

WESTERN TECHNICAL COLLEGE

Health and Public Safety Division

2024 – 2025 Academic Handbook



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Blackboard shells as well as the westerntc.edu website have all academic support service information available. Any questions regarding academic support, please contact the Student Success Center at 608-785-9535.

Table of Contents

Introduction, Program Goal, Program Outcomes, Curriculum	3
College Policy: Student Code of Conduct	4
College Policy: Academic Integrity Policy	4
College Policy: Alcohol and Drug Policy for Employees and Students	6
Respiratory Therapy Program Policy: Addendum to Alcohol and Drug Policy	7
H & P S Division Policy: Background Check Policy & Procedure	8
H & P S Division Policy: Disclosure of Possible Bar from Clinical Waiver	9
H & P S Division Policy: Body Art or Piercing Policy	10
H & P S Division Policy: Confidentiality Policy	10
H & P S: Program Course Repeat Policy	11
H & P S Division Policy: Drug Screening Policy	11
H & P S Division Policy: Course Repeat Policy	12
H & P S Division Policy: Hands-on Learning and Accommodations Policy	12
Respiratory Therapy Program: Related definition of Hands-on Learning	13
H & P S Division Policy: Latex Exposure Policy	13
H & P S Division Policy: Program Re-entry Policy and Procedure	13
H & P S Division Policy: TB Policy and Procedure	14
H & P S Division Policy: Influenza Vaccine or Immunization Refusal Policy	15
H & P S Division Policy: Needlestick Policy	16
H & P S Division Policy: Program Dismissal Policy	16
H & P S Division Policy: Program Records Policy	16
H & P S Division Policy: Social Media Policy	17
H & P S Division Policy: Student Employment at Clinical Site Policy	17
Western Technical College Transferability of Credits Policy	18
Respiratory Program Guideline: Laboratory Assessment of Clinical Skills	18
Respiratory Program Guideline: Adherence to Curriculum	19
Respiratory Program Guideline: Chain of Command/Dealing with Problems	20
Respiratory Program Guideline: Classroom/Lab Use	21
Respiratory Program Guideline: Cellular Phones and Personal Computers	22
Respiratory Program Guideline: Weather Delays	23
Respiratory Program Guideline: NBRC Self-Assessment Testing & Course Sections	24
Respiratory Program Guideline: Grading Information and Attendance Guidelines	25
Respiratory Program Guideline: Learning Plan for Reassessment	26
Respiratory Program Guideline: Assignments	28
Respiratory Program Guideline: Classroom Testing	29
Respiratory Program Guideline: Professional Behavior	31
Student Acceptance of Responsibility for Academic Policies	33

Introduction

This document summarizes the important policies of Western Technical College, the Health and Public Safety Division, and the Respiratory Therapy Program.

Additional information about College and Division policies is published in the Student Handbook and Planner. That document can be purchased in the Campus Shop or found online at: [Student Handbook | Western Technical College \(westerntc.edu\)](http://www.westerntc.edu)

Additional course-specific policies are found in each course syllabus.
See clinical handbook for more clinical specific details.

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

- Living responsibly
- Refining professionalism
- Cultivating passion
- Apply respiratory therapy concepts to patient care situations.
- Demonstrate technical proficiency required to fulfill the role of a Respiratory Therapist.
- Practice respiratory therapy according to established professional and ethical standards.

Respiratory Therapy #105151

Associate Degree | www.westerntc.edu/respiratory-therapy

Illness, injury, premature birth, and chronic respiratory conditions can impact individuals' ability to breathe, making respiratory therapists an invaluable part of the healthcare team. In this critical role, you'll be evaluating, diagnosing, and treating various breathing disorders.

Collaborating closely with physicians, you'll contribute to the development of treatment plans aimed at improving respiratory function, and your responsibilities will extend to monitoring the effectiveness of these treatments. Your treatment strategies may involve administering inhaled medications, utilizing therapeutic or life support equipment, or implementing a combination of therapies to address respiratory issues. Additionally, you'll play a vital role in patient and family education, providing crucial information on managing respiratory conditions.

Western's program offers a variety of instructional formats, including traditional, online, and blended courses, ensuring flexibility in your education. Graduates are required to pass an examination administered by the National Board for Respiratory Care, leading to the designation of Certified Respiratory Therapist (CRT). With the CRT credential, you become eligible to apply for a license to practice respiratory care throughout the United States. You can also pursue the Clinical Simulation Examination to achieve the designation of Registered Respiratory Therapist (RRT), further enhancing your qualifications and career prospects in the field of respiratory therapy.

	First Term	Credits
515-111	Respiratory Survey	3
801-136	English Composition 1	3
806-177	Gen Anatomy & Physiology	4
809-172	Introduction to Diversity Studies	3
890-106	Strengths Seminar	1
	Second Term	Credits
515-174	Respiratory/Cardiac Physiology	3
801-198	Speech	3
806-197	Microbiology	4
809-188	Developmental Psychology	3
	Third Term	Credits
515-173	Respiratory Pharmacology	3
515-175	Respiratory Clinical 1	2
515-176	Respiratory Disease	3
	Fourth Term	Credits
515-112	Respiratory Airway Management	2
515-171	Respiratory Therapeutics 1	3
515-172	Respiratory Therapeutics 2	3
515-178	Respiratory Clinical 2	3
515-179	Respiratory Clinical 3	3
	Fifth Term	Credits
515-113	Respiratory Life Support	3
515-180	Respiratory Neo/Peds Care	2
515-181	Respiratory/Cardio Diagnostics	3
515-182	Respiratory Clinical 4	3
515-183	Respiratory Clinical 5	3
Program Credits		63
Typical Start: Fall		

College Policy: Student Code of Conduct

Western Technical College is committed to fostering a learning environment that values student success, accountability, diversity, learning, teamwork, integrity and respect, and encourages positive behaviors in support of academic and personal development of all students. As such, students are expected to conduct themselves in a positive and appropriate manner that supports civil, criminal and federal laws and College policies and procedures; does not interfere with the educational process of the College in any manner; or endanger the safety or well-being of other students, staff or faculty.

The Student Code of Conduct and procedures apply to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any credit or non-credit classes or program at the College.

The Student Code of Conduct applies to behaviors that take place on any Western campus or controlled property, at Western sponsored events, and may apply off-campus when a student's conduct may present a danger or threat to the health or safety of any person, or is detrimental to the educational mission, programs and/or interest of the College. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium where the behavior is not protected by freedom of expression.

The Student Code of Conduct Procedure with defined standards of conduct can be found on Western's policy and procedure site: <https://info.westerntc.edu/sites/Policies/Pages/E0700p.aspx>.

College Policy: Academic Integrity Policy

ACADEMIC INTEGRITY POLICY Western Technical College is committed to upholding academic integrity in all modes of learning. Faculty, students and staff are all responsible for ensuring the integrity, fairness, and honesty of the intellectual environment. Academic integrity violations include, but are not limited to, cheating, plagiarism, falsification and other forms of dishonest or unethical behavior, and are considered a violation of the Student Code of Conduct.

Academic Dishonesty Definitions: Violations of academic integrity include, but is not limited to, the following behaviors:

- Cheating – using or attempting to use materials, information or communications without permission of the instructor. Examples include but are not limited to: Copying or allowing another person to copy a test paper, assignment, report or any other graded material o Using external aids of any kind (e.g. notes, books, electronic devices, and information from others) or a test, quiz or other graded assessment without permission of instructor. o Taking a test for someone else or having someone else complete a test or graded assessment in one's place o Using, buying, selling, stealing, soliciting or copying any contents of an examination, quiz or other graded assessment without authorization of instructor
- Plagiarism – intentionally or unintentionally representing another person's work as one's own. Examples include, but are not limited to: o Quoting, paraphrasing or summarizing another's work or ideas without properly acknowledging or citing the source of the work o Submitting another person's work as one's own, including purchasing another's work to submit as one's own
- Unauthorized Collaboration – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor
- Fabrication – using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format

- Multiple submission – the submission of the same work or substantially the same work to more than one class, and/or submission of prior academic work submitted for credit at a different institution
- Academic Misconduct – other forms of dishonesty or inappropriate conduct. Examples included, but are not limited to:

- Requesting an academic benefit such as requesting an extension, excused absence, or other benefit based on false information or deception
- Knowingly and willingly damaging the efforts or work of other students
- Accessing student or faculty records or files without authorization
- Misrepresenting oneself as a student or faculty member to obtain protected information or other academic or personal benefit

ACADEMIC INTEGRITY PROCEDURE:

To ensure a fair and timely resolution to any academic integrity allegations, the following process shall be implemented:

1. Course level process - Faculty notifies the student of the suspicion of academic dishonesty and offers to discuss the matter in person, by phone or via email
 - a. If student accepts responsibility – faculty determines appropriate outcome (see below), notifies student of outcome, and documents via Academic Integrity Report - [Academic Integrity Report \(maxient.com\)](http://maxient.com)
 - b. If student denies allegation – faculty reviews all information to determine if a violation of academic integrity occurred, determines appropriate outcome (if applicable), notifies student of outcome and right to appeal decision to academic dean (along with appropriate contact information), and documents via Academic Integrity Report [Academic Integrity Report \(maxient.com\)](http://maxient.com)

Upon notification to the student of an allegation of academic dishonesty, the student is prohibited from withdrawing from the course while the allegation is being considered. Students found to be in violation are prohibited from withdrawing from the course at any time. Attempting to withdraw will result in a violation of the Student Code of Conduct and be referred to the Dean of Students office for resolution.

Outcomes will be at the discretion of the instructor and may include, but is not limited to, one or more of the following:

- Verbal or written warning to the student
- Student Success Plan
- Deduction of points or assigning a failing grade or score for the work or assessment in question
- Assigning a failing grade for the course (with prior consultation of academic dean) Students found to be in violation of the academic integrity policy have the right to appeal the process. The appeal is limited to failure to notify student of allegation, failing to provide student opportunity to discuss allegation, failing to follow the published academic integrity process, or other specific error or omission that may have influenced the outcome. The appeal for a course level academic integrity allegation must be made in writing to the academic dean or designee within five (5) calendar days of student receiving notification of outcome of violation. The dean or designee will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the dean or designee is final.

OR

2. College level process - Repeat academic integrity violations and/or allegations that include possible violation of other Student Code of Conduct standards will be referred to the Dean of Students to be addressed through the Student Code of Conduct procedure.

At the college level process, outcomes for allegations referred to the Dean of Students may include, but is not limited to, one or more of the following:

- Verbal or written warning
 - Non-academic probation
 - Community service assignment
 - Suspension or dismissal from program (with consultation of academic dean)
- The appeal for an academic integrity allegations addressed by the Dean of Students must be made in writing to the Office of the Vice President for Student Services and Engagement within ten (10) calendar days of student receiving notification of outcome of violation. A vice president will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the vice president is final.

See [Student Handbook | Western Technical College \(westerntc.edu\)](http://www.westerntc.edu) for additional information.

College Policy: Alcohol and Drug Policy for Employees and Students

ALCOHOL, TOBACCO AND OTHER DRUGS Alcohol, Tobacco and Other Drug Abuse (ATODA)

Students who are concerned about their own or a friend or family members alcohol, tobacco or drug use may receive consultation, assessments, short term counseling, or referral services to community resources to help address their issues. A counselor is also available to provide “BASICS” (brief alcohol screening and intervention for college students) which is a two-session program designed to reduce alcohol consumption and related complications that are associated with alcohol. During BASIC meetings, students will develop their own plan to moderate drinking and achieve their goals. If you’d like to arrange a visit with a counselor, simply call our Welcome Center at (608) 785-9585 and request a counseling appointment. Visit www.westerntc.edu/counseling for more information.

Alcohol and Drug Policy for Employees and Students

The College is committed to maintaining a drug-free learning and work environment. The College Board, and employees recognize that the abuse of alcohol and other drugs interferes with a person’s ability to learn and work, and increases the risk of accidents and serious health problems.

While on College premises, conducting College business, or participating in College-sponsored events or activities, no employee, student, partner or guest shall possess, store, use, sell, distribute, solicit, purchase or manufacture drugs, drug paraphernalia, or alcohol. This prohibition applies to all College sites and facilities, including leased property and clinical sites. All students and employees are prohibited from being under the influence of alcohol or drugs while on College premises, conducting College business, or participating in College sponsored events or activities.

For the purposes of this policy, the term “drugs” means any controlled substances and any other substances that cause or result in intoxication or discernibly altered states of mood or mind, including unregulated substances intentionally used in order to produce intoxication or discernibly altered states of mood or mind. The term “drugs” includes any “look alike” substances which are intended to resemble or be mistaken for drugs, as defined by this policy. The term “drugs” does not include substances possessed or used by an employee or student pursuant to the employee’s or student’s valid prescription.

The legal use of drugs prescribed by a medical professional for the employee is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of his or her job in a safe manner. The College may conduct drug or alcohol testing for students and employees at any given time with individualized suspicion, unless otherwise prohibited by federal or state law.

Employees and/or students seeking assistance in dealing with alcohol or other substance use/ abuse are encouraged to use resources available to them, such as seeking the assistance from the Western Alcohol and Drug Abuse counselor, Employee Assistance Program, or referral to an appropriate rehabilitation program where possible.

The College and the Wisconsin Technical College System Board policy forbid the expenditure of tax dollars and/or student activity fees for alcoholic beverages. The advertising of alcoholic beverages is prohibited on College property and in College publications.

Exceptions to this policy may be made by the College President or his/her designee only. Violators of this policy may be subject to disciplinary action and/or referral to law enforcement officials for prosecution under specific state, federal, or local laws.

This policy is adopted in accordance with the 1989 Wisconsin Act 121, the Drug-Free Schools and Community Acts Amendments of 1989 (Public Law 101-226), and Wisconsin State Statute, Chapter 161 961, Uniform Controlled Substances Act.

Respiratory Therapy Program Addendum to the previous policy:

If a student is taking a legally obtained medication that might adversely affect student performance and/or patient safety, he/she should notify program faculty.

Program Policy
Revised December 2010
Revised 09/2024

Health and Public Safety Division ---- Background Check Policy and Procedure

POLICY:

Students applying to Health and Public Safety Division programs are required to complete a Background Check process. Students with an arrest (with charge pending) and/or a conviction as noted in the Background Check record may be barred from engaging in the required clinical placements. Failure to disclose an arrest (with charge pending) and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical sites' prerogative to accept or deny clinical rotations to students with an arrest (with charge pending) and/or a conviction.

It is the policy of the Health and Public Safety Division to notify a student with an arrest (with charge pending) and/or a conviction that s/he may not be able to complete the required clinical experiences to earn a degree. The student shall be required to read and sign the *Disclosure of Possible Bar from Clinical Experiences* waiver. If the student chooses to begin/continue his/her education, the student with a conviction is not guaranteed a clinical site or ability to find employment.

Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.

Arrests or Charges after Background Check Completed. If a student is arrested or has new charges following the completion of the Background Check, the student must report them to the Associate Dean of the program within five (5) working days. Failure to do so may result in dismissal from the program.

PROCEDURE:

1. If a student has a positive Background Check, the authorized school representative will contact two clinical sites used by the program (or potential clinical sites if rotations occur later in the program).
2. The Associate Dean (for the program the student has applied for admission) or designee will meet with the student to discuss the results of the clinical site(s) decision. The student will be advised as to his/her options.
3. It will be the student's decision whether or not he/she will begin/continue in the program.
4. If the student chooses to continue, or if the program cannot contact at least two clinical sites at the time of program admission, the student and Associate Dean will sign the *Disclosure of Possible Bar from Clinical Experiences Waiver*. (**NEXT PAGE**)
5. For each clinical rotation, the program will contact up to two clinical sites that meet the program competencies. If the site(s) deny the student for clinical education based upon the results of the background check, the student cannot continue with the clinical education portion of the program or subsequent courses in which clinical education is a prerequisite.

*For clarification purposes, the term "clinical" can be used interchangeably with the term's "internship", "practicum" or "fieldwork".

Revised 3/12/2019

Disclosure of Possible Bar from Clinical Experiences Waiver

-to be completed in the event of an arrest or conviction

I have been notified that because of my arrest (with charge pending) and/or conviction record I may not be able to complete the required clinical experiences needed to complete the **Respiratory Therapy** program.

I am aware that the program may require clinical experiences at multiple facilities and that acceptance at one facility does not guarantee acceptance for subsequent required clinical experiences at different facilities. I am aware that it is the clinical sites' prerogative to accept or deny clinical rotations to students with an arrest (with charge pending) and/or conviction record. Certain clinical sites may not allow the opportunity to complete certain competencies based on criticality.

I acknowledge that it is my decision whether or not I choose to begin or continue the program based on the knowledge that I may not be able to participate in clinical. I am aware that I must also meet other division and program policies regarding grades, conduct, etc.

I am aware that it is my responsibility to inform the program and/or college of any changes in my arrest (with charge pending) and/or conviction record during the course of my education.

I understand that even if I am able to complete the required clinical experiences and earn a degree, my arrest (with charge pending) and/or conviction record may affect my eligibility to take state or national certification and/or licensure exams.

Student Signature

Program Head or College Representative

Date

Date

Student's Printed Name

Health and Public Safety Division ---- Body Art or Piercing Policy

In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty. Education programs (Early Childhood Ed, Foundation of Teacher Education), or Human Services Associate programs may allow additional wearing of jewelry as outlined within the program's practicum or fieldwork handbook or guidelines.

If a Western student has significant visible body art and/or piercings, we are unable to guarantee that the student will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

January 2018 don- Revised

Health and Public Safety Division ---- Confidentiality Policy

The clinical/practicum/internship or fieldwork experience requires students to read and use health or educational records of clients, patients or children. All Western Technical College students should hold information concerning the identity, diagnosis, prognosis, condition, family situations, care or treatment of their clients, patients or children in confidence. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in the person's charts and records, but also with regard to your activities and behavior outside of your Western course. Do not discuss such information with others unless it is required directly for the treatment or care of the client, patient or child. Discuss the above information within the following parameters:

1. Only in appropriate places (i.e., out of earshot of other clients or staff not caring for the client). Places that are inappropriate are public areas such as the cafeteria, parking ramp, elevators, stairwells, break room, community and your home.
2. Only discuss names, diagnosis, etc., with people directly caring for the client, patient, or child. Examples of inappropriate people would include client family members, facility staff not directly caring for the client, neighbors, your family members, friends, classmates and news reporters.
3. Information transmission must be kept within the facility. Client information may not be copied by you or staff and taken out of any facility. Information should not be transmitted to or from, or stored within, any form of personal technology (e.g., personal computers, laptops, cell phones, cameras, tablets, iPods, Smartwatch, etc.). Use of any social media (e.g., Facebook, YouTube, Twitter, Snapchat, Instagram, etc.) which mentions, depicts or photographs clients or clinical sites by name or care/treatment given to any persons will not be tolerated.

Any intentional or accidental violation of these confidentiality provisions, by you or others, must be reported to the faculty member instructing the class or to Health and Public Safety Division administration, Kumm 211, La

Crosse campus. Any violation of this confidentiality policy may result in clinical/practicum or fieldwork disciplinary probation, dismissal from the course and/or program or college discipline related to a Student Code of Conduct violation. It may also bring about legal consequences for the student by parties involved.

5/17/11 LR

2/25/14 don

Revised 6/2/18 don

Health and Public Safety Division ---- Program Course Repeat Policy:

Each course drop, withdrawal or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student success plan with program faculty prior to enrollment. Enrollment in a course for a second time is on a space-available basis. Students will not be allowed to enroll in a course more than twice without appealing to the Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

General Procedure:

1. The student is required to complete a student re-entry success plan with the course instructor and/or program chair.
2. The faculty member provides the associate dean with a copy of the student success plan.
3. If the student is enrolled in a program course for the second time, but has not developed a success plan, the associate dean will direct admissions to drop student from the course.
4. A program may require a student to demonstrate competency skills with a passing grade of a “C” or better prior to re-enrollment in a course.

April 2009

Revised June 2014 don

Reviewed June 2018 don

Health and Public Safety Division ----Drug Screening Policy

Western Technical College does not currently require its students to undergo drug screening as a condition for participating in clinical* experiences. Students may, however, be assigned to a clinical site that requires drug screening as part of its contractual agreement with Western. This may include all students participating in clinical at the site or it may be a program- or area-specific requirement. If a student does not comply in a timely manner with a clinical site’s request for drug screening or if their screening is positive, they may be denied placement by that facility. Being denied a clinical rotation will result in the inability to complete the program or failure of the course.

*For the purpose of this policy, the term “clinical” is interchangeable with the terms fieldwork, internship, and practicum.

10/15/19 KSD

Health and Public Safety Division ----Course Repeat Policy

Health and Public Safety Division Academic Policies:

To address the needs of students, the Division has established the following policies and procedures:

General Policy

- Students whose actions significantly endanger patient safety (which includes, but is not limited to, alcohol/drug usage or sexual misconduct) will be dismissed from the course, program, and/or clinical/internship site immediately.
- All repeat courses must be successfully completed prior to completing sequential courses in the program.
- Students who receive a total of three (3) or more failing grades (“D” or “F”) in program core and/or science courses will be dismissed from the program.
- Students who receive a total of two (2) or more withdrawals from the same program core and/or science course will be considered as earning the equivalent of a failing grade leading toward dismissal from the program.
- Students may appeal their dismissal to the Dean of Health and Public Safety for course and/or program re-entry.
- All re-entry is based on program and/or class capacity.

Procedure for Health Science Course Repeat:

- Any student who does not successfully complete (“C” grade or better) the Health Science courses of General A&P, Advanced A&P, or Microbiology on their first attempt will be assigned to a Personalized Applied Learning Strategies (PALS) program, administered through the Learner Support and Transition (LST) Division, to help identify strategies and techniques for successful completion. If the student is unsuccessful on their second attempt, the LST instructor will work with the student on a revised plan that must be approved by the Dean of Health and Public Safety, or designee, and communicated to the student’s academic advisor.
- Students who do not successfully complete (“C” grade or better) Anatomy and Physiology 1 or Anatomy and Physiology 2 after two attempts will not be eligible to re-enroll in the course. A student wishing to enroll for a third time must schedule an appeal meeting with the Dean of Health and Public Safety, or designee.

12/2023 ksd

Health and Public Safety Division ---- Hands-on Learning and Accommodation Policy

POLICY

All programs within Western’s Health and Public Safety Division contain a peer-based, hands-on (i.e., “participation”) learning component. These experiences are intended to provide repeated opportunities for students to practice, receive instructor feedback, and adjust their performance on a variety of fundamental skills, procedures, and/or interventions prior to demonstrating competency on a graded practical. Furthermore, peer-based hands-on learning provides students with the real-life experience necessary to become proficient in skills they will be expected to perform as healthcare or public safety professionals. Peer-based, hands-on learning also allows students to experience a procedure or intervention for themselves, helping them gain a better understanding of the patient or client experience.

Some students may have pre-existing physical, mental, and/or emotional condition(s) or disability(ies) (visible or invisible) that preclude them from fully participating in peer-based, hands-on learning activities. In instances where the student has not previously sought evaluation for accommodation, it is the responsibility of program faculty to refer the student to Access Services to determine if accommodation is warranted and, where possible,

to find a suitable alternative means to assess proficiency and competency. For example, students may be able to get hands-on experience and demonstrate competency using simulation (i.e., mannikins, virtual reality), discipline-specific equipment, and/or other appropriate teaching aides.

The procedure that accompanies this policy is **not** intended to provide a mechanism for students to opt out of performing hands-on skills, procedures, techniques, and/or interventions using peers as “patients”, “clients”, and/or “persons in need” based on personal preference. Rather, in accordance with the Americans with Disabilities Act, it is intended to reduce and/or eliminate barriers in the learning environment by providing students who have a physical, mental, and/or emotional condition(s) and/or disability(ies) documented by Access Services with the opportunity to learn, practice, and be assessed on skills and/or interventions using, when possible, an acceptable alternative method. The procedure outlines the process for communication between program faculty, students, and Access Services regarding evaluation, approval, and documentation of accommodation for peer-based, hands-on learning.

9/2024 kd

Respiratory Therapy Related Definition of Hands-on learning:

The purpose of hands-on learning activities (i.e., “participation”) in the respiratory therapy program is to utilize peers and mannequins acting as “patients”, “clients” or “persons in need” is to learn, practice, and demonstrate procedures, techniques, and/or interventions that students will be expected to perform proficiently and competently as a healthcare or public safety professional. It is also important, when appropriate, that students experience each procedure and/or intervention themselves so that they better understand the patient or client experience. Competency completion (both lab and clinical) require hands-on learning for program completion.

RT-09/2024

Health and Public Safety Division ----Latex Exposure Policy

Western Technical College cannot ensure a latex-free environment within classrooms, labs, or clinical settings. Therefore, students who have a latex sensitivity or latex allergy must notify their instructor or clinical preceptor upon start of the program, course or clinical placement to develop a safety plan that will ensure minimal risk to the student. Students are responsible for their own health and safety when participating in activities in the classroom and clinical setting.

Revised 12/19/23 ksd

Revised 3/5/2019

Health and Public Safety Division/Program ----Re-entry Policy & Procedure

Procedure for Program Course Repeat:

The Health and Public Safety Division staff supports cooperation between faculty, counselors, and students to promote an environment in which students can succeed. In keeping with this philosophy, the Division staff utilizes student success plans as an integral part of supporting the learning needs of students.

- Students wishing to enroll in a course for a second time must work with the faculty to create a student success plan.

The re-entry success plan will address the factors contributing to the lack of success and the action plan for the student, which may include the behavior the student is expected to demonstrate and the time frame for the student to progress.

Health and Public Safety Division/Program Re-entry Policy and Process:

Students failing a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry. Students requesting program re-entry are required to follow the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
 - a. Contact information: Name, program, student ID number, address, phone, and email;
 - b. an examination of the student's choices and behaviors that prevented successful completion of courses/program;
 - c. the student's plan for change and improvement for program success; and
 - d. the student's professional goals.
2. Send the letter of intent by USPS mail or email to:
Dean of Health and Public Safety, Western Technical College, 400 Seventh Street North, PO Box C-0908, La Crosse, WI 54601-0908.
Send email to: bergp@westernnc.edu
3. The Division will contact the student to schedule an appeal meeting with the Dean of Health and Public Safety or designee.
4. The student will be notified of the Dean's decision by letter (USPS mail or email). Program re-entry is always dependent on space availability. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include (but is not limited to the following):
 1. Additional courses for remediation
 2. Competency demonstration
 3. Required meetings with Western faculty or staff.

12/2023 ksd

Health and Public Safety Division TB Policy and Procedure

The student must provide negative tuberculosis results as a requirement to attend the clinical or fieldwork portions of the Health and Public Safety Division courses. Students will need to show proof of annual testing for TB or will need to obtain a baseline test using two-step testing with the Mantoux Tuberculin Skin Test (TST).

Procedure:

Prior to beginning the clinical/practicum/ fieldwork/ internship portion of a program, students must provide proof of TB testing. Proof can be provided through two mechanisms:

- Annual documentation of TB testing.
- Baseline testing using the two-step testing with the Mantoux Tuberculin Skin Test (TST).
 1. If the two-step TB skin test is negative, a one-step skin test is required on an annual basis. If 12 months elapsed since the previous skin test, a two-step will be required.
- 2. If the two-step TB skin test is positive, the student must see his/her healthcare provider for follow-up and provide documentation annually of such follow-up. Usually the initial chest

x-ray is required to rule out active TB.

3. Students should seek medical attention if they experience signs and symptoms suggestive of active TB.

LLR 09/09

Reviewed 2/14 don

Revised 6/14

Revised 5/17 bk

Health and Public Safety Division ----Influenza Vaccine or Immunization Refusal Policy

The Health and Public Safety Division has clinical agreements with outside agencies which require students to demonstrate evidence of immunity or vaccination to specific diseases (e.g., Influenza, varicella, tuberculosis, etc.). If a student does not comply with this requirement, they may be denied clinical placements. It is the prerogative of a clinical site to deny students who are unable to demonstrate their immunity or vaccination status. Being denied a clinical rotation will result in the inability to complete the program or failure of the course.

Some sites may allow a student to participate in a clinical experience without an influenza vaccination. At these sites, the student may be required to wear a mask at all times when at the agency. Should an Influenza outbreak occur, students without verification of Influenza vaccination may be immediately denied access by the placement site, which will result in the inability to complete the program or failure of the course.

Procedure:

1. Students will demonstrate their immunity and vaccination status by uploading verification documents to their online medical document manager.
2. If a student cannot submit evidence of immunity or vaccination (due to medical circumstances), the clinical coordinator or the authorized school representative will contact sites used by the program (up to two per rotation) inquiring as to the student's eligibility for clinical placement. *Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.*
3. If after two sites are contacted and are not able to accept the student for placement, the student will be unable to complete the clinical portion of the class/program and will fail the course or not be able to complete the program. The student cannot enroll in subsequent courses in which clinical education is a pre/co-requisite.

*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

Revised June2014 don

Revised June 2018 don

Health and Public Safety Division ---- NEEDLESTICK POLICY

ISSUE

Student accident insurance covers testing performed on students who are stuck with a needle in a clinical setting. This testing can cost hundreds of dollars. The insurance does not cover testing of the patient who was stuck with the needle. Some organizations cover the cost to test the patient, but some will not. If the patient is not tested, the student must be treated as if they are infected-this treatment is expensive and costs the insurance company more than if the patient had been tested and determined to not be infected with HIV, hepatitis or other diseases.

QUESTIONS

Do the other Technical Colleges pay to have the patient tested if the organization will not pay? The consensus of the Risk Managers in attendance at the April 2012 DMI Risk Managers meeting was that if the organization refuses to pay, the College will pay for the testing on the patient.

Would the insurance company be willing to pay for the patient testing? No.

RESOLUTION

In the event of a needlestick involving a Western student, Western will work with the clinical site. If the site is unwilling to pay for the testing, Western will cover the cost.

May 2, 2012

Health and Public Safety Division ----Program Dismissal Policy

General Policy

Students may be dismissed from a program for:

- • Violation for the Western Student Code of Conduct.
- • Actions that significantly endanger patient safety (including, but not limited to, alcohol/drug use or sexual misconduct) will result in immediate dismissal from the course, clinical/internship site and/or program.
- • Breaching patient confidentiality.
- • Jeopardizing clinical/fieldwork or internship relationships
- • Violation of program or facility-specific policies.
- • Receiving a total of three or more non-passing grades (“D”, “F”, or “W”) in program core and/or science courses.

Students may appeal their dismissal to the Dean of Health and Public Safety for program re-entry. Please refer to the Program Re-Entry Appeal Process listed in the Western Student Planner and Handbook. The planner can be purchased at Western’s Campus Shop or found on Western’s website at www.westerntc.edu.

April 2009

Revised June 2014 don

Reviewed June 2018 don

Health and Public Safety Division ---- Program Records Policy

The Division requires programs and/or courses to maintain program and student records in accordance with the standards required by each accreditation and/or regulatory agencies standards.

2/15 don

Health and Public Safety Division ---- Social Media Policy

Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, there are also standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's Computer Use Policy, Student Code of Conduct and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregard of these standards will be considered a violation of the Student Code of Conduct.

Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

Guidelines for Individual Use of Social Media

These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

Developed 7/15/15 don/dc

Reviewed 4/2/2018 don

Health and Public Safety Division ----Student Employment at Clinical* Site Policy

Any agreement a student may enter into with a clinical affiliate for employment purposes is not a requirement of the program and is a separate agreement between the clinical* site and the student in an employer/ employee relationship. Any student employed while he/she is still enrolled in a program in the Health and Public Safety Division may not receive payment for his/her clinical* time. Paid time can NOT count as clinical time.

*Note: for purpose of this policy, the term "clinical" is interchangeable with the terms fieldwork, internship, and practicum.

Exception: Western Technical College, including the Health and Public Safety Division, contracts training/apprenticeship for employees of outside organizations. Students participating in these training/apprenticeships may receive compensation according to the terms of the agreement with their employer.

March 2015 don

Revised April 2023 ksd

Western Technical College Transferability of Credits Policy

While Western allows credits for prior learning, many of the Health & Public Safety Division programs are regulated and accredited, and that may prevent or limit the transferability of some credits. Each case will be

reviewed individually by program faculty according to current curriculum, and based upon the program's regulatory and/or accreditation requirements.

September 2011

For the following program related policies, please see the clinical manual for additional details.

Program General Policy: Laboratory Assessment of Clinical Skills

Rationale:

The Respiratory Care program is designed so students learn the theory, indications, contraindications, and proper procedural components of clinical competencies during the classroom portion of the curriculum. This includes simulated skills practice competency assessment in the laboratory. After successful completion of competency assessment in the laboratory, students will be assessed by preceptors and/or faculty performing the same competencies in the next clinical course. Because patient safety and quality patient care are of great concern to students, faculty and the hospital staff, the following policy will be followed.

Policy:

- Instruction and practice: after instruction and demonstration students will be allowed time to practice the skill during lab.
- Peer check: After achieving comfort during practice sessions, each student will complete a peer check off. The peer check must be completed successfully prior to moving on to the next step. If students are unable to complete this step they should notify the instructor.
- Final Instructor check: After successful completion of the peer check, students will videorecord their competency with the assistance of their peer as a patient (as applicable). Following the recording, the student will review their attempt and determine if a satisfactory completion has occurred (explanation included in clinical manual documents). If not, the attempt and video recording will need to be repeated.

Consequences of non-compliance:

- Students will be allowed one (1) second attempt at an instructor check off without penalty during each course. Additional failed competency attempts will result in a 3% reduction for each second attempt. A student will be allowed one (1) competency to be checked off a maximum of three times during a course. If more than one competency requires three attempts, the student may receive a failing grade for the course which may result in dismissal from the program.
- All required competencies for each clinical and classroom course must be completed and passed to complete that specific course. Failure to take or pass a competency (lab or clinical) will result in an "F" for the course. If there are further courses that require a competency as a prerequisite, the student will not be able to take that course until the competency is successfully completed and will result in not being able to complete the Respiratory Therapist program.

Program Policy
Developed: November, 2014
Revised: April 2019
Revised: Sept 2024

Program General Guideline: Adherence to Curriculum

Rationale:

The Respiratory Care curriculum was designed so a student can successfully complete core program courses in five trimesters. It is possible to spread general studies courses out over a longer time frame if a student deems it necessary to do so. However, once the core program courses are started, the course sequence must be followed. Additionally, the final two trimesters of the program require full-time attendance.

Policy:

- Due to the intensity and complexity of program content, students are required to complete all general studies courses no later than the start of the final two trimesters.
- There will be no alterations of classroom or clinical requirements to make up a missed class.
- Although academic advisors assist the student in registration, it is the responsibility of the student to be aware of all course requirements and adhere to this policy.

Consequences of non-compliance:

- Failure to take a course or pass that is a prerequisite for another course will result in removal from the program.
- A student will not graduate until all required courses have been satisfactorily completed.
- Refusal to complete a lab competency that is required for any course will result in failure of that course.
- A student is not eligible to take the NBRC Therapist Multiple Choice (TMC) exam until the graduation certificate is earned. Passing this examination is a requirement for certification (licensing) in most states, including Wisconsin.

Program Policy
Revised January 2016
Reviewed: September 2024

Program General Guideline: Chain of Command/Dealing with Problems

Rationale:

From time to time, students experience problems with classes or schedules. This policy is intended to provide a guideline for dealing with problems.

Policy:

- As a general rule, the student should take the problem to the person who is most immediately involved or has the best ability to resolve the problem.
- If there is a problem with a specific course, the instructor of that course should be the primary contact. A referral to another instructor can be made if necessary.
- Clinical problems should be reported to Jarrett Brandes, Director of Clinical Education of the program. He will follow up with the clinical site as appropriate.
- Problems with the overall program should be reported to Franz Schuttenhelm, program chair.
- If the student feels unable to work with program faculty, or if the problem remains unresolved, the student may meet with the Associate Dean of Allied Health..

Program Policy
Revised June 2023
Reviewed September 2024

Program General Guideline: Classroom/Lab Use

Rationale:

The Respiratory Therapy Lab rooms are intended for the use of students enrolled in the program. It is the responsibility of the students to assure safety and cleanliness.

Policy:

❖ Food and drink:

- Drinks will be allowed during all presentations and discussions. However, drinks will not be allowed during lab time when equipment is in use or procedures are being practiced.
- Students may eat in the classroom during breaks or in special circumstances when everyone is sharing an item. Food odors, chewing, crackling wrappers and the like are distracting and inappropriate during class time.

❖ Equipment use:

- Equipment is to be used only for its stated purpose.
- Equipment will not be disassembled unless authorized by program faculty.

❖ Computer use:

- Students are welcome to use any computer in the classroom/lab **EXCEPT** the computer at the teaching station in front of the classroom unless the instructor has approved its use.
- All classroom computers and equipment are to be used for academic purposes only.

❖ General use:

- Use of the classroom and lab during non-class hours is encouraged but must be approved by faculty.
- RT labs and other second floor labs that are used should be returned to their previous state after use. Equipment should be picked up and returned to its appropriate location. Students should check with the instructor for more details and guidance.

Consequences of non-compliance:

Violation of these policies will result in written reprimand and may be cause for removal from the program if safety or student ethics are compromised.

Program Policy
Revised January 2016
Reviewed September 2024

Program General Guideline: Cellular Phones and Personal Computers

Rationale:

The use of cellular phones and smart watches in the classroom can be a distraction and can also delay class activities.

Policy:

- All cellular phones should be placed on vibrate and/or turned off and stored in a book bag purse or backpack upon entering the classroom/lab areas. Inform your instructor if you'll be using your cell phone for lecture recording.
- All smart watches should have notification functions turned off (disconnected from your phone). This will not be checked by instructor, but if non-compliance is noted, it will no longer be allowed to be worn in the classroom or lab.
- If students wish to make calls during class breaks, they must do so outside the classroom/lab areas.
- If an unusual circumstance arises and the student must remain in contact with someone outside the classroom, the student should discuss the situation with the instructor in advance so a reasonable compromise can be reached.
- If personal computers are used for notetaking, use of social media and browsing of websites during class period is not considered respectful behavior. It is prohibited and if it occurs, the student will not be allowed the use of his/her computer in the classroom.
- Smart watches are not permitted during an exam or quiz. Phones and smart watches should be placed in a backpack during exams and quizzes.
- Note: Smart watches can be permitted based on clinical sites but **must be disconnected from phone prior to the start of patient care.**

Consequences of non-compliance:

Failure to comply with this policy will result in written warnings and possible removal from the program.

Program Policy
Revised April 2019
Reviewed September 2024

Program General Policy: Weather delays

Rationale:

Western Technical College occasionally delays opening or cancels school when snow or ice make travel difficult. To avoid confusion students should listen to local radio/TV or check Western communications/social media for announced school closings or late starting times. Checking Western Technical College communication/social media is the preferred notification method.

Policy:

- **Students from outlying areas are encouraged to use their own judgement regarding advisability of travel.**
- If campus has announced a weather closure or late start, it is the students' option to go to their scheduled clinical site. There will be no penalties if a student does not go to clinical. **Notification to the clinical site and Direct of Clinical Education (DCE) should still occur if not attending.** Necessary make-up days may be added based on the amount of weather cancellations and each student's particular overall attendance.
- If an individual student has judged travel unsafe but clinical has not been cancelled, the student must follow the published policy on clinical attendance (see earlier section Clinical Attendance/Tardiness). This means the student must notify the clinical site and the DCE in advance of the scheduled start time.

Consequences of non-compliance:

- In most cases, absences for weather are considered excused absences and will not affect the final grade. However, the DCE retains the right to adjust grades when the student's situation warrants or requires the student to make up clinical hours.
- If an individual deems travel unsafe and misses clinical without following the protocol for notifying the clinical site and DCE, a penalty of a 3% reduction in final grade will be applied for each incidence.

Program Policy

Revised January 2016

Revised 2019

Revised September 2024

Program General Guideline: NBRC Self-assessment Testing

Rationale:

All students will take NBRC Self-assessment Examinations (SAEs) or similar summative assessments during the program. The purpose of the SAEs is to assess the students' over-all knowledge of the profession and their readiness to function as safe practitioners. The Therapist Multiple Choice and Clinical Simulation Exams are administered during the spring semester.

Policy:

- Students will be responsible for the cost of all SAEs (approx. \$50.00 each for the Therapist Multiple Choice \$70.00 for the Clinical Simulation). Exam expenses are considered a course fee and handled like tuition.
- **All students are expected to pass the Entry-level Exam prior to graduation from the program.**
 - The Therapist Multiple Choice exam score will be included in the final grade for the Respiratory Diagnostics and Monitoring course. The Clinical Simulation exam score may be included in the final grade for Respiratory Clinical 5.
- Exam procedures will simulate the same guidelines at a testing center. The purchased SAE exams require such procedures.
 - Students are not allowed to bring children with them during these simulated exams.
 - Attendance and promptness are expected. If you believe you will be late or cannot attend, the instructor may reschedule your attempt in a different location of the college.

Program Policy
Revised January 2012
Revised January 2015
Revised April 2019
Revised September 2024

Program General Guideline: Course sections

Respiratory Therapy Program courses that involve two separate sections operate the same course blackboard shell, theory presentation/in person portion, and same lab structure whether they are in different labs sections or not. The lab presentation, competency evaluations, and other requirements are the same whether in one lab or the other.

GRADING INFORMATION AND ATTENDANCE GUIDELINES

CLASSROOM/LAB GRADING GUIDELINES

A = 90-100%

B = 80-89%

C = 78-79%

D = 50-77%

F = below 50%

On unit exams students are expected to obtain a "C" or 78% to pass. See more details below.

Final exam grades must be $\geq 70\%$. See more details below.

Attendance Guidelines, Exam Guidelines, and Student Affect: CLASSROOM AND LAB

<p>Absences, tardiness, and early departures.</p>	<p><i>DETAILS</i></p> <p><u>Excused absences or tardiness</u> -Student contacts the course instructor(s) by email BEFORE the start of class.</p> <p><u>Unexcused absences or tardiness:</u> If the course instructor(s) are notified after the start of class or not at all.</p> <p><u>Early departures:</u> You should notify your course instructor(s) prior to class if you need to depart early from class.</p> <p>Class time is valuable and should not be neglected or abused. A fair learning environment involves everyone being present.</p>	<p><i>OUTCOMES</i></p> <p>Absences and tardiness (excused or unexcused) will be noted in the grade center and referred to for your professionalism attributes (see below).</p> <p>Excused and unexcused absences will require the following within a short time frame of the course missed:</p> <ul style="list-style-type: none"> • Complete the review of that courses material as assigned by the instructor. • Create 5 multiple choice questions based on that course's material (exam-based difficulty). • Meet with the instructor outside of class to determine the above items have been completed. <p>Multiple absences in a course will result in additional expectations of the student. The additional work will help ensure you have an understanding of the material missed and can earn back participation components of missing the multiple classes.</p>
<p>Exams</p>	<p><u>Exam absence-</u> Instructor will determine appropriate timeline with student for new exam date.</p> <p><u>Exam policy-</u></p> <ul style="list-style-type: none"> • If the student scores <78% on a unit exam, Relearning plan and reassessment must be completed within 7 days of posted exam grade. A success plan will also need to be completed with the instructor. • Each exam must be passed with at least 78% for students to continue in the program regardless of overall grade in the course. Student can only score <78% on one unit exam per course and be allowed to pass that course. 	

	<ul style="list-style-type: none"> • Final exams only need to be passed with 70%. Passing score is lowered because of increased content on a final. <p>To encourage preparation by students from the beginning and maintain equity throughout the classroom- Students that complete a relearning plan and retake the associated assessment may only earn up to 78% on the exam.</p>
<p>Professionalism</p>	<ul style="list-style-type: none"> • Appropriate language, respect, and teamwork is to be upheld throughout the program. • Professionalism will be assessed throughout the course to maintain evaluated CoARC standards. • Absences and tardiness (excused and unexcused) will be used to evaluate student professionalism. <p>Aspects of professionalism may result in a student success plan and reviewed by the Associate Dean of Health and Public Safety.</p> <p>Professionalism may be applied to the overall grade between two letter grades.</p>

Rationale:

Absence or tardiness affects the entire teaching/learning process, not just for the offending student but for the entire group. Absence from class on exam or assignment days can give the absent student an unfair advantage in time to prepare. It can also cause delays in instructor feedback to the other students. Tardiness is disruptive, rude and often results in loss of effective classroom time.

Employers as well as teachers value attendance and punctuality. Prospective employers nearly always ask program faculty about an applicant's attendance history.

Program Policy

Revised August 2018

Revised April 2019

Revised May 2024

Learning Plan for Reassessment

- A unit exam with a score of less than 78% may be retaken once with an acceptable learning plan for re-assessment in place. Only one-unit exam retake is allowed per course.
- To retake a unit exam, students will need to demonstrate they have prepared for the reassessment by completing a learning plan for re-assessment.
- **Steps 1, 2, and 3 are mandatory.** Your instructor may request you to pick additional steps based upon your initial discussion and your learning needs.
- Completion areas should include initials and date of who completed the steps.
- The reassessment must be completed within a reasonable number of days (determined by instructor) from posted grade. See step 9 below for expected completion date.
- The instructor will email you the learning plan below.

Action Steps for Reassessment:

Step	Action Step	Completion Initial
1	Mandatory: Schedule and attend a support meeting with your instructor to go over concepts that were unclear from the Unit Exam. A Student Success Plan form will be completed and signed.	
2	Mandatory: Review Exam with your instructor	
3	Mandatory: Schedule and attend support session with Specialist in Learning Commons They are there to help! They have wonderful strategies for successful learning! New perspectives on learning always help!	
4	Attend a meeting with peer tutor. (1 hour minimum). Complete a reflection explaining your new understanding of topics missed on exam.	
5	Complete a timeline with strategies listed from Relearning Plan. Give the dates you will accomplish each step to gain access to your reassessment. Email the instructor the timeline early so you have time to complete all the steps!	
6	Re-write and review another student's notes. Highlight questions you have and discuss with students.	
7	Write reflection in response to instructor feedback via email about areas to focus attention on for the reassessment.	
8	Complete at least 2 practice patient case scenarios and/or content questions and turn them in to the instructor at least 48 hrs. before reassessment.	
9	Explain a concept you have relearned to another student or instructor.	
Exam grade posted date-		Action steps completed by-

Program Course Guideline: Assignments

Rationale:

Assignments serve two functions:

- to guide students in practice or review of concepts, and
- to provide an opportunity to earn points toward a final grade.

The following policy helps assure consistency and fairness to all students.

Policy:

- All assignments will be assigned a due date.
- Assignments must be completed and turned in to the lead instructor by the beginning of class on the due date.
- In the event of an absence, the assignment is due on the day of return unless arrangements have been made with the instructor.
- Assignment points are earned for completeness and correctness.
- It is the student's responsibility to contact the instructor promptly after an absence to pick up handouts, arrange for make-up work, etc. Asking 'Did I miss anything important?' is probably not the best way to begin the conversation.
- **Information from all assignments, including articles, may be included on the relevant unit test.**

Consequences of non-compliance:

- **Late Assignments will involve a 5%-point reduction for each proceeding day the assignment is late.**
- Example: Assignment due at 0800 and handed in after 0800 = 5% reduction. The next day at 0800 will receive another 5% reduction = 10% total reduction. This % reduction continues each 24-hour period. Alert the instructor if you are having trouble completing the assignment on time.
- At the discretion of the course instructor, late assignments may be required regardless of points awarded.

Program Policy

Revised January 2013, December 2013, August 2021, May 2024

Program Course Guideline: Classroom Testing

Rationale:

The primary goal of the Respiratory Therapy Program is to provide competent practitioners. Competence is defined as meeting or exceeding a minimum acceptable skill and/or knowledge level in each unit of study. To assure competence, minimum standards are set for each unit and some retesting opportunities are provided.

Every effort will be made to assure the integrity of the testing process. The program's testing policies are patterned after national testing standards that will be used for certification and registry exams. All written testing situations will be subject to this policy.

General Guideline:

- Students will sit in every other seating position when possible.
- All backpacks, purses, or other items will be placed on the floor.
- All smart watches must be removed and put away in a backpack or purse.
- All smart phones must be put away in a backpack or purse.
- Only simple, 4 function calculators without a carrying case may be used and will be provided by the program.
- Calculators may not be shared between students.
- Students must leave the room immediately after completing their tests. If not dismissed after exam they should wait at a pre-determined location (Lab A or the stairwell) to avoid distracting other students.
- All calculations and notes should be made on the back of a test page or on scratch paper provided by the instructor.
- Students who are aware of unethical practices of any sort in the classroom are encouraged to inform the instructor immediately.
- Students will be given a reasonable amount of time for testing. Any incomplete questions will be scored as wrong answers.
- **Each unit exam must be passed with a grade of 78% (C) or better.**
 - **Each final exam must be passed with a grade of $\geq 70\%$.** Passing score is lowered because of increased content on a final.
- Exceptions to this policy may be made by the instructor administering the test.

Exam absence- Instructor will determine appropriate timeline with student for new exam date.

Exam guideline-

- If the student scores <78% on a unit exam, Relearning plan and reassessment must be completed within 7 days of posted exam grade. A success plan will also need to be completed with the instructor.
- Each exam must be passed with at least 78% for students to continue in the program regardless of overall grade in the course. Student can only score <78% on one unit exam per course and be allowed to pass that course.
- Final exams only need to be passed with 70%. Passing score is lowered because of increased content on a final.
- To encourage preparation by students from the beginning and maintain equity throughout the classroom- Students that complete a relearning plan and retake the associated assessment may only earn up to 78% on the exam.
- Any extensions must be worked out with the instructor prior to the retest deadline and following the Relearning Plan.
- If a student misses a test day and (a) test security has been compromised, or (b) the student has already missed one or more test days in that course, or (c) a make-up test is not completed within three days, a retest rather than make-up test will be given, and the above grading policy will be enforced.
- Exceptions to this policy may be made by the instructor administering the test.

Make-up Test Guideline

- The student may take a make-up test which is the same test given to the class if
 - (a) it is the first test day the student missed in that course, and
 - (b) there is no reason to believe test security has been compromised, and
 - (c) no more than three school days have elapsed since the exam was given to the class.
 - (d) The absence is an excused absence (the student notified the instructor prior to class)
- If all of the above conditions are not met, the missed test will be treated as a retest and subject to the retest policy including grading. This means a grade of 78% will be given if the student passes the test.

Clarification of absence on day of Exam:

- Excused exam absences must be made up at the instructor's discretion.
- Excused exam absence will still earn full points. Second excused exam absence will result in 2% deduction and so on.
- Unexcused exam absences **must be made up the next day**, or at the instructor's discretion.
- Unexcused exam absence will result in a maximum score of 78%, despite the grade earned above 78%.

Consequences of non-compliance:

- Non-compliance with any of the general policies will result in a grade of 0% on the test being taken and no re-test option.
- Anyone found cheating will be removed from the room and given a grade of 0 for the test. Dismissal procedures will be started immediately.
- Retests will be used for late test make-ups or in the event of repeated absence on test days. This will result in a maximum score of 78% on those units.
- Failure to attain a satisfactory grade of 78% will result in a grade of F for the course.

Program Policy
Revised August 2017
Revised April 2019
Revised July 2021
Revised September 2024

Professional Behavior

Appropriate language, respect, and teamwork is to be upheld throughout the course.

Soft-skills will be assessed throughout the course for the benefit of the students' future success in the healthcare setting.

Feedback given to anyone by anyone should be delivered with constructiveness.

Professionalism effect will be used in the event a student's grade percentage is near a changing point on the grading details within the syllabus. This change can be made in either direction of the grade percentages. '

Patient safety is a primary concern for all people involved in the health care field regardless of the amount of direct patient contact they receive. Professional behavior is a primary characteristic of a culture of safety and a requirement in this program.

Appropriate professional behaviors are expected of all. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. Respect, demonstrated by how one interacts with others, is hard won but easily lost. Consider the prospective employer who seeks our assessment of your employability. Saying, "this individual was always late for class, but that probably wouldn't be the case 'in the clinic" will not win any favor for the job applicant. Professional behaviors are an integral part of a resume just as are grades and performance of skills.

Professional Behaviors Further Defined:

Five professional behaviors are identified below. These are stated as expectations of you that apply equally in the classroom and at the clinical site. Each is clarified with a list of supporting behaviors. The list is not intended to be all-inclusive and additions are at the discretion of the instructor.

1. Work effectively and respectfully with peers and instructors.

- Maintains professional demeanor and appearance
- Schedules appointments as necessary for individual discussion
- Respects personal differences is non-judgmental of others
- Communicates in respectful manner
- Avoids interrupting or disrupting others
- Accepts limits to own knowledge on subject matter
- Assumes responsibility for own actions
- Establishes trust with peers and instructors
- Respects roles of peers and instructors
- Respects instructor's time limitations
- Recognizes impact of non-verbal communication and modifies accordingly
- Seeks knowledge and input from others
- Refuses to spread gossip
- Takes complaint or feedback directly to person involved
- Consults with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct

2. Always display a mature attitude in communicating with peers, instructors, and clinical staff.

- Uses correct grammar, spelling, and expression on all assignments
- Avoids use of offensive statements
- Listens actively
- Maintains eye contact in one-on-one conversation
- Recognizes impact of non-verbal communication

- Assures self-understanding of communication received by restating, reflecting, and clarifying messages
- Asks appropriate questions
- Maintains calm tone in conversation
- Responds when spoken to
- Initiates communication at appropriate time and place
- Avoids interrupting others
- Allows others to have their say

3. Assume responsibility for effecting a change when receiving constructive feedback.

- Actively seeks feedback and help
- Demonstrates a positive attitude toward feedback
- Critiques own performance
- Develops plan of action in response to feedback
- Maintains communication with individual offering critique

4. Examine possible solutions to problems.

- Recognizes problem
- States problem clearly
- Identifies resources needed to develop solutions
- Begins to examine solutions to problems
- Assesses consequences of possible solutions
- Seeks help after developing possible solutions to problem

5. Demonstrate dependability and punctuality.

- Accepts responsibility for actions and outcomes
- Offers and accepts help
- Attends all classes, labs, and clinical
- Arrives for class, lab, and clinical on time and ready to work
- Leaves class, lab, or clinical at stated time or when dismissed, not before
- Does not abandon lab or project partner without completing task
- Shares fully with lab or project partner in accomplishing assigned task
- Completes assignments on time
- Contacts instructor and / or clinical site by phone or in person prior to an absence.

Reviewed September 2024

Student Acceptance of Responsibility for Academic Policies

It is the student's responsibility to understand and abide by all relevant College, program and clinical site policies or guidelines.

The following policies have been shared with me:

Introduction	3
College Policy: Student Code of Conduct	4
College Policy: Academic Integrity Policy	4
College Policy: Alcohol and Drug Policy for Employees and Students	6
Respiratory Therapy Program Policy: Addendum to Alcohol and Drug Policy	7
H & P S Division Policy: Background Check Policy & Procedure	8
H & P S Division Policy: Disclosure of Possible Bar from Clinical Waiver	9
H & P S Division Policy: Body Art or Piercing Policy	10
H & P S Division Policy: Confidentiality Policy	10
H & P S: Program Course Repeat Policy	11
H & P S Division Policy: Drug Screening Policy	11
H & P S Division Policy: Course Repeat Policy	12
H & P S Division Policy: Hands-on Learning and Accommodations Policy	12
Respiratory Therapy Program: Related definition of Hands-on Learning	13
H & P S Division Policy: Latex Exposure Policy	13
H & P S Division Policy: Program Re-entry Policy and Procedure	13
H & P S Division Policy: TB Policy and Procedure	14
H & P S Division Policy: Influenza Vaccine or Immunization Refusal Policy	15
H & P S Division Policy: Needlestick Policy	16
H & P S Division Policy: Program Dismissal Policy	16
H & P S Division Policy: Program Records Policy	16
H & P S Division Policy: Social Media Policy	17
H & P S Division Policy: Student Employment at Clinical Site Policy	17
Western Technical College Transferability of Credits Policy	18
Respiratory Program Guideline: Laboratory Assessment of Clinical Skills	18
Respiratory Program Guideline: Adherence to Curriculum	19
Respiratory Program Guideline: Chain of Command/Dealing with Problems	20
Respiratory Program Guideline: Classroom/Lab Use	21
Respiratory Program Guideline: Cellular Phones and Personal Computers	22
Respiratory Program Guideline: Weather Delays	23
Respiratory Program Guideline: NBRC Self-Assessment Testing	24
Respiratory Program Guideline: Grading Information and Attendance Guidelines	25
Respiratory Program Guideline: Learning Plan for Reassessment	26
Respiratory Program Guideline: Assignments	28
Respiratory Program Guideline: Classroom Testing	29
Respiratory Program Guideline: Professional Behavior	31
Student Acceptance of Responsibility for Academic Policies	33

I have read and understand the above academic guidelines and agree to adhere to them.

Student Signature _____ Date _____