are not to be worn.

Professional Uniform Attire

All uniforms should be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments. Ceil blue scrubs are required. Only solid shirts can be worn underneath for warmth. An approved clinical jacket with both a Bellarmine name tag and student ID must be worn at all times in the clinical setting.. Mostly solid colored shoes (in neutral tones) that are enclosed flat-heeled, non-canvas (either uniform or athletic shoes) are required. All shoes must be kept clean and polished. No heel-less shoes or sandals may be worn in the clinical setting

3L. Student Malpractice Insurance

Student malpractice insurance premiums are collected as part of the course/clinical fees.

3M. Acknowledgement of Risk

Students in the Respiratory Therapy Program have potential contact with certain hazards of administering health care. A signed Acknowledgement Statement must be returned to the Director of Clinical Education so the student can participate in the clinical rotations.

3N. Health Records

The Director of Clinical Education must maintain certain health records on students so that the program can use certain clinical facilities. Should the student be exposed to a communicable disease or suffer some other risk in a clinical rotation, this information will be furnished to the office of Infection Control in that facility.

3O. Immunizations

The clinical affiliates require the students to be tested for contact with certain diseases and to gain immunization against others. The cost of these services is the responsibility of the student. The respiratory department uses an outside vendor to track completion of these requirements.

In 2018 the Centers for Disease Control and Prevention (CDC) reported healthcare facilities across the United States are increasingly requiring healthcare workers be vaccinated for vaccine-preventable diseases to reduce disease outbreaks. Therefore, those who choose not to be vaccinated for personal, religious, or medical reasons are not eligible for admission to the Respiratory Therapy Program.

<https://www.cdc.gov/php/publications/topic/vaccinationlaws.html>

Proof of Immunizations or Immunity

***Immunization policy guidelines are based on Centers for Disease Control (CDC) and the clinical facilities affiliated with the University.**

An Immunization Form should be completed by a qualified healthcare provider and submitted to the outside vendor (currently Castlebranch) by August 1st (prior to the beginning of the Fall semester of the professional portion of the program).

- **1. TB Testing:** One of the following is required for TB testing: The two step PPD (Purified Protein Derivative), QuantiFERON®-TB Gold Plus (QFT-Plus) OR the T-SPOT®.TB test (T-Spot). The two step PPD can be completed on campus at our Office of Health Services.

Results should be submitted to Dr. Alice Kimble and uploaded to your Castle Branch account.

Students must demonstrate proof of immunization/immunity for the following:

- 1. MMR (Measles, Mumps & Rubella):** One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required).
- 2. TETANUS (Td) or TETANUS, DIPHTHERIA and PERTUSSIS (Tdap):** Documentation of a Tdap booster within the past 10 years OR a Td booster within the past 2 years. The renewal date will be set at 10 years if Tdap is submitted or 2 years if Td is submitted.
- 3. VARICELLA (Chicken Pox):** One of the following is required: 2 vaccinations OR positive antibody titer (lab report required).
- 4. HEPATITIS B VACCINATION:** Hepatitis B vaccination is recommended for healthcare personnel who are exposed to blood or other potentially infectious bodily fluids. One of the following is required: Vaccination series OR positive antibody titer (lab report required). If series is in process, submit where you are in the series and new alerts will be created for you to complete the series.
- 5. ANNUAL INFLUENZA VACCINATION:** Students are required to receive an annual influenza vaccination in the fall (Hospitals will establish due date). If there is a medical contraindication to vaccination, a student must submit documentation from his/her health care provider concerning the waiver of vaccination.
- 6. COVID-19 VACCINE (from College of Health Professions Handbook):**

Health professions education clinical placements have many specific requirements related to vaccines (including COVID-19), screenings, criminal background checks and other prerequisites that are required for student participation. If a student does not meet these requirements (including the COVID-19 vaccination requirement), academic progression could be delayed or potentially halted, as these clinical requirements are necessary for successful completion of the curriculum and graduation. Any delay or discontinuance of a clinical placement will impact graduation, financial aid, ability to sit for professional licensure or certification, and future employment.

Although the university may allow for an exemption from the COVID-19 vaccination requirement for medical or sincerely held religious reasons, please be advised some of our clinical partners will not allow COVID-19 vaccine exempted students to participate in clinical-based activities at their facilities.

If a student is vaccinated, they will upload their CoVID-19 immunization records to CastleBranch.

If a student is requesting an exemption (medical or strongly held religious beliefs):

1. The student will complete the exemption form found here <https://www.bellarmino.edu/studentaffairs/healthservices/records/>.
2. A university committee will review the exemption request.

3. If approved, the student will upload (to CB) a document given to them from the review committee stating they have been granted a waiver.
4. If denied, the student will need to get the vaccine (if they have a clinical component to their curriculum).

3P. Medical Insurance

It is recommended the student maintain medical insurance coverage so that, in the event of exposure to illness or injury at a clinical site, the student can obtain adequate testing and treatment.

3Q. Criminal Background Check and Drug Screening

Students must complete a criminal background check and drug screening as required by the clinical affiliation agreements. The results of these screenings must be in compliance with the clinical affiliates' requirements. If the drug screening is positive, a second test is required at the student's expense. If the second test is positive, the student will be released from class and/or clinical until the student has been enrolled and actively participates in a drug counseling and rehabilitation program (documentation must be provided). The student must present documentation of a negative drug screen. The University reserves the right to evict a residential student involved in the use of a controlled substance. (refer to Student Handbook under "Illegal Drug Use Policy").

3R. Clinical Incidents

All incidents (an occurrence or event that interrupts normal procedure or precipitates a crisis) occurring in a clinical affiliate in which a report is made must be immediately reported to the Director of Clinical Education (DCE) at 502-751-7200. In the event you can't reach the DCE, call the Department Chair/Program Director immediately (at 502- 649-7874).

Incident reports must be made in writing for the following:

1. Injury to a patient
2. Injury to hospital personnel
3. Injury to a visitor
4. Personal injury – including a needle stick
5. Any form of accident in which you observed the occurrence on hospital property but were not directly involved.
6. Loss of a patient's belongings
7. Equipment misuses
8. Any other unusual occurrence
9. Observation of any of the above

Injury to a Patient

1. Immediately call a physician to check the patient
2. Report all accidents, regardless of how minor they may seem, to the appropriate person and complete the pertinent forms pertaining to the incident immediately. Failure to

do so may result in a lawsuit filed against you

3S. Grievance Procedures

Students enrolled in the Respiratory Therapy Program will follow the Academic Grievance Procedure as stated by the Bellarmine Course Catalog and/or Bellarmine Student Handbook.

3T. Professional Licensure Information

Successful completion of Bellarmine University's RT program does not guarantee eligibility for licensure. Kentucky state licensure requirements can be found at <http://kbrc.ky.gov/lro/Pages/default.aspx>.

3U. Alcohol and Drug Use

Students must, at all times, be capable of functioning with adequate capabilities, reason and judgment in the duties and responsibilities to which they have been assigned. It is the responsibility of the course faculty to ensure the ability of the students to function in their assigned role.

Should any student be reported or observed as functioning with diminished capabilities that might interfere with the competent and safe performance of their responsibilities, the course faculty will relieve the students of their responsibilities.

If a student is relieved of responsibilities, the course faculty will determine whether the student should be assigned other duties for the duration of the assignment, seek medical care, be sent home, or be required to submit to a medical evaluation. The student must comply with the clinical facility's policy regarding "fitness for duty". Failure of the student to comply with directives will result in disciplinary action. The Respiratory Therapy Department adheres to the *Policy on Alcohol and Illicit Drugs* that is found in the Bellarmine University Student Handbook as well as the Lansing School of Nursing and Health Science Drug and Alcohol Policy below:

Lansing School of Nursing & Health Sciences

Student Drug and Alcohol Policy

Introduction

The Lansing School of Nursing & Health Sciences (LSNHS) is committed to providing a quality education for Students admitted into its Programs. In order to protect the integrity of the Programs, as well as safeguard the welfare of Students and of clients receiving care from Students, this Policy addresses Drug and alcohol testing of Students involved in Instructional/Learning Activities through LSNHS.

The purpose of this Student Drug and Alcohol Policy (the "Policy") is to notify Students and Faculty Members of the LSNHS's Drug and alcohol rules and testing procedures, and to provide assistance and due process for Students who test positive for Drugs (including legally prescribed medications) and/or alcohol. This policy applies to all Students admitted to the LSNHS programs ("Program" or "Programs") at Bellarmine University, and is effective immediately. The testing of Students for Drug or alcohol use while engaged in Program-sponsored Instructional/Learning Activities will be completed through an independent agency contracted by LSNHS. Testing costs are the responsibility of the student. These costs are beyond the control of the LSNHS and are subject to change at any time without notice.

It is the policy of Bellarmine University to comply with federal and state laws and regulations regarding the usage and detection of Drugs and alcohol. In addition, it is the professional duty and ethical obligation, of health care providers and students to identify and report when they have reasonable suspicion of an impaired health worker. This Policy is subject to change at the sole discretion of Bellarmine University and/or LSNHS, and is meant to supplement other relevant Bellarmine University policies, including but not limited to the *Policy on Alcohol* and the *Illegal Drug Use Policy* contained in the *Bellarmino University Student Handbook*. Violations of this Policy may result in the student's inability to complete the program. LSNHS bears no responsibility for a student's inability to complete or participate due to a failed drug or alcohol screening.

Definitions

For the purposes of these guidelines, the following terms shall have the following meanings:

- A. "Drug" or "Drugs" means all of those drugs included in the current Medical Professional substance abuse profile (LabCorp, 2016). These may include, but are not limited to:
 - 1) Amphetamines (including Methamphetamine)
 - 2) Barbiturates
 - 3) Benzodiazepines
 - 4) Cocaine metabolites
 - 5) Cannabinoids (THC, Marijuana)
 - 6) Methadone
 - 7) Methaqualone
 - 8) Ecstasy
 - 9) Opiates (codeine, morphine)
 - 10) Phencyclidine
 - 11) Oxycodone
 - 12) Propoxyphene

- B. "Student" means any student enrolled in one of the LSNHS programs at Bellarmine University.
- C. "Reasonable Suspicion" means that the Student's faculty member, clinical instructor, preceptor, supervisor, or his/her designee (collectively, "Faculty Member") believes that the behavior, speech, body odor, or appearance of the Student is indicative of the use of alcohol or Drugs, as described in detail in this Policy.
- D. "Instructional/Learning Activities" include classroom and other activities on and off campus that involve patient care, instruction, or practice of preparatory skills as a component of health care provider practice, including but not limited to clinical practicums, internships, clerkships, service learning, community engagement, skills labs, and/or non-class associated practice at on-campus or off-campus sites.
- E. "Medical Review Officer ("MRO")" is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.
- F. "Positive Drug Test" is determined by the MRO in accordance with guidelines established for healthcare workers.
- G. "Positive Alcohol Test" means an alcohol test that is at or exceeds the Department of Transportation ("DOT") Guidelines for blood, breath, or saliva testing depending on the test used, e.g. blood alcohol content of 0.04 or greater (under current DOT Guidelines).

Policy

The LSNHS prohibits the unlawful use or possession of Drugs or alcohol by any Student during any Instructional/Learning Activities associated with any Program. Prior to participation in a clinical course in their Program, all Students will be provided with a copy of this Policy and will be required to complete the LSNHS Student Drug and Alcohol Policy Acknowledgment Form (see Appendix A).

Per Bellarmine University policy as contained in the *Bellarmino University Student Handbook*, Students in possession of a controlled substance will be referred to the Dean of Students, and such conduct may result in suspension or expulsion from the University and/or a requirement that the Student enroll and actively participate in a Drug or alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission.

In addition, the improper use of any Drugs or alcohol by any student in the LSNHS may constitute grounds for removal from all Instructional/Learning Activities and/or cause for termination from the program. Students who participate in an LSNHS Program may not Test Positive for Drugs or Test Positive for Alcohol, with the exception that a Student who Tests Positive for Drugs will be provided an opportunity to explain if that positive test is the result of his or her use of legally prescribed medication.

Mandatory Drug Screening

Many clinical training sites now require students to undergo drug testing, similar to what is required of their employees. Therefore, all Students will submit to a drug screen and test negative for Drugs before engaging in any Instructional/Learning Activities.

Consequences

A. Refusal to Participate in Mandatory Drug Screening:

If a Student fails to comply with the policy they will not be allowed to begin any Instructional/Learning Activities within the School.

B. Negative Drug Screen Test Result:

The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their bursar account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.

C. Positive Drug Test and Self-Admission:

If a Student receives a Positive Drug Test, or if the Student admits to a Drug and/or alcohol problem, the Student will not be allowed to attend any Instructional/Learning Activities, and will be referred to their Chairperson and the LSNHS Dean.

Drug and Alcohol Screening for Reasonable Suspicion

In addition, students will be tested for the use of Drugs and alcohol upon observation of behavior that creates a Reasonable Suspicion of alcohol or Drug use; this could include conduct that prevents the Student from performing the essential functions of his or her role in the Instructional/Learning Activity, or which poses a direct threat to the health or safety of others. Other behavior which could create a Reasonable Suspicion of Drug or alcohol use by a Student includes, but is not limited to: odor of alcohol or Drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of Drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others. Students in an LSNHS Program are expected to act in conformity with, and will be held accountable to, the same professional standards of licensed healthcare professionals during all educational and Instructional/Learning Activities. While it is not the intent of the LSNHS to monitor Students' behavior outside of their Program, Students' use or suspected use of Drugs and alcohol outside of the Program may adversely impact their behavior during their Program's Instructional/Learning Activities and may lead to a Drug or alcohol test based on Reasonable Suspicion of Drug or alcohol use. The Student will bear the cost of the screening based on a Reasonable Suspicion of Drug or alcohol use.

Faculty Members are encouraged to consult with other faculty members and clinicians, or other health care providers who may have witnessed the behavior, if possible, to validate the basis for Reasonable Suspicion testing. If the Faculty Member determines that Reasonable Suspicion of Drug use or alcohol use is present, Faculty Member should take the following steps:

1. Remove the Student from the Instructional/Learning Activity;
2. Move the Student into a private setting and in the presence of a witness, if possible;
3. Discuss the suspicious behavior with the Student and allow the Student to explain;
4. Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and

8. Technical Standards

Respiratory Therapy Program Technical Standards

Technical Standards define the observational, communication, cognitive, affective, and physical capabilities deemed essential to complete this program and to perform as a competent respiratory therapist. Students matriculating through this program must be capable of performing the following functions, with or without reasonable accommodations, throughout the professional curriculum, through a continuous evaluation process:

1. Utilize professional verbal, non-verbal, and written communication with patients, families, and others.
2. Practice in a safe, ethical, and legal manner. It is assumed that you have reviewed and understand the *AARC Statement of Ethics and Professional Conduct* [found at http://www.aarc.org/resources/position_statements/ethics.html.]
3. Determine the respiratory therapy needs of any patient with potential cardiopulmonary dysfunction.
4. Demonstrate the ability to apply universal precautions.
5. Safely, reliably, and efficiently perform appropriate respiratory therapy procedures used to assess the function of the cardiopulmonary systems (list of essential assessment procedures follows).
6. Perform treatment procedures in a manner that is appropriate to the patient's status and desired goals (list of essential treatment procedures follows).
7. Develop and document a plan of care for a patient with cardiopulmonary dysfunction.
8. Recognize cultural issues and the psychosocial impact of dysfunction and disability, and integrate the needs of the patient and family into the plan of care.
9. Demonstrate management skills including planning, organizing, supervising, delegating, and working as a member of a multi-disciplinary team.
10. Develop and document a plan of care for a patient with cardiopulmonary dysfunction.
11. Recognize cultural issues and the psychosocial impact of dysfunction and disability, and integrate the needs of the patient and family into the plan of care.
12. Demonstrate management skills including planning, organizing, supervising, delegating, and working as a member of a multi-disciplinary team.

ASSESSMENT and TREATMENT PROCEDURES: Students must be capable of performing the following assessments and treatment procedures, with or without reasonable accommodations:

ASSESSMENT PROCEDURES, including but not limited to:

Pulmonary Function Measurements
Cognitive/mental status

Muscle Tone Pain
Palpation

Vital signs (including pulse oximetry)
Percussion

Auscultation Cardiovascular
endurance

Electrocardiogram and holter
monitoring

Metabolic Measurements

TREATMENT PROCEDURES, including but not limited to:

Cardiopulmonary Resuscitation (CPR) Invasive
and Noninvasive Mechanical

Ventilation set-up, maintaining, and
troubleshooting for both neonates and adults

High Frequency Ventilation
Bronchoalveolar Lavage Maintaining
Artificial Airway Assisting with
Intubation/Extubating Arterial Line
Sampling Ventilator Circuit Change

Suctioning

Ventilatory Weaning Parameters Humidity &
Aerosol Therapy Bronchial Hygiene Techniques
Cardiopulmonary rehabilitation Postural
drainage

Patient education

Oxygen Therapy Administration Transporting the
Ventilated Patient Lung Hyperinflation

Arterial Blood Gas Puncture, Analysis, and Quality Control

Assisting with Bronchoscopy Assisting with a
Tracheostomy (at the bedside)

Patient education

ECMO/NO delivery

The following capabilities and functions will be assessed continuously as the student matriculates through the program, with the expectation that the student will meet these criteria at exit from the program:

Observational Capabilities

- Obtain information from patients or colleagues (such as, but not limited to, obtaining patient history, observation of movement, skin integrity, heart/breath sounds, and signs of distress) and from the practice environment (such as, but not limited to, dials on equipment, diagnostic instruments, alarms, and mechanical ventilator displays).
- Interpret lectures, laboratory demonstration, and other graphic images (including, but not limited to, EKGs, ventilator graphics, radiographs, DVD, and Internet resources) in order to receive complex information.

Communication Capabilities

- Engage in respectful, non-judgmental interactions with individuals from various lifestyles, culture, races, socioeconomic classes, and abilities.
- Participate in group meetings (such as interdisciplinary rounds) to deliver and receive complex information, and to respond effectively to questions from a variety of sources.
- Receive and send verbal communication in life-threatening situations in a timely manner.
- Perceive and interpret non-verbal communication to elicit information such as mood and activities.
- Communicate clearly, legibly, and timely in written records; complete forms according to directions; possess computer literacy, including keyboard skills.

Cognitive Capabilities

- Measure, calculate, and reason Analyze, integrate and synthesize information (including evidence-based medicine) across the cognitive, psychomotor and affective domains in order to solve problems, evaluate work, and generate new ways of processing or categorizing information.

Affective Capabilities

- Cope with the mental and emotional rigors of a demanding educational program; function effectively under stress.
- Acknowledge and respect individual values and opinions in order to foster harmonious working relationships.
- Demonstrate appropriate behavior and attitudes to ensure the emotional, physical, and behavioral safety of individuals.
- Demonstrate integrity, honesty, and ethical behavior as described in the *AARC Statement*

of Ethics and Professional Conduct.

Physical Capabilities

- Safely and effectively participate in patient examination and therapeutic intervention.
- Safely and effectively lift and manipulate body parts, assist patients in moving and walking, move equipment, and perform CPR.
- Safely and effectively manipulate small objects such as equipment dials, medication syringes/unit dose vials, tweezers, blood gas syringes, and other tools used for examination or therapeutic intervention.
- Engage in respiratory therapy procedures that involve palpating, grasping, squeezing, pushing, pulling, and holding.
- Tolerate physically demanding workloads sustained over the course of a typical work or school day.

STATEMENT OF ACKNOWLEDGEMENT

(Please Print)

As a student in the Respiratory Therapy Program at Bellarmine University, I have thoroughly reviewed and understand the **technical standards** provided to me in this document. I understand that I must be capable of performing the **technical standards**, with or without reasonable accommodations, in order to pursue my chosen area of respiratory therapy. I understand that I will be expected to fulfill these standards throughout the professional curriculum, with or without reasonable accommodations, in order to participate fully in the RT program.

Student Signature

Date

OFFICE OF DISABILITY SERVICES

Bellarmino University is committed to providing equal educational opportunities and full participation for persons with disabilities. It is the University's policy that no otherwise qualified person be excluded from participating in any University program or activities, be denied the benefits of any University program or activity, or to otherwise be subject to discrimination with regard to any University program or activity. The Disability Services Office provides support services to persons with disabilities to assist them in achieving

academic, career, and personal goals. Students may contact the Director at (502) 272-8490, or email rpurdy@bellarmine.edu. The office is located in the Student Success Center (SSC), on the B-level of the W.L. Lyons Brown Library; office B05A.

American Association for Respiratory Care

9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

Position Statement

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