

**University of Arkansas for Medical Sciences  
College of Health Professions**

**Department of Respiratory and Surgical Technologies**

**Cardio-Respiratory Care Program  
Little Rock, Arkansas (CoARC #200176)**

## **Program Policies and Procedures**

**Revised August 11, 2017**

This document is posted on the program webpage  
at: <http://healthprofessions.uams.edu/programs/respiratorycareandsurgicaltechnology/respiratorycare/policies/>

**All respiratory care students must abide by the College of Health Professions (CHP) academic policies found in the CHP catalog and in the student handbook.**

## **PROGRAM GOAL**

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).

Graduates of the program will demonstrate competence in the following areas:

- 1) (Std. 4.04) Perform all respiratory care diagnostic and therapeutic procedures required of a respiratory therapist entering the profession.
- 2) (Std. 4.05) Function within inter-professional, patient-centered teams.
- 3) (Std. 4.05) Communicate effectively with diverse populations (age, abilities, ethnicities).
- 4) (Std. 4.06) Apply problem solving strategies in patient care setting (critical thinking).
- 5) (Std. 4.07) Apply ethical decision making and professional responsibility (intellectual honesty and appropriate academic and professional conduct).

## **CORE VALUES**

We value and steward our legacy of student excellence and national prominence.

We value a supportive environment that promotes a culture of professional achievement and mutual respect.

We value our collective vision that embraces change to promote the future of respiratory care.

## **PROGRAM COMPETENCIES**

The educational competencies necessary to achieve the program goal are identified by the faculty through the thorough analysis of the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) and Clinical Simulation Exam (CSE) content outlines and through continuous dialogue with clinical preceptors and program Advisory Committee members. These competencies are then mapped to the curriculum at least

once each year to ensure content is taught and that students are evaluated at an appropriate level to be able to practice proficiently upon graduation.

### ***Core Competencies:***

Respiratory Therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

- As team members, respiratory therapists should exemplify the ethical and professional standards expected of all health care professionals.

Respiratory therapists provide a broad range of patient care, including clinical decision-making and patient education. The respiratory care scope of practice includes the following basic or core competencies:

- Acquire and evaluate clinical data;
- Assess the cardiopulmonary status of patients;
- Perform and assist in the performance of prescribed diagnostic studies, including blood gas analysis, pulmonary function testing and polysomnography;
- Evaluate data to assess the appropriateness of prescribed respiratory care;
- Establish therapeutic goals for patients with cardiopulmonary disease;
- Participate in the development and modification of respiratory care plans;
- Complete the case management of patients with cardiopulmonary and related diseases;
- Initiate prescribed respiratory care treatments, manage life support activities, evaluate and monitor patient responses to such therapy and modify the prescribed therapy to achieve the desired therapeutic objectives;
- Initiate and conduct prescribed pulmonary rehabilitation;
- Provide patient, family and community education;
- Promote cardiopulmonary wellness, disease prevention and disease management;
- Promote evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care;
- Function within inter-professional teams and communicate effectively with diverse populations;
- Apply problem-solving strategies in the patient care setting;
- Apply ethical decision making and professional responsibility.

Students' opportunities to meet these basic or core competencies occur throughout the program and beyond. Competency is demonstrated through the following direct and indirect means (not a complete list):

- 1) Content knowledge Competencies: written faculty-designed examinations, progression examinations prepared by the credentialing agency (NBRC), score on TMC and CSE Self-Assessment exams, use of literature to answer a clinical

question; conduct a critical appraisal of the literature; individual and group presentations; course grades; graduate and employer survey ratings

- 2) Skill Competencies: Demonstrations of abilities; Instructor/clinical preceptor evaluation of skills in laboratory and clinical setting; course grade; clinical simulations; graduate and employer survey ratings
- 3) Professional Competencies: group presentations; peer reviews; student reflections; clinical simulations; clinical preceptor assessments, graduate and employer survey ratings; IPE inter-professional curricular activities and assessments.

The attainment of these competencies are evaluated throughout the respiratory care program by a large variety of process and end-product assessments including objective unit and final course examinations consisting of multiple-choice, true-false and short answer questions; original written and oral presentations; completion of proficiency/skill check-offs at a required minimum level; simulations; student portfolios, and completion of assessments designed to measure affective or behavioral characteristics of professionals, to name a few.

## **PROGRAM ACCREDITATION**

The Respiratory Care Program is fully accredited by the Commission on Accreditation of Respiratory Care (CoARC). Graduates of accredited programs are eligible to take credentialing examinations and apply for an Arkansas license.

## **PROGRAM TYPES**

The respiratory care program at UAMS admits students into a wide variety of educational programs, most of which lead to the goal of creating graduates who have developed competency at the Registered Respiratory Therapist level. These programs include:

Traditional B.S. Degree Program Tracks:

- 1) Full-Time: Students who have completed all pre-requisite coursework complete this full-time program in two years or five semesters (fall, spring, summer, fall, and spring).
- 2) Part-Time: Students who have not completed the full complement of pre-requisite coursework, but who have completed the required, specified number and type of courses (see catalog), can begin taking professional coursework as a part-time UAMS student, while completing the pre-requisites. The senior professional year must be full-time at UAMS. This program option takes three years or eight semesters (fall, spring, summer, fall, spring, summer, fall, and spring).

- 3) Articulation: An articulation track is available for students enrolled in an A.S. degree program who graduate in May. These students may be admitted to the summer semester to join the UAMS senior cohort, as long as all pre-requisite courses are completed. The RRT credential must be obtained by the end of the fall semester in order to continue into the final semester of the B.S. degree program. Students should apply by November 1<sup>st</sup> each year for a slot in the summer semester. Articulation agreements are developed between UAMS and a particular educational institution and thus, procedures may vary slightly.

UAMS has also developed an educational track to provide the B.S. degree to employed practitioners who have previously completed an educational program in respiratory care. These programs are non-traditional, because they include courses that are almost entirely on-line or independent study. Students may complete them as either part-time or full-time students. There is more detailed information about these tracks on the program website. These programs are not accredited by CoARC.

#### Non-Traditional B.S. Degree Program Tracks:

- 1) Clinical Track: This track is designed for a therapist who would like to gain additional clinical experience in an area such as neonatal, pediatric, interventional pulmonology, etc. for purposes of taking back specialized knowledge and skills to a local health care facility for implementation.
- 2) Thesis Track: This track is designed for a therapist who would like to apply for a graduate program. It contains additional work in evidence-based literature searches, writing and presentations than the traditional program.

### **COST OF ATTENDANCE**

A complete list of tuition and fees is available on the UAMS/CHP website. Tuition for the 2017-2018 academic year is \$245.00 per credit hour for Arkansas residents and \$561.00 for non-residents. All students pay a \$10.00 per credit hour laboratory fee. Full-time students matriculating into the program in fall, 2017 will pay the following tuition/fees schedule (includes various college fees, estimated costs for clinical uniform and materials, health insurance, and textbooks):

	<b>Resident</b>	<b>Non-Resident</b>
Fall 1	\$6,050	\$10,790
Spring 1	\$5,544	\$10,248
Summer	\$2,263	\$4,475
Fall 2	\$4,920	\$9,028
Spring 2	\$5,639	\$10,379

## **ATTENDANCE POLICY**

Students are expected to actively engage in their education by attending and/or participating in class activities (face-to-face or at a distance). If an absence occurs, the student is responsible for all material missed.

In lecture courses, after two absentee occurrences, each additional absentee occurrence will result in a 1% decrease in the total grade at the end of the course.

If an absence occurs on an examination date, the decision to offer a make-up examination is at the instructor's discretion and steps are outlined in the course syllabus of that course. When a make-up examination is allowed, it may be an alternate form of the regular examination and it will be scheduled at the instructor's convenience.

If an absence occurs during a session in which a laboratory proficiency is required, the proficiency will be made-up. A session will be scheduled as soon as possible and will be at the instructor's convenience. These make-up sessions may not conflict with any other scheduled coursework. Students may not perform any procedure in the clinical environment that has not been first performed and evaluated in the laboratory environment.

Students are required to attend clinical sessions as described in the CHP Catalog, Clinical Policies and Procedures Manual and clinical course syllabus.

## **TARDINESS**

Punctuality and courteous behavior is required of any health care professional. Tardiness is disruptive and discourteous to the instructor and other class members attending the class. If you are tardy for some unavoidable reason, please minimize distraction by entering the room quietly, taking the closest seat available to you.

A student who is tardy on the day of an examination will not be given extra time to complete the examination. Students who use the Student Success Center for testing should be aware that the center is strictly scheduled and end times for examinations will be followed very strictly since other students are likely to be scheduled to use the computer immediately following the exam end time.

Students should refer to the Respiratory Care Clinical Policies and Procedures Manual for the policy that applies to tardiness during clinical rotations.

## **CLASS HOURS**

The academic schedule varies from semester to semester.

Students will receive a daily schedule each semester that designates class times, room assignments and special activities/meetings when known at the start of each semester.

The CHP designates Fridays from 12:00 – 1:00 pm as a HOLD time for selected student and faculty meetings. The respiratory care program may schedule special events, speakers, M.D. Perspectives and other educational activities during this hour.

It may be necessary to schedule program activities beyond the regular hours, at times.

Class or laboratory sessions may also need to be made-up, when faculty illness/absence or inclement weather causes loss of class time, for example. When sessions must be scheduled for any reason that are not on the daily calendar at the beginning of the semester, every effort will be made to schedule these events in advance so that personal schedules can be adjusted.

Respiratory Care clinical hours vary and are normally determined by the clinical affiliate's shift policy. Clinical rotations may also be scheduled on the evening or night shift as well as during the day and on weekends.

## **INCLEMENT WEATHER POLICY**

UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of our commitment to patient care, academics, and research, this campus never closes. When such conditions occurs, the inclement weather alert will be invoked by the Chancellor of the University for the day the policy is to be effective. If the invocation states that the alert applies to shift workers, then all CHP classes are canceled for that calendar day (day and evening).

Scheduled clinical rotations are cancelled when UAMS invokes the inclement weather policy.

Canceled classes and examinations will be rescheduled by the department or course faculty at a later time, possibly at night or on weekends.

If the inclement weather has not been invoked but the road conditions where students live precludes safe travel, students should notify the Program Director and/or Director of Clinical Education of their inability to attend classes and/or clinical. Students should then work with the course faculty to make up what was missed.

## **DRESS CODE**

### *Classroom attire:*

Classroom attire may be casual, but professional judgment should be used. UAMS ID badges must be worn while on the UAMS campus. These should be affixed to an above the waist location. Students attending classes in the IDW Building or in the laboratories on the Little Rock campus are advised to wear clothes that are “layered”, as temperatures in these areas are variable.

### *Laboratory attire:*

Laboratory attire may be casual, unless an off-campus laboratory is scheduled. In this case, clinical attire will be required.

### *Clinical attire:*

The clinical attire is outlined in detail in the Respiratory Care Clinical Policies and Procedures Manual.

During clinical hours, the student should never imply by any means that his/her status is other than a student. Name badges, patches, etc., from other institutions, including clinical affiliates, are not acceptable.

Students who do not comply with the departmental dress code will not be allowed to remain in the clinical affiliate and will be required to make-up the absence at the convenience of the clinical instructor.

## **MENTORING CONNECTIONS**

Each student will be paired with a faculty mentor and participate in Mentoring Connections. The objective for Mentoring Connections is to enhance a student's academic, personal and professional growth, in preparation for the transition from student to practitioner.

The professional mentorship will last for the duration of mentee's career at UAMS.

The faculty mentor will follow a student's development through the program, provide guidance where needed to ensure the appropriate competency level is reached in each of the program's core competencies, and oversee development of the student's graduate portfolio.

The Mentoring Connection will conclude when the mentee graduates or is no longer enrolled in the Cardio-Respiratory Care program. Under special circumstances, the mentee or mentor requests to terminate the mentorship. In the case of a premature termination of a mentoring connection, the student will be re-assigned to a new mentor.

## **STUDENT SUPERVISION**

Students are entitled to and will receive close supervision during all aspects of their educational experiences at UAMS. While attending classroom and laboratory sessions, the course instructor, identified on each course syllabus, will provide supervision and oversight to ensure a safe and productive learning environment. During a clinical rotation, the individual designated by the clinical site as the clinical preceptor will be responsible for supervision of the student. The ratio of students to clinical preceptor may never exceed 6:1 in the clinical setting. This will be very rare. More often, it is expected that this ratio will be 1:1 or 2:1

## **GRADING**

As a general rule, respiratory care courses use the following grading scale:

**A** = 93-100

**B** = 85-92

**C** = 75-84

**D** = 70-74

**F** = 69 or less

Criteria for earning a particular grade will be discussed with students by the individual instructor at the beginning of each course. Grades will be rounded up.

By law, grades may not be given over the telephone. Final grades are recorded on the student's transcript at the completion of each term. Copies of transcripts may be obtained from the Office of University Registrars by submitting a written request for each transcript requested.

A grade of "D" or "F", or a mark of "F" in pass/fail courses, or a mark of "U" in satisfactory / unsatisfactory courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

A grade of "D" in the following professional courses is acceptable for progression and/or for graduation if it occurs in the last semester of the program, as long as the student's cumulative GPA is  $\geq 2.00$ : RESP-4144: Scholarship Project; RESP-4146: Foundations

of Respiratory Education; RESP-4250: Integration Project; RESP-4355: Leadership and Management; CHPI 4133 Patient and Family Centered Care.

All other professional courses must be completed with a grade of “C” or better in order to progress to the next semester or to graduate, if it occurs in the last semester of the program.

A re-admission policy is available to students upon request.

## **EVALUATION AND REMEDIATION**

During the program, students will be enrolled in a number of courses that will provide basic information used the profession. As students’ progress, they will begin to accumulate information that is critical to the practice of respiratory care. The faculty has developed the following policies in an effort to ensure students understand and retain the basic principles necessary for safe and competent clinical practice and for successful completion of credentialing examination:

1. Each Respiratory Care course is designed to be cumulative. Within a course, prior test materials may provide subsequent examination material. As students advance to higher level courses, the faculty presume a thorough understanding of basic concepts taught in previous courses. Thus, these concepts may be tested again during higher level courses.
2. A formal remediation plan has been developed by the respiratory care faculty to assist students in obtaining and retaining basic principles required for successful completion of coursework, as follows:

### **REMEDICATION**

The goal of remediation is to ensure mastery of essential concepts, important course content and professional skills. Remediation opportunities are offered to students to assist them in the on-going development and retention of knowledge and/or skill proficiency.

#### **In-Course Remediation**

- A. The “prompt” for remediation while a course is in session will be a score of less than 75% on any exam or other “high-percentage” quiz/homework/project in a course.
- B. Responsibility and Procedure
  1. It is the student’s responsibility to inform the instructor of a desire to remediate ***within 48 hours of a completed exam***, assignment or project. Students who

request remediation will be provided additional resources to help them master course concepts that appear to be deficient.

2. Failure to inform faculty of an intent to remediate in a timely manner will mean the student has declined remediation.
3. The student will consult with the course instructor to form a collaborative remediation plan that will define what will be required for “successful” remediation. In all cases, “successful” remediation constitutes the acquisition of defined knowledge and/or skills measured objectively in a manner and at a time to be determined at the discretion of the course instructor.

#### C. Grade Adjustments

1. The threshold for documentation of successful remediation is 75%.
2. If a student successfully completes remediation with a score greater than 75%, the original grade will be increased to 75% (but no higher) as the official grade.
3. If the remediation score is below 75%, the original score will remain as the official grade.

#### D. Expectations

The following student and faculty expectations apply to remediation:

1. It is the student’s responsibility to initiate remediation and schedule conferences with the course instructor.
2. Students can expect course instructors to assist the student in remediation. This may take many forms, including (but not limited to) Blackboard remediation modules, one-on-one conferences, exam review, providing additional content resources, small group sessions, and identification of university or student resources that may be deemed appropriate.
3. Students are expected to closely adhere to the remediation details as provided in the collaborative remediation plan.
4. Generally, students and faculty should expect that content knowledge and/or skill deficiencies will be remediated prior to sitting for the subsequent unit examination.
5. Program faculty expect that students will not require excessive remediation within a single course or across multiple courses in the respiratory care curriculum.
  - a. Two (2) remediation prompts within a course is excessive.

- b. Remediation occurring in two (2) or more courses during a semester is considered excessive.
  - c. Students meeting both of these criteria will be placed on “academic probation” for the remainder of the semester. This signifies the faculty’s serious concern regarding academic progress and likelihood of future success.
  - d. Students who are placed on academic probation will be required to reduce clinical hours until the probation is lifted. Other clinical restrictions or arrangements may be applied. Students are still required to meet all regular clinical expectations to successfully complete clinical practicum and clinical internship courses.
  - e. Academic probation may be lifted at the end of the semester, providing all remediation plans, regular coursework and clinical requirements are satisfactorily met.
6. Students are expected to adhere to the College of Health Professions (CHP) policies related to academics and non-cognitive performance standards, which can be located on the CHP website under “Current Students” and “Catalogs and Handbooks”.
7. Course instructors have the right to terminate a remediation plan at any time if a student fails to meet deadlines, submits incomplete work, demonstrates unprofessional behavior or otherwise demonstrates a lack of dedication or attention to the goals of the remediation plan.

#### E. Course Grading Effects

If a remediation plan has not been successfully completed by the end of the course and 1) the course grade is less than 75% and 2) the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to 1) either extend the time available for successful remediation or 2) award the earned grade.

If a remediation plan has not been successfully completed by the end of the course and the course grade is at least 75%, the student will earn the grade he/she earned according to the grading scale.

#### **End-Course Remediation**

This option is only available to students who 1) never qualified for remediation during the course, or 2) who qualified and were successfully remediated during the course.

This option is not available to students who did not initiate remediation during the course.

When the course grade is less than 75% at the end of the course and the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to either 1) develop a remediation plan or 2) award the earned grade.

3. Prior to graduation, respiratory care students must successfully complete Self-Assessment Examinations (SAE). The Therapist Multiple Choice SAE will be administered in the summer semester after completion of the clinical internship I course. A passing score must be achieved in order to meet the minimum requirements of the summer clinical internship course and to progress into the final fall semester of the program. One retake, purchased at the student's expense, is permitted.

The Clinical Simulation SAE will be administered in the final semester of the respiratory care program. A pre-determined cut score must be achieved in order to meet the minimum requirements of RES-4255: Respiratory Care Seminar and to qualify for graduation from the program. The student must graduate in order to obtain a license to practice respiratory care in Arkansas. One retake, purchased at the student's expense, is permitted.

4. All clinical courses are designed to be cumulative also. A faculty member will request laboratory remediation of any clinical procedure, which is observed to be performed at less than the minimal competency level.
5. All students must successfully satisfy the following requirements to be eligible for graduation: Inter-professional Education requirements, 12<sup>th</sup> Street Wellness Clinic hours, Service Hours, Professional Development hours.
6. All students will compile a professional portfolio that documents their progress in achieving competence in the program's core competencies. An approved portfolio is required for graduation.

## **USE OF CALCULATORS AND CELL PHONES DURING EXAMS**

Use of calculators during an examination will be at the discretion of the individual faculty member. However, **cell phones, programmable calculators, "smart watches" or other programmable and "web-capable" devices will NOT be allowed under any circumstances.**

Students should be aware that calculators are not allowed during the secure self-assessment exams or any national credentialing examination.

## **SERVICE, INTERPROFESSIONAL EDUCATION, AND PROFESSIONAL DEVELOPMENT REQUIREMENTS**

The respiratory care program requires students to earn hours in service, in inter-professional education and in professional development in each semester of the program.

**Service** is a volunteer action to meet the needs of others and improve the community, college, etc., as a whole. Examples of service activities in which respiratory care students typically engage include the CHP phonathon, Open House, etc. A minimum of 24 hours are required to meet graduation requirements, sixteen (16) hours of which will be scheduled at the UAMS - 12<sup>th</sup> Street Health and Wellness Clinic during the fall and spring semesters.

**Inter-professional education** is required for all students matriculating to UAMS. Students will receive “milestones” that are noted on their transcripts that indicate completion of exposure, immersion and competency in inter-professional education as well as two transitional activities, all of which are designed around the Institute of Health Improvement’s “Triple Aims” to improve the health of U.S. citizens. Completion of these milestones and the transition activities are required for graduation, as well.

**Professional development** refers to skills and knowledge attained for both personal development and career advancement. It encompasses a variety of learning opportunities. Professionals are required to earn professional development credit (known as Continuing Education Credits or CEUs) on an annual basis in order to maintain their credentials or license. Examples of professional development include attendance at special presentations (Lunch N’ Learn), the ASRC State Meeting, etc. A minimum of twelve (12) hours is required for graduation.

Professional development hours are requirements for successful completion of clinical courses. The exact hours needed each semester are outlined in clinical course syllabi. When these hours are met, additional hours earned can be “banked” and used, if approved, to leave clinical rotations early, for example.

## **STUDENT CONDUCT**

The College of Health Professions and the respiratory care program expect not only acceptable but quality academic work and mature behavior from every student and will accept no less. All students are regarded as adult “professionals-in-training” and are expected to conduct themselves accordingly. Students are expected to abide by the policies outlined in the CHP catalog, SECTION 7.0 - ACADEMIC POLICIES AND

STANDARDS. Specific attention should be given to the following CHP Student Affairs policies:

## **02.00.02 Non-Cognitive Performance Standards**

### **02.15.01 Student Conduct and Discipline**

These policies can be found on the CHP website at:

<http://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/02-student-affairs/>

Students enrolled in the respiratory care program must adhere to the following policies concerning professional conduct. Repeated infraction of the rules of student conduct may result in counseling, verbal, and written warnings or dismissal from the program.

1. Courtesy is essential. Work with confidence, but with a certain degree of humility. Both are essential in your relationship with physicians, patients, instructors and fellow students.
  - a. Physicians should be addressed as "Dr.". Adult patients should be addressed as "Mr.", "Mrs.", or "Ms."
  - b. A student will not show disrespect to fellow students, patients, hospital staff members or UAMS faculty members through verbal or nonverbal means (i.e. posture, voice inflections, grimaces or gestures). Professional interpersonal relationships are essential in the practice of respiratory care.
  - c. Students should use the lounge areas or laboratory during break and lunch to avoid congregating in the corridors. Students should never congregate in the clerical office.
2. Any information concerning a patient should never be discussed outside the classroom or clinical areas.
3. UAMS is a tobacco-free and vape-free institution. Students are expected to abstain from smoking/vaping and from the use of tobacco products. Tobacco/Nicotine is not allowed in any clinical or academic facility. Students should not carry tobacco or nicotine in the hospital areas. Infractions of this policy are considered unprofessional behavior and will be subject to the non-cognitive performance standards policy.
4. No student may report to clinical affiliates or classes impaired by alcohol or following the use of controlled substances. The UAMS Drug Testing program

applies to both employees and students at UAMS. Students are referred to UAMS Drug-Free Workplace Policy for more detailed information.

5. UAMS, College, Department or Program name, logo or letterhead should not be used by the student without the express permission from the Department Chairman or Associate Chairman.
6. Schedule faculty appointments in advance whenever possible
7. Keep lounge areas, classrooms and laboratories clean at all times. The facilities should be left as they were before the class or lab session began. Refrigerators and microwave ovens that are available for student use should be treated with care. Food/drinks should be labeled with a name and date. However, ANY containers left in the refrigerator at the end of the week (usually Friday afternoon) will be discarded.
8. All materials, assignments and documentation, including those required as part of Blackboard courses, that are submitted to an instructor should be legible and written in complete sentences with appropriate grammar and spelling. Each faculty member reserves the right to decline receipt of material he/she considers unacceptable.
9. The copy machine is off limits to students. If a copy is required, students must obtain faculty or staff permission. Copies will be made in a priority order determined by the executive assistant in consultation with faculty.
10. **All cellular phones and personal communication devices should be turned OFF or silenced.** Frequent breaks are provided during which a student may check for and/or send messages and make personal calls.

**The following actions/behaviors are considered unacceptable and may result in immediate dismissal from the program:**

1. **Cheating on assignments/examinations or plagiarism.**
2. **Falsifying any documentation (i.e., clinical log forms, patient charts, proficiency evaluations, time in/out, any DataArc submissions, etc.).**
3. **Negligent actions that may result in harm to patients or others.**

## **SCHOLASTIC MISCONDUCT AND PLAGIARISM**

Scholastic misconduct applies to circumstances and events related to the student's education program, including scholastic dishonesty and professional conduct or judgment. This includes, but is not limited to, plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of documents, experimental results, or research data. Sanction(s) may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, probation, suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters are addressed in procedures and regulations in the Student Conduct and Discipline Policy located in the CHP Catalog.

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including websites that sell or distribute pre-written essays and/or term papers. As your course instructor, I am informing you via this syllabus that I reserve the right, at my discretion, to use this plagiarism detection system for this course by submitting students' written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors' prior knowledge and approval; to do otherwise constitutes academic dishonesty and will be addressed as such in this course.

## **PATIENT PRIVACY AND CONFIDENTIALITY**

UAMS is committed to protecting the privacy of our patients' information. While privacy and confidentiality have always been a priority for health care providers, it has heightened importance in this era of electronic information due to the increased speed of information flow and the risks associated with protecting this information.

The standards for protecting patient health information are described in the federal law known as the Health Insurance Portability and Accountability Act (HIPAA). HIPAA limits access to medical records to authorized individuals and for specific purposes. It is not possible to summarize HIPAA here; however, you will have received HIPAA training prior to being granted access to patient information. Additional information and training on HIPAA, including UAMS HIPAA policies, are available on the HIPAA Office webpage

at <http://hipaa.uams.edu/>.

Please keep in mind that there are sanctions for inappropriate access to patient records. These include criminal penalties of up to one (1) year imprisonment and a \$50,000 fine; as well as, disciplinary action up to and including dismissal from your program.

If you have any questions pertaining to HIPAA, you may direct them to the UAMS HIPAA office at 501-603-1379.

## **HEALTH SERVICES**

Emergency health services are available at each affiliate institution. Should a student require health services, he/she should notify the clinical instructor and he/she will advise you of the proper procedure. Students are also eligible for health services at the UAMS, Student/Employee Health Department. Dental hygiene services are available to UAMS students for a nominal fee, as well as discounts on prescription drugs.

The Student Health Clinic, a part of SEHS [Student and Employee Health Services], provides basic medical services to full-time UAMS students. Students that subscribe to the Academic Health Plan will have their deductibles and co-pays waived. Those that are referred to the FMC clinic (which is housed on the 1st floor of the Family Medical Center) for laboratory or radiology services by the Student Health Clinic will also have their deductibles waived. Any non-referred visit to FMC will require co-payment at the time of visit. An appointment is necessary for students seeking routine medical care in the SEHS. See Web site for details on covered services. <http://www.uams.edu/dfcm/student-employeehealth/>.

Please note that even though the SEHS (ground level) and FMC (1st floor) are housed within the Department of Family and Preventive Medicine building, they are not the same clinic. FMC Clinic does perform pre-enrollment student examinations. To schedule an appointment call (501) 686-6560.

## **INFLUENZA VACCINE**

The Society for Healthcare Epidemiology of America (SHEA) *endorses a policy in which annual influenza vaccination is a condition of both initial and continued healthcare personnel employment and/or professional privileges.* In addition to SHEA, many healthcare agencies and societies recommend requiring vaccination of healthcare workers, including the Infectious Diseases Society of America (IDSA), American Academy of Pediatrics (AAP), National Patient Safety Foundation, American College of

Physicians, Association for Professionals in Infection Control and Epidemiology (APIC), etc.

UAMS (and all of our clinical affiliates) require the influenza vaccine for all employees, medical staff, volunteers and other designated individuals (including students) during the upcoming influenza season. Therefore, students must be vaccinated against influenza within 6 weeks from vaccine becoming available in the Fall, in order to complete required clinical rotations. Immunization usually begins mid-October.

Request for exemptions, regardless of the reason, will be evaluated individually by Student Employee Health Services (SEHS) and the Office of Human Resources. Only those requests submitted on the UAMS exemption forms will be considered. Exemption forms are available on the UAMS SEHS webpage:

<http://familymedicine.uams.edu/university-healthcare-services/student-and-employee-health/flu-shots-student-and-employee-health-services/>

For those who receive vaccinations at sites other than UAMS, written documentation must be provided to Student and Employee Health. This documentation should be faxed to 501-296-1230 or e-mailed to [studentandemployeehealth@uams.edu](mailto:studentandemployeehealth@uams.edu).

A calendar of the mass influenza workstation dates, times and locations is posted on the SEHS Calendar. Students and employees should watch the UAMS Alerts for updates, or review the information posted on the UAMS Intranet.

## **RECORDS**

All work and grades for individual students will be kept confidential. A complete record of a student's participation and performance in a course will be kept by the instructor and can be seen by appointment. Program records of student performance are maintained in a locked file cabinet and/or in the on-line learning management system. Release of this information to any person other than the student is not permitted, except when the student makes a written request.

An electronic record of examinations and course final grades will be maintained by the program for five (5) years on a secure server.

Students must report any name, phone number, or address change promptly to the program office.

A permanent transcript is kept by the institution. An electronic transcript request form is available through the CHP website. The cost is \$10 per transcript.

Requests for transcripts can also be submitted to the Office of the University Registrar between 8:00 AM – 4:30 PM, CHP Building 2, or sent to the Office through mail or by fax. The mailing address and fax number are on the form. Please allow 3-

5 working days for receipt of the requested transcript.

## **E-MAIL ACCOUNTS**

All students in the Respiratory Care program have an Outlook e-mail account. **This is the only account that will be used to generate information to students and it is imperative that students check it FREQUENTLY for messages from faculty and staff.**

Passwords for UAMS email accounts expire every 120 days. Students who do not access their account frequently will miss the reminders that are sent when it is time to change the password. To obtain a new password and access to the system, call the UAMS Help Desk at 501-686-8555.

## **MAIL SLOTS/BULLETIN BOARDS**

Personalized mail slots are located inside the computer laboratory for students. Two bulletin boards with information for use by students are available at the entrance to the laboratory and at the entrance to the computer lab. Students should check the mail slots regularly for homework, test scores, items of interest, and messages/information to students from faculty.

## **TRANSPORTATION/PARKING**

Students will be responsible for their own transportation to all clinical sites, classes, seminars, health fairs, etc., as well as any expense incurred to fulfill these obligations.

Free student parking is available at War Memorial Stadium for Little Rock students. Students should ride the express shuttle bus to the UAMS campus. Other options for student parking are available at <http://www.uams.edu/parking/parking@uams.edu>

Compliance with parking restrictions is mandatory at the various clinical sites. Students will be held responsible for any tickets incurred and may be subject to disciplinary action.

## **COUNSELING**

Formal counseling sessions may be requested by the Respiratory Care faculty or by a student at any time. These sessions provide an opportunity to discuss perceived problems and identify solutions to these problems. When a faculty member requests a formal counseling session with a student, the following procedure will apply:

1. The student will be scheduled for a counseling session with the course instructor. A student who fails to appear at this initial session or any subsequent sessions will be restricted from further scheduled learning sessions until the session can be rescheduled. A counseling form must be completed at the end of each session. A copy will be provided to the student, one will be placed in the permanent departmental file and other copies will be forwarded, as appropriate.
2. If, after the initial session, the problem remains unresolved, the student will be scheduled for a counseling session with the Program Director and/or Department Chairman.
3. If the problem remains unresolved after a meeting with the chairman, the student will be referred to the Conduct and Discipline Process or Academic Appeal Process, whichever is applicable. These processes are published in the CHP Catalog and student handbook.

## **EMPLOYMENT**

Employment will not be an excuse for leaving early, tardiness, absenteeism, poor grades, inability to pay attention in class or unprofessional behavior.

Students may not be paid for completing clinical course requirements, nor can they substitute for clinical staff.

## **PROGRAM LIBRARY, COMPUTER LAB, DEVICES AND EQUIPMENT -**

Students will be financially responsible for any books or equipment that is checked out and not returned. Students are also responsible for any materials checked out from affiliate libraries. The student cannot graduate until these materials are paid for or returned.

Turning Point audience response devices are issued to students each fall semester and returned at the end of the first spring semester and at the end of the second fall semester. Lost or damaged clickers require a \$75 replacement fee.

Students are required to have a Turning Point Account (Username and password) and register their response device(s). In addition to the Turning Point Account, participants are required to obtain a Turning Point Account subscription. Students are responsible for the cost of subscriptions.

Any willful destruction of equipment or materials will be the financial responsibility of the student responsible for the destruction. He/she will be required to replace the item at the current listed price.

## **CLINICAL AFFILIATES**

Students must abide by the policies of the affiliate institutions, department and college. Failure to do so may lead to disciplinary action. Any affiliate may refuse entry of any student into the clinical practicum at its institution subject to review of such actions. Some affiliates provide experiences that cannot be provided by any other affiliate, rendering it impossible to complete graduation requirements without the ability to attend that affiliate.

Upon review by program and affiliate personnel, the student may be administratively withdrawn from a clinical course, when a clinical affiliate refuses to allow the student to participate in a rotation it offers. In this case, the student cannot successfully complete the program.

## **PROGRAM ADVISORY COMMITTEE**

The Respiratory Care Program Advisory Committees functions to advise program faculty and administration in the continuing development and evaluation of the program, in faculty appointment and coordination, and in the development of effective clinical relationships.

The class president or vice-president of each class will be a member of the Advisory Committee and any appropriate concerns should be communicated to the student representative prior to a scheduled meeting. The Advisory Committee meets at least once each year and a Student Report is given to the group.

## **CHP STUDENT COUNCIL**

The purpose of the Student Council shall be to assist in the development of policies for students, determine ways to communicate policies to students, select student representatives to appropriate college committees, assist in planning student affairs such as social activities, orientation, receptions for friends and parents at graduation, field trips,

receptions during orientation, and college-wide awards convocation or other such student affairs as deemed appropriate.

The Respiratory Care program will elect student representatives to the Student Council. The Student Council representative for Respiratory Care will be elected from the senior class, and the alternate will be elected from the junior class. The alternate will then represent the Respiratory Care program in the senior year.

## **RESPIRATORY CARE LAPTOP AND POWERPOINT USE**

Respiratory Care faculty may use PowerPoint slides for classroom and laboratory instruction. PowerPoint hand-outs will not routinely be available to students for printing. Rather, students are encouraged to take complete class notes and use other tools (Learning Guide, course objectives, SoftChalk modules, topic outlines, etc.) provided by the faculty to study the content and prepare for examinations.

Respiratory Care students may use electronic devices during class for note-taking purposes or as directed by the course instructor, only. Students should be cognizant that such usage may be distracting to other students in the class. Use of electronic devices during class is a privilege. Students observed to be using these devices during class for any reason, other than note-taking or as directed, will lose this privilege.

## **RESPIRATORY CARE COMPUTERIZED EXAMINATIONS**

Respiratory Care students will take most lecture and Internet course examinations on a computer using Blackboard functions. All examinations will be available on a lockdown browser only. Policies governing the review of the completed examination are at the discretion of the individual faculty member.

When review of a completed examination is allowed, it will occur immediately upon completion of the examination in most cases. However, all faculty will communicate the “most-missed” examination concepts to students using subsequent discussion boards or lecture. Students are encouraged to take notes and review these concepts for future testing.

When allowed, students may review unit examinations in preparation for final examinations. Students may review each examination for 30 minutes. Only one student at a time can review an exam. The students will not be allowed to have writing instruments, paper or cell phones while reviewing these examinations.

## **COMPLETION OF DEGREE REQUIREMENTS**

Students who are admitted to the part-time track in Respiratory Care are required to complete all outstanding degree requirements at a regionally accredited college or university prior to registration for the final fall semester at UAMS.

A degree plan will be developed in consultation with the student during the first fall semester. The degree plan will outline the courses which must be satisfactorily completed and the recommended semester to enroll in each course. Students who do not complete all of the required courses prior to registration for the final fall semester may return the following year to complete the professional program on a space-available basis.

## **AWARDS**

### **Lambda Beta Honor Society**

The National Honor Society for the profession of Respiratory Care was formed in 1986 to promote, recognize and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the profession. The name of the society is based on the goals of the Respiratory Care profession: sustaining “life and breath” for all mankind. Lambda ( $\Lambda$ ) is the Greek letter “L”, and beta (B) is the Greek letter “B”. Lambda Beta Society currently has over 100 Chapters established at Respiratory Care programs across the United States.

The purpose of the Society is to promote achievement of high scholarly standards within the schools and chapters through the encouragement of membership and graduation with honors. Membership benefits and advantages include the recognition of individual achievement and scholarship. Individuals’ achievements are recognized by having their name entered into a permanent “Roll of Excellence”, graduating with honors by displaying a ribbon on their graduation gown during commencement, graduation with honors noted on their official transcripts, wearing and displaying the Lambda Beta insignia, and the right to list honor society membership on their curriculum vitae. In addition to recognizing the achievement of students, Lambda Beta chapters may choose to participate in other activities promoting leadership and scholarship within the profession including social activities (i.e., annual luncheons, recognition dinners, or graduation breakfasts), scholarship fund raising and distribution, as well as special fund raising and research.

### **Faculty Gold Key Award\***

The Faculty Gold Key is presented to the graduate who demonstrates outstanding academic, clinical and affective skills throughout the program. This award is only presented to a student who meets each of the following minimum qualifications:

1. Program GPA must be a 3.0 or higher.
2. Absenteeism from clinical must not be more than 5% of the total clinical time at the time of evaluation.
3. Demonstration of a professional, caring attitude when working with patients, peers, faculty, and other health care team members.
4. Student membership in the respective professional organization.
5. Demonstration of initiative in learning and in sharing new professional experiences.
6. Demonstration of leadership qualities (including):
  - Leadership by example
  - Maintains a positive attitude
  - Responsibility
  - Dependability
  - Actively involvement in ASRC

\* A Faculty Gold Key is awarded at the discretion of the faculty and may not be awarded every year.

### **Outstanding Clinical Performance Award\***

1. The student will exhibit such qualities as professionalism, technical strength, leadership, and care for humanity in the clinical environment.
2. The student will demonstrate initiative in seeking out clinical learning experiences.
3. The student will exhibit superior patient assessment skills.
4. The student will excel in the preparation of written and/or case presentations.
5. The student will exhibit excellent communication skills and team rapport.
6. The student's absenteeism from clinical must not be more than 5% or the total Clinical Practicum I, II, III at the time of evaluation.

\*An outstanding clinical performance is awarded at the discretion of the Director of Clinical Education and may not be awarded every year.

### **Academic Achievement Award**

An Academic Achievement Award will be presented to the graduate with the highest cumulative GPA.

### **Peer Award**

Class members will select one graduate whom they believe will contribute the most to the profession following graduation. The election will be held by secret ballot and the graduate receiving the most ballots will be declared the winner. The ballots will be tabulated by the faculty and the winner will be announced at the Awards Ceremony.

## **PROFESSIONAL CREDENTIALS AND ARKANSAS LICENSURE**

Graduates are eligible for the NBRC credentialing examinations with the goal of earning the RRT credential. These examinations are computer-based. A 160 question Therapist Multiple-Choice (TMC) Exam will differentiate between those earning the CRT (Certified Respiratory Therapist) credential and those earning RRT-eligible (Registered Respiratory Therapist) status based on the score achieved on the exam. Those designated RRT-eligible status because of a higher exam score, may go on to take the Clinical Simulation Examination (CSE). This exam will consist of 20 clinical problems. Examinees who pass this exam will earn the RRT credential.

The cost of the TMC Exam is \$190 (new) and \$150 (repeat). The cost of the CSE is \$200 (new or repeat). A credentialing exam review course is offered in the final semester of the respiratory care program.

A student must successfully complete the academic program and earn a credential in order to receive a license.

Students should be apprised that both a federal and state background check (with fingerprinting) is required in order to receive a license to practice in Arkansas. When derogatory information is received, the Respiratory Care Licensing Committee is likely to require additional information from licensure applicant, which may include an appearance at a full Arkansas State Medical Board meeting.

## **GRADUATE AND EMPLOYER SURVEYS**

Approximately six months to one year following graduation, graduates will receive a survey from the program to determine the graduate's level of satisfaction of his/her preparation for the job tasks required by his/her employer. Results are required to be reported annually in order to maintain program accreditation. The results are also used by the program faculty to make modifications in the curriculum, in policies, etc. All individual responses are kept confidential and only aggregate results are reported to the appropriate accrediting bodies, the Advisory Committee and college administration. It is every graduate's responsibility to return the completed surveys in a timely manner. Accurate program analysis is not possible without every graduate's response. In addition, the accrediting bodies require that programs meet thresholds for return rates in order to maintain accreditation.

In addition to Graduate Surveys, employers of the graduates are also asked to evaluate how well the program prepared the graduate for the job tasks required by the institution employing the graduate. These results, when compared with graduate responses, are particularly helpful to the faculty when making curricular revisions. Employers will be surveyed, unless there is a written request to the contrary on file and signed by the graduate.

## **CHP POLICIES**

**COPYRIGHT POLICY** - The materials used in this course may include copyright protected materials provided for the personal educational use of the enrolled students and may not be further redistributed.

**INTELLECTUAL PROPERTY POLICY** - Lecture, lab and other presentations are the intellectual property of the faculty and faculty must give their written permission for their lecture, lab, and other presentations to be recorded. Recorded lectures/labs/presentations may only be posted on websites or other locations approved by the College of Health Professions and are provided for the personal educational use of students enrolled in the course. Students are prohibited from providing or distributing any course materials in any manner – print, electronic, or any other media – or providing links to any course materials to anyone outside of their UAMS classes. Failure to abide by this policy may result in disciplinary action including dismissal.

Failure to abide by this policy may constitute a copyright infringement which may have the following legal consequences:

Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)

**TITLE IX** - The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The UAMS Title IX Coordinator can be contacted at (501) 526-5641. She is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. You may also contact the UAMS Police Department, 501-686-7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)

**DISABILITY SUPPORT** – UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the ADA Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings.

Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator's office as soon as they begin their program or as soon as the student recognizes their need for an adjustment.

UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their programs. More information can be found online at <http://students.uams.edu/ada-disability-services/> or by contacting the disability services office at (501) 526-5641.

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## **POLICY AND PROCEDURE ACKNOWLEDGMENT**

**By my signature below, I acknowledge that I have received a copy of the Respiratory Care Program Policy Procedure manual, I have read the document and I agree to abide by the content within.**

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**Printed Name**

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**Student Signature**

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**Date**

(This signed and dated form will be placed in a permanent file)

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**UAMS College of Health Professions  
AUTHORIZATION to TAKE and  
DISCLOSE PHOTOGRAPHS or  
VIDEO/AUDIO RECORDINGS**

Name of Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name

UAMS ID#: \_\_\_\_\_

I hereby consent to the taking of photography, audio/visual recordings or other images of me by UAMS. I understand that the photographs and recording described above may be used by the UAMS College of Health Professions faculty for educational purposes. I also give my permission and authorize the UAMS College of Health Professions to make and DISCLOSE photographs or recordings to the public for educational, commercial, or other purposes as follows:

- UAMS internet website(s)
- UAMS Posters, UAMS Publications, UAMS Photograph Books (by, on behalf of, or about UAMS) Student slide shows

UAMS is not receiving direct or indirect compensation for use/disclosure of the photograph/recordings described in this Authorization.

Expiration Date – This Authorization expires after the photographs and recordings are no longer needed by UAMS for the use and disclosure that I have authorized.

Withdrawal of Authorization – I understand that I am not required to sign this Authorization. If I sign this Authorization, I may revoke/withdraw the Authorization at any time by giving written notice to UAMS College of Health Professions Slot # 619, 4301 W. Markham, Little Rock, AR 72205. A withdrawal of this Authorization will not apply to records, information, photographs, audio/visual recordings or other information already used/released in reliance upon original authorization.

A photocopy, faxed, or scanned copy of this signed Authorization shall constitute a valid authorization. During the recording / filming, I have the right to stop recording/ filming at any time.

Release of Liability – I agree that UAMS, including its governing Board, physicians, agents and employees, are hereby released from legal responsibility or liability for the access and release of my information to the extent indicated and authorized herein.

Re-Disclosure – I understand that once the above information is disclosed, it may no longer be protected by privacy laws.

Signature \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_