LANE COMMUNITY COLLEGE
Health Professions Division

Student Handbook

Respiratory Care Program
This information is available in alternate formats upon request by contacting Disability Resources: (541) 463-5150 (voice), 463-3079 (TTY), or disabilityresources@lanec.edu (e-mail).

The materials in this document supplement the College catalog and present more explicitly current requirements, curriculum and policies for the Respiratory Care Program for 2013-2015.

The materials in this document for all intents and purposes are published to meet the requirements of the Student Bill of Rights.

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE
THE STATEMENTS CONTAINED HEREIN ARE CONSIDERED POLICIES FOR RESPIRATORY CARE STUDENTS AT LANE COMMUNITY COLLEGE

The Lane Community College Affirmative Action Policy:

Lane Community College is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. Lane is committed to equal opportunity in education and employment, affirmative action, diversity, and compliance with the Americans with Disabilities Act. The college prohibits discrimination in admissions, employment and access to college programs, activities and services on the basis of race, color, national origin, sex, marital status, familial relationship, sexual orientation, pregnancy, age, disability, religion, expunged juvenile record, or veterans' status. This commitment is made by the college in accordance with federal, state, and local laws and regulations. Inquiries may be directed to the Executive Director for Human Resources, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405-0640, 463-5585. Inquiries regarding Title IX may be directed to the Women’s Program Director, Building 1, Room 202, 463-5264. Inquiries regarding Section 504 may be directed to Nancy Hart, Disability Services Director, Building 1, Room 218, 463-3010 or Dennis Carr, Human Resources Director and Section 504 Coordinator, Building 3, Room 114, 463-5585.
WELCOME TO THE RESPIRATORY CARE PROGRAM!

Respiratory care is a rapidly developing allied health profession. Your selection for admission to the program provides the opportunity for you receive the training which will enable you to provide quality patient care as well as meet your own professional goals.

Your next two years will be extremely challenging and hard work will be essential for success. We are here to help you - please do not hesitate to contact us. If we cannot help, we will know who can!

The following information is presented to help clarify the Respiratory Care Program policies. A thorough understanding of these policies will save you unexpected trouble down the road. Please read them carefully. We are looking forward to meeting and getting to know you on a more personal basis in the future. We wish you success in your training with us.

Sincerely,

Norma Driscoll  
Program Director

Kellee Rickerl  
Director of Clinical Education

Respiratory Care Program  
Health Professions Division

The Lane Community College Associate of Applied Science Degree in Respiratory Care, Eugene, Oregon is accredited by
The Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com)

Commission on Accreditation for Respiratory Care  
1248 Harwood Rd.  
Bedford, TX 76021-4244  
817.283.2835
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Orientation to Respiratory Care

The Respiratory Care Profession

Respiratory Care is an allied health specialty employed under medical supervision in the treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

Respiratory Care involves the therapeutic use of medical gases, administration apparatus, environmental control systems, humidification, aerosols, medication, ventilatory support, bronchopulmonary drainage and exercises, respiratory rehabilitation, the assistance with cardiopulmonary resuscitation, and maintenance of natural, artificial, and mechanical airways.

The following is an excerpt from the Commission on Accreditation for Respiratory Care Accreditation Standards for the Profession of Respiratory Care:

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

Respiratory therapists provide patient care which includes clinical decision-making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- Acquiring and evaluating clinical data
- Performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography
- Evaluating data to assess the appropriateness of prescribed respiratory care
- Establishing therapeutic goals for patients with cardiopulmonary disease
• Participating in the development and modification of respiratory care plans
• Case management of patients with cardiopulmonary and related diseases
• Initiating prescribed respiratory care treatments, managing life support activities, evaluating and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives
• Initiating and conducting prescribed pulmonary rehabilitation
• Providing patient, family, and community education
• Promoting cardiopulmonary wellness, disease prevention, and disease management
• Promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care

Credentials in Respiratory Care
National credentials for Respiratory Care are currently established by the National Board for Respiratory Care.

Eligibility
In order to qualify for these credentials, an individual must be eligible for and successfully complete a computerized examination offered throughout the year.

The Entry Level Examination or Certified Respiratory Therapist (CRT) Examination establishes that candidates possess basic knowledge level in respiratory care upon completion of their training.

The Written Registry Exam and the Clinical Simulation Examinations provide the highest credential for the respiratory care practitioner. Candidates who pass these exams are recognized as advanced practitioners and granted the credential of Registered Respiratory Therapist. Lane Community College graduates are eligible to sit for both the entry level and advanced practitioner examinations.

STATE LICENSURE

In order to practice respiratory care most states require state licensure. Those states that require licensure have established the Entry Level Examination of the National Board for Respiratory Care as the state licensure examination; therefore, in order to practice respiratory care in those states, one must successfully complete the Entry Level Examination. In Oregon, in order to practice respiratory care beyond your school training, you must successfully complete the Entry Level Examination within six months of graduation. We will provide information necessary to prepare you for that examination; however, we do not design the examination or administer it.

Oregon state licensure is the responsibility of the Oregon Health Licensing Agency of the Oregon Health Division. The Entry Level Examination is only part of the requirements
for licensure in Oregon. The Oregon Health Division also has responsibility to determine if an individual meets professional standards based on review of past personal history.

**Licensure Application Information**

For specific information on application for licensure in Oregon contact:

**Oregon Health Licensing Agency**
700 Summer St. NE, Suite 320
Salem, OR 97310
(503) 378-8667

In order to perform any activities defined by the scope of practice of respiratory practitioner in the State of Oregon, you must:

- Be a licensed respiratory care practitioner
- Be a student in an accredited respiratory care training program.
- Possess a license in a health care field that also covers those activities.
Program Objectives

General Operational Goals for the Respiratory Care Program

The Respiratory Care Program has established the following goals and objectives to achieve general compliance with *The Accreditation Standards for the Profession of Respiratory Care* as established by the Commission on Accreditation for Respiratory Care.

- To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
- To systematically determine the needs of the community in establishing curriculum for students by consultation with a lay advisory committee and by communication with area Respiratory Care personnel.
- To actively participate in the improvement of standards of Respiratory Care practice within the community.
- To provide adequate preparation for students to satisfy requirements for licensure as a licensed Respiratory Care Practitioner.

In accordance with this, it is necessary to:

1. Provide acceptable clinical instruction and to insure proper clinical facilities;
2. Provide quality instruction with use of appropriate instructional staff for both clinical and didactic endeavors.
3. Establish a fair and responsible method of selecting students for admission to the program.
4. Annually evaluate the program curriculum and resources for needed improvement.
5. Maintain a status of “Full Approval” by the Commission on Accreditation for Respiratory Care.

**Respiratory Care Faculty Instructional Objectives**

- Instructors shall comply with policies set forth by Lane Community College.
- Instructors shall attempt to utilize area medical personnel in their instruction to expose students to varying specialties.
- Instructors shall organize their courses based on expected student behavioral outcomes.
- Instructors shall attempt to evaluate grading procedures for validity and reliability.
- Instructors shall maintain currency within Respiratory Care by attending seminars, reviewing medical literature, etc.

**Expected Student Outcomes and Competencies**

- Upon completion of the program, students will meet or exceed required expectations of knowledge, skills, and abilities as evidenced by achieving a passing grade on the Advanced Practitioner Examinations of the National Board for Respiratory Care.
- Qualify for licensure as a Respiratory Care Practitioner in the State of Oregon.
- Meet employer expectations of knowledge, skills and abilities for entry level Respiratory Care practitioner. (See catalog and degree sheet for competencies)
- Meet all outcomes listed in individual course syllabi within the Respiratory Care Program.

**Assumptions We Make About YOU**

- You have made an informed choice to be a member of this class.
- You have read and will abide by program policies.
- You will read course syllabi, know the workload required, and meet required deadlines.
- You will spend three hours on your own (reading, making notes, working on assignments, etc.) for every credit hour.
• You will share your personality, knowledge, skills and special expertise with the rest of us throughout this semester.

• You have access to the technology, and the skills in its use, to fully participate in the online course portion of the program.

• You will check your email and online courses daily throughout the program, and will acknowledge and respond within 24 hours to messages from program faculty.

• You will check the program blog at lccrcprogram.blogspot.com for program news and general information.

• You will become a member of the LCC Respiratory Care Student group available through MyLane.

• You will treat us and each other with respect and courtesy. Respiratory Care practitioners are part of the health care team; interpersonal and teamwork skills will be emphasized.

• You have the time to commit to a full-time educational program.

• You are capable of performing the physical job requirements (as described in http://lanecc.edu/hp/rc/essential-abilities) necessary to complete assigned skills and tasks in the clinical setting.

Assumptions YOU Can Make About US

• We will give you the respect that we ask you to give us and your classmates.

• We will do our best to help you, but we cannot learn the material for you.

• We will encourage and be receptive to constructive comments about our teaching.

• We will respond to your messages in a timely fashion.
Respiratory Care Clinical Practice

Clinical Activities Guidelines

Supervision

While students are involved in clinical activities at clinical affiliates, they are expected to comply with all affiliate policies. The Director of Clinical Education assigns students to clinical facilities based on the student’s ability to perform tasks required at that facility.

Clinical activities, once assigned, are under the Supervisor of Respiratory Care Services within the institution. The lead therapist and clinical instructor shall determine daily scheduling of clinical activities. The shift supervisor will distribute and monitor the completion of all clinical assignments. Inability to complete clinical assignments should be reported immediately.

Due to the evaluation procedure concerning student functioning in clinical activities, there is a necessity for interdepartmental communication regarding specific as well as general performance with the departmental Supervisor and delegated lead respiratory care personnel.

Attendance

Since critical care situations can neither be pre-staged nor repeated, a comprehensive clinical exposure is dependent on attendance to scheduled clinical sessions. Special attendance policies are provided in the Course Information Sheet.

Absence includes situations such as illnesses, personal emergencies, car failures, etc.

Late arrival or early departure from a clinical period without prior approval from the clinical instructor shall be recorded as an absence.
Student is required to notify both the clinical site and the Director of Clinical Education of late arrival or absence at least one hour prior to beginning of assigned shift.

**You must attend 90% of your assigned clinical hours in order to receive a “pass” grade in each clinical course, for example, if the term has 9 weeks of clinical days scheduled and there are 24 hours each week, you would be expected to attend (24 hrs/week x 9 weeks x .90 = ) 194 hours of clinical. Exceptions to this rule must be approved by the Director of Clinical Education.**

**Make-up of Missed Time**

Arrangements for making up missed hours in clinical will be done in collaboration with the Directory of Clinical Education and the clinical site where the absence was incurred.

**Excessive Absence**

Excessive absence may result in the student being unable to complete assigned clinical rotation performance objectives. Failure to complete the required clinical performance objectives will result in a grade of “No Pass” for the applicable clinical course, thus jeopardizing the student’s timely completion of the Respiratory Care program.

**Expected Behavior**

**Relationships with Patients, Faculty, or Other Students**

1. *Students are to be reassuring, temperate, and considerate at all times.*
   a. Arguing will not be tolerated. Appropriate discussion, however, is encouraged.
   b. Students must not allow personal problems, attitudes, or prejudices to affect the way others are treated. If you are having a problem, please talk with faculty.

2. *Students will adhere to the Patient’s Bill of Rights.*
   a. The patient must be treated with respect.
   b. The patient has a right to know what therapy you are giving, who ordered it, and why the patient is receiving this therapy.
   c. The patient has a right to refuse any therapy. Any refusal must be recorded on the chart with the reason for refusal, and reported to the instructor or supervisor.
   d. The patient has a right to the privacy and confidentiality of his medical record.
e. Do not release any information which relates to his condition, diagnosis, prognosis, or any therapy which you do not administer. Refer all such questions to faculty.

3. **Students must be tactful in handling difficult situations.**
   a. Do not argue.
   b. Accept negative situations in context. Work through with faculty.
   c. Do not act out anger, or become disorganized. Keep a professional focus.

4. **Students must explain all therapeutic procedures fully to the patient prior to the initiation of care.**
   a. Identify the patient and introduce yourself.
   b. Explain what you are going to do for the patient.
   c. Explain what you want the patient to do to cooperate.
   d. Explain within limits of your own and the patient's understanding, why the patient is receiving therapy.
   e. Solicit patient questions.

5. **Always act courteously and respectfully when relating to faculty, school, and clinical personnel.**
   a. Do not interfere with the work or instruction of others.
   b. Do not use foul, abusive, or disrespectful language anywhere within or near academic areas regardless of who you think can or cannot hear you.

6. **Always cooperate with academic personnel and other students for the betterment of patient care.**

**Responsibility**

1. Perform all assigned tasks as specified.
2. Follow established department and school policies.
3. Always utilize the procedure taught by your instructor.
4. Perform all reading or homework assignments.
5. Demonstrate the level of achievement required by faculty in each course.

6. Seek remedial consultation with faculty if required achievement is not demonstrated.

7. Always attempt to conserve and protect clinical or school supplies and equipment.

8. When in doubt, ask a faculty member.

9. Accept full responsibility for your performance and evaluation. Remember, learning is the responsibility of the student!

**Acceptance of Constructive Criticism**

1. Constructive criticism is offered as guidance to effect student success.

2. Students will accept constructive criticism without public, emotional display.

3. Constructive criticism will be heeded and any behavioral deficiencies corrected promptly.

4. Constructive criticism will be offered privately as much as possible. Remember, this is designed to insure that the safest, most effective academic experience occurs. Ultimately, student success is the goal.

**Dismissal from Program Based on Clinical Performance**

Factors that Contribute to Failure to Meet Clinical Course Objectives Resulting in Dismissal from the Program are as follows:

**Inability to:**

a. Apply theory and principles appropriate to level of training to clinical practice.

b. Plan, organize and fulfill the tasks assigned by the instructor.

c. Communicate effectively with patients, instructors and peers; and inability to understand verbal and nonverbal communications.

d. Attain minimal technical competency in the skills required for safe clinical performance.
e. Respond appropriately to instruction and suggestions made by those in authority.

f. Perform in a safe and dexterous manner in relation to self and patients.

g. Demonstrate ability to assume responsibility for preparing and completing clinical assignments made by the instructor.

h. Demonstrate growth in coping and stressful situations in a calm and dependable manner.

i. Demonstrate improvement in clinical laboratory performance within a period designated by the instructor.

j. Gain a passing grade in all required courses as stated in the course syllabi.

If a student is unable to successfully complete a course, he/she may be dropped or be given an “NP” grade for clinical course, depending upon:

a. The amount of content/clinical experience missed.

b. Inability to proceed due to lack of prerequisite content.

Unsafe Clinical Performance:

Since respiratory care students are legally responsible for their own acts, (commission and/or omission), and respiratory care instructors are responsible for any acts of their students in the clinical area, it is therefore necessary for the student and the Respiratory Care faculty to conscientiously evaluate unsafe behavior. (Any student demonstrating unsafe behavior(s) will fail the clinical course.)

Unsafe clinical behavior is demonstrated when the student:

a. Violates or threatens the physical safety of the patient, i.e., neglects use of side rails, restraints; comes unprepared to clinical; leaves bed in high position.

b. Violates or threatens the psychological safety of the patient, i.e., uses clichés repeatedly; uses coercion, does not encourage verbalization, or is not aware of difference in ability to communicate.

c. Violates or threatens the microbiological safety of the patient, staff or student. Including unrecognized violation of aseptic technique; comes sick to clinical experience; unrecognized violation of isolation procedure; inadequate hand washing; failure to use personal
protective equipment appropriately; bringing personal food or drink into patient care areas.

d. Inadequately and/or inaccurately utilizes the clinical assessment process, i.e., fails to observe and/or report critical assessment regarding patients; makes repeated faulty clinical judgments.

e. Assumes inappropriate independence in actions or decisions, i.e., fails to seek supervision when situation is questionable, is out of control, or in an emergency.

f. Violates therapist driven protocols where applicable and without physician order.

Any violation of criteria for unsafe clinical performance will be reviewed by the faculty and Program Director. Student dismissal from the program will be determined on an individual basis.

Unprofessional Behavior:

1. Behaviors relating to responsibility, accountability and meeting time commitments are essential in the professional respiratory practitioner. These behaviors need to be demonstrated by the student consistently over time across the curriculum. Notice of failing behavior relative to these areas will be forwarded from one instructor to the next instructor to ensure that students will be given the encouragement, support and limit-setting to facilitate the learning of these essential professional behaviors.

2. All college policies regarding ethical and moral behavior apply to all LCC students.

3. Violations of the rules of conduct, as identified by the behaviors given below, constitute cause for disciplinary action ranging from a formal warning to immediate suspension from clinical participation.

   A. Inefficient or careless performance of duties
   
   B. Failure to maintain confidentiality of privileged information.
   
   C. Altering, removing, or destroying affiliate records
   
   D. Refusal to follow instructions from supervisor or other proper authority
   
   E. Deliberate or careless damage to materials or affiliate property
   
   F. Malicious gossip or derogatory attacks on any employee, patient, physician, or clinical affiliate.
G. Falsifying records

H. Repeated tardiness, or unexcused absence

I. Gambling, soliciting, or selling on hospital premises

J. Forgery, alteration, or misuse of any patient or clinical facility documents or records.

K. Any conduct or unsafe behavior that threatens the safety of a patient. This would include failure to disclose information regarding omission of care or error in patient care.

L. Theft from a clinical facility. This would include medications and affiliate supplies.

M. Possessing, or being under the influence of liquor or illicit drugs on affiliate premises

N. Conduct endangering life, safety, or health of others

O. Willful or repeated violation of affiliate policies and procedures

P. Self-medication from hospital or patient supplies

Q. Narcotics violations

R. Other actions which, in the judgment of the department head or administrator, could result in serious adverse consequences to the hospital, its employees, the department, or the welfare of a patient. This includes fraternization with a staff member or a patient. Students who enter into a personal relationship with a staff member / patient at the least will be reassigned to another clinical site – at most may be dismissed from the program.

4. Any behavior which results in a notice of unacceptable behavior in any one term, if repeated in a subsequent term, can result in immediate exclusion from clinical experience.

Clinical Affiliate Expectations

Standards

Area hospitals and businesses provide the clinical affiliations for the Lane Community College Respiratory Care Program. The bulk of the formal education of the Respiratory Care students rests upon the representatives of Lane Community College. Lane Community College and clinical affiliates assume the mutual responsibility for the
students in the performance of clinical procedures during their assigned rotations. Since the clinical affiliates provide the equipment, materials, and clinical surroundings for the students’ clinical work experience, the following standards will be observed:

A. Students **must be currently enrolled** in a Clinical or Cooperative Education course when participating in clinical patient care activities.

B. Students are not assigned to clinical experiences for the purpose of providing free labor; this must be understood and avoided by staff personnel.

C. Cooperative Education classes do not take the place of the clinical courses or assigned clinical rotations.

D. Affiliate staff is encouraged to take an active interest in the education of the students in their clinical learning period.

E. Problems related to the performance of clinical tasks by students will be relayed to the Director of Clinical Education of the program immediately by the staff personnel involved.

F. Due to limited space in the Respiratory Care Department, staff personnel will have to bear with the students in the utilization of space and equipment. Students will aid with this problem by prompt cleaning, assembly, and storage of equipment.

G. Issues regarding the safe administration of respiratory care related procedures should be addressed to the Program Director, Director of Clinical Education or Medical Director of the program.

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**Clinical Affiliates—Student Policies**

**Formal Warnings**

It will be the policy that, with the exception of suspension for cause, all Respiratory Care students shall receive at least one written warning prior to being suspended from clinical activities at any clinical affiliate. The written warning may be incorporated into a regular performance report. A copy will be given to the student and a copy forwarded to Lane Community College.

**Suspension for Cause**

Certain violations of a **clinical affiliate’s rules of conduct** are so detrimental to the welfare of the patients, employees, or the clinical affiliate that immediate suspension from the clinical facilities without formal warning is mandatory.

In such circumstances the supervisor shall notify the student that s/he is placed on **immediate suspension** and is to leave the department and report to the Program
Director, Respiratory Care Program, Lane Community College. If the college offices are closed at the time, the student is to be directed to leave the hospital premises and report to the Program Coordinator at the earliest opportunity.

A written report of the reasons for the suspension shall be prepared by the responsible supervisor. This report shall be reviewed by the department head and shall be forwarded to the Family and Health Careers Division at Lane Community College.

**Miscellaneous Policies**

A. The Health Professions Division will maintain current names, addresses and telephone numbers and health information for current students.

B. The Clinical affiliate is not responsible for the distribution of personal mail for students. Such mail shall be returned to the sender.

C. Clinical affiliates’ telephones are not to be used for personal calls except in cases of emergency. Any person who falsely states that a call is of an emergency nature is guilty of a misdemeanor and liable to prosecution by Oregon Law.

"Emergency means a situation in which property or human life is in jeopardy and the prompt summoning of aid is essential."

D. Any packages brought into or taken from the hospital are subject to inspection by supervisory or security personnel.

E. Students must observe regular visiting hours when visiting patients in the hospital and shall be dressed in street clothes.

F. The hospital reserves the right to restrict admittance to the hospital, by any person, except patients in need of hospital services.

G. Students are expected to follow professional standards pertaining to the right to privacy.

H. **Personal cell phone use is not allowed** inside hospital affiliates as transmission frequency can interfere with medical equipment and adversely affect patient safety. Cell phones must be turned OFF, and may not be carried during clinical rotations.

**Reporting of Clinical Experience Related Injury or Illness**

A. Every injury or illness, no matter how minor, must be reported to the clinical affiliate supervisor immediately.

B. Clinical Affiliate Supervisors will immediately prepare the necessary report.
C. Advice as to whether to return to work or to go home may be given by the student's own physician or a physician on call in the Emergency Room.

D. Students are required to maintain their own health insurance.

C. Student and Clinical Affiliate Supervisor to notify Lane Community College Respiratory Care Program Director of Clinical Education via telephone voice message and written report of incident.

D. Student must complete any required LCC documentation within 76 hours of incident.

**Dress Code**

**General Information:**

A. LCC photo identification badges with the student's name and photo must be worn during clinical rotations. Student photo identification is provided by the college, and must be returned when student graduates or leaves the program. Additional photo identification may be required by a clinical affiliate per affiliate policy.

B. Rings without stones, wrist watches, and small earrings are permitted. Students must abide by clinical affiliate policies on piercings and tattoos.

C. Hair will be neat and clean. Long hair will be contained at a length that will prevent interference with safe patient care or other duties (no headbands, scarves, or ribbons).

D. Uniform will be appropriate to the task involved. Students will not wear suggestive attire, shorts, exposed undergarments or midriffs, torn, patched, faded or soiled clothing or scrubs, dangling earrings, large jewelry that may present a risk of injury to the student or others, or artificial nails. Uniforms and shoes will be clean, neat, and professional looking. Open-toed shoes may not be worn during clinical rotations.

E. Protective eyewear and other personal protective equipment may be required in some clinical settings.

F. Use only unscented body products since many respiratory patients may be reactive to scented products.

G. The student who smokes must take special care to maintain a smoke-free uniform and the use of a breath freshener is encouraged. Lack of attention to these matters may result in exclusion from the clinical area.
Specific Uniform Requirements:

1. Dress and uniform requirements are set by each department head and approved by appropriate area administrator, per hospital policy. In the absence of a mandatory requirement by the clinical affiliate the student will wear the approved Lane Community College Respiratory Care Program uniform consisting of a navy blue scrub top and pants, crew-neck white undershirt, with program patch placed in left sleeve.

2. Some non-hospital clinical affiliates allow street clothes to be worn while at their facility. The student is expected to positively represent the profession. Specific guidelines for appropriate attire are:
   
a. Female: Dress, skirt, blouse, pants (blue denim jeans, capris or cropped pants are not allowed), or pant suit.
   
b. Male: Slacks (blue denim jeans, or shorts are not allowed), button-front short or long sleeve, or polo style shirt.
   
c. Shirts with institution names, (i.e., LCC, U of O) and emblems other than manufacturers, (i.e., comic designs and phrases, etc.) will not be allowed while at work.

3. White lab coats and jackets, or cardigan sweaters (white or beige) may be worn with required scrub uniform while giving direct patient care.

Legal Responsibilities

A. Respiratory Care students are not to witness wills or other legal documents for patients while working in the hospital.

B. Respiratory Care students are only to perform tasks allowed within the scope of practice established by the State of Oregon.

C. Incident Reports: should any student, patient or other staff member(s) be injured as a result of an accident involving a student, the responsible student must first comply with all accident and injury protocols established at the clinical institution. Students must submit a copy of report to the Director of Clinical Education no later than the next scheduled class day. Additionally, students must notify the Clinical Coordinator or Program Director by telephone of any such incident as soon as possible.
Program Policies

The following program policies will be followed in situations to which they apply. Exceptions may be made if extenuating circumstances exist. Decisions will be made by the Respiratory Care faculty and/or administration.

Proof of Course Registration

All students must, at the first class session of any term, provide proof of registration in both the theory and clinical practice course for that term. Any student who is not able to provide proof of a registration at that time will be required to meet with the director of the program and may be excluded from the program. This policy exists to ensure that Lane Community College will be in compliance with our contractual responsibilities with affiliating agencies and to ensure that the Respiratory Care Program complies with the agreements with the insurance carriers of the College.

Change of Address, Phone or Name

All students are required to report any change in address, telephone number, or name to the Health Professions Division.

English as a Second Language

Applicants for whom English is a second language will need to complete the application packets and meet the applications requirements as do all other applicants. In addition, these ESL applicants are required to make an appointment prior to submitting the completed application packet.

Insurance

All students are required to have personal health insurance. The Lane Community College Board of Education has authorized the Vice President for Student Services to designate a student accident and health insurance plan to be recommended to the students of the college. An information brochure for insurance designed for college students is available in the LCC Health Clinic.
Accessibility and Accommodations (ADA)

To request assistance or accommodations related to disability, contact Disability Resources at [541] 463-5150 (voice), 711 (TTY), disabilityresources@lanecc.edu (e-mail), or stop by Building 1, Room 218.

Please be aware that any accessible tables and chairs in this room should remain available for authorized students who find that standard classroom seating is not usable.

Faculty and staff are not allowed to assume that you have a disability, thus you must take steps to document that disability in order to be eligible for academic accommodations. See the LCC college catalog for more information on ADA Policy.

Physical Examinations

Evidence of a recent physical examination (within the current calendar year) must be submitted. Additional information regarding the physical examination can be obtained in the LCC Health Clinic office.

Hepatitis Vaccine

You must provide proof of a series of three (3) Hepatitis B vaccinations OR an Immune Surface Antibody Titer. If you have not completed the series previously, or do not have an Immune Titer, a minimum of one (1) Hepatitis B Immunization is required by the Documentation Deadline, and the series must be completed within six (6) months. Proof of each immunization in the series (given in accordance to CDC guidelines) or the titer is required as each is completed. Completion of the hepatitis vaccination series is required for any student in any course requiring placement in a clinical practicum, or who may experience rotations in any clinical setting where one might encounter blood products. If a student chooses to forego hepatitis vaccinations, she/he must understand that the Director of Clinical Education MAY NOT BE ABLE TO place the student in a required practicum course. Also, she/he must sign a waiver to that effect prior to the beginning of clinical practicum classes.

Tuberculin Test

Clinical affiliates require that respiratory care program students participating in clinical activities have a tuberculin skin test each year. The required test is the PPD (Mantoux) test - documentation of this exam MUST be submitted PRIOR to the first day of fall term. It is necessary to be retested yearly; thus you will be required to keep your TB test updated and to submit proof to American Data Bank. An expired TB test will prohibit you from participating in clinical rotation.
Mumps, Measles and Rubeola (MMR)

All students involved in clinical or laboratory experiences in Health Professions programs shall have two (2) doses of mumps, measles, and rubeola vaccine on or after the age of 12 months (use of MMR is preferred for both vaccine doses to assure immunity to all three viruses). You must provide proof of two (2) MMR vaccinations OR Immune Antibody Titers for Measles (Rubeola), Mumps and Rubella (3 total), OR two (2) doses of Measles (Rubeola), two (2) doses of Mumps, and one (1) dose of Rubella vaccine.

Varicella (Chicken Pox)

Date of disease is not acceptable in lieu of either shots or titer. Clinical affiliates require documentation of each student’s varicella status. This must be documented by one of the following:

1. positive blood titer result
2. documentation of 2 immunization doses of the varicella vaccine spaced 4-8 weeks apart

Influenza

You must provide proof of a Seasonal Influenza vaccination. The vaccine should be widely available prior to November. In lieu of the influenza vaccination, you may submit the Flu Waiver Form. Students who decline the flu shot will be required to wear a face mask when caring for patients during the flu season.

All immunization documentation must be provided by documentation deadline indicated in program acceptance letter. Failure to provide this documentation may prevent you from participating in clinical rotations.

Pregnancy

Students who become pregnant during the school year may attend classes as long as is advisable by the individual’s physician. It is important that all instructors be notified as soon as possible if arrangements must be made for medical appointments during class time. Also, exposure to some medications that respiratory care personnel administer is to be avoided if one is pregnant; therefore clinical instructors and supervisors must be aware of your pregnancy. The clinical facilities and instructors cannot be responsible for exposure to risk situations if they are not aware of the pregnancy.
**Significant Illness / Family Emergencies**

Students who develop illness or have family emergencies that result in significant absences from clinical experience rotations and/or interfere with meeting didactic and laboratory course requirements must contact Program Coordinator / Director of Clinical Education / course instructor as soon as possible. Program staff will work with student to determine impact on progression within the program and most appropriate course of action for remediation.

**Children in the Classroom**

The presence of children in the classroom is strongly discouraged. The instructor retains the right to exclude the student and child from the classroom.

**Use of Cell Phones and Pagers**

Cell phones and pagers are to be turned off or silenced during lecture and lab sessions. Students needing to use the phone are expected to leave the room if this need arises. Faculty reserve the right to ask the student to leave the classroom if necessary. Cell phone use during exams may be prohibited by faculty.

**Use of Social Media**

Social Media should be used as a method of establishing voluntary social community. Faculty will not participate in student-established social media sites. Students are to post questions / concerns about course content to the proper Moodle course site.

**Health Services**

All students taking credit courses at Lane Community College are eligible to use LCC Health Clinic located in Building 18, Room 101. Some services are free. However, fees are charged for certain special services. **Students who are injured or become ill while in the clinical area are responsible for their own medical care including any charges.** All respiratory care students are required to carry their own health insurance while in the program.

The LCC Health Clinic provides student medical care as outlined below:

A. Emergency care in case of accidents or sudden illness.

B. Primary health care defined as the point of entry to the medical care system for diagnosis and treatment of minor medical problems. Referral to a community physician will be made for all complicated or chronic disease problems.

C. Supportive technical services (lab work, x-rays, etc.).

D. Family planning and other programs as deemed necessary.
E. Diagnosis, treatment, and referral for communicable diseases.

F. Health counseling and health referral.

**CPR Certification**

Students must hold AHA Certification in CPR for Health Professionals, or CPR for Health Care Providers, or CPR for the Professional Rescuer. Note: Card must be valid for two years. If you already have a card, it must be renewed to ensure validity through June of your second year of training. This training must be completed after July 1, 2013, and before program documentation due date.

**Criminal Background Check / Drug Screen Urinalysis**

Student will be required to complete a criminal background check and drug-screen urinalyses prior to participating in clinical. Information on the process is provided in program admission documents and at the program orientation.

Criminal background checks and drug-screen results are provided to the clinical affiliates for review and determination of eligibility for placement at the affiliate for clinical experience rotations. Drug screens ARE required annually. Students who are not allowed to participate in a clinical rotation due to denial based on background check or drug-screen information will not be able to continue in the program.

Student is responsible for the costs of the physical exam, health insurance, background check, drug-screens, immunizations and related documentation costs.

**Alcohol and Drug Policy**

The Respiratory Care Program, in keeping with the profession’s responsibility for protecting the public from harm while providing respiratory care is committed to a drug free environment in accordance with Lane Community College’s Use of Intoxicants and Controlled Substances policy:

**Use of Intoxicants and Controlled Substances D.050**

No person may bring onto college property or into any college-owned facility or to any college-sponsored class or activity any intoxicating beverage, controlled substances, volatile inhalants, for the purpose of mind or mood alteration, except in the situations specified in this policy. No person may appear on college property or in any college-owned facility or in any college-sponsored class or activity under the influence of any of the above mentioned substances.

The inability to practice respiratory care with skill and safety due to current abuse of alcohol or drugs is defined by the Oregon Respiratory Therapy Practice Act as unprofessional conduct and is subject to disciplinary action (O.R.S.676.612):
Practicing while under the influence of alcohol, controlled substances or other skill-impairing substances, or engaging in the illegal use of controlled substances or other skill-impairing substances so as to create a risk of harm to the person or property of others in the course of performing the duties of a holder of a certificate, license, permit or registration.

Identification of impairment is based on observable, objective, and quantifiable behaviors that suggest an inability of the individual to meet performance standards and safety criteria in the classroom, laboratory, and clinical sites. This may include but is not limited to: 1) slurred speech; 2) impaired motor status; 3) odor of alcohol; 4) altered thought processes; and/or 5) inappropriate behavior. Evidence of impaired behavior or performance will result in the student being dismissed from the clinical site for the shift and potentially prohibited from returning to the clinical site which may result in dismissal from the program.

Medical marijuana use does not exempt student from these policies.

Students dismissed from the program for substance abuse will be referred to The Recovery Center, Building 1 Room 226 on a confidential basis for consultation and referral assistance. Students who can provide written documentation of successful completion of a substance abuse rehabilitation program may petition for reinstatement to the Respiratory Care Program.

**Smoking**

Smoking is NOT permitted on the LCC campus. Smoking at clinical affiliates will be allowed only in designated areas for such activity. Students are strongly discouraged from smoking at clinical affiliates.

**Exiting the Respiratory Care Program**

All students who are leaving the program are required to arrange an exit interview with the Program Director in order to be eligible for readmission to the Respiratory Care Program.

**Readmission Policy**

A. A student must apply for readmission if he/she has been out of the program for one quarter or if he/she has failed in the program.

B. A student in good academic standing may request to STOP-OUT of the program when personal circumstances put the student at risk for not meeting program course requirements.

- Student requesting a STOP-OUT must meet with the Program Coordinator to develop a written letter of agreement of conditions for re-entry into the
program. Student will sign letter to indicate acceptance of conditions within two weeks of agreement.

- Student must re-enter the program the following academic year at the beginning of the quarter in which they were enrolled when they left the program.

- Re-entry into the program is dependent on space available at the time of re-entry and is not guaranteed. If space is not available the student will not be able to re-enter program and will have to re-apply for admission to the program.

- Student must fulfill all conditions stipulated in the STOP-OUT agreement. Failure to do so will prevent the student from re-entry.

**Admission and Retention Committee**

The Respiratory Care Admission and Retention Committee makes decisions and forwards recommendations to the Vice President for Student Services regarding admission, placement, and retention of currently enrolled, transfer, and returning students. The Respiratory Care Admission and Retention Committee consist of the Division Dean of Health Professions, and instructors in the program.

In addition, the student who has a problem impeding his/her progress in the Respiratory Care Program (e.g., an grade less than C-minus in a program course, or a recommendation to withdraw from a respiratory therapy course), after meeting with the instructor, may request to meet with the Respiratory Care Admission and Retention Committee for review of the faculty team's recommendations or decisions.

The Committee reserves the right to seek data from non-committee faculty members, and with the student's permission, other persons whose input might facilitate decision making, possibly including but not limited to other students, hospital staff, and the student’s personal physician or professional counselor.

Students wishing non-committee member(s) to be present at the Admission and Retention Committee meeting should submit a written request for this to the Health Professions Division Dean at least five (5) working days before the scheduled meeting, stating the name of those they wish to be present. The Division Dean will make a decision on the request and will notify the student in writing at least three (3) working days before the scheduled meeting.

Additional student rights and responsibilities are described in the *A Student Code of Conduct and Rights and Responsibilities* pamphlet available from the Office of Instruction and Student Services.
Employment

Any student who is working will be expected to meet the course schedule.

Under no circumstances will adjustments be made to accommodate work schedules.

Students should consider their class load, academic standing and performance in clinical when determining how many hours to work. It is strongly recommended that students not work more than 20 hours per week. Students who are employed are expected to meet established theory and clinical objectives.

Students may find employment through Cooperative Education work-experience positions at the clinical affiliates. Student must maintain good academic standing in Respiratory Care Program courses (3.0 GPA) to participate in Co-operative Education work experience. Student is advised to carefully assess time commitments and assure that co-operative education hours do not interfere with study time for other courses. Total credit hour load for the term (required courses + co-op) should not exceed 18 credit hours.

CO-OPERATIVE EDUCATION ASSIGNMENTS ARE SEPARATE FROM CLINICAL COURSE ASSIGNMENTS AND CAN NOT BE SUBSTITUTED FOR CLINICAL COURSE HOUR REQUIREMENTS AT ANY TIME.

Contact the Program Director regarding Cooperative Education courses.
Program Costs

*Respiratory Care Program Estimated Costs*

The following costs reflect estimates only. Changes in textbooks, lab fees, tuition rates, student body fees and equipment requirements may alter the true costs of the program. Estimates include costs associated with all courses in the program.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: 101 credits @ $83/credit (Residents of Oregon)</td>
<td>$9090</td>
</tr>
<tr>
<td>Lab Fees: (includes all courses in program)</td>
<td>290</td>
</tr>
<tr>
<td>Student Activity Fees: $48.40/term for 7 terms (Estimated)</td>
<td>338</td>
</tr>
<tr>
<td>Differential Program Fee: (Assessed on program clinical and lab courses)</td>
<td>4327</td>
</tr>
<tr>
<td>American Data Bank Fees</td>
<td>225</td>
</tr>
<tr>
<td>Uniform (2 Scrub Uniforms, proper shoes)</td>
<td>180</td>
</tr>
<tr>
<td>Equipment (Stethoscope, watch w/sweep hand)</td>
<td>150</td>
</tr>
<tr>
<td>Textbooks (Estimate based on current textbooks)</td>
<td>1300</td>
</tr>
<tr>
<td>Technology Fee: $5 per credit for all credit courses.</td>
<td>505</td>
</tr>
<tr>
<td>Transportation Fee: $27/Term x 7 Terms</td>
<td>189</td>
</tr>
<tr>
<td>Student Health Clinic Fee $12/Term x 7 Terms</td>
<td>84</td>
</tr>
<tr>
<td>AARC Student Membership (Annual dues $50 x 2 years)</td>
<td>100</td>
</tr>
</tbody>
</table>

Student health insurance is required in the program. An information brochure for insurance designed for college students is available in the LCC Health Clinic.

Costs related to transportation, childcare, post graduate credentialing and State licensure are not included in this estimate.
Licensure and post-graduation credentialing can cost up to $1080 depending on level of credentialing and state licensure. Lane Community College has no control over these costs and no role in charging or collection of these fees.

For further information related to national credentialing examination process or fees contact:
National Board for Respiratory Care (913) 895-4900, e-mail: www.nbrc.org.

For further information related to licensure process or fees in Oregon, contact:

Financial Aid

Students in need of financial assistance are encouraged to make early contact with LCC Financial Aid Office located in the Enrollment Services Building, Building 1, on campus.

Scholarships

Students are encouraged to research available scholarships. Three scholarships are dedicated to Respiratory Care students.

2228 Bob Baldwin Respiratory Care Scholarship
One $1,000 award
- Must be a first-year student admitted to the Respiratory Care Program for fall term.
- Must be a full-time student.
- Must have a minimum GPA of 3.0.
- Must be a resident of Lane County.
- Must demonstrate financial need by completing FAFSA and providing EFC score.

Note: The deadline for the Bob Baldwin Respiratory Care Scholarship – is October 15 of each year. Submit the application and required materials directly to the Respiratory Care Program.

2230 Pneu-Med Scholarship Fund
One $1,000 award
- Must be a Respiratory Care student.
- Must have a minimum GPA of 3.0.
- Must demonstrate financial need by completing FAFSA and providing EFC score.
- Must demonstrate characteristics of good citizenship, reliability, desire and positive attitude.
2464-RSP  **Shining Star Scholarship – Respiratory Care**  
One $750 award  
- Must be a second-year major in the Respiratory Care program.  
- Must be a full-time student.

The scholarship application and required materials are available at this website:  
[http://www.lanec.edu.foundation/scholarshipopps.htm](http://www.lanec.edu.foundation/scholarshipopps.htm)

Please read and follow application instructions carefully. Please see the scholarship contact (Norma Driscoll) for details.
Academic Policies

*Distance Education Respiratory Care Program*  
*Program: Delivery Model and Technical Requirements*

Lane Community College offers a traditional laboratory / clinical instructional program and a distance learning didactic (lecture) program for Respiratory Care. Using a combination of clinical instruction, online courses, and media presentations, students can receive dynamic instruction to help them achieve their goals at LCC.

**Description of Distance Education**  
**Instructional Methods**

Students in the Respiratory Care program will receive academic and clinical education through a variety of learning technologies including utilizing Web-based learning system, streamed video, podcasting, and web conferencing. **Laboratory and pre-clinical instruction will be provided on Lane Community College’s main campus, and patient care clinical instruction will be provided in clinical settings depending on the community resources for the selected clinical sites.**

Clinical education provides the students with hands-on application of theory and demonstration of skills from all instructional methods. Students will complete program-specific competencies in the clinical setting.

Laboratory and pre-clinical instruction includes activities related to the use and application of respiratory care equipment and procedures, and demonstration of skills and application of patient care concepts related to content in program courses in a simulated care environment.

Academic instruction is offered via a web browser, and e-mail account. Interaction with the instructor and classmates is through Moodle forums, Internet, e-mail, virtual classroom, or web or phone conferencing. Students need to have Internet services available and can additionally use the student support services LCC or at the partner community college. Listed below are the requirements and skills necessary for web-based instruction.
**Minimum Equipment and Skills for Web Based Instruction**

**Skills to be a successful distance learner:**
This program will be delivered in both an asynchronous and synchronous learning environment. For learning to occur, learners must actively participate, experience and be responsible for completing the designated activities and assignments within the prescribed time.

**Learners are required to complete a variety of activities:**
- Read and review information resources online
- Participate in class discussion questions using the Moodle forums
- Interact with fellow learners and the instructor
- Complete exercises and homework as assigned by the designated due date
- Participate equally in the completion of team projects
- Take quizzes and tests on-line, or attend schedule exam periods @ LCC main campus.
- Practice pre-clinical and laboratory exercises with visual demonstrations provided on-line

**To be able to participate as an active learner, you must meet these prerequisites:**
- Basic familiarity with the web environment
- Access to the Internet via your own internet service provider
- Use of a Web browser. (see technical requirements)
- Ability to read, print upload/download, and save online documents
- Ability to type responses and to post to the learning management system (Moodle - For help specifically with Moodle, please see lanec.edu/icl/moodleinfo.html)
- Dedicate approximately 40 hours per week for completing the course activities
- Have access to and be skilled in the use of Microsoft Word and PowerPoint
- Must be able to attach and e-mail Word documents
- Ability to use other applications in the Microsoft Office Suite

**What is an Online Course?**
An online course is a complete course that includes lectures, assignments, and discussions delivered via the Internet. Some online courses may have on-campus labs or exams or require viewing accompanying video programs. Interaction with the instructor and other students is provided through the use of discussion forums and email. Students don’t have to be online at a certain time every day, but will be expected to log on to the course website regularly and respond to online discussions. Students are responsible for maintaining their own computers and software required for each class.
In order to participate in online courses, students need access to a computer with reliable internet, have a current email address on file in myLane, be comfortable
using email, and be able to operate a browser such as Firefox or Internet Explorer. Course-specific software may also be required. High-speed internet access is recommended. In addition to computer skills, students need to have good time management and written communication skills. For more information, please see http://www.lanecc.edu/distance/online_readiness.html.

Course Access: Log in to courses through Moodle at classes.lanecc.edu. All telecourses, online courses and most live video courses are accessed in Moodle.

Is there an orientation?

Enrolled students will be able to log in to the course website by the first day of the term. Students must log in to the course website at the beginning of the first week of classes in order to avoid being dropped. Contact your instructor immediately if you have difficulty logging in. Respiratory Care Program online courses have on-campus course orientations during the first week of the term. Attendance at the course orientation sessions is mandatory. Information on course orientations is given in the class schedule each term and posted on the course website in the Moodle course management system.

Where can I get help logging in?
The Student Help Desk (SHeD) in Building 4, Room 201, can assist distance learning students with log in difficulties. SHeD can also be reached at 463-3333 or SHeD@lanecc.edu. Online Moodle help for students is found at: http://classes.lanecc.edu/course/view.php?id=2637

Can I take an online course if I don’t have a computer?
Most online courses may be accessed in the Instructional Computing Labs on the main campus and at Lane’s centers at Cottage Grove and Florence during their regular operating hours. Students are strongly encouraged to have their own personal computer as the online courses require a significant amount of time online.

Laptop computers are available for 2-hour checkout, between 9:30 a.m.-2 p.m. in the Lane Library, and may be used anywhere inside the library.

Hardware/Software Requirements for Your Computer:

Recommended Hardware

- PC - Pentium III or compatible processor at 800 MHZ or faster with Windows 2000, or Windows XP (minimum), Pentium 4 recommended
- Macintosh PowerPC G4 (minimum), Mac OS X 10.4 and higher
- 256 MB RAM minimum, 512 MB or greater recommended
- Video resolution: millions of colors (24/32 Bit) at 1024 x 768 video resolution
- 1 GB of available disc space
• Speakers or Headphones (Headset with earphones and microphone preferred)
• 56K modem minimum, DSL or Cable modem recommended (56K modem connections will not support classes with streaming audio or video)
• Internet Service Provider with web and email access (Students: see http://www.lanecc.edu/icl/emailfaq.htm for information on email providers)

Recommended Software

• Microsoft Office 2007 or higher
• Anti-Virus Software
• Some courses have additional hardware/software requirements

Common Internet Browser Plug-Ins
(Some classes may contain files that need one of the following plug-ins; the following plug-ins are available at the web sites given below.)

If you do not have the required MS Office software download the viewers for MS Word (.doc .txt files), Excel (.xls files), PowerPoint (.ppt files) and Windows Media Player (.wma, mp3 files) from Microsoft Download Center at http://www.microsoft.com/downloads/en/resultsForCategory.aspx?displaylang=en&categoryid=9
Quicktime (.qt files) http://www.apple.com/quicktime/download/
Adobe Acrobat Reader (pdf files) http://www.adobe.com/
RealAudio RealPlayer (rp, mp3 files) http://www.www-real-player.com/
Flash (.swf files) http://www.adobe.com/
Macromedia Shockwave browser Plug-In http://www.adobe.com/

Note: Please realize that despite meeting all technical recommendations, some students may encounter difficulty accessing course content from their computer. It is required that you locate an alternate computer to use and have a plan for backup technical support should you encounter difficulties that cannot be resolved with your instructor and Lane CC Student Help Desk (SheD); http://www.lanecc.edu/icl/shed.htm. Personal computer problems will not be an acceptable excuse for not completing coursework on time.

In general you may encounter barriers to learning if you do not have the following:
• Computer operating system and web browser listed under Recommended Hardware/Software (see above).
• Access to high speed internet – DSL or cable
• Proficiency in navigating the Internet (the web) and ability to download and install plug-ins
• Your own E-mail account with the ability to send and receive attachments.
Ability to access online classes from behind the firewall. If you are unable to access Lane's online courses please contact the Student Help Desk (SheD) at 463-4444 or email SheD@lanec.edu.

Ability to read and write MS Word files. Microsoft Word 2007 is the supported word processing program at Lane.

Course Management System: Moodle

While any student can use Moodle, it is recommended that you have the following Computer Skills:
- Basic computer skills
- Experience navigating the Internet and using Internet Browser
- Basic knowledge of formatting using a word processor
- Comfort working with multiple windows.

Web Netiquette – students must know the do's and don'ts of online class communication

TECHNICAL REQUIREMENTS

For using Moodle, you must have one of the following web browsers installed on your computer. We recommend Mozilla Firefox for both PC and Mac users. Internet Explorer is less reliable than Firefox. Chrome and Safari don’t support the Moodle text editor, so you can't use them to write assignments or forum posts in Moodle:
- Mozilla Firefox (RECOMMENDED: free to download)
- Internet Explorer (v5.5 or later)
- Google Chrome (Viewing only, no text editor)
- Safari (Viewing only, no text editor)

The key to having the best experience with Moodle and the internet in general is making sure the browser you are using is the latest updated version of your browser. Old browsers run things poorly! Always update!

Program and Degree Requirements

The 2011 - 2013 Lane Community College catalog specifically lists prerequisite courses for many Respiratory Care courses. Please review this catalog listing. Exceptions to the normal sequencing of courses in the program must be approved by the Program Coordinator.

Satisfactory Completion of Course of Study

The Associate of Applied Science degree shall be awarded upon satisfactory completion of the established course of study approved and periodically reviewed by the Board of Education.
Degree requirements must be completed and degree granted within two years of completing program required courses. Program certificate of completion will indicated date of degree completion. Students who fail to complete all degree requirements within that two year period will be ineligible to receive a certificate of completion from the program.

**Student-Instructor Conferences**

Individual student conferences may be held at the mid-term. Additional individual conferences may be held at any time during the term, or during finals week at the request of either the student or the instructor.

**Attendance**

**On-Campus Activities**

Attendance is expected at all scheduled on-campus activities. Repeated and multiple absences may limit the student’s ability to be successful in the Respiratory Care Program. Students who are absent from on-campus activities are responsible for the material that was presented. Absences may reduce course grade.

**Testing Policy**

**Examinations**

Students are expected to take examinations on the dates and times listed in the course syllabus. Content of the exams is based on the learning objectives found in the syllabus. The final examination will be comprehensive unless otherwise noted. Online and on-campus exams may be given.

**Missed On-Campus Examinations**

Students absent from a scheduled on-campus exam (or who are unable to take an exam at the scheduled time) must make arrangements to take a make-up exam. It is the student’s responsibility to contact the instructor.

Students will be allowed to make-up one missed on-campus exam per term with a 10% grade reduction penalty (subject to the instructor’s discretion).

**Re-take Exams**

Program faculty has the discretion, but is not obliged, to allow retake exams when a student fails to achieve a passing score. Score recorded for exam will be adjusted per instructor’s course policy.

**Course-specific testing policy and remediation is given in each course syllabus.**
**Grading Policies**

Grades are given in each credit course to reflect designated levels of achievement defined by the administration. The College utilizes the same grade point identification symbols as are generally used by the Oregon State System of Higher Education.

Grading policies for each class will be discussed and presented along with class schedules and course objectives during the first week of each term. Questions regarding such policies should be directed to the appropriate faculty member or Program Director.

Courses will be graded in accordance with the grading guidelines as outlined in the 2011-2013 Lane Community College Catalog. Following acceptance into the Respiratory Care Program, the student is required to achieve a grade of "C-" or above in all Respiratory Care courses and the courses required by the Associate of Applied Science degree, and to maintain an overall grade point average of 2.00 to remain in the program.

A grade less than “C-” for a program course will result in the inability to continue with the course sequence of this program at which time the student will be asked to withdraw from the program. Plus/minus grades are given at the discretion of the instructor.

**Grading for Health Professions Division courses is as follows:**

- **A** - Superior
- **B** - Above Average
- **C** - Average
- **D** - Below Average
- **F** - Failure
- **P-Pass**  
  *May be recorded only when a student has processed a pass/no pass option request or is taking a P/NP--only class*
- **NP-Not Passing**
- **I-Incomplete**  
  *This mark is given when a student has never or seldom attended class, or has done little or no work for the class*
- **W** - Official student withdrawal or drop
- **U-Audit**
Student Appeal Process

Grade, academic, and Degree Appeal processes are described in detail in Appendices A and B of the Lane Community College “A Student’s Rights and Responsibilities” pamphlet available through the Office of Instruction and Student Services. The Health Professions Division follows these processes precisely.

Incomplete Grade

Course work is structured in sequence, each course a prerequisite for the next course in the sequence. Therefore, students must complete course work each term. If a student requests a grade of Incomplete in accordance with LCC policy in a course offered by the Health Professions Division, the student and instructor will mutually discuss the method for changing the grade to A, B, or C, using a written college academic contract. The faculty member will describe the consequences of failure to meet the requirements of the incomplete contract. Any unusual circumstances surrounding an incomplete grade need to be cleared with the Program Director. It is the student’s responsibility to request a grade of incomplete and provide the basis for such request. Incomplete grades convert to “F” grades if course work in not completed as scheduled or within one year.

Unsatisfactory Work

Students who have demonstrated an inability to complete the program course requirements as outlined may be dropped from the class in compliance with administrative regulations which provide for advance notification and assistance for students performing unsatisfactorily. Instructors will be expected to state course content and objectives at the beginning of each term and throughout the term as the need arises.
Auditing Courses

Auditing of selected classes shall be permitted under procedures adopted by the administration. No credit or grade shall be given for an audit. Preference may be given to regular students on a space available basis.

Credit by Examination

Any officially registered student who believes that he or she has mastered the content of any course may make application to be granted credit for most courses in compliance with administrative procedures. Such procedures shall be published and circulated and shall be available to all interested students.

Credit by Assessment

Students who have experience and knowledge in certain areas may receive college credit for many Lane courses through the Credit-by-Assessment program. Examples of relevant experiences are work, volunteer work, travel, certain hobbies, non-credit courses, workshops, and work at schools accredited differently than Lane. If a student can describe and satisfactorily document that such learning satisfies one or more course requirements, faculty members will evaluate these accomplishments and in many cases award course credit. CBA is different from having one’s transcript evaluated, a free service of the Student Records Office. It is also different from the Credit-by-Exam procedure. See the Student Records Office for current information on procedures and fees.

Cheating and Plagiarism

Honesty is required of all students. Dishonesty is a withdrawable offense as it diminishes the quality of scholarship, misrepresents professional knowledge and integrity, and places professionals and patients at risk. Dishonesty may include, but not be limited to, such acts as copying from another student during a test, cribbing, plagiarism, and falsifying academic and/or clinical records.

A. Major Violations: the attempt to commit, the commission of, or intentional assistance in the commission of any of the following:

1. Academic Plagiarism: The intentional submission for evaluation to an instructor of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the instructor of the material’s true source.

2. Academic Cheating: The intentional submission for evaluation to an instructor of material based, in part, on a
source or sources forbidden by generally accepted standards or by regulations established by the instructor and disclosed in a reasonable manner. This includes cheating on exams.

3. Furnishing false information to the instructor, Health Professions Division or clinical facility with intent to deceive.

B. Sanctions

Instructors shall enforce reasonable regulations to insure honesty and may take steps to take disciplinary action against students who violate such regulations. Disciplinary sanctions may be imposed upon students for violating college rules or regulations and shall be administered according to Lane Community College Board of Education Policy and LCC Student Code. A copy of the LCC Student Services Procedures Handbook is located online.

Penalties for dishonesty are based on the presenting of evidence. Such penalties may include program dismissal in accordance with college policy.

This is a “Zero Tolerance” policy. Second chance requests will be denied.

Laboratory Rules

1. Students must read and complete assignments prior to the start of each laboratory session. Student must be familiar with terminology, equipment and types of exercises before beginning any practice.
2. For any independent practice, students must check in and out according to laboratory policies.
3. Eating or drinking is not allowed in the laboratory area and may not be stored in the laboratory area.
4. Applying cosmetics or contact lenses is not permitted in the laboratory area.
5. All equipment must be handled with care. Compressed gas cylinders must never be left free standing. Oil or grease and any other flammable materials should not be used near oxygen equipment. Equipment should not be handled before instruction in its use is given by the instructor. Any defective or broken equipment (including equipment with frayed wires or loose connections) must be reported immediately to the lab instructor or supervisor. Immediately report any electrical equipment that is sparking or that causes a shock.
6. Personal protective equipment (PPE) should be used as required in the exercises.
7. Handle all chemicals and disinfecting solutions as instructed.
8. Needles should not be recapped. All sharps must be disposed of in the puncture proof containers provided.
9. Any injury or accidental needle stick must be reported immediately to the instructor or laboratory supervisor.
10. All students are responsible for cleaning up after each laboratory session. The laboratory instructors are not substitutes for housekeeping or mothers. Discard any
papers, or disposable equipment and supplies properly before leaving the laboratory.
11. Make sure all equipment is turned off and returned to its proper place before leaving.
12. Any disposable equipment that is assigned to students for repeated use must be properly stored. It is the student’s responsibility to maintain this equipment and have it available for laboratory use.
13. Equipment should never be removed from the lab unless instructed to do so.

**Sexual Harassment**

Sexual harassment, defined as an unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange, or creates a hostile or offensive environment for one of the parties. Sexual harassment is prohibited and is subject to disciplinary sanctions outlined in Article IV-B of the LCC Student Code of Conduct.

**Administrative Withdrawal**

Lane Community College policy requires that students be administratively dropped from courses if they fail to attend half of the required classes for a course during the first two weeks of the term. Further information regarding this policy is available from your instructor or the Office of Instruction and Student Services.

**Transfer Policy**

Students from other community college Respiratory Care Programs who request a transfer to Lane Community College will be considered on a space available basis in accordance with advanced standing policies of the program. Courses will be evaluated and credit granted with permission of the Program Director, the Division Dean and/or Enrollment Services Degree Evaluator.

Course waiver blanks can be obtained from the Division Administrative Assistant. Any courses from previously attended schools deemed inadequate by Lane Community College standards for Respiratory Care shall be repeated or replaced by appropriate courses at LCC.

**College Academic Council and Grievance Procedures**

Copies of these procedures are available in the Student Activities Office, Student Records office, or the Health Professions Division.

**Graduation**

All students will have graduation requirements reviewed by Student Records before the end of winter term of the second year.
There is one Lane Community College graduation ceremony held each year in June. All graduates for the year are strongly urged to participate in the ceremony and to invite their friends and relatives. The student receives an empty binder during the graduation ceremony; the actual degree is mailed in midsummer after graduation completion has been checked. If the student wants his or her name to appear on the graduation program, application for spring term graduation must be received before May 1. This is done in the Enrollment Services Office. Students are eligible and encouraged to apply the fall term prior to their expected graduation date to ensure timely completion of all degree requirements.

Students who do not attend the graduation ceremony may pick up the binders for their degree in Student Records or pay a small fee to have the binder mailed to them.
Opportunities for Student Involvement

Advisory Committee

The Respiratory Care Advisory Committee is composed of the Medical Director of the program, the Division Dean of the Health Professions Division, Respiratory Care Program full-time faculty, practicing respiratory care personnel and students. One student representative from each class will be selected during fall term. It is also acceptable to select an “alternate” student from each class to assure student representation at all Advisory Committee meetings.

Oregon Society for Respiratory Care

Student membership in the American Association for Respiratory Care confers membership in the Oregon Society for Respiratory Care.

Annual Conference

Students are required to attend the state society’s annual conference, a three day event held in February. First-year students are required to attend one day of the annual conference. Second-year students are required to attend all of the conference. Students are strongly encouraged to actively participate with the registration activities, and silent auction and chili cook-off fundraisers during the conference.

Student Representative to OSRC Board

Students may have the opportunity to serve as the student representative to the OSRC Board of Directors.