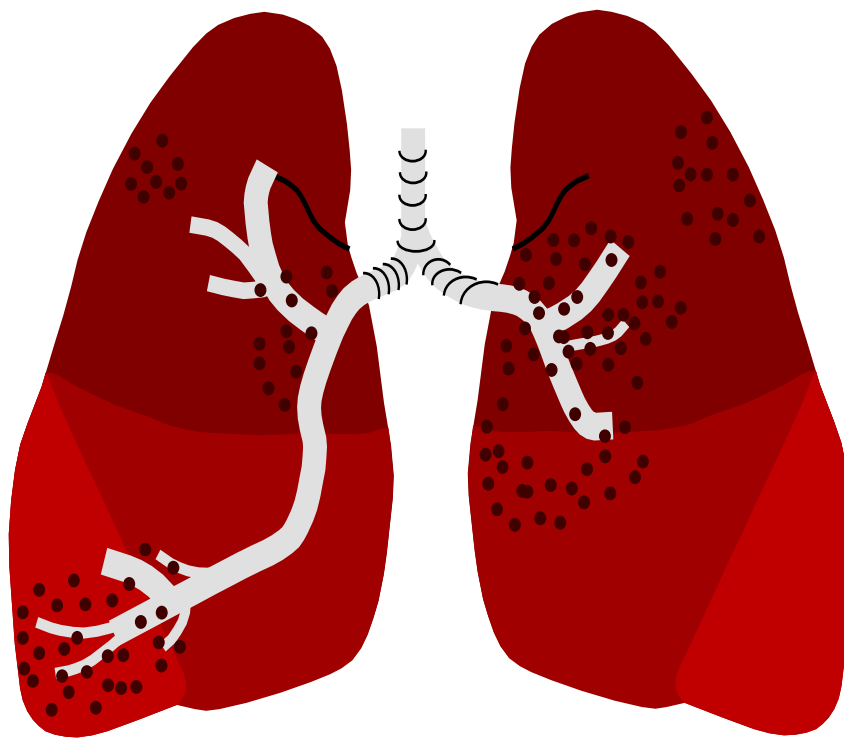


**STUDENT  
HANDBOOK**  
Respiratory Care Program



2025-2026

The Respiratory Care program ensures that all programmatic activities including admission, attendance, and employment are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status.

*Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Equity Officer, 8099 College Parkway SW, Fort Myers, FL 33919; (239) 489-9253; [equity@fsw.edu](mailto:equity@fsw.edu).*

*FSW online anonymous reporting [www.fsw.edu/report](http://www.fsw.edu/report). Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 61 Forsyth St. SW Suite 19T70, Atlanta, GA 30303-8927.*

The schedules, policies and requirements and regulations published in this handbook are continually subject to review to serve the needs of the College's various constituents and are subject to change as circumstances may require.

## **Table of Contents**

<a href="#"><u>WELCOME</u></a> and <a href="#"><u>Application process</u></a>	Page 5
<a href="#"><u>Record Security and Availability (Buckley Amendment)</u></a>	5
<a href="#"><u>Accreditation</u></a>	5
<a href="#"><u>Respiratory Care Program Mission Statement and Goals</u></a>	6
<a href="#"><u>Program Organization</u></a>	7
<a href="#"><u>Advisory Committee</u></a>	8
<a href="#"><u>Job Descriptions</u></a> Certified Respiratory Therapist (CRT) Registered Respiratory Therapist (RRT)	8
<a href="#"><u>State Licensing in Florida</u></a>	8
<a href="#"><u>Program Expenses</u></a> Tuition Course Fees Liability Insurance Liability & Accidental Injury Personal Health Insurance Books and Printed Materials Uniforms and Clinical Instruments Exit Examination Costs and Passing Requirement	9
<a href="#"><u>Grading Policy and Academic Standards</u></a>	11
<a href="#"><u>Standards of Conduct</u></a> Social Media Policy Classroom Conduct Policy Attendance and Tardiness	12
<a href="#"><u>Grade Appeal / Academic Grievance</u></a>	13
<a href="#"><u>Criminal History</u></a>	13
<a href="#"><u>Drug Screening/Assessment of Student Impairment</u></a>	14
<a href="#"><u>Health Record/Ability to Meet Technical Standards</u></a>	14
<a href="#"><u>Technical/Academic Standards</u></a> Description of Work Environment and Activities	15
<a href="#"><u>AARC Statement of Ethics and Professional Conduct</u></a>	17
<a href="#"><u>Clinical Education</u></a> Confidentiality Clinical Sites Description of Clinical Experiences Basic Life Support Certification Clinical Attendance and Tardiness Policy Exposure Risk/Policy Clinical Evaluations Clinical Dress Code	18
<a href="#"><u>Graduation</u></a> Requirements Student Records	24
<a href="#"><u>Appendix A</u></a> Professionalism Concerns Form	
<a href="#"><u>Appendix B</u></a> Provisions for pregnant students Clinical dress code acceptance Declaration of meeting technical standards Informed consent form HIPAA – confidentiality statement	

Handbook acceptance form Health report form Immunization report form	
<a href="#">Appendix C</a> Cost of Program	
<a href="#">Appendix D</a> School of <a href="#">Allied Health</a> FDLE/FBI Background Screening for Application/Clinical/Field Placement Policy	
<a href="#">Appendix E</a> Appropriate Physical Touch	

## WELCOME

Welcome to the Associate in Science Degree Respiratory Care Program at Florida SouthWestern State College. This handbook has been designed to help you become aware of the philosophies and goals of the advanced portion of the respiratory care program as well as the policies and procedures which will apply to you as a student in the program as you progress toward graduation. The information in this handbook, as well as all published information, will be reviewed on a regular basis to ensure its accuracy and compliance with CoARC accreditation Standards and FSW requirements.

After reading the handbook materials, you will note there are several forms (see Appendix B) which require your signature. Be sure to complete, sign and upload all forms to the CastleBranch web site. You will receive instructions on this process during the fall semester of the first year.

In addition to this handbook, you are expected to read and comply with the College's guidelines for student conduct as published in the [College Catalog](#).

We, the faculty of the Respiratory Care Program, are looking forward to your success and your future as a health care professional. We are here to help you in any way we can. Good luck and congratulations on selecting an exciting and rewarding career.

To Learn more about the application process, see [Appendix F](#)

### **Record Security and Availability ([Buckley Amendment](#))**

[College Operating Procedure](#) provides detailed descriptions of the manner in which Florida SouthWestern State College facilitates students' access to their records and methods for requesting amendments to these records. The College respects each student's right to privacy and releases, provides access to, and maintains a student's record in accordance with all applicable state and federal regulations.

## Accreditation

The Florida SouthWestern State College Respiratory Care Associate in Science Degree Program at the Thomas Florida SouthWestern State Campus is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

Commission on Accreditation for Respiratory Care  
264 Precision Blvd  
Telford, TN 37690

Florida SouthWestern State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges ([www.sacscoc.org](http://www.sacscoc.org)).

Southern Association of Colleges and Schools Commission on Colleges  
1866 Southern Lane, Decatur  
GA 30033-4097  
(404) 679-4500

## **Respiratory Care Program Mission Statement and Goals**

Recognizing the worth and dignity of the individual and society's need for educated respiratory therapists, the Program's mission is to provide those post-secondary learning experiences necessary to assist student respiratory therapists in becoming competent respiratory therapists. Consistent with the concepts of state college education and dedication to high standards of achievement, the Respiratory Care Program at Florida SouthWestern State College fulfills its mission through the following specific goals and philosophies:

- 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).

## **School of Allied Health**

**Vision:** The vision of the School of Allied Health at Florida SouthWestern State College is to acknowledge and expand the vast interdisciplinary expertise of its' programs to be disseminated among students and the healthcare and social and human services communities they serve.

**Mission:** The mission of the School of Allied Health at Florida SouthWestern State College is to deliver high-quality, innovative, evidence-based, and patient-centered healthcare and social and human services education. Our programs strive to engage students in a supportive environment that productively transforms their lives and promotes critical thinking, academic research, and clinically-based competencies. The School of Allied Health prepares students to join health care and the social and human services workforce within the communities we serve.

## **Program Organization**

The Associate Degree Respiratory Care Program is within the School of Allied Health. The Associate Dean for Cardiopulmonary and Emergency Care Programs is directly accountable to the Dean for the School of Allied Health while the faculty, Program Director, and staff are responsible to the Dean as follows:

# Florida SouthWestern State College

## Respiratory Care

### Organization Chart

**College President**  
Jeffrey Allbritten, DA

**VPAA**  
Judith Bilsky, PhD

**Dean of Allied Health**  
Mary Catherine Faust, PhD

**Coordinator-Allied Health**  
Tamra Pacheco

**Medical Director**  
Stephen Wilczynski, MD

**Program Director, Resp. Care**  
Jean Newberry, MEd, RRT

**Advisory Board**

Monica Collins, Golisano Chair  
Dr. Stephen Wilczynski, Med Director  
Brandy Bielik, Lee Health  
Joseph Buhain, FGCU  
MaryAnn DeHaven-SMH  
Kurt Goerke, Lee Dept of Health  
Eva Grayson, Phys. Reg  
Heather O'Connell, FSW  
Michelle Powella, Lee Health  
John Smith, NCH  
Anthony Sumo, FMH  
Teresa Summe, Lee Health  
Douglas Vasquez, Lee Health

Graduates  
Second Year Students  
First Year Students

**Faculty-Resp. Care**  
Heather O'Connell, DHA,  
RRT-ACCS, CPFT

**Director of Clinical Ed.  
Resp. Care**  
Genny Baballeku,  
MPH, RRT

**Clinical Associates-  
Lab**

Johnnita Brown, RRT  
Nicholas Franco, RRT  
Katie Holdt, MS, RRT  
Randy Gerlach, BS, RRT

**Clinical Associates-  
Hospitals**

Marlena Butler, RRT	Jaida Rios, RRT
Angela Levitt, RRT	Kira Nogueira, RRT
Liu Lopez, RRT	Daniela Posada, RRT
Liu Gonzalez, RRT	Meijuan Yang, RRT
Mitchida Sanon, RRT	Jennifer Elliott, RRT
Jessica Meyers, RRT	Leah Johnson, RRT
Laura Lafaille, RRT	
Humberto Ramirez, RRT	

## Advisory Committee

An advisory committee is appointed by the program to assist in the continuing development and evaluation of the program, its faculty, and in the development of effective clinical relationships. The advisory committee has representation from each clinical affiliate. The committee has at least one non-health care professional who is not associated with the sponsoring institution or any clinical affiliate and who represents the public at large. Student members will be appointed to represent the sophomore class.

### Members of the Advisory Committee:

Eva Grayson, RRT -- Physicians Regional Medical Center  
Brandy Bielik, MHA, BS, RRT -- Lee Memorial Hospital  
Dr. Joseph Buhain, EDd, RRT Florida Gulf Coast University  
Monica Collins, RRT-NPS -- Golisano Children's Hospital, Committee Chair  
Kurt Goerke -- Lee County Public Health-Public Member  
Michelle Powella, MHA, BS, RRT -- HealthPark Medical Center, Gulf Coast Medical Center  
John Smith, MBA, RRT, CPFT -- Naples Community Hospital & North Naples Regional Center  
Anthony Sumo, BS, RRT -- Fawcett Memorial Hospital  
Douglas Vasquez, RRT -- Cape Coral Hospital  
Dr. Stephen Wilczynski -- Medical Director

Elected Student Representatives -- 2nd Yr. Class & Graduates Florida SouthWestern State: TBA

## Job Descriptions

### **Certified Respiratory Therapist (CRT)**

A Certified Respiratory Therapist (CRT) is the entry level into the profession of Respiratory Care. A CRT is a licensed health care provider who assists in diagnosis and treatment of cardiopulmonary diseases and related disorders in a professional and competent manner. A CRT participates in providing patient and family education in hospitals and community settings. In circumstances, the CRT performs these duties under the guidance and/or supervision of a Registered Respiratory Therapist (RRT). As in the case of the RRT, orders to the CRT for patient care come directly from a physician or hospital protocol.

### **Registered Respiratory Therapist (RRT)**

A Registered Respiratory Therapist is the advanced level practitioner in Respiratory Care. The RRT is a licensed health care provider who assists in intense diagnosis and treatment of cardiopulmonary disorders and related diseases in a professional and competent manner. An RRT participates in providing patient and family education in hospital and community settings. An RRT may assess a patient's status and recommend appropriate therapy. An RRT is eligible for supervisory and management positions. An RRT performs these duties under the guidance of a physician or hospital protocol.

## State Licensing in Florida

To practice as a Respiratory Care Practitioner (CRT or RRT) in the state of Florida, you must be licensed through the FL Department of Health. The **Florida Board of Respiratory Care** was established to ensure that every Respiratory Therapist practicing in this state meets minimum requirements for safe practice. The **Florida Board of Respiratory Care** through efficient and dedicated organization, will license, monitor, discipline, educate, and when appropriate, rehabilitate practitioners to assure their competence in the service of the people of Florida. (<http://floridasrespiratorycare.gov/licensing/>).

## Program Expenses

**Tuition:** The college catalog lists the cost of tuition for both in-state and out-of-state students. The Respiratory Care Program consists of 76 credit hours of instruction.

**Lab Fees:** All laboratory fees are charged at the time of registration for the course to which the fees are assigned. Regular lab fees and clinical fees vary from \$200 to \$850 per course and are listed in the on-line college budget.

**Liability Insurance:** Once a year, there is a liability insurance fee attached to a clinical course. This fee covers the student for the entire term. Every student is required to have liability insurance. This insurance is available through the college. It is automatically included in the fees for each term of the first and second years of respiratory study. Students who are readmitted or transfer to the respiratory program other than during the fall session will be required to purchase liability insurance in the session in which they are admitted.

**Clinical Accident Insurance:** Florida SouthWestern State College provides Clinical Accident Insurance for the School of Allied Health students including those enrolled in the Respiratory Care Program. The fee for this insurance is automatically included in the fees for the clinical course. This policy will provide coverage for the student in case of injury while participating in clinical activities or a clinical/lab RET class. Neither the College, nor the clinical affiliates are responsible for a student's injuries, accidents or exposure to illness that occur while the student is participating in clinical or class activities. Specific details of this policy will be available at the orientation for clinic.

**Personal Health Insurance:** It is **required** that students provide documentation of private health insurance for themselves during the time they are enrolled in the respiratory care program. The program has **no** agreement with the clinical affiliates to provide necessary emergency care for the faculty or students assigned to them. Neither the College, nor the clinical affiliates, are responsible for a student's injuries, accidents or exposure to illness that occur while the student is participating in clinical activities.

**Professional Organizations:** Student membership to the professional organization, the American Association for Respiratory Care (AARC), is available to students at a rate of \$25 during the program. The membership fees include the following services: professional publications, discount admissions rates to professional meetings, etc.

**Books and Printed Materials:** Book costs will vary each semester. From time-to-time, other materials must also be purchased through the college bookstore. In general, these materials usually cost just a few dollars.

**Uniforms and Clinical Instruments:** Students will need to purchase and maintain a clinical uniform(s), lab jacket, program ID, watch and stethoscope, and electronic tablet. Uniform costs will probably run between \$75 and \$100. Additional costs include approximately \$150 to \$180 for an on-line clinical document tracking system and approximately \$60 for an on-line immunization tracking system.

**Background Screening:** A new background check and drug screen must be completed every 12 months to remain in good standing in the program. The approximate cost is approximately \$100.

See [Appendix C](#) for the Program Cost Sheet

## CURRICULUM

The following lists the Respiratory Care Program requirements and schedule. The courses in the program are lock step, meaning each semester requires that the previous semester is completed satisfactorily. The core respiratory care courses, prefixed with RET are only offered during specific semesters, days and times. The co-requisite courses (math, science,



etc.) can be taken at the student's convenience. It is highly recommended that courses be taken either before or during the semester indicated and that all courses listed in the freshman year are completed before the second year of the program.

Fall Semester		Credits
RET 1024: Intro Cardiopulmonary Tech		3
Spring Semester		
RET 1007: Respiratory Care Pharmacology		3
RET 1275C: Clinical Care Techniques		3
RET 1485: Cardiopulmonary Anatomy & Physiology		2
Summer Semester		
RET 1832L: Clinical Practicum I (Summer A)		1
Year Two: Fall Semester		
RET 2874L: Clinical Practicum II		6
RET 2234C: Respiratory Therapeutics		4
RET 2254C: Respiratory Care Assessment		4
RET 2714: Neonatal Pediatric Resp Care		2
Spring Semester		
RET 2875L: Clinical Practicum III		6
RET 2244: Critical Care Applications		2
RET 2264: Advanced Mechanical Ventilation		3
RET 2264L: Adv Mechanical Ventilation Lab		1
RET 2295: Pulmonary Studies		3
Summer A Semester		
RET 2930: Resp Care Practitioner as Professional		1
RET 2876L: Clinical Practicum IV		4

76 Credits

### General Education Requirements

Must be completed before final semester, if not previously satisfied.

- ENC 1101: Composition I
- Core Humanities (LIT, HUM, etc)
- AMH 2020 – History of the US or POS 2041 – American National Government
- Core Math (MGF 1106 or STA 2020 recommended)
- BSC 1085C: Anatomy & Physiology
- BSC 1086C: Anatomy & Physiology II
- Chemistry with corresponding lab (CHM 2032/L recommended)
- MCB 2010C: Microbiology

\*If you have transfer credits please speak to an Academic Advisor to ensure your previous course work meets program requirements.

Hurricanes and Pandemics had affected the delivery of course material. Should this, or any other disaster arise, the RC program will follow College, State, County and CDC guidelines. This may include courses being converted to an online or remote format and adjustments of the course schedules, including clinical experiences.

## Grading Policy and Academic Standards

The Respiratory Care academic policies will be consistent for all students and faculty regardless of the location of instruction including didactic, laboratory, and clinical instruction. All didactic and laboratory instruction occur at the FSW Thomas Florida SouthWestern State (Lee) Campus. Clinical instruction occurs at multiple clinical sites. The Director of Clinical Education (DCE) oversees the activities of these sites and FSW employed RC Program Clinical Associates. The DCE, full-time RC faculty, and/or Clinical Associates (CA) visit each clinical site on a weekly basis to ensure consistency. Additionally, the Program Director (PD), DCE and CA's meet on a regular basis to discuss all RC students and their clinic sites during their rotations. All exams will be given in person or online. In person exams will be proctored by the professor or their designee. Online exams will be proctored by the current lockdown browser utilized by FSW.

### Grading Policy

In the Respiratory Care Program, each student is evaluated, by multiple didactic, laboratory and clinical instructors and clinical associates, on a regularly scheduled basis. These evaluations assess the comprehension of theoretical concepts, safe performance and psychomotor skills in clinical, laboratory and classroom environments. Additionally, ethical and affective behaviors expected of the professional practitioner are evaluated. The Director of Clinical Education, faculty, and Program Director review individual student performance each semester. The Respiratory Care Program uses the following grading system in all core Respiratory (RET) courses.

93% - 100% = A

92% - 85% = B

84% - 75% = C—minimum passing grade to continue in the program

74% - 60% = D

<60% = F

Unless prior arrangements have been made, students are **required** to complete all course assignments by the due date of each assignment. Assignments submitted after the due date will result in a reduction of the grade or a grade of zero for the assignment. Failure to submit all required assignments will result in failure of the course.

Many courses within the program require not only successful completion of the course content but also a passing grade on the final exam. In cases where a student meets some of these requirements, the professor has discretion to assign a remediation task in order for the student to pass the course. This remediation may involve retaking the final exam or completing a comparable assignment as determined by the professor.

### Academic Standards and Requirements

1. The core curriculum of the Respiratory Care Program is comprehensive in nature, i.e., each course building upon the material learned in previous courses. **Therefore, each course must be taken in sequence and passed with at least a grade of "C" in order to progress through the program curriculum. Some core RC courses require a minimum grade of C on the final exam to pass the course, regardless of overall average.**
2. Individual course grading policies are the responsibility of the course professors and will be stated in the course syllabus at the beginning of the course.
3. If a student receives a grade of **D, F, or W** for any RET course, they must repeat the course. This requires that the student returns a year later since courses are only offered once a year. To be reinstated into the curriculum, the student must either:
  - a. Successfully audit the relevant prerequisite courses with the course(s) to be repeated or
  - b. Successfully pass a proficiency examination in prerequisite course(s).

This practice demonstrates that the knowledge previously acquired has been retained and the student is up to date on core knowledge and patient care practices.

4. A student in the Respiratory Care Program can repeat only two core (RET) courses. If a student does not pass any RET course on a second attempt, they will be dropped from the program and advised into alternative career counseling.
5. Students who must repeat a clinical course because they received a **D, F, or W** must successfully AUDIT the clinical course that preceded that course and meet all competency standards. The student will also be required to pay the medical liability insurance fee. The student will be advised to audit didactic courses as well.
6. A student must complete their core program of study within three years (36 calendar months) from the time they registered and attended their first core (**RET**) course.
7. Students with extreme hardships will be dealt with on an individual basis with the Program Director in an attempt to enhance their potential success.

An individual's **written** request to 'recycle' into the program will be reviewed by the Program Director. Requests for readmission are not automatically granted. The readmission depends upon the nature of the program withdrawal and the availability of space in the clinical facilities. Any student who recycles after being out of the program for one calendar year must adhere to the policies and procedures of the subsequent class they cycle into.

## **Standards of Conduct**

Academic Dishonesty (Cheating) is defined as completing written assignments, quizzes or exams with unauthorized electronic, written or verbal assistance. It is also defined as providing unauthorized electronic written or verbal assistance to another student during a required assignment, quiz or exam. Academic dishonesty is unacceptable behavior. This behavior is subject to sanctions ranging from complete loss of credit on a required assignment, quiz or exam to dismissal from the Respiratory Care program. (see College Catalog: [Academic Honesty](#)).

If on any occasion, the instructor feels that a student's conduct is not conducive to the learning atmosphere of the classroom or clinic, that student will be asked to leave said environment. If an incident of misconduct does occur, the incident will be immediately evaluated by the necessary faculty and/or administrative personnel. The student has the right to due process at all times (see section titled Academic Problems). Also please refer to the "Student Records," "Student Rights and Responsibilities" and the "State Statutes and College Policies Affecting Students" sections of the Florida SouthWestern State College Catalog.

## **Social Media Policy**

Respiratory Care students will sign an agreement (appendix B) that acknowledges their commitment to the standards of a professional to maintain the privacy of patient, peer, faculty and other clinical information as required by HIPAA and other privacy requirements.

By signing this form, the student agrees not to post or discuss any clinical experience or information regarding their experiences with any clinical agency, its staff, or its patients on any online form (including but not limited to: email, websites, message boards, blogs, or social networking websites). Keep in mind that conduct that would be illegal or a violation of a hospital or FSW policy in the "offline" world would still be illegal or a violation of the policy when it occurs online. While you are entitled to express your opinions and ideas, you have a responsibility not to violate these policies or negatively affect the operations of the facilities/program or school.

## **Classroom Conduct Policy**

It is the expectation that classes will be conducted in a professional fashion. Both course instructors and students will be present, on time, and prepared to conduct the class as a learning environment. The professor determines both the selection of subject matter and the learning format. When students disagree with a professor, the necessity and efficacy of the

subject material shall be restricted to after class discussions by the students and professor so as not to interfere with classroom learning objectives.

## **Attendance and Tardiness**

Students are expected to attend classes and to arrive at or before the designated starting time. Arriving late disturbs the class, especially during testing. Prompt and consistent attendance affects your participation grade favorably. Lateness and absence do not. If students have more than two consecutive unexcused absences for illness, they may be required to provide a physician's excuse to return to class. Note: It is the student's responsibility to obtain the class notes, homework, etc., for any day the student is absent. Class attendance policy will be outlined in each course syllabus.

Students are expected to be an active participant in the teaching and learning process. This includes online asynchronous courses as well as all virtual and any on-campus courses.

Disruptive behavior will not be tolerated. Students in the RC Program conform to, and express themselves in, conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. It is expected that students express appropriate behavior to all faculty, students, professionals, and others. Inappropriate social/professional behavior will not be tolerated and can result in withdrawal from the course and suspension from the program. Cell phones are disruptive to learning and must be silenced during class.

## **Student Illness and Return-to-Participation Policy**

To ensure the safety of all students, faculty, patients, and staff, the following policy applies to any student enrolled in the Allied Health Program who is absent from academic or clinical activities due to illness, including both physical and mental health conditions:

### **1. Medical Clearance Required:**

Any student who is absent from classroom, lab, or clinical activities due to illness, injury, surgery, or mental health concerns **must provide written clearance from a licensed healthcare provider** before returning to any program-related activities.

### **2. Documentation Guidelines:**

The documentation must include:

- A statement from the healthcare provider confirming the student is medically cleared to return to school and/or clinical activities.
- Any restrictions or accommodations required, if applicable.
- The expected duration of any limitations, if present.

### **3. Submission Procedure:**

- Documentation must be submitted to the Program Director or designated faculty member before the student resumes any participation in didactic, laboratory, or clinical assignments.
- Clearance must be received in a timely manner to allow for appropriate planning and coordination with clinical sites.

### **4. Failure to Comply:**

Students who fail to provide the required medical clearance will not be permitted to return to the program and may be subject to academic or clinical absence policies, including potential delays in program progression.

### **5. Confidentiality:**

All health-related information will be maintained in accordance with FERPA and HIPAA privacy standards.

## **Grade Appeal/Program or Course Grievances**

The program will follow the college policies relative to grievances. In the event a student has a grievance regarding academic, non-academic or clinical issues, the student will initially use the following informal grievance procedure to reconcile any problems:

1. Confer with course instructor (for classroom/academic issues) or Clinical Associate or Director of Clinical Education (for clinical issues). If the issue is not resolved then,
2. Confer with the Program Director. If the issue is not resolved then,
3. Adherence to the [grievance policy](#) set forth by the college should be followed.

## **Criminal History**

Students with criminal records are forewarned. Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the Health Information Technology Program. Students are required to notify the Program Director of any criminal or civil arrests/charges, convictions or pleas, before or during the time they are matriculating through the program. Students must notify the Program Director within 48 hours if they are arrested during the time they are matriculating through the program.

Admission into clinical sites is at the discretion of the clinical agencies. All students entering a healthcare program with a clinical/practicum component are required to complete a criminal background check. Students must be free of offenses which could potentially disqualify them from working in a healthcare environment (Florida Statutes 316.193, 435.04, and 456.0635).

See [Appendix D](#) for more details.

## **Drug Screening/Assessment of Student Impairment**

Students will assume responsibility and accountability for both individual and professional actions. They have the responsibility for maintaining a level of competence which will ensure safety in delivery of health care. A student who is unable to perform clinical and classroom activities, as assigned, with reasonable skill and safety to patients and coworkers, by reason of illness or use of alcohol, drugs, narcotics, chemical or any other type of material, or as a result of any mental or physical condition, shall be required to submit to a drug screen, mental or physical examination. The drug screen may be requested by a College or Clinical official for a student who appears to be impaired. Other physical impairments or prolonged illnesses must be assessed by a physician or health care practitioner who possesses the expertise to diagnose and treat the impairment. A note or prescription for continuation in Program activities may be required before the student may resume their clinical duties. The cost of the examination will be borne by the student. Failure to submit to such examinations may result in suspension or dismissal from the program.

In accordance with Florida SouthWestern State College's Drug-Free Campus and Workplace Policy, the Health Programs prohibit any student from reporting to class or clinical to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy can result in disciplinary action up to and including immediate suspension or expulsion.

A student who is suspected of violating this policy is required to submit to an immediate Ten Panel Drug Screen including urine, hair and/or Blood Alcohol examination. The tests are done at a designated test site. Failure to submit to the testing results in dismissal from the program.

**Respiratory Care students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to the Respiratory Care Program after resolution of the health problem.** Additionally, student drug screens, criminal history reports, and medical records, when submitted, will become the property of Florida SouthWestern State College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons. Students may be required to submit criminal background, drug screen results, health reports, and immunization records directly to

clinical affiliates before beginning their clinical rotations. Students who are out of the program for six months or more must submit new records.

## Health Policy

Each student must submit and upload to the CastleBranch website, a completed Florida SouthWestern State College Respiratory Care Program Health Form (see Appendix B) before he/she will be allowed to attend clinical. This health record will contain results from a physical examination and laboratory tests including immunization records. The TB test must be updated annually and on file in Castle Branch. Any student who has a change in health status due to an injury, infectious disease, hospitalization, pregnancy, etc. must have a letter from his/her physician stating the student can return to the clinical area and participate in clinical activities.

## Technical/Academic Standards

The Respiratory Care Program complies with the 1990 Americans with Disabilities Act (ADA). Any student requiring special accommodations or classroom modifications should contact the Office of [Adaptive Services](#) (239-489-9427) at Florida SouthWestern State College. Accommodations for the classroom, laboratory, or clinical settings will be considered according to reasonableness. Accommodations that may compromise patient care, or that fundamentally alter the nature of the program or activity, are not considered reasonable.

**The following table lists the technical and academic standards for the program. Please read, complete and sign the form in Appendix B.**

STANDARD	ISSUES	EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking ability sufficient for clinical judgment.	Critical thinking	Assess patients' physical and emotional abilities as therapeutic procedures are performed.
Problem-solving to make adjustments in therapy based on normal and abnormal physical and emotional responses to therapy.	Problem solving	After assessment, adjust therapy appropriately to conditions.
Interpersonal ability sufficient to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Interpersonal	Establish and maintain support relationships with patients, visitors, and other healthcare providers.
Communication ability sufficient for appropriate interactions with others in verbal and written form.	Communication	Explain procedures, give directions, answer questions while performing procedures; communicate effectively with physicians, patients, visitors, and other healthcare professionals.

Physical ability sufficient to maneuver in small areas and to maneuver equipment.	Mobility	Move around patients' rooms and work areas with equipment. Administer CPR.
Gross and fine motor ability sufficient to perform patient care procedures safely and efficiently.	Motor Skills	Manipulate equipment, control and adjust machines & equipment, turn panels, and knob controls (including a computer mouse); position patient and equipment; assist patients from wheelchairs and stretchers. Must have good hand/eye coordination for suctioning procedures and arterial blood sampling.
Auditory ability sufficient to monitor and assess health needs.	Hearing	Hear monitor alarms; equipment audible signals, voices under protective garb; calls for help.
<b>STANDARD</b>	<b>ISSUES</b>	<b>EXAMPLES OF NECESSARY ACTIVITIES</b>
Visual ability sufficient for observation, assessment, and implementation of patient care and monitoring procedures.	Visual	Observe patient response; read orders; read computer screens; read control panel buttons/patient monitors. Distinguish between shades of gray on radiographs, for example, tube placement.
Tactile ability sufficient for assessment of physical health conditions.	Tactile	Perform palpation, percussion, and chest assessment; check patient pulses.
Olfactory senses sufficient for maintaining environmental and patient safety.	Smell	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g., smell fire.
Ability to present professional appearance and implement measures to maintain own health.	Self-care	Implement universal precautions; follow established procedures for body hygiene.
Deal effectively with stress produced by work and interpersonal interaction situations.	Temperament	Perform procedures on patients in pain from trauma, disease, or under the influence of drugs or alcohol. Maintain professional composure under stress.

### Physical Requirements:

Constant walking, standing, seeing, hearing, talking, public contact, and decision-making. Frequent operation of computers, use of telephone, pushing wheelchairs, repositioning patients, assisting patients' ambulation, lifting patients, reading, handling, reaching, grasping, exposure to stressful situations and concentration. Occasional operation of office machines, lifting more than 20 lbs., bending and finally exposure to patient trauma and grief.

## **AARC Statement of Ethics and Professional Conduct**

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

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

The Respiratory Care Program subscribes to the American Association of Respiratory Care Code of Ethics. Students are also expected to follow the [Student Code](#) found in the Florida SouthWestern State College Student Handbook and Standards of Progress as outlined by the Veterans Administration and the Clinical Affiliates. Failure to follow these guidelines, may result in a [Professionalism Concerns Report](#) to be filed and other sanctions, up to dismissal from the program.

## **Confidentiality**

The right to privacy of students, faculty, staff, patients, families and other health professionals should be judiciously protected by those associated with the respiratory care program. When knowledge gained in confidence is relevant or essential to others, professional judgment should be used by all when sharing information.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery.

All information learned by the student about a patient in the course of research, treatment and study is considered confidential. The confidentiality with which the information is to be treated should be established with the patient. Patient information should not be discussed in public places with those people not involved with the student's study or patient's care. Failure to take this into account can be considered as an invasion of the right to privacy and a breach of confidentiality and is a HIPAA violation. This action may result in dismissal from clinical activities and the program.



## CLINICAL POLICIES AND PROCEDURES

1. Student's will comply with all general rules and procedures of both Florida SouthWestern State College and the facility in which clinical is being taught. A demonstration of courteous, cooperative and professional attitude throughout the course is essential. Any violation of procedure or display of poor affect shall result in the student's immediate suspension from the facility and the possible dismissal from the program. In addition, students are expected to follow the College's guidelines for student conduct, as outlined in the College Catalog. See the Clinic Syllabus for additional detail on personal interactions.
2. Any student having particular problems shall first contact the Clinical Associate. If the problem is not resolved to the student's satisfaction, the student and/or the Clinical Associate will discuss the matter with the Director of Clinical Education. If the issue is not resolved at this level, the matter will be referred to the Program Director. Again, if the problem is not resolved, the student, Director of Clinical Education and Program Director will meet with the Dean of the School of Allied Health. Any student failing to follow this "Chain of Command" properly shall be sent back to the initial area until procedure has been followed.
3. Students are always responsible for reporting to the clinical instructor or designee at the beginning and conclusion of each clinic day.
4. Students are responsible for reading all course objectives (within the clinical syllabus) for appropriate Clinical Competencies (RET 1832L, RET 2874L & RET 2875L).
5. Under no circumstance will students be substituted for clinical, instructional, or administrative staff in the clinical, laboratory, or classroom environments. However, students that have achieved higher levels of knowledge and/or clinical skills may help faculty in laboratory and/or clinical courses under the supervision of program faculty.
6. Under no circumstances shall students fulfill clinical coursework requirements while simultaneously serving in an employee role at a clinical affiliate. Furthermore, students are not to receive any form of compensation for activities performed as part of their clinical education or experiential learning.
7. Personal Electronic Devices: NO personal cell phones, pagers, MP-3, or any personal electronic devices are to be used during clinical hours for personal use. Devices may be used for school/education related activities (i.e., investigating a disease process). If a device is used in such a manner, it must be in a **non-patient care** area and under supervision of clinical associate, instructor or designee. If a student is found using one of these devices during clinical hours for inappropriate or personal use, the following will occur: First offense: 10% deduction from final course average, Second offense: 20% deduction from final course average, Third offense: Failure for the course.

# Clinical Education

Clinical sites used by the Respiratory Care Program include the following:

AdventHealth - Port Charlotte

Fawcett Memorial Hospital

Lee Health:

    Cape Coral Hospital

    Golisano Children's Hospital

    Gulf Coast Regional Medical Center

    HealthPark Medical Center

    Lee Memorial Hospital

Millennium Respiratory Services

Naples Community Hospital

NCH North Naples Campus

Physicians Regional Medical Center—Collier Blvd./ Pine Ridge

Sarasota Memorial Hospital - Venice

## General Description of Clinic Experiences

General Respiratory Therapy includes but is not limited to aerosol therapy, oxygen therapy, chest physiotherapy, postural drainage, suctioning, CPR and other emergency calls, and patient assessment of clinical condition and vital signs. Attending Physician rounds, and working in equipment rooms is also included.

Equipment Rooms involves cleaning, sterilizing, repairing, assembling, and storing equipment. Supplies and parts must also be ordered and kept stocked.

Physician's Rounds and Office Practice involves daily review of the patient's care involving multiple disciplines. Additionally, the student will be assigned to follow a physician in the office practice environment to contrast this level of patient interaction with that in the hospital setting.

Neonatal & Pediatric Care Units involves pediatric patients in all phases of intensive medical, surgical, and cardiac care. CPR, mechanical ventilation, suctioning and maintenance of airways, ABG's, and patient monitoring are skills that must be developed rapidly.

Adult Intensive Care Units deal with patients in all phases of intensive medical, surgical, and cardiac care. CPR, mechanical ventilation, suctioning and maintenance of airways, ABG's, and patient monitoring are skills that must be developed rapidly.

Pulmonary Function and Diagnostic Testing are diagnostic procedures allowing physicians to determine the degree of obstruction or restriction to ventilation. Arterial blood gas analysis, administration of bronchodilators, exercise testing, and therapeutic and diagnostic bronchoscopies, as well as observation of sleep studies, are examples of procedures experienced on the rotations.

Asthma, Sleep, and ALS Clinics exposes the student to outpatient care, patient education and follow-up for activities of daily living relevant to their medication, diet, and exercise-limited disease process.

## **Basic Life Support Certification**

Students must have a current Basic Life Support (BLS) certificate prior to the professional experiential learning experience in the health care facilities. The “BLS” course must be approved for all health care providers (CPR and AED). It is the student’s responsibility to maintain current certification throughout the program. A photocopy of the certification must be submitted to the CastleBranch Medical Document Manager before assignment of clinical site. A BLS course is offered at the FSW Training Center. Go here to register for class,

<https://www.fsw.edu/corporatetraining/aha>.

## **Clinical Attendance and Tardiness Policy**

Students will be regular and punctual in attendance for all scheduled clinics. Due to limited time in the clinical area, students must understand that failure to attend and perform at an acceptable level in the clinical area will deny them opportunities they may need to acquire skills necessary to meet minimum safety standards. Therefore, clinical assignments require 100% attendance.

If a student finds it unavoidable to be tardy, absent or leave early from any clinic, the student must first call the facility or hospital and the Director of Clinical Education with an explanation **before** the start of clinic. Only excused absences can be made up. An absence is considered excused if the student or immediate underage family member is ill and the student has called the facility and Coordinator before the start of clinic. Unexcused absences result in a drop in one letter grade per offense. Any excused absence that is not made up by the end of the session also results in a drop of one letter grade per offense. It is the responsibility of the student, not the instructor, to request permission for make-up activity from the Director of Clinical Education and serve any and all make-up time. Unexcused absences can result in the student’s inability to continue in clinic. If a student arrives late or leaves early, the time missed must be made up by the following week unless alternative arrangements have been approved by the Director of Clinical Education.

# EXPOSURE TO INFECTIOUS DISEASES PLAN

**PURPOSE:** The Radiologic Technology program, within the School of Health Professions at Florida SouthWestern State College, recognizes that the students who participate in the programs offered will have direct contact with patients in a health care setting. It is possible that some of the patients cared for will have an infectious disease, as defined by the Center for Disease Control (CDC). It is further possible that a student might become exposed to an infectious disease. It is the purpose of this policy to outline the process that must be followed to assure the health and safety of the students who progress through the Radiologic Technology program.

## **Definition:**

***Exposure:*** The process of contact with a blood borne or airborne pathogen that is capable of causing an infectious disease, as defined by the CDC. This contact can occur from, but is not limited to, a needle stick, spray of blood onto exposed mucous membranes, or breathing within a confined space while exposed to a patient who has an infectious respiratory ailment.

## **POLICY:**

- Students are to be taught universal / standard precautions during the first semester of the program.
- Students are to use the appropriate precautions while in clinical settings. If the student is unsure of what precautions are necessary, he/she is to check with his/her clinical instructor or a staff technologist prior to initiating contact with the patient.
- Any student who is either exposed, or believes that he/she has been exposed, needs to follow the procedure as defined below.

## **EXPOSURE PROTOCOL:**

- 1) The Clinical Coordinator is to be notified immediately.
- 2) The student will be directed to be seen in the Emergency Department or contact his/her personal physician immediately.
- 3) Insurance
  - a. The student will obtain the proper insurance paperwork from the Clinical Coordinator
  - b. The student will have the Emergency Department Physician or personal physician complete the appropriate section of the insurance form.
  - c. The student in consultation with the Clinical Coordinator will complete the appropriate forms.
  - d. The student will return the completed insurance form to the Program Administrator for Official Signature.
  - e. The student will send the completed insurance form to the insurance company.
- 4) The Clinical Coordinator will notify Florida SouthWestern State College and an incident report completed.
- 5) The completed forms will be filed in the student's file.

## **Workplace Safety**

Each student will do an orientation for each of his or her respective clinical sites. As part of this orientation the student will be informed of and will conform to the safety policies of the hospital. These policies include, but are not limited to: fire safety, emergency procedures, electrical safety, risk management, patient safety, infection control, hazardous materials, radiation protection, etc.

## **Clinical Evaluation**

1. The student will observe and perform the course objectives under immediate supervision of the Clinical Associate or his/her delegate. Following this demonstration of clinical ability, the student will further reinforce and develop

clinical skills by clinical practice. The Clinical Associate or a designated instructor will be available in the hospital for supervision and instruction.

2. Clinic evaluations consist of:
  - a. cognitive knowledge
  - b. psychomotor skills
  - c. affective skills
  - d. weekly log discussing procedures, diseases, assessments etc....

**The student must receive an average passing score in all three domains: clinical knowledge, clinical skills, and affective behavior, on the clinical evaluations in order to progress to next level in the program.**

The following is how students are graded in the clinical setting

#### CLINICAL PERFORMANCE EVALUATION

##### COGNITIVE DOMAIN

- \_\_\_\_\_ Consistently displays knowledge, comprehension, and command of essential concepts
- \_\_\_\_\_ Demonstrates the relationship between theory and clinical practice
- \_\_\_\_\_ Able to select, review, apply, analyze, interpret and evaluate information
- \_\_\_\_\_ Makes appropriate decision making in clinical setting

##### PSYCHOMOTOR DOMAIN

- \_\_\_\_\_ Student requires supervision **appropriate** for this level
- \_\_\_\_\_ Selects, assembles, and verifies proper function and cleanliness of equipment; corrects malfunctions
- \_\_\_\_\_ Minimal error, no critical errors; able to self-correct; performs all steps safely and accurately
- \_\_\_\_\_ Performs procedure in a reasonable time frame for clinical level
- \_\_\_\_\_ Maintains concise and accurate patient and clinical records
- \_\_\_\_\_ Reports promptly on patient status/ needs to appropriate personnel

##### AFFECTIVE DOMAIN

- \_\_\_\_\_ Follows directions appropriately.
- \_\_\_\_\_ Accepts constructive criticism appropriately.
- \_\_\_\_\_ Independently and consistently initiates learning activities appropriate for level of RC education.
- \_\_\_\_\_ Understanding/handling cultural diversity.
- \_\_\_\_\_ Student to Patient Communication
- \_\_\_\_\_ Student to Clinical Personnel Communication
- \_\_\_\_\_ Student to Student Communication
- \_\_\_\_\_ Student to Clinical Instructor Communication

##### Clinical Site Etiquette

- \_\_\_\_\_ Arrives to clinical site prepared
- \_\_\_\_\_ Arrives to clinical site dressed in approved attire
- \_\_\_\_\_ Arrives and leaves clinical site at appropriate times

##### Clinical Assignments

- \_\_\_\_\_ daily log sheet
- \_\_\_\_\_ combines cognitive, psychomotor and affective domain

## Clinical Dress Code

### Uniforms

Students are expected to conform to the clinical dress code. Both professional appearance and safety are important considerations. Inappropriate uniform will result in the student being dismissed from clinic. Upon dismissal the student will be required to meet with the Director of Clinical Education on that day.

Students must wear clothing that is in good condition, clean and well-fitted. All uniforms must be properly laundered, mended, and/or hemmed to the appropriate professional condition, including size and length. Uniforms must be neat, clean, wrinkle free, no frays or tears, and be of modest fit to present a professional image. Baggie pants which drag on the floor, are worn below the hips, or that expose underwear are not acceptable.

The uniform/dress code includes:

- FSW Respiratory Care Clinical ID badge is to be worn on the front upper torso with maximum visibility
- FSW Respiratory Care Scrub Top (maroon /wine with embroidered college logo) with or without a black short sleeve or long sleeve T-shirt (lettering on the T-shirt must NOT be visible)
- Black scrub pants (no rubber around the ankles)
- Black socks
- Closed toe, black leather walking or athletic shoes -- NO MESH SNEAKERS OR CROCS or clogs are allowed in clinical
- FSW Respiratory Care white lab jacket with embroidered college logo
- Clothing, lanyards or accessories that demonstrate a personal point of view or that has illicit, profane, suggestive, biased, sexually related, or any political affiliation, is not allowed; alcohol-related or tobacco-related text graphics or logos are not permitted.
- Student may request a clinical attire accommodation based on religious reasons and/or medical necessity by presenting the request in writing to Director of Clinical Education. The Director of Clinical Education will consult with Program Director and clinical facilities as necessary. Program Director/ Director of Clinical Education, in consultation with Legal Services, will evaluate the request and provide a reasonable accommodation as required by law unless doing so would cause an undue hardship or create a safety hazard for College/Hospital staff or patients.

### **Personal Grooming and Hygiene**

Cleanliness and good personal hygiene are expected of all students. Perfume, cologne, aftershave, soap, hand and body lotions should be mild and not create health concerns for patients or staff. Students who are reported as having noticeable, lingering, persistent and/or offensive body odors (i.e., perfume, cologne, scented lotions, scent/smell of tobacco smoke, perspiration) that create concern, anxiety or offense to patients, visitors and/or co-workers will be subject to corrective action.

Hair must be clean and well-groomed in a style and color appropriate to the healthcare setting. Hair longer than shoulder length must be pulled back and secured when providing patient care. Hair should not be of extreme color or style, and beards and mustaches should be neatly trimmed (1/4 inch). Infection control standards may also apply to hair, including facial hair. It is recommended to remain clean shaven for clinical rotations. If beard and/or mustache is kept, this may limit clinical experiences for that student, due to safety precautions.

Makeup will be conservative.

Student must maintain clean, neat and tidy fingernails to facilitate effective hand hygiene in the workplace:

- Artificial nails or nail enhancements are not to be worn by those giving patient care as they are implicated in the transfer of microorganisms.
- Fingernails must be no longer than 1/4" in patient care areas
- Nail polish or gel may be worn, but must be well maintained and limited to a pale, solid color or clear (black, blue, fluorescent or neon colors are not acceptable).

### **Appearance**

The following jewelry is permitted in patient care areas as long as it does not interfere with patient care or work performance:

- One wristwatch
- One necklace, standard length no more than 18 - 20 inches
- One ring per hand (wedding band set will be considered one ring)

Students may not display body piercings except for pierced ears. Only one pair of earrings may be worn in the ear. **NO** hoop or dangling earrings allowed.

Ear gauges must be plugged closed with plugs matching skin tone.

No visible body art (i.e., tattoos) may be showing. Students are required to make all reasonable efforts to cover all visible tattoos.

Hats, caps, or other hair coverings are not acceptable except if worn for safety reasons based on job duties. Hair coverings may be required in certain areas.

**\*\*\*\* Clinical Dress Code Acknowledgement Form Page Located in [Appendix B.](#)\*\*\*\***

### **Employment within the Program**

While the program recognizes that some students may choose to work while enrolled, it is strongly recommended that students **limit employment hours**, particularly during clinical rotations, due to the rigorous academic and clinical demands of the program.

Students who are employed in the respiratory care profession during enrollment must understand that:

- **Clinical education experiences cannot be used as paid employment.**  
Time spent in clinical rotations must be under the supervision of assigned clinical instructors and must meet all objectives as outlined by the program.
- **Employment must not interfere with academic or clinical responsibilities.**  
Students are expected to maintain satisfactory academic performance and meet all attendance requirements, regardless of their work schedule.
- **Students may not wear program-specific uniforms, name badges, or represent themselves as program-affiliated while working outside assigned clinical education.**

## GRADUATION REQUIREMENTS

(see Florida SouthWestern State [College Catalog](#))

1. To receive the Associate in Science degree in Respiratory Care, students must satisfy the following requirements.
2. Complete the Program Specific Requirements for the Associate in Science Degree as specified in the RC Program requirements.
3. Earn a minimum grade point average of 2.0 in each RET course
4. Register in the final session of attendance for any courses not previously completed which are necessary to satisfy the desired degree.
5. Fulfill all financial obligations to the College.
6. Successfully complete a minimum of 25% of the required credit hours at Florida SouthWestern State College.
7. Meet all deadlines pertaining to [graduation](#).

### Student Records

It is the responsibility of the student to maintain an accurate address with the college even after leaving the program. Be sure to contact the Student Success Coordinator to follow up on graduation audit. The Grad Audit should be run in the fall and spring terms of your first and second year, so the student has adequate time to address any course discrepancies when measured against the graduation requirements. The Program maintains an Electronic Database with the NBRC that certifies your graduate status as soon as all RC Program requirements are met, ideally at the end of the Summer A term in the second year of the Program.



# Appendix A

## PROFESSIONALISM CONCERNS REPORT FORM

STUDENT NAME	COURSE NAME AND NUMBER
NAME OF COURSE FACULTY MEMBER, PROGRAM DIRECTOR	DATE OF INCIDENT
SIGNATURE OF FACULTY MEMBER, PROGRAM MEMBER	DATE DISCUSSED WITH STUDENT

This report is prepared when a student exhibits behavior not consistent with the guidelines set by the Cardiopulmonary Programs Professional Student Behavior Policy committee and is intended to assist the student in meeting professionalism expectations in academic, professional or administrative settings. Improvement in the area(s) noted below is needed in order to meet the standards of professionalism inherent in being a Respiratory Care Therapist or Cardiovascular Technologist.

**Check the appropriate categories. Comments are required.**

### Patient-Centered Care

- ☐ The student did not act in the best interest of the patient.
- ☐ The student did not demonstrate sensitivity to the needs, values or perspectives of patients, family members or caregivers.
- ☐ The student did not establish appropriate rapport with patients, family members or caregivers.
- ☐ The student did not demonstrate openness, responsiveness to the patient's ethnic and/or cultural background.
- ☐ The student did not respond to patient's need in a timely, safe or effective manner.
- ☐ Other unprofessional behavior related to patient centered care.

**Comments: Describe the specifics of the incident (who, when, where, what)**

### Respect

- ☐ The student did not demonstrate respect for the rights of others in academic or professional settings.
- ☐ The student did not demonstrate respect in interaction with others.
- ☐ The student did not establish or maintain appropriate boundaries with patients, family members, fellow students, faculty or staff.
- ☐ Regardless of his/her intent and based on the recipient's response, the student did not demonstrate respect for all persons, regardless of race, gender, religion, sexual orientation, age, disability, gender identity, genetic identity, ethnicity, or socioeconomic status.
- ☐ The student did not demonstrate respect for the confidentiality rights of patient or others.
- ☐ Other behavior that demonstrated lack of respect.

**Comments: Describe the specifics of the incident (who, when, where, what)**

### Integrity

- ☐ The student provided false or incomplete information in an academic, professional or administrative setting.

- ☐ The student acted outside the scope of his/her role in an academic, professional or administrative setting.
- ☐ The student presented the work of others as their own.
- ☐ The student used his/her professional position for personal advantage.
- ☐ The student used the physical or intellectual property of others without permission or attribution.
- ☐ Other behavior that demonstrated lack of integrity.

**Comments: Describe the specifics of the incident (who, when, where, what)**

### **Service**

- ☐ The student did not function collaboratively within the health care team.
- ☐ The student did not demonstrate sensitivity to the requests of the healthcare team.
- ☐ The student did not demonstrate the ability to collaborate with students, faculty, and staff in a learning environment.
- ☐ Other behavior that impeded collaboration.

**Comments: Describe the specifics of the incident (who, when, where, what)**

### **Responsibility**

- ☐ The student was unprepared, tardy, absent and/or missed deadlines/appointments.
- ☐ The student was disruptive or rude.
- ☐ The student needed continual reminders in the fulfillment of responsibilities.
- ☐ The student did not accept responsibility for his/her actions, recommendations or errors.
- ☐ The student could not be relied upon to complete his/her responsibilities in a timely manner.
- ☐ The student did not adhere to policies, procedures, and/or instructions.
- ☐ The student did not dress in attire appropriate for a patient care setting.
- ☐ Other irresponsible behavior.

**Comments: Describe the specifics of the incident (who, when, where, what)**

### **Responsiveness and Adaptability**

- ☐ The student was resistant or defensive when provided constructive feedback.
- ☐ The student did not demonstrate awareness of his /her own limitations and/or was unwilling to seek help when appropriate.
- ☐ The student resisted adopting recommendations from faculty or others to improve learning or performance.
- ☐ The student did not demonstrate adaptability in a patient care or classroom environment.
- ☐ The student used the physical or intellectual property of others without permission or attribution.
- ☐ Other behavior that impeded reliability, adaptability or self-improvement.

**Comments: Describe the specifics of the incident (who, when, where, what)**

**Faculty member/Program Director's recommendations and/or requirements for remedying the professional concerns listed in this report.**

**This section is to be completed by the student. Student comments can be attached separately, but must be submitted within one business day of the discussion with the course faculty member/Program Director.**

I have read this evaluation and discussed it with the Course Faculty Member/Program Director.

Your signature indicates that you have read the report, and it has been discussed with you. It does not represent your agreement or disagreement with the Professionalism Concerns Report. If you disagree or want to comment, you are encouraged to comment in the space provided and on the back of this form if desired.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member/Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

# Appendix B

## School of Allied Health Health Report

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

**Students must meet the following requirements:**

### **PHYSICAL REQUIREMENTS**

<p><u>I have the ability to:</u></p> <p>_____ perform repetitive tasks</p> <p>_____ walk the equivalent of five miles per day</p> <p>_____ reach above shoulder level</p> <p>_____ perform with a high degree of manual dexterity</p> <p>_____ tolerate exposure to dust and/or fumes</p> <p>_____ assist patient transfer on and off table</p>	<p>_____ ability to grip</p> <p>_____ high degree of physical flexibility</p> <p>_____ ability to bend both knees</p> <p>_____ ability to sit for periods of time</p> <p>_____ ability to climb stairs or ladder</p> <p>_____ ability to stand for long periods of time</p> <p>_____ ability to lift 25 pounds</p> <p>_____ ability to squat</p> <p>_____ ability to do above while wearing lead protection</p> <p>_____ auditory ability</p> <p>_____ visual acuity</p> <p>Healthcare Provider: To the best of my ability from my examination and history taking on this student, I concur that the student can perform all the listed physical requirements.</p>
<p><b><u>Student Signature</u></b></p>	<p><b><u>Health Care Provider Initials</u></b></p>

### **Mental and Emotional Requirements**

<p><u>I have the ability to:</u></p> <p>_____ cope with a high level of stress</p> <p>_____ make fast decisions under high pressure</p> <p>_____ cope with anger/fear/hostility of others in a calm manner</p> <p>_____ communicate effectively</p> <p>_____ concentrate</p> <p>_____ demonstrate a high degree of mental flexibility</p> <p>_____ cope in an acceptable manner with confrontation</p> <p>_____ handle multiple priorities in a stressful situation</p>	<p>_____ ability to make appropriate judgment decisions in an emergency</p> <p>_____ ability to demonstrate emotional stability and psychological health in day to day interactions with patients, families, staff, and others in routine and non-routine decision making processes and on the daily execution of didactic and clinical assignments.</p> <p>Healthcare Provider: To the best of my ability from my examination and history taking on this student, I concur that the student can perform all the listed and emotional requirements.</p>
<p><b><u>Student Signature</u></b></p>	<p><b><u>Health Care Provider Initials</u></b></p>

### **School of Allied Health Required Immunizations**

Immunization Reporting. Titers for MMR, Varicella, or Hep B may be submitted instead of immunization dates.

Immunization	Date(s) administered	Laboratory Results / Reports	Refusal (signature required )
Tetanus (within 5 years)	_____	N/A	N/A
Pertussis (Tdap)	_____	N/A	NA
MMR (Rubella, Rubeola, Mumps)	#1 _____ #2 _____	Date _____ _____ Positive _____ Negative (submit all three titers)	N/A
Varicella	#1 _____ #2 _____	Date _____ _____ Positive _____ Negative (submit titer)	N/A
Hepatitis B	#1 _____ #2 _____ #3 _____	Date _____ _____ Positive _____ Negative Hep B surface antibody (anti-HBs) (submit titer)	Students who elect not to receive the Hepatitis B Vaccine will need to sign the waiver below
Tuberculin Test		_____ Positive _____ Negative *if positive, CXR must be done ***MUST BE DONE ANUALLY***	N/A
Flu Vaccine		***MUST BE DONE ANNUALLY EVERY FALL***	Students who elect not to receive the influenza Vaccine will need to sign the waiver below

**WAIVER STATEMENT:**

As a student, performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to influenza, tuberculosis, hepatitis B, and HIV (AIDS). Florida SouthWestern State College recommends that all Health Program students obtain the influenza and Hepatitis B vaccine. Proof of vaccination from hepatitis B and / or influenza may be required before certain clinical rotations. I have been informed and understand the inherent risks related to exposure to environment hazards and infectious diseases through contact with body fluids and airborne micro-organisms, including hepatitis B and/or influenza while involved in clinical rotations. I also understand that the hepatitis B and influenza vaccine are highly recommended. I understand that if I elect not to have the Hepatitis B and/or influenza vaccine, I agree to hold harmless all persons or entities connected with Florida SouthWestern State College, clinical affiliations, and the Respiratory Care Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICATIONS** - Please list any medications that the student is currently taking: \_\_\_\_\_

**This is to certify that I have examined \_\_\_\_\_ on \_\_\_\_\_ and have found her/him to be in good physical, mental and emotional health, as described in the stated requirements, and free from communicable disease.**

**EXCEPTIONS** - Please note below any physical, mental and emotional abnormalities, defects, or diseases which might in any way interfere with the student's attendance and progress in the School of Allied Health:

\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_  
(Signature of M.D., D.O., A.R.N.P., P.A.)

ADDRESS \_\_\_\_\_

**TO THE STUDENT:**

I, \_\_\_\_\_, give Florida SouthWestern State College permission to share part or all of the information on this health evaluation with the clinical agency(ies) to which I will be assigned.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**STUDENT DECLARATION OF MEETING TECHNICAL STANDARDS FOR ADMISSION TO THE RESPIRATORY CARE PROGRAM**

I have reviewed and understand the Technical Standards minimum qualifications necessary to perform the essential functions of a Respiratory Care Practitioner. I will return this form to the faculty.

Critical Thinking:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Problem Solving:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Interpersonal:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Communication:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Mobility:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Motor Skills:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Hearing:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Visual:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Tactile:

\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*

\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*



---

Smell:  
\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*  
\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Self-Care:  
\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*  
\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

Temperament:  
\_\_\_\_\_ I am capable of meeting these requirements. \_\_\_\_\_ I am not capable of meeting these requirements. \*  
\_\_\_\_\_ I am capable of meeting these requirements with the following accommodations. \*

---

I, the undersigned, do hereby testify that I have read and understand the Technical Standards for Admission to the Respiratory Care Program and the above statements, as indicated, are true.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

\*Indicates awareness of applicant to make an appointment with Adaptive Services at 239-489-9427 for determination of reasonable accommodations.

**(Complete the Document in your CastleBranch Medical Document Manager.)**

## Informed Consent

As a student performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV (AIDS).

Neither Florida SouthWestern State College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education.

Proof of health insurance is required before beginning certain clinical rotations.

Every student is required to have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance is automatically included in the lab fees for the clinical rotations.

Each student is responsible for the objectives and course requirements of each course in the curriculum. I hereby verify informed consent of the policies, objectives, course requirements and inherent risks involved in the education of Health Program student's at Florida SouthWestern State College.

_____	@_____
Name – please print	Banner ID Number

_____	_____
Signature	Date

**(Complete the Document in your CastleBranch Medical Document Manager.)**

**Florida SouthWestern State College**  
**School of Allied Health**



**STATEMENT ON CONFIDENTIALITY AND DISSEMINATION OF PATIENT INFORMATION**

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our clinical experiences. Florida SouthWestern State College prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations, and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits and quality assurance activities.

I understand that Florida SouthWestern State College students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws. By signing this form, I agree not to post or discuss any clinical experience or information regarding their experiences with any clinical agency, its staff, or its patients on any online form (including but not limited to: email, websites, message boards, blogs, or social networking websites).

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Program Coordinator immediately. In addition, I understand that a breach of patient confidentiality may result in suspension or expulsion from Florida SouthWestern State College's RC program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by Florida SouthWestern State College. I agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, or expulsion. This does not alter the nature of the existing relationship between Florida SouthWestern State College and myself.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**(Complete the Document in your CastleBranch Medical Document Manager.)**

## RESPIRATORY CARE HANDBOOK ACCEPTANCE:

The student "Handbook" contains various provisions relating to your program. This Handbook and these policies are NOT a contract with the program or the school. The policies and information contained within are subject to change at any time by the Florida SouthWestern State College Respiratory Care Program.

The student bears the responsibility for enrolling on time, in the appropriate courses, to meet all the program's requirements.

Students must earn a passing grade in all courses prescribed for the Respiratory Care Curriculum. Competency is evaluated by the program faculty. Students must maintain a GPA of 2.00 at the end of the semester for all courses attempted.

Students caught cheating will be dropped from the program by the instructor and receive an unsatisfactory grade in the course.

Students must meet health requirements of the affiliating agencies before entering the agency for their clinical experience.

Students in the Respiratory Care Program will be allowed to retake a course only once. This action is being taken to ensure the overall competency of the prospective graduates. This applies to those students that have received an unsatisfactory grade in ANY Respiratory Care Technology course.

A student may repeat only two courses within the curriculum during his/her matriculation. Anyone whose needs exceed this requirement will be withdrawn from the program and sent to Career Services.

Due to patient safety concerns, before a rotation or assignment to a new, or different clinical site location, departmental officials of the accepting site are given the right to review prior clinical evaluations of students they are being asked to accept into their institution. Therefore, be advised that program administrators will be sharing prior clinical evaluations of students before new assignments or transfers take place. Your signature agreeing to abide with the policies and procedures of this handbook and the allied health program it represents, provides authorization for this practice.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND ALL INFORMATION IN THE RESPIRATORY CARE HANDBOOK AND AGREE TO COMPLY COMPLETELY. I HAVE ALSO BEEN MADE AWARE THAT A COMPLETED HEALTH REPORT FORM MUST BE ON FILE BEFORE ATTENDING CLINICALS AND UPDATED ANNUALLY.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**(Complete the Document in your CastleBranch Medical Document Manager.)**

### **Clinical Dress Code Acknowledgement**

I, \_\_\_\_\_, do hereby affirm that I have read and understand the requirements outlined in the Respiratory Care Program Clinical Dress Code. I also understand that inappropriate dress code will result in dismissal from clinic.

I understand that my dress code is a reflection upon myself as well as the program and college.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**(Complete the Document in your CastleBranch Medical Document Manager.)**

**FDLE/FBI Background Screening for Application/Clinical/Field Placement Policy Acceptance and Understanding**

I, \_\_\_\_\_ have read, understand, and accept the aforementioned information that has been provided to me on this date of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Program Director or Representative

**(Complete the Document in your CastleBranch Medical Document Manager.)**

**FLORIDA SOUTHWESTERN STATE COLLEGE  
RESPIRATORY CARE PROGRAM**

**PREGNANCY COUNSELING SHEET**

The purpose of this form is to document that the student named below and the Respiratory Care Program Director and the FSW Radiation safety officer have had a counseling session in regards to specific program policies related to student pregnancy.

Protection concepts reviewed:

1. During the gestation period, the dose equivalent limit for the fetus is 0.5 rem, or 5 mSv, and 0.05 rem, or 0.5 mSv/month.
2. A second radiation dosimeter will be ordered immediately and is to be worn at the waist level and under any radiation protection device (e.g.apron).
3. A review of the cardinal principles of radiation protection including time, distance and shielding was performed to minimize the fetal dose.
4. Clinical competencies, objectives, and attendance policy will remain unchanged.
5. Absences due to pregnancy will be made up according to policies governing absences.
6. The student has the option of withdrawing from the program and re-entering at the beginning of the next semester in which her unfinished courses are offered. Re-entering is on a clinical space available basis.
7. The student has the option, in consultation with program faculty, to take a limited leave of absence from the program. This leave may result in a postponed graduation date.

Expected Due Date: \_\_\_\_\_

I, \_\_\_\_\_, have discussed the above Program Pregnancy Counseling Sheet with my Program Director and understand the Pregnancy Policy of the RC Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have decided to revoke my declaration of pregnancy.

# Appendix C



AS - RESPIRATORY CARE Cost of Attendance			
<b>Associate in Science Degree</b>			
General Education and co-requisite courses			28 credits
Respiratory Care core courses			48 credits
<b>Total Credit Hours</b>			<b>76 credits</b>
	<b>FL resident</b>	<b>Out of State</b>	
<b>College cost per credit hour*</b>	<b>113.36</b>	<b>432.63</b>	
*costs includes tuition and other fees			
<b>Application Costs</b>			
FSW application fee	30.00	30.00	
Respiratory Care fee	27.00	27.00	
<b>Total Application Fees</b>	<b>\$57.00</b>	<b>\$57.00</b>	
<b>Additional Costs</b>			
1st yr. Background Check/Fingerprints/Drug Screen	105.25	105.25	
2nd yr. Background Check/Fingerprints/Drug Screen	95.25	95.25	
CastleBranch & Medical Record Tracker	38.00	38.00	
Healthcare screen-by students's healthcare provider	150.00	150.00	
Physical exam/Vaccinations/laboratory screen			
BLS Provider Certification (cost may vary)	80.00	80.00	
Uniforms (cost may vary)	200.00	200.00	
includes scrub attire, stethoscope			
<b>Total additional costs</b>	<b>\$668.50</b>	<b>\$668.50</b>	
PROGRAM BREAKDOWN			
YEAR ONE			
<b>Fall Semester</b>			
3 credits		340.08	1,270.89
Text books (new, hard copy)		121.95	121.95
<b>Spring Semester</b>			
8 credits		906.88	3,461.04
Insurance fee		10.00	10.00
Course fees		500.00	500.00
Simulation fee		78.00	78.00
Text books (new, hard copy)		218.95	218.95
<b>Summer A Semester (7 wks)</b>			
3 credits		340.08	1,270.89
Course fees		500.00	500.00
<b>TOTAL COST - YEAR ONE</b>	<b>\$3,015.94</b>	<b>\$7,431.72</b>	
YEAR TWO			
<b>Fall Semester</b>			
15 credits		1,700.40	6,489.45
Course fees		1,028.00	1,028.00
Simulation fee		156.00	156.00
Text books (new, hard copy)		310.00	310.00
Insurance fee		10.00	10.00
<b>Spring Semester</b>			
14 credits		1,587.04	6,056.82
Text		930.00	930.00
Course fees		330.00	330.00
Simulation fee		78.00	78.00
<b>Summer A Semester</b>			
5 credits		566.80	2,163.15
Course fees		200.00	200.00
<b>TOTAL COST - YEAR TWO</b>	<b>\$6,896.24</b>	<b>\$17,751.42</b>	
<b>TOTAL PROGRAM COST</b>	<b>\$10,637.68</b>	<b>\$25,908.64</b>	

# Appendix D

FDLE/FBI Background Screening for Application/Clinical/ Field Placement	05-30-2024
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### Purpose:

The Florida Department of Law Enforcement initiated the VECHS program in 1999 after the Florida Legislature enacted section 943.0542 of the Florida Statutes (1999). This statute is amended based on the National Child Protection Act (NCPA). The federal guidelines for the NCPA offer further interpretations of the NCPA, along with mandates for states that choose to implement corresponding legislation and programs.

Level 1 and Level 2 Background checks:

- Level 1 and Level 2 Background Checks are terms used in Florida Statutes to convey the method of the criminal record check and the extent of the data searched; however, the terms may also refer to certain disqualifying offenses if specific statutes are used as reference.
- Level 1 and Level 2 are terms that pertain only to Florida and are not used by the FBI or other states. They are defined in Chapter 435, F.S., but are used elsewhere in the statute without definition and appear not to be associated with all of the provisions in Chapter 435.

\* Level 1 generally refers to a state-only name-based check AND an employment history check

\* Level 2 generally refers to a state and national fingerprint-based check and consideration of disqualifying offenses and applies to those employees designated by law as holding positions of responsibility or trust.

Section 435.04 mandates that Level 2 background security investigations be conducted on employees, defined as individuals required by law to be fingerprinted pursuant to Chapter 435

It should be noted that the state and national criminal history databases can be searched for arrests, warrants, and other information about an individual; however, neither database can search for specific offenses on an individual's records.

**NOTE:** Certification and/or Licensure are requirements to practice in all programs FSW's School of Allied Health provides. If there are questions as to whether a student's criminal history will prevent or restrict their ability to obtain a license and/or certification in the School of Health Profession's programs, the student should discuss the matter with the Florida Department of Health and/or associated accrediting agency **BEFORE** applying to the program.

**NOTE:** Any use of a controlled substance without a prescription and/or marijuana (even if medically issued) will result in **DENIAL** of entry into FSW's Allied Health Programs. Use of these substances during any phase of an associated program will result in an immediate **DISMISSAL** from the program.

### Procedure:

1. Criminal background information released to a program will be used only to assist in making programmatic admission, continuation, and/or potential dismissal decisions.

2. If a background check identifies issues that may preclude admission, field experience, or clinical placement, the Program Director may request additional information from the student.
3. Applicants are **NOT** required to disclose any criminal conviction expunged from the public record or a deferred adjudication that did not result in the entry of a conviction judgment.
4. Students with pending adjudication, charges, or convictions **WILL NOT** be admitted to the program.
5. Program admission, continuation, and/or potential dismissal are based on an applicant's plea of nolo contendere, a guilty plea, a plea agreement, and/or a conviction.
6. Based on an applicant's felony criminal convictions and all other criminal convictions (felony or misdemeanor) relating to crimes involving the following, students will be **DENIED** admission or continuation in the associated program.
  - physical assault
  - use of a dangerous weapon
  - possession of a controlled substance
  - more than one (1) DUI/DWI within the last three (3) years
  - sexual abuse or assault of any person
  - embezzlement, fraud, dishonesty
  - crimes against property, including robbery, burglary, and theft
7. Additionally, for misdemeanor offenses, the Director will review students exhibiting patterned behavior of criminal history on a case-by-case basis to decide whether admission to the program is in the best interest of Florida SouthWestern State College, the associated Program, and the community.
8. If a background check identifies issues that the applicant considers inaccurate or incomplete, the applicant must address these concerns or issues with the Florida Department of Law Enforcement (FDLE) and/or the Federal Bureau of Investigations (FBI) for resolution. Florida SouthWestern State College is NOT responsible for rectifying any background inaccuracies on the accepted applicant's behalf.
9. All students must disclose any new arrests, criminal proceedings, and/or criminal convictions (felony or misdemeanor) while admitted and attending any School of Allied Health Program immediately.
10. FSW's Allied Health Program Directors may deny admission into any Program based on their sole discretion and/or the following considerations:
  - The Director determines that admittance may jeopardize public health and safety
  - The severity of the criminal activity.
  - The amount of time that has elapsed since the crime was committed.
  - Criminal activity which involved violence to, or abuse of, another person.
  - The crime involved a minor or a person of diminished capacity.
  - Whether the applicant's actions and conduct since the crime occurred are consistent with holding a position of public trust.
  - Whether the applicant's criminal history reflects patterned behavior.

If you have any questions or concerns, please speak with your School of Allied health Advisor or the Director of your associated Program.

# Appendix E

## Appropriate Physical Touch in Resp Care Instruction

07-20-2024

### Purpose:

The Respiratory Care program wants to ensure that all students, faculty, and staff are aware of guidelines for appropriate physical touch by instructors when teaching Respiratory Care students. This policy aims to maintain a professional and safe learning environment while ensuring that physical touch is used judiciously and ethically. Touching and being touched is a fundamental healthcare practice and may be required to demonstrate a skill or conduct scenario-based learning.

### Policy:

Any individual who is teaching RC students must adhere to the following guidelines regarding physical touch:

- I. **Professionalism:** All physical touch must be conducted in a professional manner consistent with the standards of conduct expected in the RC field and in alignment with College Operating Procedures of Standards of Conduct (Procedure Number: 05-0903).
- II. **Consent:** Individuals providing instruction must always obtain verbal consent before engaging in any form of physical touch with the students. It is the student's responsibility to inform the instructor at the earliest opportunity before starting the skill or scenario practice session, however, if a student declines or expresses discomfort with physical touch, it is the instructor's responsibility to respect their wishes.
- III. **Educational Purposes:** Physical touch should only be used for educational purposes directly related to the learning objectives of the RC curriculum.
- IV. **Respect for Personal Space:** Instructors must be mindful of student's personal space and avoid any physical contact that may be perceived as invasive or unwelcome. When physical touch is necessary for demonstration or instruction purposes, instructors should use the least intrusive method that effectively communicates the intended lesson. Verbal explanations or visual aids should be utilized whenever possible as alternatives to physically touching the student.
- V. **Professional Boundaries:** Appropriate professional boundaries will be maintained at all times.
- VI. **Reporting and Accountability:** Any concerns or incidents involving inappropriate physical touch, crossed lines of professionalism into overt sexual contact, **must** be reported as soon as possible to the Director, Emergency Services.

Any individual who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

# Appendix F



## RESPIRATORY CARE APPLICATION PROCESS

1

### **Apply to Florida SouthWestern**

Designate "AA General Studies," select limited access program, and enter your program of interest (*your advisor can assist further upon acceptance to the college*)

2

### **Apply on-line to RC Program between January 1 and May 31:**

- Click the "Apply Now" button on the top of the webpage.
- Upload your resume' at the appropriate time in app process
- Ensure that all official Copies of College Transcript(s) have been sent to the Office of the Registrar.
- Make sure that the transcripts are evaluated and loaded into your student portal two weeks after they are sent to the registrar.

3

### **Schedule to take the Watson-Glaser Critical Thinking Exam.**

- Schedule the exam online using the instructions provided after applying

4

### **Once notified via email, schedule an interview with the Admissions Panel.**

- Applicants with the highest admission points will be invited for an interview
- Interviews will take place in May and June

5

### **After scheduling an interview, complete the following:**

- 10 Panel Drug Screen
- Criminal Background Check

6

- Check your FSW email regularly for program status.



RESPIRATORY CARE  
SCHOOL OF HEALTH PROFESSIONS

Information and Curriculum Packet

Thank you for your interest in the Respiratory Care Program at Florida SouthWestern State College. On-Line applications for admission into this Associate in Science Degree program are accepted January 1<sup>st</sup> to May 31<sup>st</sup> each year. Respiratory Care is a limited access program and will select only students who meet the academic, testing, and prescribed clinical admission requirements outlined in this information packet.

This packet includes answers to commonly asked questions, an overview for admission, and a term-by-term sequence of Respiratory Care. The on-line application for the Respiratory Care program is available at <https://www.fsw.edu/academics/programs/asrespiratorycare>. Potential applicants are strongly encouraged to review the Florida SouthWestern State College Catalog available online at <http://www.fsw.edu/academics/catalog> and the web page for the Respiratory Care Program.\*

*\*This information is subject to revision at the discretion of the College.*

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The Respiratory Care Program is accredited by the *Commission on Accreditation in Respiratory Care* ([www.coarc.com](http://www.coarc.com)).

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*Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, [equity@fsw.edu](mailto:equity@fsw.edu), 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.*

RESPIRATORY CARE  
TWO YEAR ASSOCIATE IN SCIENCE DEGREE  
INFORMATION SHEET

**1) What will the program prepare me to do?**

The graduate is employable as a registry eligible Respiratory Therapist.

**2) What are the duties of a Respiratory Therapist?**

Under medical direction, a Respiratory Therapist administers oxygen and other medical gases, aerosolized medications, and breathing treatments with various types of pressurized breathing equipment; performs basic life support or cardiopulmonary resuscitation; manages life support equipment including mechanical ventilators; performs special diagnostic procedures such as pulmonary function testing, cardiac output determination, arterial blood gas puncture and analysis; and assists with special therapeutic procedures such as bronchoscopy, intra-aortic balloon pump monitoring, pulmonary artery catheterization, and hyperbaric oxygen administration and other life support techniques. The Respiratory Therapist is typically employed within the traditional acute care hospital setting, in skilled nursing centers, in neonatal and pediatric intensive care, in physician office settings, in rehabilitation centers, outpatient care clinics, and by respiratory home care agencies.

**3) What are the criteria for admission to the program?**

An applicant may be admitted to the Respiratory Care based on the following criteria:

- a) Possess a high school or equivalency diploma/GED.
- b) Be at least eighteen (18) years old by the first day of clinical.
- c) Complete all admission requirements to Florida SouthWestern State College. (Refer to the College Catalog.) You will also need a FSW student "Bucs" email account. All official RC program application communications will occur using your "Bucs" email account.
- d) Complete any combination of math and science courses required for the degree (Anatomy & Physiology I and II, Microbiology, Chemistry, Liberal Arts Math or College Algebra) to meet or exceed 6 credits and an overall of 11 college credits to meet the application requirements.
- e) The application should be submitted between January 1 and May 31 of each admission year. If you are transferring in coursework from other institutions, make sure you have those courses evaluated for transferable credit and that those courses appear on your FSW transcript. This is necessary in order for those courses to be used in the calculation of your admission points. At time of application, you will also need to pay the \$27 application fee (payable on-line). This fee covers application and exam for the Respiratory Care Program.
- f) Attend an Orientation Session (optional, but highly recommended). Orientation sessions begin in mid-March. The dates are available on the orientation page under Downloads and Links – "2024 Open House/Information Schedule."
- g) Schedule the Watson Glaser Critical Thinking Assessment. This exam provides an assessment of each applicant's critical thinking skills and is scheduled (March - June) following processing of the program application form.
- h) Successfully complete a Panel Interview. Applicants with sufficient points will receive an e-mail

in late May or early June indicating the time and date of the interview appointment with the RCAdmission Panel.

- i) Complete a Criminal History Background Check, including OIG and Sex Offender, and drug screen upon notification of the panel interview.

Note: Applicants must successfully complete both the panel interview and background check/drug screen as a pre-requisite for acceptance into the program.

**4) Is there limited admission to the programs?**

Typically, the number of applicants exceeds available clinical training space (30 for Respiratory Care). Individuals are selected based on GPA and experience.

**5) Is an interview required?**

Yes, an interview with the RC Admission Panel is required. Applicants qualify for this last phase of the admission process by scoring above a certain level for the academic criteria and critical thinking assessment. A passing score must be earned during the interview phase in order for your application to remain valid.

**6) When are students admitted to the programs?**

Students are generally notified by mid-July, with classes beginning in August of each academic year.

**7) What part does the Criminal Background Check play in my admission to either program?**

Prior to or at the panel interview, each applicant will receive written instructions for completing a criminal background check and drug screen. The approximate cost is \$140. This background check ensures consistency with the requirements of Chapter 435 Florida Statutes and the health care agencies with which Florida SouthWestern has clinical affiliation agreements. Certain agencies may require additional screening. Background and drug screening must be cleared before final acceptance to the Respiratory Care Program can be granted. Additionally, a new background check and drug screen must be completed every 12 months to remain in good standing in either program.

Upon request, the applicant may be requested to provide the Dean of the School of Health Professions, or their designee, a written explanation of any criminal charges on his/her record in any state or national jurisdiction.

Applicants with criminal records are forewarned that the Florida Department of Health, Division of Medical Quality Assurance, requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The same is true for other states with

licensure statutes as well as national certification boards. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are usually required for employment.

## Criminal History Findings

Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in the Respiratory Care Program. Those offenses are:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Aggravated assault
- Battery, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Lewd and lascivious behavior
- Arson
- Theft, robbery, and related crimes, if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense was a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Negligent treatment of children
- Sexual performance by a child
- Alcohol or Drug offenses which were a felony, or if the offense involved a minor
- Offenses indicating unfitness to serve as a health care professional

### **8) What is the length of each program?**

The Respiratory Care Program is 22 months (six semesters) and begins every Fall semester.

### **9) How many credit hours are required for the program?**

There are 76 credit hours in Respiratory Care which are required for the program.

### **10) When can I sit for the Registry examinations?**

Upon graduation, Respiratory Care graduates are eligible to take the NBRC (National Board for Respiratory Care) Therapist Multiple-Choice (TMC) Examination. This examination has two cut scores. Graduates that attain the lower cut score will earn the Certified Respiratory Therapist (CRT) credential. Graduates that attain the higher cut score will earn the Certified Respiratory Therapist (CRT) credential and be eligible to take the Clinical Simulation Examination (CSE). Upon successful completion of the CSE the graduate will earn the Registered Respiratory Therapist (RRT) credential. Additional information is available at the NBRC website at <http://www.nbrc.org>

**11) What is the cost of these programs?**

Tuition is charged per credit hour. Florida residents pay \$113.36 per credit hour; non-residents pay \$432.63 per credit hour. Laboratory courses utilizing the simulation laboratories have a \$78 lab fee attached. A clinic support fee ranging from \$75 to \$850 is assessed for each of the combined lecture/laboratory and clinical courses. There is also a \$10 annual fee for liability and accidental injury insurance. Tuition rates and fees are subject to change each academic year.

Additional costs include, but are not limited to, books, uniforms, program approved electronic tablet, on-line clinical tracking program, on-line immunization tracking system, background checks, drug screens, health report, immunizations, health insurance, BLS and ACLS certifications, and various testing fees. The college does not provide housing and the student is responsible for transportation to and from assigned hospitals or health agencies for clinical course work.

**12) Does the Respiratory Care Program keep a waiting list?**

The program does not keep a "waiting list." Individuals who are not accepted may re-apply for the next academic year but are not given preference on that basis. During each admission year the programs may accept alternate candidates who may begin the program course but who may not be guaranteed a clinic seat. You will receive additional information of your options if you are offered alternate admission into either program.

**13) When are core course (RET prefix) classes normally scheduled?**

Most classes and labs are scheduled during the day. Classroom days are commonly from 8 am to 4 pm and take place on the Lee Campus in Fort Myers. Clinical days may range from 4 to 12 ½ hours and occur between 5:30 am and 7:30 pm depending on the program, semester and clinic site. Some clinical assignments may be scheduled in the evening.

**14) Will I be participating in a hospital or other health agencies as part of my course work?**

Pre-clinical rotations begin in the RC labs beginning with spring semester. Rotations to local hospitals begin in Summer A of the first year for the RC Program. Clinical sites are located in Charlotte, Collier and Lee Counties. You will need an approved uniform, name badge, electronic tablet, and a watch with a second hand. You may also need to purchase a stethoscope. Because students rotate through hospitals in a large geographic area, reliable transportation is a necessity.

**15) Is there specific health, physical activity or technical requirements for advancement into the clinical phases of the RC Programs?**

A completed medical health record and self-assessment of Program Technical Standards must be submitted and approved by the Director of Clinical Education/Clinical Faculty prior to admission to clinical rotations. This health record will contain results from a physical examination and laboratory tests including immunization records. An updated health record

verified by a licensed physician or designee must be submitted on a yearly basis before attending clinical courses. Students who are out of their respective program for six months or more must submit new records.

Respiratory Care students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply to the program after resolution of the health problem.

**16) What courses can I take while waiting to be admitted to the program?**

Applicants are encouraged to focus on the ten co-requisite general education courses listed in the college catalog for the Respiratory Care Program. Most of these courses are offered at any of the Florida SouthWestern campuses and many are also available on-line.

**17) Must I take the courses in the sequence in which they are listed in the curriculum?**

There are variations of order possible for the general education courses. Some of these courses do require testing or pre-requisites. The RET prefixed courses must be taken in the order presented and are offered only once a year in the semester they are listed in the curriculum. All courses required for the programs must be passed with a grade of "C" or better before advancing in the program and before graduating from the program.

**18) Are any of my previous college courses transferable to this program?**

If you attended another college, formal transcripts must be sent to the Office of Registrar, for evaluation, at the time you apply for admission to the college. If you are transferring in coursework from other institutions, make sure you have those courses evaluated for transferable credit and that those courses appear on your FSW transcript. This is necessary in order for those courses to be used in the calculation of your admission points.

If you attended another Respiratory Therapy Program, these courses will be evaluated for transfer by the Program Director. In this case, you must also provide the program with a copy of your transcripts. You will also be required to provide other documentation such as a letter of good standing from the Program Director indicating eligibility to continue and course syllabi or schedules to verify content, particularly for out-of-state students. Only courses in which you earned a grade of "C" or better are transferable.

**19) Can I receive credit for any previous experience in the practice of Respiratory Therapy (Advanced Placement)?**

Advanced Placement into the Respiratory Care program for students transferring from another accredited respiratory therapy program is considered on a strictly case-by-case basis. Because respiratory care curricula are sequenced differently across institutions, advanced placement is rare and not guaranteed.

To be considered for advanced placement, the student must demonstrate that they have met the specific Course Learning Outcomes (CLOs) and professional competencies for all acquired knowledge. This evaluation process ensures that the student's previous education aligns with the rigor and standards of our program.

**Requirements for Consideration would include:**

- **Official transcripts**
- **Letter of good standing**
- **Syllabi and documentation**
- **Competency Validation**

**20) Can this program be used to further advance my education towards a Baccalaureate Degree?**

Yes, we encourage graduates of the RC program to continue their education. Florida SouthWestern State College offers a Bachelor of Science Degree in Cardiopulmonary Sciences. If you are interested in another institution, it is suggested that you contact the specific institution to which you wish to transfer for additional information.

**21) Does the program offer a job placement service?**

The program cannot guarantee employment. The college does offer advisement on job placement and a list of potential opportunities is maintained by the Program Director.

**22) What salary range can I expect as a graduate therapist?**

A starting full-time Registered Respiratory Therapist/ in the Southwest Florida area can expect to start between \$45,000 and \$50,000. Signing bonuses, on-call pay or shift differential may also contribute to the annual salary at some institutions.

**23) Will I need Health Insurance?**

Yes, Students will need to provide documentation that they have a current health insurance policy during the time they are enrolled in the program.



# Program Course Plan

Florida SouthWestern State

College Respiratory  
Care, AS

Fall Semester		Credits
RET 1024: Intro Cardiopulmonary Tech		3
Spring Semester		
RET 1007: Respiratory Care Pharmacology		3
RET 1275C: Clinical Care Techniques		3
RET 1485: Cardiopulmonary Anatomy & Physiology		2
Summer Semester		
RET 1832L: Clinical Practicum I (Summer A)		1
Year Two: Fall Semester		
RET 2874L: Clinical Practicum II		6
RET 2234C: Respiratory Therapeutics		4
RET 2254C: Respiratory Care Assessment		4
RET 2714: Neonatal Pediatric Resp Care		2
Spring Semester		
RET 2875L: Clinical Practicum III		6
RET 2244: Critical Care Applications		2
RET 2264: Advanced Mechanical Ventilation		3
RET 2264L: Adv Mechanical Ventilation Lab		1
RET 2295: Pulmonary Studies		3
Summer A Semester		
RET 2930: Resp Care Practitioner as Professional		1
RET 2876L: Clinical Practicum IV		4

## General Education Requirements

Must be completed before final semester, if not previously satisfied.

- ENC 1101: Composition I
- Core Humanities
- AMH 2020 – History of the US or POS 2041 – American National Government
- Core Math (MGF 1106 or STA 2020 recommended)
- BSC 1085C: Anatomy & Physiology
- BSC 1086C: Anatomy & Physiology II
- Chemistry with corresponding lab (CHM 2032/L recommended)
- MCB 2010C: Microbiology

\*If you have transfer credits please speak to an Academic Advisor to ensure your previous course work meets program requirements.