



RESPIRATORY CARE PROGRAM

STUDENT HANDBOOK

ACADEMIC YEAR 2025-2026



AFFIRMATIVE ACTION, EQUAL OPPORTUNITY, AND SEXUAL HARASSMENT

Massasoit Community College prohibits discriminatory harassment and sexual harassment, including sexual violence. Inquiries or complaints concerning *discrimination, harassment, retaliation, or sexual violence* shall be referred to the Title IX Coordinator and Compliance Officer, Amee Synnott, Office of the President, 508-588-9100, x1304, Brockton Campus, Administration Building, Room 219, asynnott@massasoit.mass.edu. A complaint can also be filed online at www.massasoit.edu/report. For more information about Title IX, visit www.massasoit.edu/title-ix.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT STUDENT ACCESS TO RECORDS

The Family Education Rights and Privacy Act (FERPA) provide the student with a right to privacy and access to his/her school records. The Respiratory Care Program will comply with this Act. Access to student records is carefully controlled to maintain confidentiality. Students may view records held by the Program Director during posted office hours in H 333. Students wishing to view their records may do so by requesting access from the Program Director. Clinical records held by clinical instructors may be viewed at a mutually agreed on time. MCC transcript records may be viewed in cooperation with the Office of the Registrar. College health and CORI records are confidentially maintained by the Division Dean of Nursing and Allied Health.

For more information, please visit the link below:

<https://massasoit.edu/about/college-policies/student-records-ferpa/>

DISABILITY STATEMENT

Access & Disability Resources (ADR) is committed to ensuring that students with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods, and services provided by the college in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students with disabilities seeking services and/or accommodations, will want to voluntarily disclose their disability, submit relevant documentation and participate in an Intake meeting with ADR staff, in order to establish eligibility for academic accommodations and support through Access & Disability Resources. The ADR can be reached via email: adr@massasoit.mass.edu or at 508-588-9100 Ext1807. The ADR can provide accommodations such as extended text taking time, quiet testing environment etc. for student's with legitimate disabilities. Please do not hesitate to contact the ADR if you require accommodations.

For more information, please visit the link below:

<https://massasoit.edu/student-services/dean-of-students/academic-resource-center/access-disability-resources/>

Note: If you are granted testing accommodations by the ADR, please familiarize yourself with the permitted testing accommodations of the National Board of Respiratory Care (NBRC). The NBRC is the organization which designs and administers credentialing examinations for

Respiratory Therapists. The permissible testing accommodations granted by the ADR and NBRC may be different.

For more information, please visit the link below:

<https://www.nbrc.org/wp-content/uploads/2025/05/NBRC-Candidate-Handbook-FINAL-05.09.25.pdf>

EXPECTATION FOR ALL RESPIRATORY CARE STUDENTS AND EMPLOYEES

To provide to the student excellence and innovation in the care of patients along with the training of health professionals and the creation and sharing of health knowledge. This institution exists to serve others, and does so through the expression of our core values.

Respect- To recognize the dignity of every person.

Integrity- To be honest, fair and trustworthy.

Stewardship- To manage resources responsibly.

Excellence- To work at the highest level of performance, with a commitment to continuous improvement.

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WELCOME

Welcome and congratulations on your acceptance to the Respiratory Care program at Massasoit Community College. We are pleased that you have chosen to pursue your education in this exciting and rewarding field.

This handbook is provided to assist you as you progress through the program. It contains program specific information that is vital to your educational experience and it supplements the information provided to you in the college's course catalog. It is expected that you keep this handbook as a resource referring to it whenever necessary. All Respiratory Care students are required to adhere to the policies and procedures contained in this handbook.

The faculty looks forward to assisting you in attaining the career goals that you have established for yourself.

Sincerely,
Program Faculty

SCOPE OF STUDENT HANBOOK POLICIES AND PRACTICES

Unless otherwise stated, the policies and practices outlined in this student handbook are applicable at all instructional locations (e.g. classroom, clinical site, laboratory etc.). All outlined policies and practices are subject to change.

STUDENT ORIENTATION

Massasoit Community College is dedicated to making the transition into college life as easy as possible. Therefore, all students new to Massasoit Community College will be required to attend a college orientation. This must be completed prior to registering for the Fall semester. The Respiratory Care Program will also have an orientation which will be usually held prior to the beginning of the semester. Respiratory care students will receive a copy of the Respiratory Care Program Handbook which will be viewed extensively during orientation and the first week of classes. In addition, any new students will be oriented to the school or clinical site by a program faculty member.

MASSASOIT COMMUNITY COLLEGE RESOURCES

PRESIDENT OF MASSASOIT COMMUNITY COLLEGE

WILLIAM MITCHELL

<https://massasoit.edu/about/president/>

DEAN OF STUDENTS

<https://massasoit.edu/student-services/dean-of-students/>

DIVERSITY RESOURCES

<https://massasoit.edu/about/president/diversity-inclusion-title-ix/diversity-resources/>

ACADEMIC RESOURCE CENTER (ARC)

<https://massasoit.edu/student-services/dean-of-students/academic-resource-center/>

FINANCIAL AID RESOURCES

<https://massasoit.edu/enrollment/paying-for-college/financial-aid/>

REGISTRAR

<https://massasoit.edu/enrollment/registrar/>

ACCESS AND DISABILITY RESOURCES

<https://massasoit.edu/student-services/dean-of-students/academic-resource-center/access-disability-resources/>

**MASSASOIT COMMUNITY COLLEGE
RESPIRATORY CARE PROGRAM
PROGRAM OFFICIALS**

MEDICAL DIRECTOR

Brian Bloom, MD,

DEAN OF ~~NURSING~~ AND ALLIED HEALTH

Catherine Powers Ozyurt EdD, GCPh, LSW
Email: cpowersoz@massasoit.mass.edu

PROGRAM DIRECTOR/DEPARTMENT CHAIRPERSON

Kevin Doten, MS, RRT
Email: kdoten@massasoit.mass.edu

DIRECTOR OF CLINICAL EDUCATION

Denise Logan, M.Ed., B.S., R.R.T.
Email: dlogan@massasoit.mass.edu

SIMULATION/LABORATORY COORDINATOR

Cheryl Manning, A.S., RRT
Email: cmanning@massasoit.mass.edu

ADMINISTRATIVE ASSISTANT

Gail Bergin H 554
(508) 588-9100, Ext. 1762
Email: gbergin@massasoit.mass.edu

Commented [DL1]: We are now Health Sciences I believe

**MASSASOIT COMMUNITY COLLEGE
RESPIRATORY CARE PROGRAM
CLINICAL AFFILIATES INFORMATION SHEET**

Affiliates

Clinical Instructor

Boston Medical Center – South
235 North Pearl Street
Brockton, MA 02301
Tel (508) 588-4000

1st Year -Alycia Canha, RRT
2nd Year – Aileen Holmes, RRT

Boston Medical Center – Boston
One Boston Medical Center Place
Boston, MA 02118
Tel (617) 638-8000

2nd Year Preceptor

South Shore Hospital
55 Fogg Road
South Weymouth, MA 02190
Tel (781-340-8000)

1st Year –Elizabeth Bucha RRT

Brigham and Woman’s Faulkner Hospital
1153 Centre Street
Boston, MA 02130
Tel (617)-983-7000

1st-Year – Nancy Rec, RRT

Massachusetts General Hospital
55 Fruit Street
Boston, MA 02114
Tel (617-726-3024)

2nd Year – Patricia Harron, RRT

Franciscan Children’s
30 Warren St.
Brighton, MA 02135
Tel (617) 254-3800

2nd Year: Melissa LaRose, RRT

Brigham and Women’s Hospital
75 Francis Street
Boston, MA 02115
Tel (617) 732-5500

2nd Year: KhamSouk Touy, RRT

Lahey Hospital and Medical Center
41 Mall Road
Burlington, MA
Tel (781)-744-5100

2nd Year Preceptor

Vibra Hospital of Southeastern Massachusetts
4499 Acushnet Ave
New Bedford, MA
Tel (508)-995-6900

2nd Michael Simas, RRT
Fernando Villanueva, RRT

*Clinical affiliates and/or instructors are subject to change

ACCREDITATION

Massasoit Community College is accredited by the New England Association of Schools and Colleges (NEASC), one of the six regional accrediting bodies in the United States. This is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds the criteria for the assessment of institutional quality periodically applied through a peer-group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance of the quality of opportunities available to students who attend the institution.

In addition, Massasoit Community College is approved by the Massachusetts Rehabilitation Commission; the United States Department of Education for listing in the Directory of Higher Education and for federal assistance from any unit of the Department of Education; and for Veterans' Training.

The Respiratory Care Program is a fully accredited by the Commission on Accreditation for Respiratory Care (CoARC). The mission of the CoARC is to serve the public by promoting high quality respiratory care education through accreditation services. For the purposes of program comparison, detailed information on all CoARC accredited program outcomes can be found at <https://coarc.com/students/programmatic-outcomes-data/>. COARC can also be contacted at:

264 Precision Blvd.
Telford, TN 37690 USA
Ph# 817-283-2835
Fax# 817-354-8519

Accreditation is a status that provides assurance to prospective students, their families and the general public that an institution (or a program) meets minimum requirements (i.e., Accreditation Standards) and that there are reasonable grounds to believe the institution (or program) will continue to meet those standards in the future.

- Accreditation is assurance that a respiratory care program meets the quality standards established by the profession.
- Accreditation helps students and their parents choose quality respiratory care programs.
- Accreditation enables employers to recruit graduates they know are well prepared.
- Registration, licensure, and certification boards to screen applicants use accreditation guidelines.

- Accreditation gives higher education institutions a structured mechanism to assess, evaluate, and improve the quality of their programs.
- The Commission on Accreditation for Respiratory Care (CoARC) is the sole nationally recognized authority for the accreditation of first professional degree programs in respiratory care education through accreditation services.
- CoARC and its sponsoring organizations cooperate to establish, maintain, and promote educational standards of quality to prepare individuals for respiratory care practice, and to provide recognition for degree-granting, postsecondary educational programs that meet the minimum requirements outlined in the Accreditation Standards for the Profession of Respiratory Care (the “Standards”).
- The accreditation process is voluntary and is initiated only at the request of an institution that meets the criteria for sponsorship as identified in the Standards. Accreditation decisions are based on the CoARC’s review of information contained in the accreditation application and self-study report, the report of site visit evaluation teams, the annual report, and any additional requested reports or documents submitted.
- Programs that have successfully undergone the review process are granted accreditation status by CoARC, which provides public recognition of achievement. The CoARC Board has final decision-making authority for all accreditation actions.
- At its meeting on September 24-25, 2012, the CHEA Board of Directors reviewed the recommendation of the CHEA Committee on Recognition regarding the recognition application submitted by the Commission on Accreditation for Respiratory Care (CoARC). The board of directors accepted the committee’s recommendation and granted recognition to CoARC.

For further information on CoARC visit the website at <http://www.coarc.com/>
Massasoit is CoARC program #: 200230

RESPIRATORY CARE PROGRAM SYNOPSIS

Respiratory Care is a health specialty involved in the treatment, management, diagnosis, and care of patients with cardiopulmonary dysfunction. The Respiratory Care practitioner is educated in the use of Artificial Airways, Oxygen Therapy, Cardiopulmonary Resuscitation (CPR), Pharmacology, Hyperinflation Therapy, Pulmonary Functions (PFT’s), Aerosol Therapy, Airway Management, Ventilatory Support, Broncho-pulmonary Therapy, Neonatal Respiratory Care, Pediatric Respiratory Care, Advanced Cardiac life Support (ACLS), and Non-Invasive Ventilation. Respiratory Care Practitioners are also involved in diagnostic testing, assessment, critical thinking, monitoring, treatment, education sales and research. Respiratory Care Practitioners work under direction of physicians. Improving the cardiopulmonary health of infants, children and adults can make this an excellent profession with multi-variant career possibilities. Employment can be found in the hospital, home care, doctor’s office, sales and education.

Students contemplating a career in Respiratory Care must be aware that if they have ever been convicted by a court of law, their records will be subject to review by the Commonwealth of Massachusetts Board of Registration in Respiratory Care upon application to take the examination for registered respiratory licensure. A CORI/SORI check will be required for all students before clinical experience.

Please be aware that some of our clinical sites may require students to be drug tested.

RESPIRATORY CARE PROGRAM MISSION

The mission of the Respiratory Care Program is to provide affordable, high quality education, with an emphasis on career preparation and intellectual development in an environment that is welcoming and supportive. The program is dedicated to the development of appropriate cognitive, psychomotor, and affective competencies in the students such that they may apply scientific understanding, technological skills, and human values within their profession.

The Respiratory Care Program of Massasoit Community College serves the respiratory medical community and the population of greater Brockton, Southeastern Massachusetts, Cape Cod and the Islands by preparing competent entry- level and advanced level respiratory care practitioners who: are competent in the delivering all modalities of respiratory care, demonstrate critical thinking and problem solving skills in their practice of respiratory care procedures, communicate effectively with staff and patients, employ safety practices, foster professional development and growth, and are prepared to achieve certification and employment in the field of respiratory care.

The program's clinical affiliations are the keystone of the program by providing a clinical instructor to supervise the students, and staff who have an important role in the success of the student's clinical education, and a diverse patient population. The faculty of the program is committed to promoting in its students the concepts of: professional development, ethical and moral behaviors, a high-quality work ethic, and compassion and care to culturally diverse populations.

ACADEMIC REQUIREMENTS

To continue in the Respiratory Care Program the student must maintain "C" (75%) in all respiratory classes, along with a Passing grade in clinical and the laboratory portion of the program. Students who do not maintain this grade requirement in any respiratory course will be withdrawn from the program. Failure in an affiliation course will result in dismissal from the program. Grades of less than "C" will not be accepted as a transfer grade.

At the end of the fourth semester, students must successfully complete the NBRC self-assessment exams (SAE) prior to graduation.

Upon successful completion of requirements for this program the degree of Associates in Science will be awarded. A certificate of completion in Respiratory Care will also be awarded to the graduate.

PROGRAM GOAL

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

PROGRAM OUTCOMES

- To provide individuals with career preparation associated with Advanced Respiratory Care Practitioner competencies with consideration of the needs and expectations of the program's communities of interest.
- To provide a curriculum that leads to the Associate in Science degree, eligibility for the national credentialing process, entry into the Massachusetts licensure process, and employment in Respiratory Care.
- To promote the development of those intellectual skills that foster critical thinking and problem solving that are necessary for life- long learning.
- To provide students with the skills necessary to communicate both orally and in writing effectively within the healthcare community.
- To promote the development of life-long professional attitudes and values.
- To understand and manage self, to function effectively in social and professional environments and to make reasonable judgments based on understanding the diversity of the world community.
- To locate, understand, evaluate, synthesize, information and data in a technological and data driven society.
- Will demonstrate professional behavior consistent with employer expectations as advanced-level Respiratory Care Practitioners.
- Demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level Respiratory Care Practitioners.
- Demonstrate the ability to promote a team approach to patient care and interact with health-care workers.
- Will be encouraged to further their professional development by continuing education, conducting research, and being a member of the American Association for Respiratory Care (AARC).
- Obtain the NBRC (National Board of Respiratory Care) RRT (Registered Respiratory Therapist) credential.

STUDENT OUTCOMES

- Students will apply all modalities of respiratory care proficiently.
- Students will select equipment and troubleshoot in a proficient manner.
- Students will demonstrate appropriate respiratory care safety practice.
- Students will effectively communicate with the physician.
- Students will demonstrate adaptability and flexibility when met with a new circumstance related to the respiratory care emergencies, difficult cases or variations from the routine.
- Students will use effective oral communication skills in the clinical and academic settings.
- Students will practice written communication skills.
- Graduate students will demonstrate involvement in state and national professional organizations.
- Students will discuss the importance of keeping current in the profession.
- Students/Graduates will participate in professional activities.

STUDENT ACCESS TO ACADEMIC RESOURCES WHILE OFF CAMPUS

Students will have access to academic support from classroom instructors during their scheduled office hours or by appointment as available. It is recommended that when students have any difficulties ranging from academics to absenteeism that they contact their instructor immediately. Instructors can also be contacted at any time through their MCC email address. Additional support is available at MCC through a wide variety of resources such as the ADR and ACR. While at clinical, you will continuously be directly supervised by your clinical instructor/preceptor. Please reach out to your clinical instructor to address any immediate concerns you may have.

PROGRAM PHILOSOPHY

The Respiratory Care Program at Massasoit Community College bases its foundation on the following:

The belief that a student can succeed in the program if the student utilizes the tools available for student success and the student is supported by all program faculty.

The belief that the clinical affiliates play an integral role in the program's success.

The belief that a respiratory care practitioner must demonstrate ethical, moral, and professional standards when serving the population of the community and interacting with other healthcare members.

The belief that the program must graduate advanced care practitioners who promote professional development in order to achieve the best patient care outcomes.

The belief that as a professional respiratory care practitioner, one must be able to employ critical thinking and problem solving skills in order to deliver high quality compassionate patient care.

RESPIRATORY CARE CODE OF ETHICS

As health care professionals engaged in the performance of respiratory care, respiratory therapy practitioners must strive, both individually and collectively, to maintain the highest ethical standards.

I, the respiratory care practitioner, shall practice medically acceptable methods of treatment and shall not endeavor to extend my practice beyond my competence and the authority vested in me by the American Respiratory Care Association.

I, the respiratory care practitioner shall continually strive to increase and improve my knowledge and skill and render to each patient the full measure of my ability. All services shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

I, the respiratory care practitioner shall continually strive to increase and improve my knowledge and skill and render to each patient the full measure of my ability. All services shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

I, the respiratory care practitioner shall be responsible for the competent and efficient performance of my assigned duties and shall expose incompetence and illegal or unethical conduct of members of the profession.

I, the respiratory care practitioner, shall hold in strict confidence all privileged information concerning the patient and refer all inquiries to the physician in charge of the patient's medical care.

I, the respiratory care practitioner, shall not accept gratuities for preferential consideration of the patient. I shall not solicit patients for personal gain and shall guard against conflicts of interest.

I, the respiratory care practitioner, shall uphold the dignity and honor of the profession.

SMOKING/E-CIGARETTE POLICY

State law currently prohibits smoking inside any state building. Massasoit Community College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and students. For health and safety reasons, smoking and the use of tobacco and electronic cigarette products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes), is permitted only in personal vehicles on the Brockton and Canton campuses and in one designated area at each campus (between lots 2 & 3 in Brockton and adjacent to Lot 3 in Canton).

The Middleborough location is smoke free.

The Tobacco and Electronic Cigarette Use Policy shall apply to all Massasoit Community College employees, students, and visitors.

Most clinical affiliate campuses are smoke free. Please see the clinical affiliate instructor for orientation to the that site's specific smoking policy.

Due to the close professional relationship that Respiratory Therapists have with patients, upon which the success of the therapy often depends, **smoking** paraphernalia, gum, candy, or other personal items should not be brought to the patient care area. Students are required to refrain totally from smoking while in clinical because some noxious odors such as cigarette smoke that may linger on clothing or heavy perfumes/colognes can be a trigger that may put some patients into acute bronchospasm and respiratory distress.

PROGRAM OVERVIEW

History

In 1974, Dr. Ronald Coutu proposed that Massasoit Community College start a two-year associate's degree program to satisfy the growing need for respiratory care practitioners in this geographic area. Need studies and grant funding culminated in 1975 with the Stage II approval for the start of this program.

In September 1976, the first Respiratory Care class was admitted to the college. Until 1982, only one class was admitted every two years. Now, the Massasoit Community College Respiratory Care Program is accepting students in each class each year. There is a graduating class every spring.

The clinical affiliates will vary, but students will experience clinical rotations at community acute care hospitals, long-term acute care hospitals, neonatal intensive care units, and tertiary-care medical centers in the metro-Boston area. On completion of the program, the students will sit for credentialing examinations with the National Board of Respiratory Care. The goal of this program is to provide competent advanced respiratory care practitioners to our communities of interest.

This is a two-year program leading to an Associate Degree in Science. CoARC (Commission for Accreditation in Respiratory Care) accredits the program. The program follows the Standards written by CoARC.

GOALS AND STANDARDS

Special meetings were held to derive these program goals and standards that we felt were imperative for the success of our program. Students present and past were major contributors in producing standards, which addresses all areas of the program. The Program Goals and Standards are reviewed and discussed regularly at all meetings. Reassessing the developing program goals are a continuing issue and priority.

The Respiratory Care Program at Massasoit Community College has Program Goals and Standards that are essential to the requirements set by the CoARC (Commission for Accreditation in Respiratory Care). These goals and standards are published so that everyone may have input into their implementation and evaluation.

The program itself is a two-year program comprised of both academic and clinical education. Following the completion of this program, the students are awarded an associate degree in science by Massasoit Community College and a certificate of completion from the Respiratory Care Department. This makes the students eligible to sit for the credentialing examination administered by the National Board for Respiratory Care (NBRC). Scores on the exam will determine if the examinee can be awarded the CRT (Certified Respiratory Therapist) or the RRT (Registered Respiratory Therapist) credential. While either credential will allow the graduate to apply for licensure in the Commonwealth of Massachusetts, many prospective employers are more selective of applicants holding the RRT credential. As such, program graduates are encouraged to obtain the RRT credential.

The Commonwealth of Massachusetts requires all respiratory care practitioners to be licensed. While a student at Massasoit Community College, after the completion of 2 semesters of the Respiratory Care Program, the student may apply for a Temporary Respiratory Care Limited License. This allows the student to work in the field of respiratory care while having a resource person available to them at all times. The student must be in good academic standing. If the student fails or withdraws from the program their license is no longer valid and it is up to the student to inform their employer. Upon graduation, the student will sit for their Entry-Level examination. If the graduate passes the examination, it is the graduate's responsibility to send the proper documentation to the Massachusetts Board of Respiratory Care to obtain a full licensure. If the graduate fails the examination, their Limited License is no longer valid and the graduate cannot work as a Respiratory Care Practitioner.

For more details see:

<https://www.mass.gov/how-to/apply-for-a-limited-respiratory-therapist-license>

COURSES

Prerequisite: Biological Principles must be completed prior to the admission into the respiratory care program

The Respiratory Care Program at Massasoit Community College includes the following courses: English Composition, General Psychology, Chemistry, Anatomy and Physiology I&II, Microbiology, Math Elective, Pharmacology, Cardio-pulmonary Anatomy and Physiology, Pathology, Respiratory Care Equipment, Respiratory Care Seminar I, Respiratory Care Seminar II, Cardiopulmonary Diagnostics and Evaluation, Fundamentals of Respiratory Care I, Fundamentals of Respiratory Care II, Fundamentals of Respiratory Care III, and Fundamentals of Respiratory Care IV. See the program academic map for the specific required courses. The clinical experience runs for all four semesters. The students attend classes 2 days per week and have their clinical experience 1-2 days per week. Clinicals are scheduled for Tuesdays and Thursdays for freshman, and seniors are scheduled for Mondays and Wednesdays. The students are required to attend the minimal of one hour of laboratory time per week. Open laboratory hours are intermittently available so that the student can master a competency. The college provides a paid instructor at most clinical affiliates while offering a hospital preceptor at a minority of other sites. The student/instructor ratio varies according to clinical site, but is at a maximum of 6 students per instructor. This allows the instructor to respond to the needs of individual students.

GRADING

Students are graded with a Pass/Fail/Incomplete system in the clinical area. The didactic area can be comprised of examinations, activities, case studies and laboratory assignments in which a grade of 75/Pass or better must be maintained. The student must maintain a 2.0 average to remain in any career program. The student must also successfully complete Anatomy and Physiology I to continue into Fundamentals of Respiratory Care II.

A =	94% to 100% overall – Average
A =	90% - 93%
B+ =	87% - 89%
B =	84% - 87%
B- =	80% - 83%
C+ =	77% - 79%
C =	75% - 76%
F =	Less than 75%

PRACTICAL STANDARDS

The following mental and physical requirements are necessary to perform as a respiratory care student. A student in the professional Respiratory Care Program must possess the following:

- Verbal and written skills sufficient to respond promptly in communications with patients, staff, and physicians.
- Sufficient sight to read requisitions and charts.
- Sufficient hearing to interact with and respond to patients as well as to the audible sounds of equipment.
- The ability to stand and walk for 80% of clinical time.
- The ability to lift, assist and maneuver patients in wheelchairs, carts and stretchers without injury to patient, self or other health care workers and to respond to medical emergencies.
- Sufficient motor skills to manipulate, lift, and reach equipment and to operate small controls on equipment.
- Intellectual and emotional skills to exercise discretion in handling confidential medical information.
- Cognitive ability to perceive and deal appropriately with environmental threats and stresses and continue to function safely and effectively during high stress periods.
- The ability to protect oneself and others from hazards in the health care environment, such as infectious disease, contaminated equipment, sharp instruments, and chemical

fumes. In addition, the clinical aspect of this program requires strict attendance and some additional financial obligations for students. For example:

- Transportation to and from clinical sites.
- Purchasing of clinical attire such as clothing, name tags, e-books tablet. etc.
- CPR certification
- Vaccination, medical screenings, laboratory testing etc.
- Etc.

CODE OF CONDUCT

1. Students must respect the confidentiality of their PATIENTS, fellow STUDENTS, and FACULTY.
2. The student is required to respect the dignity, individuality, privacy and personality of each and every individual. Information about a patient should be on a need to know basis only, and not for reasons of a personal interest. In other words, in order to provide services, it is necessary for various professional personnel to know personal information about a patient. If a patient's information is discussed related to official class business (e.g., during class), the patient's identity must remain anonymous; and information about the patient that is not necessary to the learning situation must not be shared, (e.g., identity of known relative, legal or moral issues not related to Respiratory services being rendered). This is also true about personal discussions that students participated in during class time. Students are expected to respect the confidentiality and privacy of classmates. Health Insurance Portability and Accountability Act (HIPAA) guidelines must be adhered to at all times.
3. Class, Laboratory and clinical attendance is required. Attendance will be taken at the start of every respiratory program class, lab, and clinical. Students are expected to provide advanced notice of absences of a reasonable explanation to the faculty member whose class is missed as soon as possible. Instructors will not re-review material missed because of an individual student's absence. Clinical absences require notification prior to the start of the shift to the clinical instructor and the Respiratory Care Program Director of Clinical Education. If a student is unable to reach a faculty member, then a message can be left. Only 12 hours of clinical/Simulation Lab absence(s) per semester will be allowed. Failure to attend adequate clinical sessions will result in a failing clinical grade and thus a failure of the course.
4. E-Mail Requirements. Upon registration in the program, each student is assigned an e-mail account through MCC. Students will be required to use their college email accounts for registration purposes, and to receive message from the Respiratory Care Program. Students are expected to check their e-mail at least daily.
5. In Class/Clinical Computer Use. Courses may require the use of computers for classroom and clinical activities. When electronic devices are used in class or clinical, it is expected to be for school classroom activities only. Any student using an electronic device for non-school related activities will be excused from the class or clinical.

Commented [DL2]: I added "college" for clarity

Students failing to comply with this policy will be reported to the Dean's office for appropriate disciplinary action and may be subject to dismissal from the program.

6. Student purchase of textbooks is required. Each semester students are provided with a book list needed for each course for the upcoming semesters. Textbooks are indicated as being required or recommended. Students must obtain all required books for each semester, as assigned readings must be completed before coming to the class session. The majority of the books purchased will be used over multiple semesters and will be excellent resources for clinical work and registry review.
7. Cell phones are to be turned off during all classes/clinical and during all meetings with faculty. In the rare case of an emergency, the student is to ask for permission from the faculty member in charge of a given class or meeting to keep a cell phone on vibrate in order to receive the emergency call. NO audio or video recording of any faculty member is permitted unless it is specifically allowed by the instructor or there is an approved accommodation from the ADR. No audio or video recording of any clinical patient is permitted at any time.
8. Proper attire is required for clinical. You must wear your Massasoit Community College Respiratory Care uniform (light blue scrubs with MCC patch), and clinical site mandated ID while at clinical or you will be sent home for the day (which will count as a clinical absence).
9. Unprofessional, unethical, and illegal conduct of any kind, including cheating on examinations or classroom assignments, plagiarism, and theft, etc. will subject the offending student to appropriate disciplinary measures that can include dismissal from the program.
10. Hall Conduct. Students need to be cognizant when talking and gathering in the halls that noise travels easily. We ask that you make an effort to keep the noise at a minimum, particularly since we share the floor with other classrooms.
11. Classrooms. Students are expected to demonstrate respect for the school and courtesy to others. Students are expected to take adult responsibility for keeping the classroom free of trash and debris, i.e., soft drink cans, papers, etc. The classroom, lab, and clinical appearance shall remain professional at all times.
12. The use of alcohol and tobacco are prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, clinical sites and all other public campus areas including parking lots.
13. The use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at clinical, school, or school related activity.

14. We are committed to a violence free campus. It is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm or a dangerous weapon, by a student or non-student on campus property at any time unless you have a concealed weapons permit and then you are only allowed to carry it in a closed container in a locked vehicle.
15. It is the expectation of the program that students will conduct themselves in a professional manner which includes arriving on time and prepared to all scheduled labs, lectures, classes, and clinicals. In the event a student arrives late to class on a exam date, extra time will not be allotted to complete the exam.
16. Students are required to behave with respect and civility towards all students, instructors, staff, visitors, and patients at all times. Students who fail to comply with this requirement with be referred to the office of the Dean of Students and may be dismissed from the program.
17. The Respiratory Care Program strives to promote and mimic a professional work environment. As such, students are expected to arrive on time and prepared for each class, laboratory, clinical, and lecture. Failure to maintain a professional level of performance (e.g., punctuality) may be issued a written warning that continued failure to maintain professional standards may result in dismissal from the program.

Commented [DL3]: I believe this is the Dean we are referring to. I added this in.

PROGRAM REQUIREMENTS

Freshman Year

Semester One	Credits	Semester Two	Credits
Anatomy and Physiology I (BIOL201)	4	Anatomy and Physiology II (BIOL202)	4
*Chemistry Elective (CHEMxxx)	3/4	Introduction to Pharmacology (RESP112)#	2
Fundamentals of Respiratory Care I (RESP101)#	7	Mathematics Elective**	3
Respiratory Care Equipment (RESP115)#	2	English Composition I ENGL101)	3
Respiratory Care Seminar I (RESP113)#	2	Fundamentals of Respiratory Care II (RESP102)#	7

Sophomore Year

Semester One	Credits	Semester Two	Credits
Introduction to Pathology (RESP111)#	2	Microbiology (BIOL231)	4
English Composition II (ENGL102)	3	General Psychology (PSYC101)	3
Topics in Respiratory Care: Clinical Cardiopulmonary Anatomy and Physiology (RESP121)#	3	Fundamentals of Respiratory Care IV (RESP104)#	7
Fundamentals of Respiratory Care III (RESP103)#	7	Seminar II in Respiratory Care (RESP116)#	3
		Cardiopulmonary Diagnostics and Evaluation (RESP117)#	1

*The chemistry elective requirement can be fulfilled by completing Survey of Chemistry (CHEM131) or General Chemistry I (CHEM151). After finishing the Respiratory Care Program, if you intend to complete a 4-year degree, please note that CHEM 151 is more likely to effectively transfer to another institution where CHEM 131 is less likely transfer to another institution.

**Introduction to Statistics (MATH158) or higher is required to complete the Respiratory Care Program. Please note, that CHEM 151 (see asterix above) has a prerequisite of College Algebra (MATH203). As such, if you intend to take CHEM 151, you will need to first complete MATH 203.

#The grade of 75 (C) or better is needed for completion. RESP 101, 115, and 113 are perquisites for RESP 102. RESP 102 and 112 are perquisites for RESP 103. RESP 103, 121, and 111 are prerequisites for RESP 104.

Students are assigned to clinical affiliations for one or two days a week during both academic years.

Associated Costs: In addition to regular tuition and fees, students are responsible for the purchase of uniforms, medical liability insurance, books, health insurance, parking at clinical sites, transport to clinical sites, health screenings, laboratory testing, CPR certification, purchasing the clinical documentations program (i.e., Trajecsys), and other associated costs. Students must also possess reliable transportation to and from clinical assignments.

Commented [DL4]: I added in Trajecsys

RESPIRATORY CARE DEPARTMENT COURSE DESCRIPTIONS

A grade of 75 (C) or better is required to pass all respiratory courses. Students must attain a theory grade of 75 and “pass” in clinical in order to continue in the program.

RESP101 Fundamentals of Respiratory Care I 7 credits

This course consists of an examination of the basic concepts of medical care and the role of the respiratory care practitioner in the total medical realm. Emphasis is placed on career identity, professional responsibilities, and qualifications of a respiratory care practitioner. Students study the metric system, some relevant nursing care procedures, gas laws, anatomy and physiology of the respiratory system, medical gases, oxygenation, aerosol and oxygen therapy, hand resuscitators, lung volumes, chronic lung disease and sterilization. The laboratory and the clinical components permit equipment study and the development of pertinent respiratory skills and reinforce that which is learned in class.

Lecture: 4 hours Laboratory: 1 hour Clinical: 12 hours

RESP102 Fundamentals of Respiratory Care II 7 credits

This course introduces topics which include oxygenation, hypoxia, shunting, the dead-space unit, V/Q, airway management, methods of hyperinflation therapy – IPPB, I.S., chest physical therapy, patient assessment, complete pulmonary function technology, electrolytes, and arterial blood gas interpretation. The laboratory and the clinical components offer the practical training to the RESP102 topic areas.

Prerequisites: RESP 101, RESP 113, and RESP 115

Lecture: 4 hours Laboratory: 1 hour Clinical: 12 hours

RESP103 Fundamentals of Respiratory Care III 7 credits

In this course, the students learn to assess degrees of respiratory failure, the methods of mechanical ventilatory care, PEEP, CPAP, and weaning from the ventilator. The complications and benefits of ventilatory therapy are formed into proper perspective. Analysis of ventilators is studied. The students acquire an understanding of basic electrocardiogram interpretation and of non-invasive and invasive hemodynamic monitoring. The laboratory and the clinical components offer practical application of the RESP103 topic areas in the hospital intensive care units.

Prerequisites: RESP 102, RESP 112

Lecture: 4 hours Laboratory: 1 hour Clinical: 12 hours

RESP104 Fundamentals of Respiratory Care IV 7 credits

This course includes the topics of neonatology, pediatrics, pulmonary rehabilitation, and home care, ACLS, diagnostic tests, diagnostic and therapeutic procedures. Students also become familiar with the NBRC exam format by preparing for and passing Self-Assessment Exams prepared and scored by the NBRC and by successfully completing software Clinical Stimulation Exams. Clinical experiences are provided to enhance the learning of these topics. All students must successfully pass NBRC Self-Assessments Exam(s) prior to graduation.

Prerequisites: RESP 103, RESP 111, and RESP 121

Lecture: 4 hours Laboratory: 1 hour Clinical: 12 hours

RESP111 Introduction to Pathology 2 credits

Presentations and discussions focus on the basic principles of disease processes and their effect on the normal form and function of the body. This course is intended for respiratory therapy students.

Second Year: First Semester

Prerequisites: Respiratory Care I (RESP101) and Respiratory Care II (RESP102)

Corequisite: Respiratory Care III (RESP103)

RESP112 Introduction to Pharmacology 2 credits

Lectures and discussions focus on the study of drugs, especially those relating to respiratory therapy. Indication, contraindication, side effects and dosages of drugs are studied. This course is intended for respiratory therapy students.

First Year: Second Semester

Prerequisite: Respiratory Care I (RESP101)

Corequisite: Respiratory Care II (RESP102)

RESP113 Respiratory Care Seminar I 2 credits

This seminar course will provide the student with the ability to select, review, obtain and interpret data relevant to respiratory care cases. The student will review existing clinical data and collect and recommend therapy. The student will develop a respiratory care plan that is appropriate for the data collected.

RESP116 Respiratory Care Seminar II 2 credits

This course focuses on the initiation, conduction and modification of respiratory care in the emergency setting. Specific topics include: 1) Basic Life Support (BLS), 2) Advanced Cardiac Life Support (ACLS), 3) Pediatric Advanced Life Support (ACLS), 4) Neonatal Resuscitation (NRP).

Prerequisite: Respiratory Care III (RESP103)

Corequisite: Respiratory Care IV (RESP104)

RESP115 Respiratory Care Equipment 2 credits

This course explores the theoretical and practical application of respiratory care equipment. The student will develop an understanding of the various pieces of equipment used in respiratory care. The equipment discussed will be limited to oxygen therapy, aerosol equipment, pulmonary function equipment and emergency resuscitating equipment.

RESP121 Cardiopulmonary Anatomy & Physiology 3 credits

This course examines the cardiopulmonary system of the human body and its relationship to other organ systems. Topics of study include basic anatomy and physiology of the heart-lung systems, hemodynamic monitoring and application of cardiopulmonary diagnostic indicators. An integrated approach will facilitate the examination of other body systems in order to promote clinical application of respiratory care assessments and interventions. Models of study will span the human development cycle to include newborn, pediatric and adult applications.

Prerequisites: Fundamentals of Respiratory Care II (RESP102)

RESP 117 Cardiopulmonary Diagnostic and Evaluation 1 credit

This course that is intended for Respiratory Care student will focus on diagnostic testing with emphasis on critical care medicine. The integration of this assessment data into medical decision-making will be evaluated through the use of clinical simulations in a laboratory setting.

Prerequisite: Fundamentals of Respiratory Care III (RESP 103).

Please see the Massasoit Community College Course Catalog (link below) for detailed descriptions of non-respiratory classes (e.g., english composition, microbiology etc.) that are required for the conferral of the AS degree. Course catalog link below:

https://massasoit.edu/wp-content/uploads/2024/09/2024-2025-Catalog_Addendum_02.26.25.pdf

RESPIRATORY CARE PROGRAM COMPETENCIES

A student's completion of individual goals will be recorded and monitored in the programs electronic clinical record keeping system "Trajecsys".

1. Communicate Effectively
 - Read and listen with comprehension.
 - Speak and write clearly using Standard English.
 - Interact cooperatively with others using both verbal and non-verbal means.
 - Demonstrate information processing through basic computer skills.
2. Critical Thinking
 - Make connections in learning across the disciplines and draw logical conclusions.
 - Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
 - Use mathematics to organize, analyze, and synthesize data to solve a problem.
3. Independent Learning
 - Use appropriate search strategies and resources to find, evaluate, and use information.
 - Make choices based upon awareness of ethics and differing perspective/ideas.
 - Apply learning in academic, personal and public situations.
 - Think creatively to develop new ideas, processes or products.
4. Examine Relationships in Diverse and Complex Environments
 - Recognize the relationship of the individual to the biological and physical environment.
 - Develop an awareness of self as an individual member of a multicultural global community.
5. Perform cardiopulmonary diagnostic procedures, patient assignment, and respiratory care plan.
6. Administer therapeutic and life support procedures in the management of patients with cardiopulmonary impairment.
7. Evaluate appropriateness of prescribed respiratory care and recommend modifications where needed.
8. Select, assemble, check correct malfunctions, and assure cleanliness and calibration of respiratory care equipment. Maintain an ethical and effective relationship with the healthcare team.
9. Perform essential elements of patient education.

10. Demonstrate an awareness of organizational and management principles as related to respiratory care.
11. Perform and act on the results of advanced patient assessment techniques
12. Assist the physician in special procedures of cardiopulmonary care.
13. Demonstrate skills and attitudes needed to maintain professional and technical competence.
14. Demonstrate the ability to think abstractly, reason logically and apply problem solving skills in the practice of respiratory care.

STUDENT OBJECTIVES

1. Students will be clinically competent.
2. Students will apply patient assessment skills.
3. Students will select appropriate respiratory care treatment.
4. Students will demonstrate appropriate safety practice.
5. Students will effectively utilize critical thinking and problem-solving skills.
6. Students will demonstrate adaptability and flexibility when met with a new circumstance related to the airway and lungs, difficult cases or variations from the norm.
7. Students will evaluate lung sounds and related chest x-rays.
8. Students will demonstrate effective oral and written communication skills.
9. Students will use effective oral communication skills.
10. Students will demonstrate professional decision-making.
11. Students will participate in professional activities.
12. Students will practice written communication skills.
13. Students will participate in professional activities.

GRADUATION REQUIREMENTS

In order to graduate from the Massasoit Community College Respiratory Care Program, you must:

1. Complete all courses within the curriculum.
2. Complete all the respiratory courses with a grade of “C” (i.e., 75%) or higher.
3. Complete all required clinical training hours.
4. Take and pass the NBRC Self-Assessment Exams.
5. Discharge all financial obligations to the college.
6. Make formal application for graduation in the Office of the Registrar during the prescribed time in the spring semester of your final year.

DEGREE EVALUATION

In the third semester, before meeting with an advisor, the students should perform a degree evaluation. This should be done before registration for final semester courses to ensure that the student is aware of all of the graduation requirements that remain.

INTENT TO GRADUATE

In order for a student to graduate, an intent to graduate form must be completed and submitted to the Registrar’s Office. Students must complete the form and submit it so that a review of the student’s transcript will be completed. A letter will then be sent to the student indicating what courses need to be completed in order to graduate.

For more information, please use the following link:

<https://massasoit.edu/enrollment/registrar/graduation-information/>

COMMENCEMENT

Students who have completed all of the above requirements by the commencement date are eligible to participate in the ceremony. Information regarding the graduation ceremony is sent to potential graduates from the Dean of Students.

PINNING CEREMONY

At the end of the last semester of the program, you are encouraged to participate in a Pinning Ceremony held in your honor. As part of the ceremony, you will purchase a program pin, and participate in the planning and execution of the ceremony. It will be up to the class to agree on a keynote speaker. A slideshow prior to the ceremony is always a nice feature. If you plan to do this, make sure your pictures do not have patients in them and that you have the proper release forms if any are taken at your clinical sites. First-year respiratory students are encouraged to assist with and participate in this ceremony.

GRADUATION WITH HONORS

Graduation with honors is an official recognition by the college of outstanding academic achievement by a student during the entire period of his/her enrollment at the college. Honors are given only to individuals receiving an Associate in Applied Science, Associate in Science, Associate in Arts, and our three Board of Higher Education recognized certificate programs.

A student's cumulative GPA as of his/her last semester in attendance before degree conferral is used to determine graduation honors.

Designation	GPA
Honors	3.30–3.69 GPA
High Honors	3.70–3.89 GPA
Highest Honors	3.90 and above GPA

The corresponding honors designation will appear on a student's official transcript.

PROGRAM OBJECTIVES

1. Provide academic and clinical instruction as outlined in the Standard set by CoARC.
2. Implement, evaluate and follow-up study of the Program's goal and standards.
3. Promote and advance the profession of Respiratory Care.
4. Develop moral and ethical health care professionals skilled in the technical aspect of Respiratory Care.
5. Graduate competent entry-level and advanced-care practitioners.
6. Provide enough qualified respiratory care practitioners to meet the needs of our communities of interest.
7. Provide students with educational curriculum leading to the award of an associate degree in science.
8. Prepare students for eligibility for examination by the National Board of Respiratory Care.
9. Prepare students for eligibility for licensure by the Licensure Board for the Commonwealth of Massachusetts.

10. Promote integration of academic, laboratory, and clinical portions of the curriculum.
11. Maintain a competency-based system of clinical evaluation.
12. Provide equal educational opportunities for all qualified applicants in keeping with the policies of Massasoit Community College.
13. Maintain the Advisory Committee to assist the key personnel in promoting program responsiveness to professional, community and agency's needs.
14. Increase the percentage of graduates who came from the program from disadvantaged and minority groups.

LENGTH OF TIME TO COMPLETE THE PROGRAM

Once a student is admitted to an accredited program in Respiratory Care, every effort should be expended to having the student graduate with their cohort. However, should circumstances dictate otherwise, the student must complete the program within two years following the graduation of his/her initial cohort/class. Should the student leave the program within the above time period and subsequently wishes to be readmitted, the student may reapply to the program if the institutional and program regulations permit. Reentry to the program should be on a space available basis and should only be allowed if the student can graduate within the above time frame (two years after graduation of his/her cohort). Should program regulations allow the student to request reentry into the program, an objective evaluation should be used to determine whether such placement of the student within the curriculum is appropriate.

MY MASSASOIT PORTAL

My Massasoit Portal provides a secured-access Web portal to students registered at MCC. This portal offers centralized information about campus activities as well as access to web based MCC services including email, course registrations, transcripts, financial aid, class schedules, calendars and more. Massasoit's Portal can be accessed from any computer that has Internet access or a connection to the MCC network.

All email communication to students from program faculty will occur through the student's MCC email and student's personal emails if available. During the semester, it is the student's responsibility to check their MCC email address **DAILY** for communications from the faculty. My Massasoit may be downloaded to your personal smartphones.

Information technology resources can be found at:
<https://massasoit.edu/about/information-technology-services/>

CANVAS

The Respiratory Care Program utilizes CANVAS which is the E-Learning Program for Massasoit Community College. There is a student tutorial that you will be required to complete the first week of school. The Canvas tutorial is located at the following link:

<https://massasoit.instructure.com/courses/1015943>

CELL PHONE AND USAGE OF SOCIAL MEDIA DEVICES

The following are the policies for usage of social media devices for clinical experience and in the respiratory classroom. The purpose of this policy is to promote the safety and privacy of students, faculty, staff and patients. Students and faculty members must comply with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA) when using social media. No student may post, release, or otherwise disclose photos, identifiable case descriptions, images or records related to the educational or clinical activities of school via social networking sites (Examples: Facebook, Twitter, YouTube, Instagram etc.), non-educational blogs, message boards, internet websites, personal emails, or any other than standard professional means of query and/or dissemination. NO student may post statements about Massasoit Community College faculty, staff or students that are defamatory, obscene, threatening or harassing. Failure to comply with this policy may be a violation of legal, professional and ethical obligations. Violations will result in dismissal from the program. Privacy does not exist in the world of social media. Before each posting, students are encouraged to consider how the item may reflect both on the author of the post and the program. Something that would not be said in person should not be posted in social media. Students should NOT post as a representative of the program. Failure to use professional judgment will result in disciplinary action.

Classroom: Please put your cell phone on vibrate during scheduled class times. Infraction of the policy by a student may be cause for the instructor to ask the student leave the class. At no time should a student use a cell phone for texting messages during lecture or lab. All other social media devices are prohibited. Please see individual course syllabi for faculty policy on possession of social media devices during examination periods.

Clinical Affiliate Sites: At no time should the student use cell phone devices for making calls and the cell phone should not be on to accept incoming calls. Also, a student should not use their cell phone for text messaging during clinical time. The student is responsible for giving his/her family members the number of the clinical site in case of an emergency situation. All other social media devices are prohibited.

Infractions of these policies and/or activities or any other policies and/or activities deemed unprofessional or non-conducive to proper patient care may result in disciplinary action, removal from the clinical site, and/or dismissal from the program.

The first infraction of this policy will result in dismissal from clinical for one day and the second infraction will result in dismissal from the program.

A student may use their cell phones at the beginning and end of clinical to use Trajecsys. This is the only exception.

APPEALS MECHANISM

All students are guaranteed due process in academic and disciplinary matters as outlined in the College Catalog. Policies regarding minimum academic/clinical requirements, behavior, and attendance are thoroughly noted in this handbook. Violation of clinical policy may initiate a system of disciplinary action beginning with documented verbal warnings followed by written notice, followed by suspension from the clinical portion of the program. Continued documented disregard for clinical policy may result in dismissal from the clinical site. Students in this situation may appeal before the Program Director, Dean of Students, and Division Dean of Nursing and Allied Health. Clinical sites reserve the right to refuse students who do not comply with hospital and College policy.

For more information regarding the student appeals process, please refer to the link below:

<https://massasoit.edu/student-services/dean-of-students/student-appeals-requests/>

CORI CHECKS

CORI/SORI (Criminal Offender Record Information/Sex Offender Record Information) checks will be done prior to the fall semester each year on all students admitted into the Respiratory Care Program. Unsatisfactory CORI status will prohibit participation in clinical experiences; therefore, program requirements cannot be completed.

CORI EVALUATIONS

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation internship or field placement with a private or public health care provider will be required to undergo a Criminal Offender Record Information check and/or Sex Offender Record Information (SORI) check. Depending on the contents of the student's CORI or SORI, participation in clinical, internship, or field placement may be denied and as such that student would not longer be able to participate as an enrolled student in the Respiratory Care Program at Massasoit community College.

A Certified National Background check will be required to attend clinical externships at certain clinical affiliate sites. The college will pay for this additional cost.

Also, in order to practice respiratory care in the state of Massachusetts, individuals must obtain a license which according to law requires that individuals must: complete an accredited respiratory care program, apply to the Board of Respiratory Care, be of good moral character, pass a licensure examination, and pay the appropriate fee before licensure may be obtained. Students should be aware that it is possible to pass the CORI background check that is done by the college for clinical placement but not be able to pass the background check that is performed for a state professional license. If a student is at all unsure of the potential outcome of their CORI, SORI background check etc. then they should contact the Board of Respiratory Care to determine the requirements.

IMMUNIZATION RECORD

All health students are required to submit their immunization record as part of the on-boarding process. The Respiratory Care program will maintain an ongoing record of the student's health information. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) is now requiring hospitals and health care facilities to maintain records of all employees' vaccination records. Employees are defined as all paid and volunteer workers. Students may fall into the classification of volunteer workers.

Vaccination requirements change over time. For new students, the program welcome letter details the current vaccination requirements of the program's clinical affiliates. Current program students will be updated regularly about health screening and vaccination requirements of the program's clinical affiliates. Please note, a clinical affiliate may change their vaccination requirements at any time and students participating in a clinical externship at those clinical affiliate sites are subject to those requirements. As such, new health screening information and/or vaccinations may be required at any time. Respiratory Care Program students are guests in the clinical affiliates facilities and as such must abide by that clinical affiliates on-boarding requirements. A clinical affiliates on-boarding are often similar, if not identical, to the requirements imposed of any clinical affiliate employee.

Students are responsible for the cost of the physical exam and vaccination/immunization series. Please note the health screening requirements are dictated by the clinical affiliates and Massasoit Community College is unable to alter the requirements as outlined by the clinical affiliate. As such, all health screening requirements are subject to change per the clinical affiliate's discretion. Failure to meet the required health screening requirements may exclude you from participation in clinical education and as such may result in your dismissal from the program. **Please refer to the Director of Clinical Education regarding questions or clarifications regarding health screening requirements.**

PHYSICAL EXAMINATION

Students who have been admitted to health care programs at Massasoit Community College MUST submit to the program a completed health examination form as provided by the Respiratory Care Department prior to attendance at the clinical site. Again, evidence of vaccination/immunization must be included with a numerical value and reference range on all laboratory results. The physical exam must include a physician's statement that the applicant is able to participate fully in learning experiences required in the program.

HEALTH REQUIREMENTS

Students who do not meet all the necessary requirements for health screening documentation may not be able to participate in the program and/or continue as an enrolled student in the Respiratory Care Program at Massasoit Community College.

HEALTH STATUS CHANGES

Students who are absent from clinical for an extended period of time due to illness or injury or who drop out of the program and return, will be required to submit certain updated documents to the director of clinical education or program director. A student who is unable to provide these documents may not be permitted to return to clinical.

Any student with a change in their health status i.e. accident, injury, pregnancy or any illness requiring pain medication must provide documentation to the program that attendance in clinical or return to clinical is permitted. No student will be allowed in clinical until such documentation is presented. Students who do not provide such information may be subject to dismissal from the program. Students will not be allowed to participate in clinical and/or patient care if they are deemed to be unsafe in that role.

Please refer to the required technical standards in this student handbook which outline the required mental, cognitive, emotional, and physical requirements to participate in the Respiratory Care Program. Students who not able to perform the duties outlined in the technical standards document may not be allowed to participate in clinical externships and therefore may be dismissed from the program.

SCHOOL RECORDS

POLICY: Students are guaranteed access to and privacy of their school records. Student records will be maintained:

RULES:

1. Students are guaranteed the right to see their own school records.
2. Students are permitted to contest the accuracy of any entry in their records through the grievance procedure.
3. Students will be notified of any derogatory remarks in their record and shall have the right to seek removal of such remarks through the grievance procedure.
4. If the student is still not satisfied following the procedures described in 2 and 3 above, the student may add their own version of the incident to their record.
5. The program will obtain written consent from the student before releasing personally identifiable data to anyone other than:
 - Program accreditation agencies
 - School officials within the institution
 - Another school in which the student intends to enroll.
6. Records maintained for 5 years by the program in the student's file include:
 - Academic transcript
 - Class grades
 - Application
 - Attendance
 - Progress notes
 - Complaints

MAINTENANCE OF STUDENT RECORDS

A confidential, cumulative record is kept on each student in a secure location, retrievable for use by authorized college personnel. This record contains grades, completion of clinical course, evaluations, health forms and other pertinent information. Records of individual student conference, warnings, disciplinary actions, etc. will be maintained in the confidential cumulative record. These forms will be read and signed by the student and a faculty member prior to this record becoming a part of your cumulative record. Your signature does not establish agreement with the information recorded on the form, simply that you have read and understand the information, conditions of the warning, and/or disciplinary actions, and the program response if conditions related to warning and/or disciplinary actions are not fulfilled by the student. Students can be referred to other appropriate departments when indicated.

The following documents must be on file in a secure location, retrievable for use by authorized college personnel. Transcripts are a permanent record and will be maintained by the college in the registrar's office. For copies of transcripts you must submit your request to the registrar's office and follow their procedure.

The following records will be kept on file for a minimum of 5 years. These records must remain on file in either electronic or hard copy. These records will be kept regardless of whether the student ultimately completes or fails to complete all requirements for graduation.

1. Student Evaluations
2. Record that the student has met published admission criteria
3. Records of Remediation
4. Records of Disciplinary Action
5. Official Transcripts

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT STUDENT ACCESS TO RECORDS

The Family Education Rights and Privacy Act (FERPA) provide the student with a right to privacy and access to his/her school records. The Respiratory Care Program will comply with this Act.

Access to student records is carefully controlled to maintain confidentiality. Students may view records held by the Program Director during posted office hours in H 332. Students wishing to view their records may do so by requesting access from the Program Director. Clinical records held by clinical instructors may be viewed at a mutually agreed on time. MCC transcript records may be viewed in cooperation with the Office of the Registrar. College health and CORI records are confidentially maintained by the Division Dean of Nursing and Allied Health.

Members of the site visitation team of the Commission on Accreditation in Respiratory Care will have temporary access to all records only during an actual onsite visitation. This is for the purpose of accreditation only. Student records will not be shown to anyone or mailed to any other institution without the written consent of the student.

For more information regarding the FERPA statutes, please using the following link.
<https://massasoit.edu/about/college-policies/student-records-ferpa/>

MEDICAL INSURANCE REQUIREMENTS

Students must provide documentation of health care insurance. Medical insurance is available through the College's Group Plan for a reasonable cost. Prior to the beginning of each semester, the student must provide MCC with a copy of their health insurance card. Failure to do so will prevent the student from attending their clinical assignment.

STUDENT HEALTH INSURANCE – THROUGH THE SCHOOL

For more information regarding obtaining health insurance through MCC, please review the following link:

<https://massasoit.edu/enrollment/admissions/tuition-fees/>

DRUG TESTING

Health care facilities affiliated with the College **may** require that students have a negative drug screen. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. If a student fails drug screening, retesting occurs. Failure and/or refusal for drug screening are grounds for immediate removal from the Respiratory Care Program. At this time, no clinical is requesting drug screening.

HAND HYGIENE

The Centers for Disease Control (CDC) has suggested that “healthcare workers who wear artificial nails are more likely to harbor gram-negative pathogens on their fingertips than those who have natural nails, both before and after handwashing. Personnel wearing artificial nails also have been epidemiologically implicated in several other outbreaks of infection.”

The Centers for Disease Control (CDC) has issued a set of recommendations for all health care facilities regarding hand hygiene in an effort to prevent the spread of infections. Since Respiratory Care students at Massasoit Community College have direct patient contact, the following policy is in place:

- Artificial fingernails are prohibited.
- Natural fingernails should be short and well-trimmed. Polish should be of a neutral shade and free of chipping.

CPR CERTIFICATION

Current CPR certification is a requirement to participate in clinical at any clinical affiliate. The CPR course that is needed is the American Heart Association BLS Healthcare Provider (CPR and AED) or the equivalent American Red Cross CPR for Healthcare Provider Course. Online CPR courses or courses that are credentialed by other providers will not be accepted. The CPR certification course **MUST** include a in-person skills demonstration. You must submit a copy of a valid CPR certification card to the Director of Clinical Education. It is your responsibility to maintain a current CPR certification throughout the duration of the program. It is required by all clinical affiliate sites.

GOGGLES

Students must purchase goggles/safety glasses to wear at their clinical site. They should be considered part of the student uniform; therefore, they should be accessible to the student at all times. Goggles/safety glasses must cover the sides of the eyes and should be worn in compliance with OSHA Standards for treatment of all human bodily substance (refer to Universal Precautions Statement in this book).

ACADEMIC HONESTY POLICY

The Respiratory Care faculty strongly believes academic honesty and examination security are essential to maintain the integrity of the entire community college, the Respiratory Care Program, course content, student-faculty relations and very importantly, student morale. Every effort is made to assure exam integrity. Exams will primarily be administered with in-person proctoring by Massasoit personnel which will involve vigilant surveillance of students while testing.

College policy notes that academic dishonesty also includes, but is not limited to **students giving or receiving aid during examinations** or in completing laboratory assignments, open book quizzes, or take-home quizzes unless given explicit instructions by the instructor.” This also includes **discussion of examination content with or among individuals who have not taken the examination.**

The following guidelines will apply:

1. Students will be expected to take the make-up examination on the next class day.
2. Exam review will occur when all students have taken the examination. No instructor will discuss any test content until all students have taken the examination.
3. The option for make-up examination is not guaranteed. It is the student’s professional responsibility to be present for all assignments and examinations. The Respiratory Care faculty will make the final decision if a make-up examination opportunity will be granted.
4. If a student is ill, absences must be called in to the Respiratory Care faculty on the day of, or **prior** to the examination.
5. Any students taking make-up examinations will receive a different test.

In addition, students should refer to the Discipline Policy in the student handbook which states, “The College reserves the right to dismiss a student for disciplinary reasons when it considers such action in the best interest of the College or student.”

The use of ChatGPT and AI in this course, is not allowed. If a student uses ChatGPT or other forms of AI, then it will be considered as an act of academic dishonesty.

Lockdown browser- Lockdown browser may be required for exams that are taken with the use of Canvas. Students that exit Lockdown Browser during the exam may receive a failing grade for the exam. If during the exam, your windows has timed you out and you have been removed

from the exam, inform your instructor immediately. Once the instructor has been informed, a review of why you exited the exam will be completed, and you may be given an opportunity to access the exam again. A reason as to why you are exiting the exam will be recorded. Any student that exits the exam to open a new browser may be considered to have committed an act of academic dishonesty which may result in a failure for the exam and/or the course and/or removal from the Respiratory Care Program.

The Respiratory Care Program follows the College policy on academic honesty. It is the student's responsibility to familiarize themselves with this policy.

For more information regarding academic honesty, please refer to the following link

<https://massasoit.edu/about/college-policies/academic-honesty/>

POLICY ON FAILURE OF RESPIRATORY CARE COURSES

The passing grade in all Respiratory Care courses is 75 (C). Respiratory Care grades include both theory and clinical practice. Clinical Experience grades are "Pass-Fail" (see below). Students must "Pass" clinical experience and receive a minimum grade of 75 (C) in Respiratory Care Theory class in order to take the next level of Respiratory Care course. Each level of Respiratory Care course (RESP101, RESP102, RESP103, and RESP104) is a prerequisite to the next level.

As outlined in the course catalog, students who fail Respiratory Care courses cannot continue in the Respiratory Care program. If they wish to stay at the College and take non-respiratory courses, they must change their program major through the Registrar's Office. This involves going to Student Central and filling out a change in Program/Major form. If a student wishes to repeat a failed respiratory course, he/she must request readmission to the Respiratory Care Program through the Admissions Office. All applications for readmission to the Respiratory Care program are on a space available basis. Applicants for readmission into the Respiratory Care Program must meet all published/current criteria for program admission. This includes, but is not limited to, meeting minimum scores on applicant proficiency testing (e.g., TEAS testing).

Any student who has failed any respiratory care course twice, or withdraws failing from a second attempt of a respiratory care course will not be readmitted into the Respiratory Care program.

Any time that a student is judged to be a danger to him/her, patients, other students or professionals while in the clinical area by his/her instructor, that instructor will temporarily terminate the student's clinical experience pending careful review by the department. Further action, up to and including dismissal from the Respiratory Care program will be determined by the department and the division dean. Students have the right to appeal the decision through the department and/or division dean. The student grievance procedure is also available as an avenue of appeal.

CLINICAL EXPERIENCE

Clinical training at local hospital affiliates constitutes a series of four (4) academic courses which must be completed in sequence with a passing grade. Clinical experience courses are subject to the same policies regarding incomplete and failing grades as other Respiratory Care courses.

Because this is a competency-based clinical education system, students must successfully complete published objectives prior to advancement to the next level of clinical experience. While at the clinical site, students are subject to the rules and regulations of that facility regarding patient care. Any time that a student is at clinical, and is judged to be a danger to him/herself, patients, or co-workers, that student may be removed from the clinical site.

Students will be appropriately supervised at all times during their clinical education, coursework and experiences. Students will not be used to substitute for clinical, instructional, or administrative staff. Students will not receive any form of remuneration in exchange for patient care they provide during programmatic clinical coursework.

POLICY ON INCOMPLETE GRADES IN RESPIRATORY CARE COURSES

Respiratory Care courses must be completed with a grade of C (75) or better prior to advancement to the next level course (e.g. Respiratory Course RESP101) must be satisfactorily completed prior to admission to Respiratory Care II (RESP102).

Students receiving a grade of **INCOMPLETE** for a Respiratory Care course must complete the course work prior to advancement to the next level course. Students who do not make up the **INCOMPLETE** grade prior to the start of the next level of courses may complete work during the following semester but will be dismissed from matriculation in the Respiratory Care Program. It is the student's responsibility to withdraw from the Respiratory Care Program. Upon completion of the **INCOMPLETE** grade, the student must reapply for entrance into the Respiratory Care Program if eligible. Reapplication is done through the Admissions Office, and acceptance is on a space available basis. Students thus readmitted will resume the normal progression of course work.

GRADING POLICY

1. **ACADEMIC REQUIREMENTS:** Students must maintain a satisfactory cumulative grade point average as defined in the Massasoit Community College Catalog in order to remain in the Program. Students must achieve a grade of "75" or higher in all Respiratory Care courses. Students not maintaining minimum requirement will revert to **NON-MATRICULATING STATUS** and must apply for readmission if eligible.
2. **ACADEMIC WARNING:** Any student in danger of falling below minimum standards will be notified in writing. This is done to allow the student to address the situation before it becomes critical.
3. **INCOMPLETE GRADES IN ACADEMIC RESPIRATORY CARE PROGRAM COURSES:** An "incomplete" grade may be given by an instructor if the **MAJORITY of the course work has been done**, but the course has not been completed. Students must contact

the instructor to arrange for make-up work. Completion of assigned work will result in a grade change. Non-completion will result in an F. The student must make-up the work prior to the beginning of the next sequential Respiratory Care course or the student **WILL NOT BE ALLOWED TO ADVANCE WITHIN THIS PROGRAM.**

STUDENTS IN THIS SITUATION WILL REVERT TO NON-MATRICULATING STATUS, AND MAY APPLY FOR READMISSION INTO THE RESPIRATORY CARE PROGRAM FOR THE FOLLOWING YEAR.

4. **FAILURE OF RESPIRATORY CARE COURSE:** Respiratory Care courses are sequential and are offered once per year. Therefore, failure of any Respiratory Care course necessitates reversion to NON-MATRICULATING STATUS (i.e., no longer enrolled in the Respiratory Care Program). Students may apply for readmission, if eligible, to the Program for the following year.
5. **READMISSION TO THE RESPIRATORY CARE PROGRAM:** Students who have left the Program, or who have reverted to non-matriculated status due to unsatisfactory academic progress, may apply for readmission on a space-available basis using standard College procedures. Students who have failed the same Respiratory Care course twice, failed two Respiratory courses, or have been dismissed from the program by disciplinary action, will not be readmitted to the Program. **ELIGIBLE STUDENTS MAY BE READMITTED TO THE PROGRAM ONLY ONCE.**
6. **STUDENT STATUS:** For the purposes of Financial Aid, the designation of “full” and “part-time” students is defined in the Massasoit Community College Catalog. For the purposes of advancement within the Respiratory Care Program, the following explanations are offered:

FULL-TIME: All students matriculated into the Respiratory Care Program must complete the 18-month course of study as it is published. Respiratory Care courses are not offered on a part-time basis, and non-matriculated students may not be enrolled in these courses. The Respiratory Care curriculum encompasses 5 days per week for 18 months.

PART-TIME: Students who are not able to begin the Respiratory Care curriculum, or who have not been accepted for a particular class due to capacity limits, may elect to pursue the Liberal Arts and/or Anatomy & Physiology courses on a part-time basis. Students may then apply for admission to the Respiratory Care Program for the following year, greatly reducing the course-load required during the 18-month Program. Students electing to work towards degree requirements in this fashion are not guaranteed acceptance into the Respiratory Care Program, and must follow all standard admissions procedures. *NOTE: THE RESPIRATORY CARE PROGRAM IS 18-MONTHS IN DURATION REGARDLESS OF COURSE-LOAD REDUCTIONS.*

All students enrolled in RESP104 must successfully pass the SAE (Self-Assessment Exam) exam(s). Massasoit will provide the first exam free of cost to the students. Any student who requires additional tests will be required to pay for the exam.

LIMITED PERMIT/LICENSURE – STUDENT EMPLOYMENT

Respiratory Care students (actively enrolled in the program) may apply for a Massachusetts Limited Permit to work in the field after completing the 2nd semester in the program provided RESP 101, 102, 112, 113, and 115 have been successfully completed with a grade of “C” or higher and the student is currently in good academic standing. After each subsequent semester in the program, the student may request an updated “Verification of Education” form from the Program Director. To be eligible for an updated permit, the lab, lecture and clinical courses must be successfully completed. Students are not permitted to perform procedures/treatments while employed unless the item has been checked off on the Verification of Education form as completed. It is the student’s responsibility to inform the hospital department when the updated form has been completed. All licensure forms and information can be downloaded and printed from the Massachusetts Board of Respiratory Care. There is a fee for a limited permit.

Students may only utilize their limited practice respiratory care license for employment and/or patient care while they are enrolled in the Respiratory Care Program. If the student leaves (e.g., academically fails) the Respiratory Care Program their limited practice license cannot be used for employment and/or patient care. It is the student’s responsibility to inform the hospital if there is a change in their Respiratory Care Program enrollment status.

The granting of a respiratory care limited practice license is solely dependent on the Massachusetts Board of Respiratory Care and all applicable statutes. MCC does not grant limited practice respiratory care licenses. After graduation, when the NBRC credentialing exam(s) are successfully completed, it is the graduate’s responsibility to apply for a full respiratory care license in the state where they intend to practice. The National Board of Respiratory Care (NBRC) does not communicate credentialing exam results with the state licensing boards.

Students who are not enrolled in the Respiratory Care Program, for any reason, are no longer eligible to utilize a limited practice respiratory care license unless arrangements have been made with the licensing board. Only actively enrolled/graduated students can work in the field on a limited permit. Students waiting to be accepted back to the program, who have not yet been accepted, are not considered enrolled and cannot work in the field. If you are unable to pass the NBRC credentialing exam after your first attempt your limited practice license is void and cannot be utilized for employment and/or patient care.

For more information on Massachusetts State licensing of Respiratory Therapists, please visit the following site:

<https://www.mass.gov/how-to/apply-for-a-limited-respiratory-therapist-license>

STUDENT EMPLOYMENT AT CLINICAL AFFILIATES

Delineation between Clinical Time and Clinical Site Employment

While enrolled in the Respiratory Care program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles; and to that end:

- Students must not be utilized at facilities to substitute for clinical instruction, or administrative staff.
- Students must not complete clinical coursework while working in an employee status at any clinical site.
- Students may not receive/accept remuneration in exchange for work performed at or during their clinical education, course work, and experiences.

ATTENDANCE POLICY

1. For Respiratory Care Students to be successful in their course work attendance is required at all scheduled labs, classes, lectures, and clinicals. Attendance will be taken at the start of every respiratory program lecture/class/clinical. Students are expected to provide advanced notice of absences of a reasonable explanation to the faculty member whose class is missed as soon as possible. Instructors will not re-review material missed because of an individual student's absence.
2. Only 12 hours of clinical absence are allowed per semester. Clinical absences that extend beyond the allotted 12 hours, due to illness, may require physician documentation for continuance in the program. Students who accrue absences due to required court appearances may be permitted make up clinical sessions. For all absences accrued due to required court appearances, appropriate court documentation must be supplied to the Director of Clinical Education. Clinical absences accrued due to bona fide religious exemptions may be permitted make up clinical sessions. For all absences accrued due to bona fide religious exemptions, appropriate clergy documentation must be supplied to the Director of Clinical Education. Excused absences greater than 12 hours per semester will need to be made up prior to the last day of the semester. Excessive excused absences may result in the need for a student to withdraw from the program as makeup clinical opportunities are limited. Unexcused absences, beyond the allotted 12 hours, will result in failure of clinical and subsequent dismissal from the program.
3. Clinical absences require notification, prior to the start of the shift, to the clinical instructor and the Director of Clinical Education (ext. 1736). If a student is unable to reach a faculty member, then a message can be left. Only 12 hours of unexcused clinical absence per semester will be allowed. Failure to attend adequate clinical sessions will result in a failing clinical grade and thus a failure of the course.
4. In the event an absence is due to extenuating circumstances, The Program Director, Director of Clinical Education, and Clinical Instructor will evaluate these instances on an individual basis (e.g., jury duty, military duty, bereavement, etc.)
5. Cancellation: In the case of cancellation due to snow or hazardous conditions, the following policy applies: If Massasoit Community College is in session, then clinical is in session. Cancellation of Massasoit Community College classes serves as cancellation of clinical instruction as well. The student is responsible to document cancelled clinical days in the

electronic record keeping system (e.g., Trajecsys). If it begins to snow during clinical time, it is at the instructor's discretion to dismiss clinical. Each student's electronic record keeping (e.g., Trajecsys) should be completed prior to dismissal.

6. The program strives to mimic an environment of professionalism. On this note, just as you would while employed as a RT, you are required to be punctual and on time for every scheduled respiratory class/lecture/lab and clinical. Instructors will not re-review material missed nor allow for extra exam time because an individual tardy.
7. Outside appointments should not be scheduled during clinical time.
8. The Respiratory Care Program strives to promote and mimic a professional work environment. As such, students are expected to arrive on time and prepared clinical. Failure to maintain a professional level of performance (e.g., punctuality) may be issued a written warning that continued failure to maintain professional standards may result in dismissal from the program.

MASSASOIT COMMUNITY COLLEGE CANCELLATION POLICY

1. If mandatory college closing (classes cancelled) is required prior to the start of scheduled clinical, the student will not be required to attend clinical for the duration of the cancellation. The student is responsible to document cancelled clinical days in the electronic record keeping system (e.g., Trajecsys).
2. If mandatory college closing (classes cancelled) during the day, after the student has arrived at the clinical site, the student is required to complete the assigned procedures prior to leaving the site. The student is responsible to document early dismissal clinical days in the electronic record keeping system (e.g., Trajecsys).
3. If mandatory college closing (classes cancelled) is required, and is more than one day during a semester, the student may have to make up hours/time in order to fulfill program requirements.
4. If classes are not cancelled, but there is questionable weather, the student will use their own discretion as to their ability to travel safely to and from clinical site. Should the student decide that travel is not prudent, they are to follow the program's attendance policy regarding absence from clinical.
5. Students may access the college adverse weather/emergency closing by:
 - College phone number - 508-588-9100
 - College website – www.massasoit.mass.edu
 - You may sign up on the My Massasoit portal for college Rave emergency alerts on your mobile device/home phone or email.
 - Contact your instructor

State of Emergency – A State of Emergency Declaration by the Governor automatically cancels all events, classes and closes the college.

PARKING DECAL

For the safety and security of faculty, students, and staff, all motorized vehicles are required to have a Massasoit Community College parking decal affixed to the vehicle. Faculty, staff, and students who have been issued a parking decal, but are unable to use the vehicle with the permit must obtain a temporary parking pass from the Police Department office or fill out the form on the website.

More information regarding Brockton campus parking can be found here:
<https://massasoit.edu/community-education-info/important-student-information/>

POLICY ON ADVANCE PLACEMENT

The Massasoit Community College Respiratory Care Program does not accept respiratory care program credits (e.g., fundamentals of respiratory care I, respiratory care equipment, introduction to pharmacology etc.) from other Respiratory Care Programs at other institutions. General education requirement credits (i.e., anatomy and physiology I, general psychology, english composition I etc.) that are required for the conferral of a degree in respiratory care may be accepted for transfer per Massasoit Community College policies. Please see the Massasoit Community College course catalog for details regarding credit transfers.

The Massasoit Community College course catalog can be found at:
https://massasoit.edu/wp-content/uploads/2024/09/2024-2025-Catalog_Addendum_02.26.25.pdf

PREGNANCY POLICY

If during the course of a clinical practicum of the respiratory care program a student becomes pregnant or thinks they may be pregnant the following policies designed to protect the student will apply:

- The Student will immediately let the program director and the clinical director know they are pregnant or think they may be pregnant.
- The student will immediately let their clinical instructor or clinical preceptor know they are pregnant or think they may be pregnant.
- The student voluntarily accepts any and all risks associated with continuing in the respiratory care program while pregnant both to themselves and to the fetus.
- The student will comply with any and all safety precautions that may be required by the respiratory care program or the clinical facility. This may include being assigned other duties than those initially scheduled. These safety requirements may change as the student progresses through their clinical rotations depending on the particular risks that may be associated with each particular clinical setting.

The student must comply with these changes whether given verbally or in writing even if they were not initially included in the requirements given to the student. Because of the significant safety risks to both the fetus and the mother associated with some aspects of the respiratory therapist's daily duties the program understands that some students may not want to subject themselves or their fetus to these risks and may wish to withdraw from the program during this time. The program will allow these students to rejoin the program for the next class without penalty.

Commented [DL5]: Per Title IX, I think we need to add that "the student may rejoin the course the following year without penalty"

If a student has a baby during the school semester, the student must provide written documentation from their physician stating that they are cleared to return to the clinical setting.

Students are encouraged to confer with the College's Title IX resources regarding these matters. Information regarding Title IX resources can be found at:
<https://massasoit.edu/about/president/diversity-equity-inclusion/title-ix-resources/>

PROGRAM ORIENTATION

Freshman - All Freshman students will be oriented to the Student Handbook, Syllabus, Health Form Requirements, Canvas, the program information keeping system (i.e., Trajecsys) etc. Freshman students will remain on campus for Preclinical Laboratory. This allows the students and instructors to become familiar with the program and each other. A Preclinical Laboratory Schedule is followed to assure that all aspects of the program are covered. Once all preclinical requirements are met, the students proceed to their clinical externship assignments at area clinical affiliates.

Seniors - All seniors spend the first week of the new academic year reviewing Student Handbook, Syllabus, Health Form Requirements, Canvas, the program information keeping system (i.e., Trajecsys) etc. Any new policies are reviewed with all students. Health forms and HIPAA requirements are covered.

CREDENTIALING AND LICENSING

The Program curriculum is designed to prepare the graduate to function as a competent and capable Respiratory Therapist in hospitals, non-acute care agencies, home care etc. After successful completion of all academic and clinical requirements, the graduate will be eligible to take the NBRC credentialing exam(s). Scores on the NBRC credential examination(s) will determine if the graduate has earned the CRT (Certified Respiratory Therapist) or RRT (Registered Respirator Therapist) credential). The Massasoit Community College Respiratory Care Program strongly encourages all graduates to obtain the RRT credential. For more information regarding the cost of the credentialing exams visit the NBRC website at www.nbrc.org.

Students should take the NBRC credentialing examination(s) within approximately 30 days following graduation from the program. Testing as soon as possible following graduation is strongly encouraged. Upon passing the NBRC credentialing examination(s) and meeting all other requirements for Massachusetts licensure, the graduate may be licensed in the state of Massachusetts as a Respiratory Therapist. The Massachusetts Licensure Board has the right to refuse to grant a license to any individual who has been convicted of moral and/or legal violations specified in Massachusetts law. The graduate is responsible for ensuring that all state license application requirements are met. The Massachusetts Licensure Board has the right to deny a graduate's application, censure, or discipline the graduate if proper procedures are not followed.

Commented [DL6]: Do we need to add a comment about credential maintenance?

For more information regarding license requirements, costs, and renewal schedules, please see the following website: <https://www.mass.gov/orgs/board-of-respiratory-care>

MASSACHUSETTS BOARD OF RESPIRATORY CARE ADVISORY ON LICENSE RENEWAL

The purpose of this advisory is to remind all licensed respiratory therapists in the Commonwealth of their responsibility to renew his/her license every two years on the even numbered years.

The Board requires all respiratory therapists in the Commonwealth to maintain a current license to practice. If a respiratory therapist's license expires, he or she is no longer authorized to practice or to use the title "Respiratory Therapist" during the period in which the license is expired. Practice after license expiration may result in disciplinary action against the licensee by the Board. Furthermore, the Board may refer any and all unauthorized practice to appropriate law enforcement for additional action.

The Board strongly encourages all employers to ensure that all respiratory therapists under their supervision maintain current respiratory therapist licenses.

For more information regarding the Massachusetts Board of Respiratory Care, licensing, and license renewal requirements, please visit the FAQs at:

<https://www.mass.gov/doc/respiratory-care-frequently-asked-questions/download>

MSRC

The Massachusetts Society for Respiratory Care represents Respiratory Therapists by promoting, advocating, and educating the respiratory community.

Promoting

Demonstrate the value of the respiratory therapist in providing respiratory care by supporting, conducting, and publishing research information. Research should compare the value of the respiratory therapist to others who may provide respiratory care services. Information generated should consider the needs of employers, legislators, regulators, other health professionals and patients. Research efforts will, when appropriate and possible, be conducted in collaboration with other health care stakeholders.

Advocating

Advocate at the federal and state level for health care policy that promotes access to appropriate, safe, and effective respiratory care for patients and the public. Develop and implement promotion/marketing of the respiratory therapist targeted to legislators, policy makers and payers. Messages will emphasize the value of the respiratory therapist in controlling the utilization of services, creating cost savings, improving outcomes and patient safety, and increasing to respiratory care as provided by a respiratory therapist.

Educating

Deliver top level education with respiratory therapists in mind. Our yearly conference that has been actively educating respiratory therapists, nurses, physicians, and other health care professionals for over 30 years. This conference is held annually in the fall.

For more information regarding the Massachusetts Society of Respiratory Care, please see the following website: <https://www.mscol.org/>

NATIONAL BOARD FOR RESPIRATORY CARE (NBRC)

The National Board for Respiratory Care, Inc. (NBRC) is a voluntary health certifying board which was created in 1960 to evaluate the professional competence of respiratory therapists. A group of Chicago physicians and therapists recognized the need to formalize the training and registration of practitioners involved in the care and support of patients with respiratory disorders.

The primary purposes of the NBRC and its 31-member Board of Trustees are to provide high quality, voluntary credentialing examinations for practitioners of respiratory therapy and pulmonary function technology; establish standards to credential practitioners to work under medical direction; issue certificates to and prepare a directory of credentialed individuals; advance medicine by promoting use of respiratory care in treating human ailments; support ethical and educational standards of respiratory care; and cooperate with accrediting agencies to support respiratory care education.

For information regarding the NBRC, please refer to the following website:
<https://www.nbrc.org/>

RESPIRATORY CARE WEB RESOURCES

Massachusetts Board of Respiratory Care (MBRC)

Website to obtain application for limited permit and full license
<https://www.mass.gov/orgs/board-of-respiratory-care>

American Association for Respiratory Care (AARC)

Respiratory Care professional organization
www.aarc.org

Committee on Accreditation for Respiratory Care (CoARC)

Accreditation agency for Respiratory Care
www.coarc.com

Massachusetts Society of Respiratory Care (MSRC)

State affiliate of the AARC
www.mscol.org

National Board for Respiratory Care (NBRC)

The agency that administers exams and awards credentials
www.nbrc.org

ADVISING

For purposes of course and program orientation, all students who are enrolled in degree programs (matriculated) are assigned academic advisors. In the event, you are not assigned a respiratory care faculty member as your advisor, please let us know immediately. It is preferred that faculty of the program are assigned as your advisors.

Commented [DL7]: I added this in.

Students are encouraged to consult their advisors concerning choice of courses, programs, and transfers to other institutions at any point in their academic career. All full-time Faculty are available to students, and all students are urged to visit their advisors as early and as regularly as possible.

It is recommended that returning students contact their advisors at least a week prior to registration day to discuss what courses they need to complete their program requirements. Students are encouraged to contact their advisors as often as necessary to make sure they are taking courses that fulfill their program requirements and career plans. The advisor should also be consulted before a decision is made to add or drop courses. Students can find their advisor's name by contacting the Registrar's Office.

All students, whether they are matriculated or non-matriculated, or attend in the daytime or during evening hours, may also seek academic advising in the Advisement & Counseling Center located on the first floor of the Student Center.

Massasoit Community College regards the advisement process as one of the critical vehicles of communication between the College and the student.

For more information go to the Massasoit website:

<https://massasoit.edu/advising-career-transfer-center/academic-advising/>

ACADEMIC RESOURCE CENTER

The Academic Resource Center, with locations on the Brockton and the Canton campuses, offers a range of in-person and virtual tutoring and academic support services. Individual and small-group tutoring is available in many subject areas such as mathematics, sciences, computer technology, study strategies, reading, writing, and language acquisition. In addition to tutoring, computers are available for writing, research, and course study.

To make appointments:

- Call the ARC at 508-588-9100 x1801 or x 2516
-

Writing Assignments: In addition to making appointments for remote writing tutoring, students can also email a paper draft or general question to writingcenter@massasoit.mass.edu and receive tutor feedback within 24 business hours. In their email, they should include their Massasoit student V#, Professor and course name, assignment information, what they would like help with, and a copy of their writing in a Microsoft Word or Google Docs format.

More information regarding the ARC can be found at:

<https://massasoit.edu/student-services/dean-of-students/academic-resource-center/>

ADVISEMENT & COUNSELING CENTER

The **Advising, Career & Transfer Center**, also referred to as the ACT Center, is staffed with a team of advisors who welcome the opportunity to meet with students as they navigate their academic, career and transfer goals. The ACT Center is located in the lower level of the Student Center (SC) Building at the Brockton Campus and the Enrollment Center at the Canton Campus.

The ACT Center Offers:

Academic Advising

Academic Advising will help you stay on track to complete your degree or certificate. You can connect with your advisor before registering for courses, check on your academic progress, and have any of your questions answered.

Career Exploration

Career Exploration will help you research and learn about various career paths that may be suitable for you, and determine which academic programs can prepare you to enter them.

Transfer Services

Start here and go anywhere. Our transfer services will help you through the process of researching, applying and choosing a four-year college or university for the next step in your educational journey.

More information regarding the ACT center can be found at:

<https://massasoit.edu/advising-career-transfer-center/>

BOOKSTORE

Information regarding the Massasoit Community College online book store can be found at:

<https://massasoit.edu/student-services/massasoit-campus-store/>

REMEADIATION PROCESS

In the event a student is identified as potentially failing, the following process will be utilized for remediation.

Academic

1. Student is identified by course faculty for *mandatory remediation referral.
 - a. Any student scoring < 75% on a course exam will receive a mandatory remediation referral.
 - b. The course instructor will review this policy describing the Mandatory Remediation plan.
 - c. The student will meet with the course instructor, and an action plan will be developed. An academic warning will be issued consistent with established practices. This action plan may include one or more of the following:
 - Individual review of failed exam with course instructor.
 - Attendance at group tutoring sessions.
 - Additional assignments to enhance comprehension of material.
 - d. The student will be given a copy of the meeting notes and action plan.
 - e. The action plan may include strategies for improvement in one or more of the following areas:
 - Test taking skills
 - Evaluation of work hours
 - Personal Issues- Referral to Counseling Center
 - High Risk Identifiers
 - Additional factors identified through discussion with the student
2. Students will follow up with a instructor every two weeks until a passing grade of 75 is obtained.
3. A copy of the action plan will be maintained in the student file.

Clinical

1. Student is identified by clinical instructor for a mandatory remediation referral.
 - a. Any student with unsatisfactory performance in clinical will receive a mandatory remediation referral.
 - b. Clinical instructor will consult with Director of Clinical Education.
2. Student will meet with course faculty to develop a collaborative clinical action plan.
3. The clinical action plan may include strategies for improvement in one or more of the following areas:
 - Clinical skills
 - Critical thinking
 - Time management
 - Additional factors determined through discussion with student.
3. A copy of the action plan will be maintained in the student file.

***A REMEDIATION ACTION PLAN IS A FORMAL COURSE REQUIREMENT. FAILURE OF THE STUDENT TO COMPLETE THE REMEDIATION ACTION PLAN MAY RESULT IN COURSE FAILURE.**

SCHOLARSHIP OPPORTUNITIES

The scholarship opportunities for Respiratory Care students include:

AGENCY	WEBSITE
Massachusetts Society For Respiratory Care	www.mscol.org
American Association for Respiratory Care	www.aarc.org

Faculty may be asked to write a letter of recommendation. You should provide the Faculty with background information and any special circumstances that the organization should require. Please allow the Faculty member plenty of time to complete the request.

Additional scholarship opportunities may be disseminated via email throughout the school year.

EXAM INTEGRITY

The evaluation of a student's competency in specific skill sets will primarily be done by clinical instructors. The process will involve the student demonstrating the specific skill, without assistance, for the clinical instructor in a technique and approach that is consistent with the parameters outlined in Trajecs for that specific competency.

Written exams will primarily be performed on paper or Canvas using a school supplied or personal computer. The exams will primarily be proctored in-person by your classroom instructor. Exams completed in the ADR, will be proctored by in-person ADR staff. Per the classroom instructor's discretion, exam integrity software (i.e., lock down browser, zoom), may be utilized. Unless otherwise notified, when completing an exam, you will be required to remove all items from your desktop excluding a blank piece of paper, pen/pencil, and basic calculator. You also may be requested to remove any smart watches and devices. Per the instructor's discretion, student seating may be reorganized to minimize distraction amongst individual students. Any violation of the MCC or program's academic honesty policy may result in referral to the Dean of Students office and/or dismissal from the program.

Student exam results are regularly reviewed by program faculty to assure exam integrity and rule in/out the possibility or instances of academic dishonesty.

The use of ChatGPT and AI in this course, is not allowed. If a student uses ChatGPT or other forms of AI, then it will be considered as an act of academic dishonesty.

Lockdown browser- Lockdown browser will be required for all exams that are taken with the use of Canvas. Students that exit Lockdown Browser during the exam may receive a failing grade for the exam. If during the exam, your windows has timed you out and you have been removed from the exam, inform your instructor immediately. Once the instructor has been informed, a

review of why you exited the exam will be available, and you may be given an opportunity to access the exam again. A reason as to why you are exiting the exam is recorded. Any student that exits the exam to open a new browser will be identified as an attempt of academic dishonesty and will result in a failure for the exam and the course.

CAMPUS POLICE

Massasoit Community College employs its own College Police Department which is available at all times. The Police Office is located on the bottom floor of the Student Center, Room SC-145. The Police Department telephone number is 508-427-1296 from off campus, and the emergency number from inside the College is ext. 1296, Business ext. 1041. All members of the Massasoit Community College Community are required to report all criminal actions to the Campus Police immediately.

The Massasoit Community College Police Department is here to protect and serve the College Community.

The Police Department, being a partner with the entire College Community, Community, will detect, deter, and apprehend criminal offenders. Massasoit Police Officers are licensed under Massachusetts General Law, Chapter 22C, § 63 by the State Police granting them the same powers of arrest as a city or town police officer while on property owned, used, and occupied by Massasoit Community College. Subject to approval by the Chief of Police, Massasoit Police Officers may also receive additional police authority as Plymouth County Deputy Sheriffs under G.L. Chapter 37 § 3.

For more campus police and safety information go to the Massasoit website

<https://massasoit.edu/police>

CAMPUS ALERTS AND EMERGENCY MESSAGING SYSTEMS (RAVE)

The College has several systems that are used for important messages, including emergency notices. The Campus Alert System is used to send emergency messages by phone, text, email, pager, and fax. This system is also used to notify of school closings, early dismissals, and late openings due to inclement weather. In order to register your home, cell, and text messaging services with this system you will have to sign into the system and provide this information. The log in page for registration is found by clicking on the Campus Alert System link in the lower side of the home page, or directly by pointing your Internet browser to www.getrave.com/login/massasoit If you would like to receive notices of school closings, early dismissals or late starting times, you can opt into this service after logging into the registration portal. There are also overhead digital message screens located in all campus buildings. These screens display course cancellations, other important notices, and will be used in the event of an emergency to convey critical information.

For more alert and emergency messaging information go to the Massasoit website,

<https://massasoit.edu/about/emergency-alert/>

HAZARDOUS MATERIALS POLICY

The clinical instructor during clinical orientation should show students the location of the clinical affiliates MSDS Manual.

Students should report a spill of a hazardous chemical to the appropriate department personnel and should **not** be involved with the clean-up of the spill.

If a student is known or suspected of having been exposed to hazardous material, and is in need of medical attention, the student will be sent immediately to the clinical education center's Emergency Room for treatment. The student will then follow the Allied Health Division's *Exposure Incident Management Protocol* as to the follow-up.

Program officials should be notified **immediately** and an incident report must be completed by the clinical instructor, signed by the student and then mailed or faxed to the program director.

ALCOHOL AND DRUG POLICY

No alcoholic beverages may be consumed, served, sold, stored, stored or used by students of the program at the College or clinical affiliate sites.

No unlawful drugs or illegal substance may be consumed, served, sold, stored, stored or used by students of the program at the College of clinical education center.

Massasoit Community College is subject to various stated and federal laws that deal with the abusive use of alcohol, drugs and chemical substances. Any person actually observed consuming, selling, or storing alcoholic beverages on College property or at a clinical affiliate site will be considered in violation of the College's *Alcohol and Drug Policy* or applicable state laws, or any person actually observed consuming, serving, storing or using unlawful drug or illegal substance on College property or a clinical affiliate site will be required to immediately leave the property of the College or clinical education center. Such individuals are subject to arrest and criminal penalties as provided by the state law, and the College may report such apparent violations to law enforcement authorities for further investigation and prosecution. In addition, students are subject to civil penalties as may be deemed appropriate, under the particular circumstances, by the President of the College, including the distinct possibility of temporary suspension or even permanent dismissal from attendance to the College or the clinical education center.

USE OF CALCULATORS

The National Board of Respiratory Care (NBRC) does permit the use of calculators during the credentialing examinations. Students will be permitted to use basic calculators during exams while in the program. The calculator functions on a smart phone, smart calculator, lab top, and/or smart watch will not be permitted unless otherwise noted by the instructor.

ACADEMIC APPEALS

Massasoit Community College utilizes several different processes for student appeals. The information on this page is meant to guide individuals seeking to submit an appeal.

If you have any questions about which appeal you should submit, please contact the Dean of Students Office at 508-588-9100 x1402 or at deanofstudents@massasoit.mass.edu.

- **Late Withdrawal and/or Tuition Appeal**

Students who cannot complete a course or the semester due to extenuating circumstances, may request a late withdrawal and/or tuition appeal. Appeals are accepted for the following circumstances: medical issue, death or illness of a family member, emergency housing, or a required change in work schedule. Supporting documentation is required.

- **Satisfactory Academic Progress (SAP) Appeal**

Federal and state regulations require that students receiving financial aid make satisfactory academic progress (SAP) toward their degree or certificate. Students that do not meet these requirements are placed on Financial Aid Suspension, and are ineligible to receive financial aid, including federal loans. Students who can demonstrate that significant, documentable extenuating circumstances (i.e., serious personal health issues, death in immediate family, etc.) prevented them from meeting minimum SAP standards have the right to appeal. [Full policy, appeal procedure and appeal deadlines](#)

- **Academic Deficiency**

Submit this form if you are considered to be in Academic Deficiency because your semester's GPA is below 2.25 and your cumulative GPA is below that required for Good Standing. As a result, your status has changed to "Non Degree." While you remain in non-degree status, you are ineligible to receive any financial aid funds. For those students who plan to attend in the upcoming semester, payment plan options are available. Complete this form to appeal this decision.

- **Academic Forgiveness**

Academic forgiveness provides a second chance for students who had an unsuccessful start in an academic degree or certificate program in the past. It provides an opportunity for students who have demonstrated academic success in at least 12 credits during one or two semesters to have failing grades removed from their grade point average (GPA) while retaining credit for grades of C- or higher.

- **Student Conduct Appeal**

Student Conduct Appeals are available for students who have participated in the formal student conduct process and have exhausted all other procedural options (both the Administrative Resolution and Judicial Board Hearing). Appeals are available only if: (1) the hearing was not conducted in conformity with the Code of Conduct; (2) the decision was not supported by a preponderance of the evidence presented; (3) the sanction imposed was not appropriate in light of the Judicial Board's decision; or (4) new evidence exists, which was not presented because it was not reasonably known to the Accused student at that time, and which is sufficiently relevant such that it could alter the Judicial Board's decision.

- **Student Feedback Form**

Students can use this form to share feedback about their experience at Massasoit Community College.

- **Grade Appeal Request Form**

The Grade Appeal process is available to students who believe their final grade in a course is the subject of an a) error and/or b) injustice. Prior to submitting a formal appeal, student must attempt to informally resolve the alleged issue with their faculty member. Formal appeals must be submitted within fifty (50) calendar days following the last day of the course's instructional period. Students must consult with the college's Grade Appeals Officer before submitting a formal appeal. The college's Grade Appeal Officer, Associate Dean Joe Harris, can be reached by email at jharris32@massasoit.mass.edu or at 508-588-9100 x1137.

- **Course Substitution Appeal**

This form may be used when a student seeks a course substitution in their program.

READMISSION TO THE RESPIRATORY CARE PROGRAM

Students are required to maintain a 75 % in all respiratory courses. Failure to meet this criterion will result in failure from the Respiratory Care Program. If desired, students must reapply to the program through the Admissions Department. The Respiratory Care program only allows one re-admission back into the program. Once a student's reapplication is received, it may be reviewed by the Program Director, Director of Clinical Education, Dean of Nursing and Allied Health, and/or Admissions Dept. Other members of the review panel may be added if deemed appropriate.

If a student leaves the Respiratory Care program for any reason and wishes to re-enter the program, the student must reapply to the program through the Admissions Department. Admission is not guaranteed and will be allowed depending on the availability of a seats/space. Applicants for readmission must meet all the current published admission criteria (e.g., minimum scores on TEAS examination).

If the reason for leaving the program was medical in nature, the student must provide medical documentation that it is safe and appropriate for them to return.

A student may be re-instated with or without probation or required additional activities. If the student is re-admitted, the student must continue to have all appropriate documentation (e.g., current CPR certification, complete health record, health insurance, a clear CORI background check etc.). When an interruption in the sequencing of clinical occurs, the student may be required to repeat the clinical course. A written and/or practical exam may be administered to determine continued competency.

OFFICE OF ACCESS AND DISABILITY RESOURCE SERVICES

Massasoit's Access and Disability Resource office provides accommodations to students who qualify for services based on a documented disability. Students interested in accessing classroom or testing accommodations must contact the Access and Disability Resource office directly. In an effort to avoid any lapse in services, new and returning students are encouraged to contact the Access and Disability Resource office at the beginning of **each** semester to receive an **Accommodation Letter** for the **current** semester. Students on **all** campuses can contact this department at adr@massasoit.mass.edu.

More information regarding the ADR can be reviewed at the following link:

<https://massasoit.edu/student-services/dean-of-students/academic-resource-center/access-disability-resources/>

OFFICE OF DIVERSITY & INCLUSION AND TITLE IX

The Office of Diversity and Inclusion's goal is to promote an educational environment and workplace that is free of all forms of discrimination based on protected classes, sexual harassment, gender-based harassment, sexual violence, and retaliation. The College will not tolerate any such behaviors, all of which are prohibited by both law and the college's policy on **Affirmative Action, Equal Opportunity & Diversity policy**. We will keep our campuses and surrounding communities safe by responding effectively and immediately if an incident occurs.

To file a complaint or for more information regarding the Office of Diversity & Inclusion and Title IX, please refer to following link:

<https://massasoit.edu/about/president/diversity-equity-inclusion>

LIBRARY SERVICES

The College maintains comprehensive and professionally staffed libraries at the Brockton campus located in the Student Center and at the Canton campus in the Academic Wing. The libraries' materials are carefully chosen to meet the needs of the programs of the College. They contain a large and growing collection which includes reference and circulating materials, periodicals, newspapers and full-text computer databases. These are supplemented by back issues of periodicals in microfilm and collections such as the New York Times from 1851 to date, NewsBank and SIRS.

The Libraries aim to serve the whole academic community and to integrate their functions into the educational experiences of the College. The staff assists students and faculty in their search for information and instructs them in the use of the sources in their designated subject areas.

For more information regarding Massasoit library services, please refer to the following link:

<https://library.massasoit.edu>

FINANCIAL AID

Massasoit Community College participates in a variety of financial aid programs to assist students in financing the cost of a college education. Students who wish to be considered for all forms of federal, state and institutional financial aid must complete the Free Application for Federal Student Aid (FAFSA) annually.

Applicants who submit the FAFSA by the priority deadline will receive optimum consideration for limited financial aid resources, and should receive their financial aid award decisions prior to the semester billing deadline.

If you need assistance, or have questions, please contact the Financial Aid Office. The Financial Aid Office can be reached at studentcentral@massasoit.mass.edu

Further information about financial aid at Massasoit may be accessed at:

<https://massasoit.edu/enrollment/paying-for-college/financial-aid/>

VETERANS CENTER

The Massasoit Community College Veterans Center and its staff are dedicated to assisting those who served and is open to all military members, veterans and their families attending the College. The Veterans Center is a one-stop location with: Veterans Affairs certifying official to assist with educational/financial benefits and college administrative issues.

For more information see the Massasoit website,

<https://massasoit.edu/student-services/student-support-programs/veterans/>

ACADEMIC AND CLINICAL DISMISSAL

Clinical dismissal may result from a student's disregard for the policies and procedures in this Respiratory Care Program Student Handbook, MCC policies and procedures, or policies and procedures of the affiliate facility.

Any student who is found to be frequently absent/late, unprepared, untrustworthy, unsafe, unable to accept supervisory criticism, incompetent, unacceptable in terms of appearance/presentation, exhibiting a poor quality of work, who is otherwise a disruptive influence in the clinical course, and/or who is in any way unprofessional may have their clinical practicum terminated at the request of the clinical instructor and/or clinical affiliate. Depending on circumstances, this may result in the student not being permitted to continue in the Respiratory Care Program (i.e., dismissal from the Respiratory Care Program), as the clinical practicum is a required component of the course. The appeal process in such cases ends with the Division Dean of Nursing/Allied Health.

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In limited cases, the student may be offered remediation to address noted deficiencies.

Massasoit Community College students are accepted as "guests" in the affiliating institutions, whose major responsibility is patient care. The Affiliation Agreement between the College and

the Affiliating site allows for the immediate removal of any student deemed “unacceptable” or “undesirable” to the hospital. The decision to remove a student from a given clinical site may be determined unilaterally by the clinical affiliate and is not subject to appeal.

CAUSES FOR IMMEDIATE DISMISSAL

Students may be dismissed from the program without advance notice if any of the following, but not in limitation of, occur at the clinical affiliate:

- theft
- use of alcohol or controlled substances
- illegal or immoral conduct
- non-adherence of the attendance policies (see-Attendance Policy)
- non-adherence of the code of conduct (see-Code of Conduct)
- Breach of patient confidentiality (i.e., HIPPA violation)

DISMISSAL DUE TO REPEATED INFRACTIONS POLICY

Students who repeatedly ignore the standards of clinical behavior will have disciplinary action instituted as follows:

1st occurrence – Verbal warnings by clinical instructor; written report to the Program Director

2nd occurrence – Written warnings(sample form provided) by instructor/faculty; meeting between student, Program Director/Clinical Coordinator

3rd occurrence – Written documentation by instructor/faculty; dismissal following meeting among student Clinical Coordinator and Program Director

ABSENCE DUE TO RELIGIOUS BELIEFS

In accordance with Chapter 151C of the Massachusetts General Laws, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirement, on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

COURSE APPEALS PROCESS

When a student seeks a course substitution, the student will complete the appeals form which can be found at the following link <https://massasoit.edu/wp-content/uploads/2020/01/Appeals-Process-and-Purpose.pdf>. The student will complete the form by following the included instructions. Only official Massasoit email addresses can be used throughout the entire process.

STUDENT ORIENTATION TO THE CLINICAL SETTING

Each student who is assigned to a clinical affiliate should receive an appropriate orientation to the facility. The orientation program shall include an overview of the respiratory care department as well as an introduction to the hospital. Other information to be included in the orientation should include but not be limited to:

- Department policies and procedures
- Lunch and break schedules
- Documentation of attendance
- Lockers, personnel rest rooms, etc.
- Fire and other emergency and disaster procedures
- Hospital protocols
- Tour of the department
- Tour of the hospital
- Introduction to staff therapists
- Introduction to medical director/department heads
- Parking
- Standard precautions (hospital protocol)
- Environmental safety

To perform effectively in the clinical setting, it is important that all program and departmental expectations be explained to each student assigned to the clinical education center. Adequate time shall be designated for orientation in each clinical education center.

SPECIFIC RESPONSIBILITIES DURING CLINICAL ROTATIONS

Abuse Reporting:

It is the law that whenever you suspect neglect or abuse to any of your patients, that a report must be filed. This documentation is designed to protect the rights of those who may not be able to protect themselves. This abuse may be either neglect through malnourishment, poor hygiene, or suspected poor living conditions. The abuse may also be a physical abuse which may be seen when the patient removes clothing or appears to have bruising in an unusual area. A patient may also share a situation which may reflect sexual abuse. Any of these areas must be reported through the proper channels at your affiliating center.

TRANSPORTATION AND HOUSING

The student is responsible for providing his or her own transportation to and from the clinical. This expense is in addition to the College tuition. The student is responsible for providing his or her own housing during clinical.

CLINICAL ADVANCEMENT

Clinical training at local hospital affiliates constitutes a series of four academic courses which must be completed in sequence with a passing grade. Clinical experience courses are subject to the same policies regarding incomplete and failing grades as other Respiratory Care courses.

Because this is a competency-based clinical education system, students must successfully complete competency assessments prior to advancement to the next level of clinical experience. While at the clinical site, students are subject to the rules and regulations of that facility regarding patient care. Any time a student is judged to be a danger to himself/herself, patients, or co-workers, that student may be removed from the clinical site pending further evaluation. Action up to and including dismissal from the program may result due to dangerous behavior at the clinical site. Students have the right to appeal such decisions.

CLINICAL COMPETENCY (see-Attendance Policy)

EXCESSIVE ABSENTEEISM OR TARDINESS MAY RESULT IN FAILURE TO MEET CLINICAL COMPETENCY STANDARDS, WHICH MAY RESULT IN AN INCOMPLETE OR FAILING GRADE.

Students must be able to demonstrate competency in a wide variety of respiratory care skills in order to meet the requirements for graduation and eligibility for examination by the NBRC. To this end, the Respiratory Care Program has a system of clinical competencies that must be successfully completed by the student. These competency skills are found in the programs electronic record keeping system (e.g., Trajecsys).

Competency Testing is scheduled only by the clinical instructor and is not administered on demand. Clinical Competency is awarded based on the professional judgment of the evaluation which is administered by the instructor. In addition to competency evaluation for specific skill sets, clinical instructors will also perform general student evaluations at the mid-point and end-point of each clinical rotation. The instructors have been evaluated so that there is evidence to support intra-rater reliability.

STANDARDS:

Students must maintain a consistent record of attendance so that the appropriate number of hours can be completed. Students who do not have a complete health record documentation in a timely fashion may be required to withdraw from clinical and the program.

The student must perform to a "PASSING" level for clinical skill competency.

In order to receive a PASS, the student must consistently perform the objective according to the accepted procedure of the MCC Respiratory Care Program **and** the clinical affiliate.

The student must be able to maintain and re-demonstrate, if necessary, passing performance on each objective for each competency throughout all clinical experience courses.

The student must complete all units in a timely manner or risk suspension from clinical and/or the program.

EVALUATION:

1. Each of the objectives of each unit will be graded on a PASS/FAIL basis after observation by the clinical instructor or preceptor.

2. The students must receive a "PASS" on an objective prior to performing that activity on a patient except under direct supervision. Students who experience consistent difficulty with clinical skills will be directed to the lab on the college campus for remediation. If the skill cannot be mastered and if clinical time is missed, the student may be required to withdraw from the course and possibly from the program.

3. Students are expected to demonstrate "PASSING" performance on objectives previously "PASSED" (i.e. from any previous clinical experience course). Unsafe performance will be handled appropriately, including remediation and possibly termination from the clinical course and/or the program.

5. The student will receive formal and/or informal feedback throughout the semester on their clinical performance via a student evaluation process such as the one available in the programs electronic record keeping system (e.g., Trajectsys).

6. The student must complete a daily CLINICAL Time In/Time out LOG in the programs electronic record keeping system (e.g., Trajectsys). This log will be validated by the instructor at the end of the clinical day.

7. A final pass/fail grade will be assigned at the end of the semester based upon the designated evaluation methods.

8. Students will also be evaluated at the end of each semester with a clinical summation competency exercise of which the student must achieve a pass grade in order to establish competency. Students who are unable to achieve a pass grade during clinical summation will be remediated and have one additional opportunity to be re-evaluated for competency.

9. Students will complete an evaluation of each clinical instructor, from whom they received instruction, at the end of each clinical rotation.

10. Students will complete an evaluation of each clinical site, from where they received instruction, at the end of each clinical rotation.

11. Students who are returning to the program who have had an interruption in course sequencing will be expected to demonstrate clinical competency by successfully completing a written and practical exam based on the previous semester's clinical competencies. Attendance in clinical will not be permitted until competence is demonstrated.

PURPOSE OF CLINICAL INSTRUCTOR

In most cases, the Respiratory Care Program at Massasoit Community College provides a clinical instructor to each clinical affiliate. In a few cases, the hospital will be providing a clinical preceptor to provide clinical education to students. In these cases, the school only sends a maximum of two students per preceptor.

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I. Purpose

The purpose of the clinical setting is to expose the students to the hospital setting. To supervise the student on proficiency skills so they can perform them accurately and competently. Also, it allows the students to perform the skills, that they have practiced in the class room/laboratory setting, in the clinical setting. We will measure these experiences with the use of competency evaluations which are found in the programs electronic record keeping system (e.g., Trajectsys). Each instructor has the freedom to teach the clinical skill in any manner. The end result will be that the skill is performed proficiently and without supervision.

II. Clinical Practicum

The clinical portion of the program is a pass/fail grading system. The student is required to obtain a passing grade. To achieve this, the student is required to complete all mandatory competencies each rotation, assigned clinical workload, clinical summation, and any other relevant work as assigned by the clinical instructor. The instructor's responsibility is to demonstrate the skill, work with students on skills, and then have the students perform the skill independently. The clinical instructor is responsible to see that the students are able to accurately complete a patient's assessment based on a disease presentation, recommend treatment, and competently implement the appropriate treatment. The clinical instructor has the freedom to teach the skill in the manner that they are comfortable with. All instructors are regularly trained and tested in intra-rater reliability so they can provide an accurate reliable rating of a student's competency level. It should be expressed that there are many different ways to perform a skill. It may vary from hospital to hospital, yet the end result is the ultimately the same. The instructors will regularly provide verbal feedback about a student's performance and recommend strategies for improvement if needed. The instructors will provide a written student performance evaluation recorded in the programs electronic record keeping system. The instructors will validate student's daily logs as recorded in the program's electronic record keeping system (e.g., Trajecsys). The instructors will promote and facilitate interaction with Physician's/LIPs (licensed independent practitioners) and advocate for students to participate in varied clinical activities. The instructors will meet regularly with program faculty to discuss the student progress in clinical.

INTERACTING WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. **Form your own opinion about each instructor.** Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. **Be attentive.** Daydreaming, sleeping or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
3. **We all have mental pictures about instructors.** Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Some teacher's best express their love and enthusiasm for their subject in private conversations rather than lectures.
4. **Many instructors are delighted to talk to students.** That's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. **Arrive early for classes.** You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.

6. **Participate in class discussions.** Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's time.
7. **Accept criticism.** Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. **Submit professional work of high quality in both content and form.** Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

STANDARDS OF CLINICAL

With regards to the identification badge, Massachusetts General Law Chapter 112, section 23 V allows the practice of respiratory care by "any person pursuing a supervised course of study leading to a degree or certificate in respiratory care as part of an accredited and approved educational program, if the person is so designated by a title which clearly indicates his status as a student. An employment identification badge does **NOT** satisfy this statutory requirement.

In other words, it is a state law that you need to wear your Massasoit Community College ID at all times while at a clinical site.

Students are not allowed to carry **personal pagers** or **cell phones**. Please discuss with your instructor clinical affiliate site specific policies regarding cell phone usage. In the event that an urgent issue or emergency issue where you may need to be contacted expeditiously, please discuss with your clinical instructor at the start of clinical.

Due to the close professional relationship that Respiratory Therapists have with patients, upon which the success of the therapy often depends, **smoking** paraphernalia, gum, candy, or other personal items should not be brought to the patient care area. Students are required to refrain totally from smoking while in clinical because some noxious odors such as cigarette smoke that may linger on clothing or heavy perfumes/colognes can be a trigger that may put some patients into acute bronchospasm and respiratory distress. Hair color and styling should be conservative (i.e. not blue, green, unnatural red etc). Extreme hairstyles and colors are inappropriate.

Personal appearance is a major factor in the projection of a professional image. Students represent not only Massasoit Community College, but the profession of Respiratory Care as well. For this reason we have sought to develop a uniform dress code for clinical experience. Students shall wear the designated uniform to the clinical site on all occasions. Students failing to comply may be dismissed from clinical by the Clinical Instructor. This dismissal will count as a clinical absence.

Hair shall be neat and clean at all times. Long hair shall be worn off the collar in a neat fashion.

Fingernails should be kept short and clean. Polish should be a neutral shade. No false nails.

Make-up and jewelry should be discreet and professional. Long chains and excessive jewelry may present a safety hazard to the student and the patient. One pair of studs may be worn in ears only.

All hospitals are fragrance free (strictly enforced).

Personal hygiene must effectively manage body odors.

The school uniform will be worn on days that the students are attending clinical simulation on campus.

All participants in clinical experiences are required to bring a stethoscope, a watch with a second hand, a pen, goggles, their N95, and ID badge to their assigned clinical site each day. Students may be sent home and not permitted to participate in the clinical experience if they do not arrive with the necessary equipment and appropriately dressed in a complete designated uniform. This absence from the clinical experience will have an impact on the student's standing in the course and the program.

We should all remember that we are guests at each hospital. As guests, we will obey all of the rules set by each hospital. We will always act as professionals and be very polite.

We should also remember, that some people are threatened by students. These people need more understanding and our sensitivity. Remember, everyone has something to offer us. We must search for all we can obtain. Keep in mind that no one knows everything. Some may have difficulty in answering questions, so keep this in mind.

Make sure you know the fire code and disaster plan for your hospital. One never knows when such a disaster will occur. Be prepared!

Kindly remember that there are many ways to do procedures. If you have done a procedure different in another hospital, tell your procedure to the clinical instructor. They will handle the matter in the best of their ability or they will see the Director of Clinical Education. There may be a reason for doing the procedure that way in that hospital.

If an accident or injury occurs at the hospital, SEE THE INSTRUCTOR IMMEDIATELY. She/he will follow the proper procedure.

Never take incidents into your own hands. Report them immediately to the instructor.

Conduct: As practice in a clinical agency is designed to be a rehearsal for the professional role, the student is expected to meet the same standards of conduct required when joining the workforce. These include punctuality, satisfactory attendance, completion of assignment, honesty, responsibility of one's actions, and acceptance of agency policies. A professional respects and protects the rights of others and maintains confidentiality with respect to information acquired while providing services.

Lastly, patient information is CONFIDENTIAL. Do not discuss your cases with anyone. Do not talk about the patients in the lobby, cafeteria or elevators. You never know who may know the patient you are talking about. See confidentiality policy.

CLINICAL SCHEDULING

Typically, the clinical schedule will be as follows:

Freshman – Tuesdays and/or Thursdays
Senior – Mondays and/or Wednesday

Start and end times of the clinical day will vary depending on the hospital site. Some clinical rotations will only be one 12-hour clinical day per week while other clinical rotations will be two 6.5 hour clinical days. All this information will be available to you when you are assigned your clinical rotations so you can plan accordingly. Please see the Director of Clinical Education for questions, issues, or hardships regarding your assigned clinical rotations. Some students find it helpful to car pool to save money on gas and parking. The program does not cover any costs for fuel, parking, or transportation to and from the college or clinical sites.

STUDENT PRACTICE

Clinical experience courses are credited academic courses that provide the student with the opportunity to employ didactic concepts in a respiratory care environment. The clinical education centers of the program must provide the student with the opportunities to obtain the skills necessary to complete the clinical requirements of the program. At **no** time should a student be used to replace a staff Respiratory Therapist nor be placed in non-educational experiences.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

COLLEGE acknowledges that in the performance of this Agreement, COLLEGE may acquire and/or have access to Protected Health Information (“PHI”). COLLEGE shall comply with applicable MEDICAL CENTER policies and procedures, the requirements of all applicable Massachusetts laws and regulations, and the requirements of all applicable federal laws and regulations, including the Health Insurance Portability and Accountability Act (“HIPAA”) with regard to PHI.

The use or disclosure of any PHI concerning a patient of MEDICAL CENTER for any purpose not directly concerned with performance of clinical activities under this Agreement is prohibited. COLLEGE shall notify MEDICAL CENTER orally and in writing within 24 hours of its discovery that any PHI in its possession or control has been improperly used, copied or removed. COLLEGE shall cooperate with MEDICAL CENTER in taking appropriate action to stop any misuse and/or regain possession of the PHI, or otherwise protect MEDICAL CENTER and the patient’s rights and privacy.

COLLEGE shall take all reasonable steps to assure the security and integrity of PHI and other confidential information in its possession. COLLEGE is responsible for either returning or destroying all PHI in its possession when the purpose under this Agreement has been fulfilled.

COLLEGE shall instruct each of its employees, agents and subcontractors of COLLEGE'S obligations under this Agreement.

The parties hereby mutually agree that each is an independent contractor and that no student or employee of the COLLEGE shall be considered an employee of MEDICAL CENTER for the purposes of this Agreement. Notwithstanding the above, MEDICAL CENTER agrees that the students of COLLEGE placed at MEDICAL CENTER under this Agreement are "members of MEDICAL CENTER'S workforce" as that term is defined under the applicable provisions of HIPAA, though not for any other purpose. Each party agrees that it will give prompt notice to the other party of any claims made or threatened against it, which could result in a claim for or right to indemnification.

POLICY ON STUDENT CLINICAL EMERGENCIES

1. In the event of an emergency, illness or accident involving a student, the clinical instructor or designee should make sure the student is stabilized and then brought to the hospital emergency department for appropriate evaluation. The hospital will provide access to emergency care for students, but bears no responsibility for costs incurred. The student must provide appropriate insurance information prior to the start of each academic year or if the insurance holder or policy changes during the school year. The College also bears no responsibility for cost incurred during an emergency or illness while in clinical, class or lab.
2. The Respiratory Care Department at Massasoit Community College should be immediately informed:

Program Director:	Kevin Doten	508-588-9100, Ext. 1779
Director of Clinical:	Denise Logan	508-588-9100, Ext. 1736
Division Secretary:	Gail Bergin	508-588-9100, Ext. 1762
3. Students under the age of 18 must provide the name and phone number of a parent or guardian to be notified in such cases. Students 18 and over should provide the name and phone number of a designated contact person.
4. An incident report must be completed for each such event.
5. Students discharged by the emergency room will be advised as to whether or not a designated driver is required.
6. If a student refuses medical treatment or insists on driving against medical advice, this should be documented and signed by the student.
7. All records of incidents will be kept on file by the Respiratory Care Department.

CONFIDENTIALITY STATEMENT CLINICAL

The Respiratory Care Program at Massasoit Community College requires that students safeguard the confidentiality of health care information as it relates to individual patients while cooperating with all parties that have a legitimate interest in health care records. It is the responsibility of the student to protect the confidentiality of health care information and the rights of the patient.

DEFINITIONS

Confidential Health Care Information – All information (verbal, written or in electronic media format), relating to a patient's health care history, diagnosis, condition, treatment or evaluation, obtained from a respiratory student who has treated the patient.

CONFIDENTIALITY OF HEALTH CARE INFORMATION

Personal data regarding a patient is absolutely confidential and must never be discussed with anyone other than those who are directly responsible for the patient's treatment. All requests for confidential health care information outside of the normal exchange of information which occurs in the daily line of duty necessary for patient care must be referred immediately to the Clinical Instructor or Supervisor.

Students failing to uphold the confidentiality of health care information will be subject to Disciplinary actions and/or subject to withdrawal from the Respiratory Care Program.

CONFIDENTIALITY OF STUDENT/EMPLOYEE INFORMATION

Personal data regarding a student/employee is absolutely confidential and must never be discussed with anyone.

HEALTH CARE INFORMATION SYSTEM: CONFIDENTIALITY OF PASSWORDS

To maintain security and confidentiality of the computer information systems, passwords are confidential and the sharing or use of another student/employees password is prohibited.

UNIVERSAL PRECAUTIONS

Respiratory Care providers will use the following universal precautions in caring for all patients to minimize the risk of exposure to blood and body fluids and to prevent transmission of HIV infection.

The use of universal precautions does not negate the need for other specific isolation precautions to be eliminated.

UNIVERSAL PRECAUTIONS

1. HANDS should always be washed before and after contact with patients. Hands should be washed even when gloves have been used. If hands come in contact with blood, bloody fluids, or human tissue, they should be immediately washed with soap and water.
2. GLOVES should be worn when contact with blood, body fluids, tissues or contaminated surfaces are anticipated.
3. To minimize the need for emergency mouth-to-mouth resuscitation, resuscitation masks, and resuscitation bags have been strategically located in patient rooms and patient care areas for use where the need for resuscitation is predictable.
4. Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Used needles will not be bent broken, re-sheathed by hand, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box which is readily accessible. All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids should be reported immediately to the clinical instructor. An incident report (see sample below) must be filled out and the program director notified.
5. Blood spills should be cleaned promptly with a disinfectant solution of a 1:10 dilution of bleach.
6. All patients' blood specimens should be considered biohazardous.
7. Gowns and goggles should be worn if gross contamination with blood or body secretion is anticipated.
8. All specimens will be placed in a plastic bag before transporting to lab.
9. Masks and/or N95 should be worn per hospital policies. N95 masks should be worn during any aerosol generating procedures (e.g., nebulizer therapy, open tracheal suctioning etc.). Students will be fit tested by program faculty on a yearly basis. Appropriately fitting N95 masks will be provided to all students by the college at no additional cost.

ALLIED HEALTH BLOODBORNE PATHOGEN POLICY

STANDARD PRECAUTIONS

Standard precautions are in place in all laboratory or clinical areas. The precautions provide guidelines for safe practice of health care students and should be adhered to at all times. They include:

- Treatment of all human bodily substances as “contaminated” materials.
- The use of personal protective equipment such as gloves, masks, safety eyewear, and gowns.
- Safe handling of needles and other sharps, with a one-way disposal device.
- General “safe housekeeping techniques practiced by all students, faculty and staff. Students are expected to comply with the safety regulations in place at each clinical site, school clinic and lab, as well as that of patients and co-workers, and follow regulations as set by the Center for Disease Control. Students may come in contact with patients carrying communicable disease pathogens, and are expected to use standard precautions to reduce the risk of exposure. Students are expected to give equitable, adequate, and ethical care to all patients, regardless of diagnosis.

SAFETY EYEWEAR Students must purchase OSHA recommended safety eyewear for the school clinic, lab and all clinical sites. The eyewear should be considered part of the student’s uniform; therefore, they should be accessible to the student at all times. Eyewear should be worn in compliance with OSHA standards for the treatment of all human bodily substances.

EXPOSURE INCIDENT MANAGEMENT PROTOCOL POLICY

All occupational, accidental exposures of faculty/staff/students to chemicals, airborne particulate, blood and other infectious body fluids are reportable and necessitate the initiation of the protocol. An incident report must be completed. The involved party will be referred to the most appropriate service provider.

PURPOSE: To ensure the safety of all Massasoit Community College students/faculty/staff.

DEFINITION: Exposure is contact with a chemical, airborne, or blood borne pathogens by any person. This exposure may be chemical, active (needle stick only), or passive (any other exposure other than chemical or needle stick) and may be categorized as actual (source patient has a definitive diagnosis) or potential (source patient does not have a definitive diagnosis). The four routes of potential exposure are indirect contact, direct contact, ingestion and inhalation.

- If exposure is bloodborne, wash/irrigate the exposed area immediately. If chemical, flush with continuous water flow for 15 minutes. If exposure is airborne (fumes, vapors, sprays, or particulate matter), immediately remove self from area to source of fresh air.
- Notify the instructor on site and then the Program Director immediately.
- Complete incident report and areas as defined.

PROTOCOL: All MCC Programs have the responsibility to ensure the safety of their students, faculty and staff. Student and Faculty Responsibilities • If exposure is bloodborne, wash/irrigate the exposed area immediately, if chemical, flush with continuous water flow for 15 minutes. If exposure is airborne (fumes vapors, spray, or particulate matter), immediately remove self from area to source of fresh air. • Notify the instructor on site and then the Program Director immediately. • Complete incident report and areas as defined.

GUIDELINES BLOODBORNE PATHOGEN TRANSMISSION

To prevent the accidental transmission of HIV and other blood-borne diseases in the health care settings, institutions which operate health services, laboratories, or clinics for students or staff are recommended to implement current recommendations from the Center of Disease Control. Schools should also adopt safety guidelines for the handling of blood and body fluids containing visible blood or to which universal precautions apply. The following measures preventing HIV transmission in health care settings are recommended by the Centers for Disease Control (MMWR 1987 Aug 21: 36: 1-18S; MMWR 1988, June 24:37: 377-382, 387- 388; MMWR, 1991, July 23; 40: 1-9)

Use of precautions for blood, for body fluids containing visible blood, and for certain other body fluids for all patients, since medical history and examination cannot reliably identify all patients infected by HIV and other fluid or blood-borne pathogens. Use of appropriate barrier precautions for handling items or surfaces soiled with blood or body fluids containing visible blood, and certain body fluids to which universal precautions apply, or performing venipuncture and other vascular access procedures. Gloves should be worn when in contact with bloody, body fluids containing visible blood, body fluids to which universal precautions apply, tissues, and mucous membranes and for handling items or soiled surfaces soiled with the above, or for the performing venipuncture or other vascular access. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-born droplets of blood or body fluids to which universal precautions apply to prevent exposure of the mucous membranes of the mouth, nose, and eyes.

Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or the body fluids to which universal precautions apply. Resuscitation bags, mouthpieces, and ventilation devices should be available in areas where the need is predictable. Used equipment should be disposed of in a manner to prevent transmission of disease and to prevent injury to personnel with potential contact with the equipment, i.e., health care workers, housekeeping, and laundry personnel. Particular attention should be given to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needle sticks, needles should not be recapped or purposely bent or broken by hand. In particularly high-risk situations such as during resuscitation, prevention of needle-stick injury to oneself and/or other health care workers from exposed needles or sharps requires special attention regarding the use and safe disposal of needles and sharps.

Risk reduction to prevent sharp injuries include the use of engineering controls such as needle-free intravenous access systems, needle disposal containers as near as is practical to the point of use, and self-sheathing needle/syringe units. When recapping is necessary due to the lack of a readily accessible disposal container or due to the nature of the task (e.g., some situations for drawing arterial blood gases), the use of work practice modifications such as a one-handed scoop method or a passive recapping device is recommended. Recapping of needles using two hands is prohibited by the Occupational Safety and Health Administration (OSHA) and will not be permitted where students are assigned for clinical rotations. Universal precautions apply to blood, semen, vaginal secretions, as well as tissues, cerebral spinal fluid, synovial fluid, pleural fluid, pericardial fluid, and amniotic fluid. These body fluids have been epidemiological associated with transmission of HIV and or HBV.

The use of barrier precautions does not obviate the need for health care workers to: Wash hands prior to and immediately after each patient contact. Change gloves after caring for each patient as glove integrity cannot be assured with washing and repeated use and gloves may serve as a vehicle for indirect contact transmission of organisms between patients. Due to the nature of the immune dysfunction associated with HIV disease and AIDS, patients may be at particular risk of infectious diseases such as TB, CMV, herpes simplex, varicella, etc. The CDC recommends that the implementation of universal precautions does not eliminate the need for precautions that reduce risks for other diseases that are not transmitted by the blood-borne route. Decisions about admission to health programs or clinical assignments for students should not be predicted on serological status for HBV, HIV, or other blood-borne disease but rather should be based on the individual's capacity to perform functions (CIS 1992, 14:14: Tri-Council 1992).

All health care workers, including students, need to assess their functional capacity to provide safe care to patients. Conditions which may impair this capacity include: acute respiratory infections, open lesions or weeping dermatitis. CDC recommendations adopted as regulations by OSHA for employers of health care workers included: Initial orientation and continuing education and training of all health care workers, including students and trainees on epidemiology; modes of transmissions and prevention of HBV, HIV and other blood-borne infections, and the need for routine use of universal precautions for all patients. The provision of equipment and supplies necessary to minimize the risk of infections with HBV, HIV and blood-borne infections. The provision of HB vaccine at employer expense for all employees with potential blood and body fluid contact. Although not specifically mandated for students at employer expense, it is clear that HB vaccine prevents serious disease and possibly death and should be required for all students prior to entry in the clinical practice setting. Monitoring of adherence to recommended protection measure.

RECOMMENDATION TO ALL HEALTH CARE PROVIDERS TIMELINESS: Due to the significant time constraints, persons being treated for exposure should be treated through CALL FIRST or EMERGENCY DEPARTMENT and triaged immediately to a Health Care Provider.

ALL EXPOSURES: Inform all exposed persons that there is a two hour window for starting prophylaxis treatment.

EXPOSURES TO BLOODBORNE: Offer HIV testing and discuss post exposure prophylaxis (PEP) with party. At present, AZT should be considered for all PEP regimes because AZT is the only agent for which data supports the efficacy of PEP in the clinical setting. Lamivudine (3TC) (Epiver) should usually be added to AZT for increased antiretroviral activity and activity against AZT-resistant strains. A protease inhibitor, preferable Idinavir (IDV) (Crixivan) should be added for exposures with the highest risk for HIV transmission. PEP should be initiated promptly, preferable within 1-2 hours. If the source patient of the exposed student/faculty/staff's HIV status is unknown, initiating PEP should be done on a case-to-case basis, based on the exposure risk and likelihood of HIV infection unknown or possible source patients.

Remind student/faculty/staff with 1 ½ hour post exposure, the availability of the medication and the option to take the first dose then reconsider continuing treatment. Laboratory test for the following should be considered:

- Hepatitis B C or Antibody
- Hepatitis B Surface Antigen
- Hepatitis B Surface Antibody
- Hepatitis C Virus Antibody
- HIV testing, only after consent form is signed

TREATMENT: Depending upon the results of the medical evaluation and blood test, prescribed immune globulin, Hepatitis B Vaccine, Hepatitis B Immune globulin as needed and/or anti-retroviral drugs as desired may be required. If anti-retroviral drugs are prescribed, the student/faculty/staff may need additional blood work and testing. If PEP is used, drug toxicity monitoring should include a CBC and renal and Hepatic chemical function tests at baseline and 2 weeks follow-up after starting PEP.

EXPOSURE IS AIRBORNE Dependent upon the specific type of airborne exposure, testing and/or referrals will be ordered as deemed necessary by the Health Care Provider.

EXPOSURE IS CHEMICAL Dependent upon the specific chemical and the route of exposure, testing and/or referrals will be ordered as deemed necessary by the Health Care Provider.

ALL EXPOSURES

- Provide appropriate counseling/medical advisement regarding exposure.
- Instruct student/faculty/staff to follow-up with Health Care Provider as soon as possible. This appointment is imperative to maintain medical management and counseling.
- Record all details of counseling and treatment information given, medication received, student/faculty/staff's consent or refusal in writing and include date and time.

FOLLOW UP RECOMMENDATIONS

- If the student/faculty/staff have opted to take HIV PEP, he/she will be followed every 2 weeks for development of any adverse drug reactions and appropriate lab tests should be drawn at scheduled intervals.
- If the source patient is seronegative for Hepatitis B and C, no further follow-up of the student/faculty/staff is necessary. All exposed student/faculty/ staff are encouraged to be tested for seroconversion of HIV as recommended by the CDC.
- HIV testing should be performed at 6 weeks, 12 weeks, 6 months, and 12 month intervals. It is the student/faculty/staff's responsibility to schedule these follow-up appointments with their primary care provider.
- If the source patient is Hepatitis C Positive, the student/faculty/staff will be advised to consult with their primary care provider.

COMMUNICABLE DISEASE REPORTING Despite routine practice of standard precautions, students will occasionally be exposed to communicable disease. "Exposure" in the context means an actual risk of contracting the pathogen due to inadequate protection. In order to best maintain the health and safety of students, staff, and patients, students are required to report immediately any untoward exposure to communicable disease (Hepatitis, Tuberculosis, Acquired Immune Deficiency Syndrome, etc.) to the clinical instructor and the program director. Students are expected to observe infection control protocols established by the program and the clinical affiliate facilities.

LATEX SENSITIVITY & ALLERGY POLICY

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. Guidelines have been established at Massasoit Community College to provide information to potential allied health and nursing program applicants/students who are sensitive to latex. Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Program. If a student is already admitted to a health science program, he/she must consult a qualified allergist for evaluation of latex allergies should signs and symptoms develop. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the

student desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the College's Disability Counselor. As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider. In an effort to minimize the presence of latex in the lab facilities, Massasoit Community College will provide latex-free and powder-free gloves in all College lab facilities. Should a clinical agency site NOT provide latex-free gloves, the College will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities: 1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves; 2) maintaining an inventory of products/equipment and supplies in the radiology program that contain or could contain latex; and 3) future purchasing of latex-safe supplies and equipment whenever possible.

CLINICAL TRANSFER POLICY

The following are the Respiratory Care Program's Clinical Transfer Policies:

1. Request of Transfer of Student by Clinical Administration, Department Administrator, or Clinical Instructor:

Students are guests of their clinical education center. If at any time a student **does not** follow the rules of their clinical education center, he or she can be asked to be removed by their clinical instructor, department administrator or the hospital's administration (this is part of the contract agreement by the College and clinical education center).

2. Student's Request for Transfer:

Students may ask for a transfer from their clinical education center. The request will be reviewed by the Program Director/Director of Clinical Education only after the following protocol has been met:

- a. A written request of transfer to be given to the Program Director/Director of Clinical Education with stated reason(s) for the request of transfer with **documentation of reason(s) given.**
- b. The student, Program Director and Director of Clinical Education meet to discuss the reason(s) for the request of transfer. The reason for transfer should not include:
 1. geographical location of clinical education center
 2. time conflict with assigned shift
 3. Lack of transportation
- c. The clinical instructor is notified of the student's request for transfer.
- d. The Program Director, Director of Clinical Education, Clinical Instructor and student will discuss the request.
- e. If necessary the Division Dean will be consulted whose decision is final.

Commented [DL10]: I added this

Students' will be reassigned a new clinical based on availability of space at existing clinicals. Students should not ask for a specific clinical education center.

3. Program Director's Transfer:

At any time the Program Director/Director of Clinical Education can remove student(s) from a clinical education center if she/he believes that the student's education is being compromised. This action would take place only after the following process has been implemented:

The Program Director/Director of Clinical Education discusses with the clinical instructor their concerns.

- a. The Program Director/ Director of Clinical Education sets goal(s) and a time frame for implementation.
- b. The failure of implementation of such goals will be reason to remove student(s) from the clinical education center.
- c. The Program Director/ Director of Clinical Education will confer with the clinical instructor and the Department administrator as to the removal of students from the site.
- d. The clinical education center may be placed on probation for one year **if** the situation warrants so.
- e. The Program Director/ Director of Clinical Education can at any time remove a student(s) from a clinical education site without the above process if she (he) deems the situation at the site is detrimental to the student(s) well-being.

INCIDENT REPORTING PROCESS

Any unusual, adverse, or untoward incident involving any student or instructor associated with the Respiratory Care Program at Massasoit Community College should be documented using the following form. The Director of Clinical Education and/or Program Director and/or Dept of Allied Health Administrative Assistant should be immediately notified of any serious event involving a student and/or clinical instructor.

INCIDENT/ACCIDENT REPORT

Name: _____ Date: _____

Location: _____

Name of Incident /Accident: _____

Type of Injury: _____

Condition of Accident: _____

If student, was the student under supervision at time of the accident? _____

Name of Supervisor: _____

Has student been indoctrinated on safety hazards of the area? _____

Describe incident or accident in detail.

What actions have been taken? _____

Signature of Person Reporting

Signature of Supervisor

All student, faculty, staff, etc. should be made aware that all accidents regardless of severity must be reported and recorded. This is necessary if school insurance is to cover any claim justified under their policy. This is also mandated under current Hazard Communication Policy for the Dental Assistant Program.

Never take incidents into your own hands. Report them immediately to the instructor.

**RESPIRATORY CARE PROGRAM
DISCIPLINARY ACTION FOR VIOLATION OF THE CLINICAL CODE OF
CONDUCT**

Date: _____

Student: _____

Course: _____

Type of Infraction: Minor Moderate Major (Please Circle)

Infraction(s): _____

Date Infraction Occurred: _____

Clinical Site Where Infraction Occurred: _____

Describe Circumstances of Infraction: _____

(Attach separate sheet if needed)

Was a Hospital Incident Report Filed: Yes No (Please Circle)

Please Describe: _____

Describe any Disciplinary Actions Taken as a Result of this Incident: _____

CONFIDENTIALITY AGREEMENT

Massasoit Community College and its affiliates have a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information. Additionally, Massasoit Community College and its affiliates must assure the confidentiality of its patient, fiscal, research, computer systems, management and other business information. In the course of my assignment at a clinical affiliate, I may come into the possession of confidential information. In addition, my personal access code (User ID and Password) used to access computer systems is also an integral aspect of this confidential information.

By signing this document I understand the following:

1. Access to confidential information without a patient care/business need-to-know in order to perform my job – whether or not that information is inappropriately shared – is a violation of this policy. I agree not to disclose confidential or proprietary patient care and/or business information to outsiders (including family or friends) or to other employees who do not have a need-to-know.
2. I agree not to discuss confidential patient, fiscal, research, computer systems, management and other business information, where others can overhear the conversation, e.g., in hallways on elevators, in the cafeterias, on the shuttle buses, on public transportation, at restaurants, at social events. It is not acceptable to discuss clinical information in public areas even if a patient's name is not used. This can raise doubts with patients and visitors about our respect for their privacy.
3. I agree not to make inquiries for other personnel who do not have proper authority.
4. I know that I am responsible for information that is accessed with my password. I am responsible for every action that is made while using that password. Thus, I agree not to willingly inform another person of my computer password or knowingly use another person's computer password instead of my own.
5. I agree not to make any unauthorized transmissions, inquiries, modifications, or purging of data in the electronic medical record keeping system. Such unauthorized transmissions include, but are not limited to, removing and/or transferring data from the computer systems to unauthorized locations, e.g., home.
6. I agree to log off a workstation prior to leaving it unattended. I know that if I do not log off a computer and someone else accesses confidential information while a computer is logged on with my password, I am responsible for the information that is accessed.

Our clinical sites have the ability to track and monitor access to on-line records and reserves the right to do so. It can be verified that those who accessed records, did so appropriately.

I have read the above special agreement and agree to make only authorized entries for inquiry and changes into the system and to keep all information described above confidential. I understand that violation of this agreement may result in corrective action, up to and including termination or suspension from the clinical site. I understand that in order for any User ID and/or Password to be issued to me, this form must be completed.

Signature _____ Date: _____

Print Name _____

**RESPIRATORY CARE STUDENT HANDBOOK
ACKNOWLEDGEMENT & POLICY AGREEMENT**

My signature below indicates that:

- I have been notified of the location, read, and understand the Student Handbook for the Respiratory Care Program at the Massasoit Community College.
- I have listened to the presentation and explanation of policies and procedures given by the MCC Respiratory Care Program Faculty.
- I agree to review and abide by the policies and procedures outlined in the handbook.
- I understand I am responsible for reviewing and adhering to the policies and procedures outlined in the handbook as it is updated throughout sequence of the professional program.

By signing below, I agree to follow all policies of the College, Program, and the Clinical Education Centers.

I understand its content and agree to abide by the policies and procedures set forth during my two-year period.

The program reserves the right to alter policies, procedures, and content. I also understand that additional information or changes can be found at www.massasoit.mass.edu

Name: _____ Date Reviewed _____

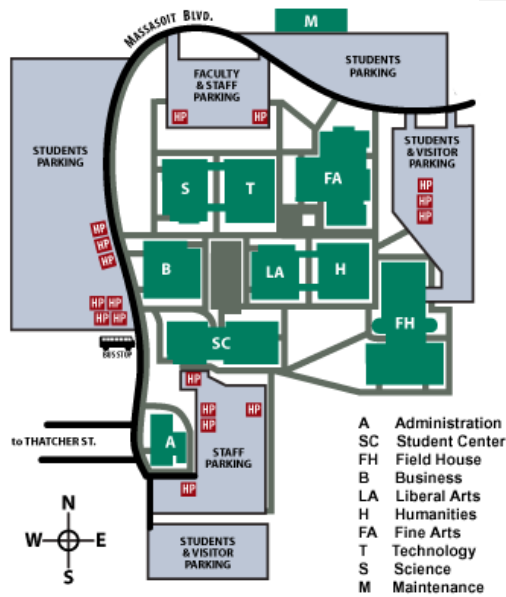
Student's Signature: _____

BROCKTON CAMPUS MAP

Our physical facilities include a 100 acre Brockton campus which offers students a Fine Arts Building with two theaters, a T.V. studio and a radio station; a Field House which houses an Olympic sized swimming pool, racquetball courts and a weight room; modern classroom buildings and laboratory facilities; and an extensive library facility.

Brockton Campus

Our physical facilities include a 100 acre Brockton campus which offers students a Fine Arts building with two theaters, a T.V. studio and a radio station; a Field House which houses an olympic sized swimming pool, racketball courts and a weight room; modern classroom buildings and laboratory facilities; and an extensive library facility.



REFUNDS

Detailed information for refunds of costs for credits and fees can be found on the MCC website at the following link:

<https://massasoit.edu/enrollment/registrar/deadline-refund/>

STUDENT COSTS

For detailed information regarding MCC tuition and fees, please refer to the following link:

<https://massasoit.edu/enrollment/admissions/tuition-fees/>

In addition to the college tuition and fees cost, the Respiratory Care Program requires additional costs the student must bear while in the program. A tentative list is as follows:

Prior to start of Program

CPR: approximately \$100

Immunizations, laboratory titers, Medical examination: Fees vary depending on the immunization needed and the student's insurance coverage

During Program

Health Insurance: Cost vary depending on the insurance company and coverage selected

Books/e-books: approximately \$800.00/semester

Uniforms + Accessories (e.g., scrubs, stethoscope, safety glasses exc.): \$250.00/academic year

Parking: Transportation and parking costs (where applicable) are the responsibility of the student.

Trajecsys: Students will need to purchase clinical education record software for an approximate cost of \$150 to \$200

After Graduation

Examination Fees: NBRC Credentialing Exam (See NBRC Website: NBRC.org)

Credential Maintenance Fee: (See NBRC Website)

State License application and State Licensing Fee: (see mass.gov/respiratory-care-licensing)

STUDENT GRIEVANCE/COMPLAINT PROCESS

Students can file grievances/complaints against the respiratory care program through the Commission for Accreditation for Respiratory Care (CoARC). Information regarding this process can be found at the following link:

<https://coarc.com/students/complaint-process/>

Students can also utilize Massasoit Community College's process to file a complaint/grievance. Information regarding this process can be found at the following link:

<https://massasoit.edu/online-learning/nc-sara-resources/student-complaint-procedures-and-forms/>

MASSASOIT COMMUNITY COLLEGE
TECHNICAL STANDARDS FOR RESPIRATORY CARE
PROGRAM FORM (3 Pages Total)
THIS FORM IS TO BE COMPLETED BY THE STUDENT
ENROLLED IN THE RESPIRATORY CARE PROGRAM

STUDENT NAME (PRINT): _____
EMAIL: _____ **PH#:** _____

PURPOSE: The purpose of providing you with this TECHNICAL STANDARDS FOR RESPIRATORY CARE FORM is so that you will be informed of the skills required to perform as a Respiratory Therapist. Technical Standards refers to all nonacademic criteria used for admission to and participation in the Respiratory Care Program and related lecture, laboratory, and clinical activities.

GENERAL JOB DESCRIPTION FOR RESPIRATORY THERAPIST : Provides health care services to patients with pulmonary and respiratory care needs. These services include, but are not limited to, the patient assessment for and performance of obtaining and analyzing arterial blood gases, medicated aerosol delivery, mechanical ventilator management, oxygen therapy, chest physiotherapy, pulmonary function testing, artificial airway care, pulmonary rehabilitation etc. The Respiratory Therapist must be competent to exercise professional judgement in the performance of these services while maintaining an ethical demeanor appropriate for medical professionals. This includes, but is not limited to, the provision of patient care while recognizing that patient comfort and safety is essential for the successful completion of any procedure.

FORM DIRECTIONS: Read each standard. Check the appropriate box related to your ability to perform the required physical, mental, or attitudinal standard. Acceptable answers are “yes”, “no”, or “more information needed”.

FREQUENCY KEY: O=Occasionally Performed (approximately 1-33% of the time during activities); F=Frequently Performed (approximately 34-66% of the time during activities); C=Constantly Performed (approximately 67-100% of the time during activities)

INDICATE IF YOU ARE ABLE TO PERFORM THE FOLLOWING TASKS AT THE LISTED FREQUENCY

PHYSICAL STANDARDS	FREQUENCY	YES	NO	MORE INFORMATION NEEDED
Bend or stoop (e.g. lifting oxygen tanks, performing manual chest percussion etc.)	C			
Kneel (e.g., assisting patients who may have fallen etc.)	O			
Crouch (e.g., to perform various therapies)	O			
Reach (e.g., laterally and/or overhead to obtain equipment/supplies etc.)	C			
Move, Push, Pull (e.g., relocating equipment such as mechanical ventilators, oxygen tanks, monitors, wheel chairs, stretchers etc.)	C			

Lift (e.g., assisting patients in/out of wheelchairs, on/off stretchers etc.)	C			
Walk (e.g., up to 12 hours during assigned clinical rotation/shift etc.)	C			
Stand and Carry (e.g., 10-15 lbs. portable oxygen cylinder for a distance of 30 feet through a doorway without help etc.)	C			
Wear (e.g., mask, gloves, protective eye wear, precaution gowns, lab coats, scrubs, ID badge etc.)	C			
Auditory (e.g., hear verbal directions from clinical staff, patient, instructor, or students, hear patient distress sounds, hear equipment alarms etc.)	C			
Visual (e.g., read printed information, assess proper patient position, monitor equipment indicators and displays, evaluate treatment outcomes, monitor patients for comfort and safety etc.)	C			
Manual Dexterity (e.g., manipulate small knobs or controls on respiratory equipment, manipulate needles for blood drawing/medication preparation, able to wear medical gloves while performing all required procedures etc.)	C			
Verbal (e.g., communicates directions, concerns, and clinical information to appropriate staff and patients etc.)	C			
Written (e.g., ability to hold and utilize a writing instrument for writing pertinent clinical information and instructions etc.)	C			

INDICATE IF YOU ARE ABLE TO PERFORM THE FOLLOWING TASKS AT THE LISTED FREQUENCY

MENTAL AND ATTITUDINAL STANDARDS	FREQUENCY	YES	NO	MORE INFORMATION NEEDED
Function safely, effectively, and calmly under stressful situations	F			
Prioritize and manage multiple tasks simultaneously	F			
Exhibit social skills necessary to interact effectively with patients, families, instructors, clinical staff, and other coworkers of the same or different cultures with respect politeness, tact, collaboration, teamwork, discretion etc.	F			
Maintain personal hygiene consistent with close personal contact associated with patient care	F			
Display ethical attitudes and actions necessary for healthcare professions	F			

This for was completed by:

Name (Print): _____

Name (Signature): _____

Date: _____

CLINICAL ONBOARDING

All health students are required to submit their immunization record as part of the on-boarding process. The Respiratory Care program will maintain an ongoing record of the student's health information. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) is now requiring hospitals and health care facilities to maintain records of all employee's vaccination records. Employees are defined as all paid and volunteer workers. Students may fall into the classification of volunteer workers.

As part of the health screening required by clinical affiliates, the student may be required to supply a record of, but not limited to, the following: immunization series: hepatitis B, covid (current vaccine series), varicella, MMR, T-DAP, flu (current vaccine series) etc. Students are also required to participate in a TB (tuberculosis) screening. The Hepatitis B, MMR, and Varicella immunizations require a numerical titer and reference range listed on the documentation. Students are responsible for the cost of the physical exam and vaccination/immunization series. Please note the health screening requirements are dictated by the clinical affiliates and Massasoit Community College is unable to alter the requirements as outlined by the clinical affiliate. As such, all health screening requirements are subject to change per the clinical affiliate's discretion. Failure to meet the required health screening requirements may exclude you from participation in clinical education and as such may result in your dismissal from the program. **Please refer to the Director of Clinical Education regarding questions or clarifications regarding health screening requirements.**

Students will also undergo background checks which include CORI and SORI inquiries. Students unable to meet the minimum requirements of an appropriate background check will be unable to participate in a clinical externship and will be dismissed from the program.

To assure the safety of students and patients/employees/visitors at the clinical affiliate sites, new program students and second year students will undergo training with clinical instructors on campus prior to attending clinical at clinical affiliate sites. This training will include but is not limited to PPE, infection control strategies and procedures, handling of hazardous materials, clinical asepsis etc.

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In addition to this training, most clinical affiliates will require the student to undergo additional rapid regulatory compliance training regarding HIPPA, infection control, fire safety, mandated reporting etc. This training may be required to be completed on-site at the clinical affiliate or may be completed on-line or with written documentation (e.g., reading and tests).

No student will be allowed to participate at a clinical affiliate site until they have completed all the mandated CORI/SORI background checks, immunizations, physical examinations, on-boarding education, and any other documentation required by that specific clinical affiliate.

Health Forms

Massasoit Community College Respiratory Care Program assures that all of the Student's Health requirements are up to date before attending clinicals in person. The forms are kept in a locked file cabinets. Clinical sites will be given information on student health/vaccinations prior to clinical.

National Background Checks

Students participating in clinical externships will need to submit to a National Background Check done by Certified Background. All information received by the college is given to the CORI officer only. No program faculty have access to CORI, SORI, or background check information. This information is confidential and is kept in a secure locked location. Only students who have been cleared by the CORI officer will be allowed to attend clinical.

CORI/SORI

All students must complete a Massachusetts CORI/SORI check; this is done at the beginning of each academic year. After all forms are submitted they are reviewed by the designated CORI Officer. No program faculty have access to CORI, SORI, or background check information. All reports are confidential and are kept in a secure and locked area. If there are any issues, a student will receive a copy of the report and will meet with the CORI officer if it is required. Only students who have been cleared by the CORI officer will be allowed to attend clinical.

Massasoit Community College Respiratory Care Program

Student Vaccine Declination Form

Participation in the Massasoit Respiratory Care Program requires students to complete clinical externships at specific area hospitals and healthcare settings. These affiliate hospitals and healthcare institutions may require students to have met various onboarding requirements, which may include but are not limited to background screenings (e.g., CORI, SORI), medical screenings, and/or the completion of communicable disease vaccinations, prior to participating in patient care activities. These requirements are set forth by the clinical affiliates and not necessarily by the Massasoit Respiratory Care Program.

Failure to meet these clinical affiliate onboarding requirements may result in the student contracting a communicable disease and/or being unable to participate in the required clinical affiliate externships. As such, students who are unable to participate in the required clinical affiliate externships may be unable to participate in the Respiratory Program and may need to subsequently withdraw from the program.

Students declining to receive the required vaccinations are acknowledging and assuming all risks related to contracting the associated infection and/or disease process. Massasoit Community College cannot guarantee that students declining to receive a vaccine and/or are claiming exemption from receiving a vaccine (e.g., exemption due to allergy, religious perspective etc.) will be able to participate in all the required clinical affiliate externships, and, as such, successfully complete the Respiratory Care Program.

Statement of Understanding:

I acknowledge the risks associated with declining required vaccinations and acknowledge that declining the required vaccinations may result in myself being unable to participate and/or complete the Respiratory Care Program at Massasoit Community College.

Student Name (Printed) _____
Student Signature _____ Date: _____