



## Respiratory Therapy Program

**2025-2026**

### Program Policies



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# Program policies

The following policies directly relate to processes and expectations of students in the Respiratory Therapy program. It is the student's responsibility to read this handbook and be familiar with these policies. Failure to do so does not relieve any student of responsibility related to the violation of any policy. Failure to comply with any of the policies in this Handbook may result in disciplinary action up to and including dismissal from the course or the River Valley Respiratory Therapy Program.

## Admission to the Respiratory Therapy Program

1. Complete the River Valley Community College - [FREE online application](#)
2. Request your transcript from your high school –or previous college -and send it to:

River Valley Community College  
Admissions  
1 College Pl. Claremont, NH 03743

3. Official transcripts may also be sent directly from high school or college electronically to: [RVCCAdmissions@ccsnh.edu](mailto:RVCCAdmissions@ccsnh.edu)
4. Complete the [Respiratory Therapy Application packet](#).
5. Have a cumulative GPA of 2.0.
6. A&P I Prep Course or other qualifying pre-requisite for A&P I (high school or college level Chemistry or Anatomy & Physiology with a grade of "C" or higher within the past 10 years) will be accepted in lieu of A&P I Prep Course.
7. Complete the Interview and Information Session with the Program Director.
8. Review the [RVCC 2025-2026 Respiratory Therapy Program Handbook](#) (pdf).
9. Review the [Respiratory Therapy Program Policies](#)
10. Review the [Respiratory Therapy Cost of Attendance](#).

Once accepted, students will be required to create a Castlebranch account in the Fall semester and submit the following information before starting clinical practicums.

1. Immunization and vaccination records.
2. Proof of health insurance.
3. Criminal/Sexual Offender Records Information (CORI/SORI) check.
4. A drug screening 30 days before the start of the first practicum.

## Student Code of Conduct

### Personal and Professional Behaviors

- **Attentiveness** – Students are required to attend class regularly. The student is consistently on time for lectures, labs, and clinical experiences and stays until the conclusion of presentations or activities. The student is alert and demonstrates attentiveness during the presentation.
- **Demeanor** – The student maintains a positive and open attitude toward peers, instructors, and others in all interactions. He/she functions in a supportive and constructive fashion in group situations.

- **Maturity** – Students must possess the emotional maturity and stability to engage in professional interactions with faculty, staff, professionals, the public, and other students under a wide range of circumstances, including highly stressful situations. The ability to be flexible and adaptive in demanding situations is imperative. The student functions as a responsible, ethical, law-abiding adult. He/she accepts and effectively utilizes feedback and evaluations.
- **Cooperation** – The student demonstrates their ability to work effectively in large and small groups and with other members of the healthcare team, freely giving and accepting information in the exchange of ideas.
- **Moral and Ethical Standards** – The student respects the rights and privacy of all individuals, is knowledgeable and compliant with the American Association for Respiratory Care Code of Ethics, and adheres to all HIPAA and privacy policies as outlined by the RVCC Respiratory Therapy program and the healthcare facility.
- **Personal/Professional Boundaries** - The student maintains separate personal and professional boundaries with faculty. Some examples of professional boundary violations include excessive self-disclosure on the part of the student or students addressing faculty in an unprofessional manner.
- **Responsibility** – Students are required to submit documents before admission to the program, as well as update these documents as they become due. The student must take full responsibility for ensuring that all documents are current and submitted on time.
- **Accountability** - Students must demonstrate a willingness and ability to examine and adapt their behavior when behavior interferes with productive and harmonious professional relationships.
- **Safety** - Students are expected to provide safe care in all domains to patients they encounter during clinical experiences and to maintain fitness for duty throughout all clinical experiences. Students must be prepared to provide care to patients in a rapidly paced, physically and emotionally demanding environment.
- **Academic Integrity** – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized sharing of work, use of unauthorized devices or reference materials, cheating, or failure to adhere to examination or assignment instructions is a violation of the nursing program's professional standards.
- **Personal Appearance** – The student's personal hygiene and dress are expected to reflect the high standards of the Respiratory Therapy profession.
- **Provision of Care** - Faculty or on-site clinical supervisors who determine there is a potential or clear concern that the student is unable to maintain the provision of safe care to patients, or that the student's actions or behaviors are detrimental to the functioning of the healthcare environment, shall remove the student from the clinical area. Depending on the reason for the removal, appropriate college resources will be consulted. If an immediate concern is identified, a meeting with the Program Director will be scheduled as soon as possible.
- **Chain of Command** – In Respiratory Therapy, as in many other professions, concerns and conflicts are typically managed by following a “chain of command.” The chain of command, in its simplest definition, is the line of authority and responsibility along which decisions are made. Respiratory Therapy program students are expected to resolve concerns or issues by following the chain of command, which includes their immediate theory, lab, or clinical instructor, the RT Clinical Coordinator, the Program Director, and the Department Chair. Students should **never** attempt to resolve concerns by contacting clinical agency personnel directly.
- **Verbal/written communication** – All communication with RVCC faculty, staff, and students should adhere to acceptable, professional standards. All RVCC Respiratory Therapy student policies and expectations apply to the use of verbal and written communication.
- **Social Media** – All RVCC Respiratory Therapy Student policies and expectations of behavior apply to the use of social media. Students are prohibited from using social media to share confidential information about fellow students, patients, or clinical affiliations.

## Civility

Civility is a critical principle, behavior, and attitude of professionalism in healthcare. Civility is a behavior that:

- shows respect toward another
- causes another to feel valued
- contributes to mutual respect, effective communication, and team collaboration

All students are expected to behave with civility when interacting with other students, faculty, and other individuals involved in the teaching and learning process.

## Uncivil Behavior Examples

Examples of uncivil behavior that are discouraged but are not limited to:

- Demeaning, belittling, or harassing others.
- Rumor-mongering, gossiping, or using damaging or demeaning language about a classmate, instructor, clinical agency, or its employees.
- Habitually interrupting or undermining faculty instruction.
- Failure to respond to college communications, including not responding to email communications.
- Sending emails, posting information online, or sharing it via social media can be inflammatory and/or confidential in nature.
- Yelling, screaming, or exhibiting inappropriate displays of temper towards instructors, peers, clinical agency staff, or any RVCC staff.
- Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
- Consistently arriving late to class, lab, and clinical sessions.
- Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or nursing program staff.
- Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession, as well as the standards of Respiratory Therapy and the college's expectations.

The Respiratory Therapy Program faculty reserves the right to dismiss any student who fails to meet academic and/or professional conduct/behavioral expectations.

## Academic Responsibilities

- Adhere to the college's policies and procedures, the Respiratory Therapy program's policies and procedures, and the healthcare facility's policies and procedures, as noted in the current handbooks and orientation modules and as instructed by faculty.
- Acknowledge that learning is accomplished through faculty facilitation, self-directed learning, and interaction with others.
- All Respiratory Therapy courses will include a Professional Rubric grade as part of the course evaluation.
- Arrive on time to class, lab, and clinical and be engaged in the learning.
- Attend all classes, lab sessions, and work-based clinical learning experiences.
- Complete homework and other assignments on time and submit them according to instructions.
- Complete all work with academic integrity, following the instructor's directions.
- Check their school email daily during school sessions and weekly during vacation periods.
- Take personal responsibility for submitting and maintaining current required documents.
- Take personal responsibility for engaging in learning and success in the Respiratory Therapy program.

## Essential Functions/Technical Standards List

- **Critical Thinking:** Respiratory therapy students should possess critical thinking ability sufficient for clinical judgment. Students must be able to identify cause-and-effect relationships in clinical situations and develop and/or participate in the development of respiratory care patient plans.
- **Interpersonal Skills:** Respiratory therapy students must possess interpersonal skills sufficient for interaction with individuals, families, groups, and others from diverse social, emotional, cultural, and intellectual backgrounds. A student must be able to establish rapport with patients, families, and other healthcare members.
- **Communication Skills:** Respiratory therapy students must possess communication skills sufficient for interaction with others in both verbal and written forms. Examples of this include explaining treatment procedures, initiating health education, and documenting and interpreting therapeutic interventions as well as patient/client responses.
- **Mobility:** Respiratory therapy students must possess physical abilities sufficient to transport a patient from one patient care area to another, maneuver in small spaces, stand, and walk for extended periods. A student will need to move around in patients' rooms, workspaces, and treatment areas and administer cardiopulmonary procedures.
- **Motor Skills:** Respiratory therapy students shall possess gross and fine motor abilities sufficient to provide safe and effective respiratory care procedures. Students will need to set up, calibrate, and use equipment, position patients/clients, and perform CPR.
- **Hearing:** Respiratory therapy students must possess auditory ability sufficient to monitor and assess health needs. A student must be able to hear monitor alarms, emergency signals, auscultate breath and heart sounds, and hear cries for help.
- **Visual:** Respiratory therapy students must possess sufficient visual ability for observation and assessment necessary for patient care. For instance, observe patient/client responses, visualize calibration and alarms for equipment, and perform patient assessments.
- **Tactile:** Respiratory therapy students shall possess tactile ability sufficient for physical assessment. Some examples are auscultation, percussion, palpation, and the therapeutic modalities related to therapeutic interventions. ABG drawing, suctioning, and CPT treatments on clients.
- **Weight Bearing:** Respiratory therapy students must possess the ability to lift and/or manipulate weights of 40-50 pounds. Position clients/patients and move equipment.
- **Cognitive abilities:** Respiratory therapy students shall possess the ability to be oriented to time, person, and place, organize responsibilities, and make decisions. For example, the student should assess patient complaints and suggest/ implement appropriate treatment.
- **Occupational exposures:** Respiratory therapy students may be exposed to communicable diseases, bodily fluids, toxic substances, and medicinal preparations; they must always use appropriate precautions. (Examples are not all-inclusive)
- **Standing:** Respiratory Therapy students must have physical stamina to stand and walk for up to 12 hours in the clinical setting.

## Course Expectations and Repeating a Respiratory Therapy Course

- Fundamentals of Respiratory Care I, II, III, and IV courses must be taken in sequential order with a minimum grade of a "B -" (80% or higher) achieved in each Respiratory Fundamentals course to progress to the next course.
- Respiratory Therapy Practicum Practicums I, II, and III must be taken in sequential order with a minimum

grade of “B” (83% or higher) achieved to progress to the next section of the program.

- All components of the course (lecture, lab, practicum) must be passed to progress in the program.
- All core Liberal Arts courses required by the Respiratory Therapy program for graduation must be completed with a minimum grade of “C” or greater.
  - Core Liberal Arts courses required by the Respiratory Therapy program for graduation, taken at other colleges, may be transferred if a “C” or greater grade is achieved. Information can be found in the RVCC College Catalog at <https://catalog.rivervalley.edu/transfer-of-credit>
- Students with a “B-” or lower in a Fundamentals of Respiratory Care Course will need to repeat the course and will have **one** opportunity to pass with a “B-” or higher.
- Students with a “B” or lower in the Practicum Courses.
  - If a student does not achieve a B (83% or greater), the student will have to successfully demonstrate the required practicum competencies for that Practicum at the college in the simulation laboratory before attempting to repeat the course at a practicum site.
  - The student will have **one** opportunity to demonstrate competency in the simulation laboratory. Once they demonstrated laboratory-based competency. They can then proceed to repeat the course and will have **one** opportunity to pass with a “B” or higher.
- Students must complete the entire respiratory sequence of courses within **three** years from the start of the first course in the RT program.
- In the case of an “F” or failure grade, students will have one chance to pass the course to be eligible to continue the program.

### Requesting approval for repeating a respiratory therapy course

- Written requests to repeat a respiratory therapy course must be sent to the Program Director 60 days before the start of the semester.
- For non-progression in a respiratory therapy course, the written request should include:
  - An explanation of factors leading to the lack of progression.
  - A corrective action plan to remediate the factors that prevented success in the nursing course.
- For withdrawal from a respiratory therapy course for personal reasons, the written request should include:
  - 1. An explanation of changes in the personal situation that allow for continuation in the courses.
- Students who are in good standing and submit a substantive written request will:
  - Be given an opportunity to meet with the respiratory therapy faculty to request approval to repeat the course.

and

  - Be required to take a competency assessment in the area of non-progression. The Program Director and DCE will determine the competency assessment for students who withdraw from a course.
- The Program Director will communicate the decision to the student requesting approval after an interview, and 30 days prior to the start of the semester.
- Repeating a respiratory therapy course is contingent upon space for the student in the course.
- If a clinical site requests that a student not complete the Clinical Practicum rotation, the student will not be permitted to repeat the course/rotation and will be dismissed from the program

### Program Readmission

*Readmission to the program is not guaranteed. Students enrolled in the respiratory therapy program whose*

course of study is interrupted and who wish to re-enter the program must reapply through the College's Admissions Office to be considered for readmission. Readmission is contingent upon the student's previous academic progress, a minimum GPA of 2.0, and availability of space.

- Previously enrolled students may be re-admitted according to:
  - Reason for withdrawal.
  - Meeting current admission criteria (including requirements that may have changed since the student's previous admission).
  - Available vacancies.
- Review and evaluation of the student's grades and performance while previously enrolled.
- To increase students' chances of being readmitted for the following year, individuals are advised to seek academic counseling from the Program Director and the RVCC Advising Center. Admission to the program is limited to the initial admission and one re-admission. After one re-admission that results in unsuccessful progression, the student will not be permitted to continue in or reapply to the Respiratory Therapy Program at RVCC. <https://catalog.rivervalley.edu/readmissions>

Note: Per CoARC standard 1.06, academic policies apply equally to all students and faculty.

## Attendance

Regular attendance in the classroom, laboratory, and clinical settings is necessary for students to meet the stated program objectives. Students are expected to attend all scheduled didactic courses. Absences may make it impossible for a student to meet course objectives and time requirements. If an absence lasts more than one week, students should collaborate with their academic advisor to develop a plan of action to ensure compliance with program requirements. Note: Missing a didactic and laboratory day can result in a 3-point reduction in the attendance section of the program's Professional Grade Rubric. The Professional Grade Rubric can be found in the course syllabus section of Canvas. If a Clinical Practicum Day is missed, the day must be made up before the end of the semester.

### Absence related to surgery or injury

Students with absences resulting from surgical or physical injury must submit documentation from their healthcare provider clearing them to attend clinical safely. Any injury that prevents a student from attending a clinical will result in an absence. Students who think they may miss more than one clinical day should consult with Accessibility Services.

### Absence related to pregnancy or religious observance

Please refer to the RVCC policies related to pregnancy and religious observance

- <https://catalog.rivervalley.edu/absence-due-to-religious-observation>
- <https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>

**Classroom Accommodations:** Students with a documented disability are eligible for reasonable accommodations. Please contact the Accessibility Services Coordinator to set up an appointment as soon as possible to ensure that accommodations are implemented to meet your needs for the semester. Visit <https://www.rivervalley.edu/student-support/on-campus-resources/accessibility-disability-services/> for contact information and additional details.

# Clinical Practicum Policies

## Required Clinical Documentation

- Verification of current health insurance (photocopy of card)
- American Heart Association BLS for Healthcare Providers (photocopy of both sides of the card)
- Criminal background check
- Verification of a two-step TB skin test (with 1-3 weeks in between the first and second test) or a QuantiFERON Gold blood test for initial screening
  - If either the TB skin test(s) or the QuantiFERON Gold blood test is (are) positive, a student must have a negative chest x-ray and medical screening to rule out active pulmonary tuberculosis and to determine if treatment is necessary for either active tuberculosis disease or latent tuberculosis infection.
- Returning senior-level students will either need a one-step TB skin test or the QuantiFERON Gold blood test.
- Completed health history physical exam form with the following:
  - Completed vaccine series OR immunity to the following diseases:
    - Varicella (Chicken Pox)
    - Measles, Mumps, Rubella (MMR)
    - Tetanus, Diphtheria, Acellular Pertussis (TDaP)
    - Hepatitis B (and or signed waiver)
  - Influenza - annual influenza vaccine due by October 1 of each calendar year or as designated by the Nursing/Allied Health Department Chair.
  - Covid-19 vaccination
    - The clinical portion of the respiratory therapy program is offered at area healthcare facilities known as “clinical sites.” Clinical sites establish their own requirements for people entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who fails to meet the required clinical criteria or does not adhere to the clinical site's policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites' requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Respiratory Therapy program.
  - Information addressing potential exposure to infectious and environmental hazard is provided to students before they undertake an educational activity that will place them at risk.

- Each clinical site, as applicable, is responsible for ensuring students have this information and are compliant with any and all education training specific to exposure to infectious and environmental hazards.

The Coordinator of Clinical Education (DCE) works with each student to assign them to an appropriate clinical site. Assignments depend on the availability of clinical sites each semester. Students may be required to travel long distances to a clinical site. A car is required for personal transportation for all clinical education experience assignments. The Clinical Preceptors work with the DCE to ensure that all students have equal, like, and kind clinical experiences.

**Note:**

*Students are required to complete all mandatory clinical rotation documentation and requirements 30 days prior to the start date of the actual Clinical Practicum, except for drug testing, which must be completed at least 2 weeks before the start date. Castle Branch, an electronic Allied Health record-keeping system, will be purchased and utilized for the clinical requirements. The information will be entered into the Castle Branch website <https://portal.castlebranch.com/RH62>. Failure to complete clinical site documentation and requirements will result in the student being unable to participate in the Clinical Practicum. Clinical site requirements are subject to change at the request of each clinical site.*

## Criminal Background Checks

Clinical affiliation sites require a criminal background check on students attending a clinical rotation at their facility. The clinical affiliation site reserves the right to deny a student the ability to attend the clinical rotation at their site. Denial of a student by a clinical site will jeopardize the student's ability to complete the program. Students are encouraged to disclose any concerns related to the criminal background checks to the DCE before being assigned to a clinical practicum.

## Health and Physical Examination Requirements

### Medical Health Insurance

Students are **required** to have comprehensive health insurance to attend Clinical Practicums. To be accepted, health insurance must meet the following criteria:

- United States-based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act (<https://www.healthcare.gov/glossary/essential-health-benefits/>);
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college.
- Will remain in effect for the entire semester (except for termination due to the attainment of a maximum age or other situation resulting in a loss of plan eligibility).

The following plans DO NOT meet the criteria:

- An accident-only policy

- A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
- A ministry sharing plan, even if it is recognized by the ACA.
- Any other health benefits program (e.g., a community care program) that is not recognized by the State of New Hampshire as health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all the requirements specified above.

## Professional Liability Insurance

Malpractice Insurance is required by clinical sites and provided by River Valley Community College for all students in health-related programs. The RVCC group provide coverage to a limit of 1 million per incident to a maximum of 3 million per year. Coverage must be maintained through all semesters in which the student is enrolled. The coverage is in effect only when the student is acting in a student capacity and will not cover any aid, volunteer, or paid positions held by the student. Individuals can purchase personal student professional liability insurance.

## Injury or Accident

In the event of an injury or accident, such as a needle stick or fall, occurs while the student is at a clinical affiliate, the preceptor at the affiliate will be notified immediately so that the proper clinical site policy and procedures can be followed. Utilization of medical services available in the clinical facility will be the responsibility of the student. Also, an RVCC incident report must be completed.

<https://ccsnh.omnigo.one/CESIReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=118>

## Clinical Dress Code

The image projected to patients must be of a clean, caring, and professional individual to promote an atmosphere of comfort, security, and confidence. To project this image, the following dress code has been adopted:

1. The uniform shall consist of a clean dark blue scrub top and bottom with an RVCC student patch sewn on the right sleeve. Footwear should be neat and clean; open-toed footwear is not acceptable.
2. An RVCC student identification badge is always required while at the clinical facilities unless the clinical facility has its own student badges.
3. Long hair must be kept clean, neat, and tied back if it is below shoulder length. Hair color must be of naturally occurring shade (i.e., no hot pink hair). Men will be clean-shaven every day. Mustaches and beards are permitted but must be kept neatly trimmed.
4. Jewelry must be conservative and kept to a minimum. Wedding rings, graduation rings, and watches are permitted. Earrings should consist of one stud-type earring per ear. Body piercings, except for earrings, should not be visible. If so, they are to be removed while the student is in the clinical setting. Tattoos should be kept covered and not observable by others. In areas such as the neonatal ICU and surgery, jewelry is not permitted.
5. All students should take extra care to maintain the highest level of hygiene possible. No perfumes, colognes, aftershave, and/or scented lotions are permitted, as they may put a cardiopulmonary-compromised patient at risk. Makeup and cosmetics should be tasteful and discreet. Mouthwash or

breath fresheners may be necessary during the day. Deodorants or antiperspirants may also be necessary to prevent offensive odors from hindering interaction with patients, family members, or other healthcare professionals.

6. All students must keep their fingernails clean and short. This is to protect both the student and patient from injury. Fingernails may be painted with clear polish. Acrylic or other applied nails are not permitted.
7. Chewing gum is prohibited in patient care areas. It presents an unprofessional appearance.
8. A stethoscope must be purchased for use during laboratory and clinical practice. Students are required to have their stethoscopes with them during all clinical assignments.
9. Protective eyewear may be purchased to protect the student from exposure to contaminated blood and bodily fluids.
10. Students must have a black ink pen with them during clinical assignments for documentation in the patient clinical record. Never use any color of ink other than black in a patient's record.
11. A watch with a second hand is required for all clinical assignments to accurately time heart rates and respirations.
12. Cell phones are to be set to vibrate during clinical sessions.

**Note: Failure to follow these clinical guidelines or arriving unprepared for a clinical may result in the student being asked to leave the clinical setting. The missed time must be made up on a designated make-up day in coordination with the DCE and the clinical site.**

## Clinical Attendance Policy

Due to the diversity and spontaneity of clinical experiences available to respiratory therapy students, regular attendance at clinical rotations is crucial. Unlike classroom and laboratory experiences, the types of learning experiences available in the clinical setting are often unplanned and spontaneous. Therefore, attending all clinical rotations is of utmost importance for students to maximize the benefits of their clinical practice. Success as a practitioner is closely correlated with the amount of time spent in clinical training. Clinical practice is the central activity through which the components of competence —knowledge, technical skill, values, and attitudes — are developed. Students are expected to be present and prompt at all clinically related program activities. In the event that the College is closed due to the weather, the student is excused from that clinical day, but must call the clinical site to notify them.

A policy regarding absenteeism and tardiness has been established in accordance with the above philosophy, allowing students to develop work habits considered essential for a professional healthcare employee.

1. Clinical students must report to the assigned respiratory departments before the start of the shift report so they can participate in the pre-shift report and depart after the end of the shift report. Students are responsible for verifying the start and end times of their assigned day shift with their clinical site. Two full points will be deducted from their professional attendance grade for each unacceptable absence, unapproved tardiness, or early departure from the clinical site. Note: Absences, tardiness, and early departure from the clinical site can only be approved by the course instructor.
2. Students are expected to log into Trajecsyst via any electronic device at the start of the clinical day and log off after the end of the clinical day. They must also enable the location feature in Trajecsyst. Blocking your location will result in a one-point (1) deduction from the student's professional attendance grade for each event.

3. Students will have 12 hours to enter any missed in or out punches into the Trajecs sys system. If the time is not entered in 12-hour increments, a 1-point reduction will be applied to the professional attendance grade.
4. Students are required to submit verification for any absence from a clinical day. Excused absences will be limited to illness documentation from a physician, death in the immediate family as documented by an obituary, and vehicle breakdown (receipt for towing or repair must be submitted). Unexcused absences are defined as any absence without proper verification.
5. Extended illness or other unusual circumstances resulting in an absence of more than 2 clinical days will be evaluated on an individual basis by the program faculty.
6. Any absence from the clinical (excused or unexcused) must be made up on the student's own time with coordination from DCE and the clinical site. Clinical time cannot be "banked" by spreading out time to make up for a previous or future absence.
7. Call-in Policy: The Coordinator of Clinical Education (DCE) and the clinical site must be notified at least 1.5 hours before the start of the scheduled shift if the student will be absent. Students must request to speak to the shift supervisor on duty. In the event the supervisor is unavailable, the student is responsible for recording the name of the person who receives the message.
8. Tardiness Policy: Students are expected to report to clinical assignments 15 minutes before the scheduled starting time. The clinical site and the DCE must be notified at least thirty minutes before the scheduled start time if the student is going to be late. Frequent or habitual tardiness is disruptive to the delivery of good patient care and will not be tolerated. The program faculty will counsel students who are habitually late to remedy the problem. Students are required to punch in and out through the Trajecs sys system. Any missed punches must be corrected within 12 hours of the missed time.
9. Cell Phone Policy:  
Students are expected to deliver quality care to the patients they encounter in the clinical setting. Because personal phone calls are disruptive to patient care, cell phones are not to be carried on your person during clinical hours. During breaks, it is permissible to check for emergency calls that might have come in.
10. Pregnancy: refer to the RVCC Student Handbook.  
<https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>
11. At no time will students leave the clinical facility during a scheduled clinical time. Students who are caught leaving clinical early or are reported by their affiliate to have left early will be dismissed from the Respiratory Therapy program. If a student needs to leave a clinical facility due to unforeseen circumstances or an emergency, the DCE must be contacted immediately.
12. The PD and DCE will review all absences, tardiness, or variances to this clinical attendance policy to assure fairness and uniform application.

## Inclement Weather-Related Absences/Tardiness

If River Valley Community College is closed due to weather-related reasons, a student is not required to attend the clinical site. If River Valley Community College has a delayed opening due to weather-related reasons, students are expected to arrive at the assigned clinical site when the college opens. For example, a two-hour delay means that if the clinic starts at 7:00 a.m., the student arrives at the clinic at 9:00 a.m. to begin. This missed time must be documented in Trajecs sys. Please note that canceled clinical days and/or reduced clinical hours must be made up before the end of the semester. The safety of our students is paramount and of the utmost importance. <https://catalog.rivervalley.edu/cancellation-of-classestwo-hour-delay>

Due to the differences in student placement, it is not feasible to have a centralized person making decisions regarding weather that may pose undue safety hazards to the students. Therefore, it is the responsibility of the student to objectively evaluate weather conditions and notify the clinical site as early as possible if they deem the conditions too hazardous for safe travel at the time they begin their shift. Students should make every effort to arrive as early as possible at their clinical site that day or plan to make up days missed due to weather at the discretion and convenience of the clinical facility. Abuse of this policy will affect the final grade for all rotations and may result in disciplinary action, including dismissal. Listen to the radio, television, or the RVCC RAVE system for school closing announcements. Sign up to receive automatic text, email, and phone alerts. The Clinical Site, the student, and the DCE will schedule makeup time.

## **Student Employment Policy**

Employment (either part-time or full-time) during the program is left to the discretion of the student. Any outside employment should not interfere with the responsibilities of the Respiratory Therapy program. Plans for employment should be discussed with the faculty advisor before accepting a position in the program. If a healthcare facility employs the student, they should be aware that the nature of their duties should in no way be related to the duties of a Respiratory Therapy student. The hospital and/or health care facility must take responsibility for the student employee's actions while on duty. Neither the Respiratory Therapy faculty nor River Valley Community College shall be responsible for any activities of students while on duty as employees. Respiratory Therapy students are not permitted to be gainfully employed during assigned practicum hours.

Student employment during the practicum portion of the program: Students are not considered staff and may not accept remuneration during scheduled practicum hours. These activities are educational in nature and are not to be used to replace staff at the practicum facility.

Students may work as respiratory therapy trainees outside of the Practicum courses when employed by a healthcare facility. Trainee work time is not considered practicum time, and the program assumes no responsibility for the student or their actions during this time. Students are not permitted to represent themselves as enrolled in the program during their work hours. Students misrepresenting themselves as students while working may be subject to disciplinary action by the college.

## **General Responsibilities**

1. Students are required to abide by the affiliation agreement for each clinical site.
2. Students are responsible for their own transportation to the clinical sites. Carpooling is suggested for convenience and economic reasons.
3. Students will always be directly responsible to the Clinical site to which they are assigned and be ultimately accountable to the DCE.
4. Students will perform respiratory therapy procedures only when a clinical instructor is in the same area.
5. Student Signatures:
  - a. All students should sign documentation with "SRT" after their name. (Student Respiratory Therapist)
  - b. All student signatures on patient and departmental records should be checked and co-signed by the clinical instructor and/or clinical preceptor.
6. Students are required to fill out daily clinical log sheets in Trajecsyst.
7. At the midpoint and end of each clinical practicum course, students will complete a Preceptor evaluation form and a Clinical Site evaluation form in Trajecsyst.
8. The student is expected to always conduct themselves in a socially acceptable manner. When addressing

classmates, instructors, and coworkers in the clinical area, an appropriate title and surname should be used unless hospital policy dictates otherwise.

9. A display of ill temper on the part of any student is inexcusable, even under trying conditions or situations. The student must remain in control of his/her emotions. The quality and tone of the voice should be quiet, pleasant, and assuring. The use of profane or obscene language is strictly prohibited.
10. Under no circumstances will illegal possession of drugs, such as alcohol, marijuana, or narcotics, be permitted in the college or hospital. A student found to be a habitual user of such drugs or found under the influence of such drugs while in clinical or class areas will be dismissed from the Respiratory Therapy program. Hospitals have mandatory drug screening and/or police background checks. Students must adhere to these policies. A student who does not adhere to the behavioral and/or personal appearance code may be asked to leave the clinical area. Repeated offenses will be cause to question whether the student can accept personal and professional responsibility and may result in dismissal from the program.
11. Students in clinical training must adhere to the rules and regulations of the clinical site where training is taking place. Areas of concern include, but are not limited to, the following:
  - a. Parking
  - b. Fire and Safety
  - c. Dress Code
  - d. Smoking Regulations
  - e. Procedure Policies
  - f. Use and Care of Equipment
  - g. HIPAA
12. Falsification of documentation in the clinical situation or regarding departmental paperwork is considered unethical conduct and will result in immediate dismissal from the program.
14. Any student who directly disobeys their instructor or engages in a practice deemed unsafe and potentially dangerous to patients by the Respiratory Therapy staff will be dismissed from the program. Any other behavior not specifically mentioned here but thought to endanger the life of a patient and/or the reputation or credibility of the program will be grounds for dismissal.

## **Confidentiality**

The medical chart is a legal document. The student will have access to confidential patient information while in the clinical practicum. Students must remember that no information about a patient should be discussed with anyone who is not directly involved in the case. This violates the patient's rights under the law and the Health Insurance Portability and Accountability Act (HIPAA). Therefore, a breach of confidentiality will not be tolerated. Violations of the confidentiality policy result in suspension and/or dismissal from the program. Students will be involved in day-to-day operations in several clinical sites. The procedures, patients, and staff activities should not be discussed outside that area. This information should be treated as confidential. Refrain from gossip. Keep in mind that these are potential employers for respiratory therapy students.

Revised 01/06/26