

UNIVERSITY OF KANSAS MEDICAL CENTER

DEPARTMENT OF RESPIRATORY CARE

Student Policy Manual



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IMPORTANT NOTICES TO STUDENTS:

- 1) All students are required to verify that they read this policy manual using the verification method specified.
- 2) All non-clinical items apply to both online and onsite students, but certain subjects may generally relate to onsite student administration.
- 3) In addition to Program policies, students are subject to the provisions approved in the School of Health Professions (SHP) Student Policy manual.
- 4) All students must adhere to each clinical affiliate's hospital/institutional compliance requirements. This may include quizzes to verify completion of these requirements and confidentiality agreements based the provisions set forth in the affiliation agreement with Respiratory Care or SHP.

All compliance requirements must be completed before a student begins a clinical rotation at the affiliate. Incomplete compliance requirements resulting in loss of clinical days are not eligible for make-up days and will result in adversely affecting the student's clinical grade.

- 5) Program faculty, curriculum, enrollment, and other important information not contained in this manual can be found on the department web site at:
<http://www.kumc.edu/school-of-health-professions/respiratory-care-education.html>
- 6) Information specific to each course and course administration may be found using the Blackboard courseware after a student is enrolled at : <https://bb.kumc.edu/>

SECTION I - Student E-Mail, Lockers

A. Email (Important for on-campus and on-line students)

Notices, journal articles, and other important program or medical center information are distributed via e-mail. Each student is responsible for checking his/her GroupWise email (kumc.edu) account on a frequent basis. The student is responsible for the information distributed by email.

Email information will ONLY be distributed by email through the Medical Center's GroupWise email system (includes Webmail). The program will not distribute email to personal accounts such as yahoo, aol, hot mail, or gmail.

B. Lockers

Lockers for books and other supplies are located in Orr-Major. Assignments are made by the Director of Clinical Education at the beginning of the fall semester. Locks are the responsibility of the student.

SECTION II - Grade Requirements

A. Passing grades in the Respiratory Care Program are "A," "B," and "C." Generally a C is 70% or greater. Assigning a minimum passing score in any individual course is the discretion of the course instructor.

Exceptions: The minimum passing score on the clinical exams is 70% (See Section 10).

B. Grades of "D" and "F" are not considered passing.

C. A student failing a course with a grade of "D" or "F" will not be permitted to advance in the program until the courses have been repeated and passed with a "C" or higher.

D. A student who received a "D" or "F" in a Respiratory Care course at the Medical Center may petition the program for permission to repeat the course. If the student fails a course the second time, they will be dismissed from the program. A student who receives "D" or "F" grades in two or more courses in a semester may be dismissed from the program.

E. An "I" (incomplete) may be given for extenuating circumstances. These grades must be made up within the time frame agreed upon between the student and faculty, and in compliance with University policy will revert to an "F" after 12 months.

F. Successful completion of course works fulfills the prerequisites for advancing to the next level of courses in the respiratory care curriculum sequence.

SECTION III – Evaluation Of Student Performance

A. During a Semester

Students are responsible for keeping track of their grades over the semester and for recognizing when their anticipated course grade is below course and Departmental standards, or places them in academic jeopardy. Students are expected to seek assistance from the course instructor at such times, or sooner if they feel they need support from faculty to be successful. Course instructors provide students with information about performance standards in the course syllabus; they are not expected to provide additional warnings concerning a particular student's prospects for an unacceptable course grade.

B. End of Semester

The department will notify the student in writing if semester grades result in a change of status in the program (i.e. good standing, probationary status, dismissed). To access course grades go to Enroll & Pay (<https://sa.ku.edu>).

Faculty reserves the right to require remediation in any course in which the student is determined to be didactically, or clinically, deficient.

SECTION IV – Progress, Interruption, Discontinuance

1. All students must complete the program in 4 years.
2. Any student who withdraws during a semester, or who does not continue in the program for any reason that results in a delay greater than one semester, before re-entry is required to:
 - A) Complete a reactivation request with the Student Affairs Office and obtain permission of the Program Director/Department Chair.
 - AND**
 - B) Pass a written and/or practical examination to reaffirm standing within the program.
 - OR**
 - C) Complete a guided program of review or remediation determined by the faculty on an individual basis.
3. Online students must complete a reactivation request and will be charged a reactivation fee if there is no enrollment/course activity for one semester.

The program faculty reserves the right to deny readmission if the student is determined to be didactically, or clinically, deficient. Dismissal from the program may result if the student fails to complete or pass the required courses or agreed upon remediation and/or competency evaluation.

SECTION V - Classroom/Laboratory Policies

A. Attendance Policy

Attendance is required at all lectures, labs, case presentations, and rounds as assigned. This program is designed to prepare students for professional accountability. Absenteeism may result in a reduction of the course grade, or other action as determined by the individual course instructor and described in the course syllabus.

A student who misses an examination because of an emergency or bereavement absence must follow the guidelines specified in the course syllabus. Written documentation verifying the absence may be required before scheduling a makeup examination. Unless specifically arranged, the faculty is not obligated to arrange for examinations before the posted date of the exam.

*Students will not be allowed to make up an examination to accommodate leaving early before a holiday, Fall, Spring, or end of semester break. **Schedule vacations during semester breaks only.***

B. Tardiness Policy

Students are expected to be on time for all classes, labs, and case conferences. . Absenteeism may result in a reduction of the course grade, or other action as determined by the individual course instructor and described in the course syllabus. No time extension will be given to a student who arrives late for an examination. Examination times will start and stop as scheduled.

C. Dress Code

The student should be neat and clean. (Specific instructions for clinical sites are separate from the classroom dress code and provided under clinical information.)

The student must wear his/her identification badge per KUMC policy.

D. Classroom courtesy

Students are expected to display proper classroom courtesy and respect for fellow students and instructors. Cell phone or other communication devices should be set to silent mode, or turned off, and not disrupt classroom activities. This policy also applies to the use of laptop computers or other web enabled devices. 'Surfing' the internet and other non-class related activities are prohibited. Enforcement or modification of this policy is the sole discretion of the course instructor.

E. Inclement Weather / Emergency

Classes will proceed as scheduled regardless of weather. However, in the event of an extremely hazardous situation, the student must inform the instructor concerning class attendance.

To access information regarding cancelation of classes, or dismissal of non-emergency personnel and students, by the medical center due to extreme weather conditions, call 913-588-4636 (913- 588-info). Announcements will be available over local broadcast outlets, and by broadcast email from the Vice Chancellor's office.

Emergency information (weather or other emergency) requiring immediate action is broadcasted campus wide over the Alertus and RAVE emergency alert systems. Students are encouraged to enroll their mobile devices with the RAVE system.

F. Assignments/Tests

All assignments, tests, projects, and papers must be completed by the date specified by the instructor. Failure to complete an assignment on time may result in a grade reduction. The amount of the reduction is determined by the course instructor.

Tests are administered only on the day and time announced. No exams are given before the scheduled time. Exams will not be given after the scheduled time except for those delayed for reasons of hazardous weather or documented emergency absence. Refer to each individual course syllabus for details.

G. Library

Dykes Library allows student access to a wide variety of clinical and non-clinical resources, periodicals, books, supplemental texts, and a host of electronic resources. Students are

encouraged to avail themselves to these resources in completing individual course assignments.

H. Course Evaluations

Course evaluations are part of the continuing process to improve course delivery. Student feedback is important and course evaluations are a required part of completing a course. Course evaluations are distributed by email from TLT the week before final exams begin. They must be completed by the last day of class. Responses are tracked but anonymous and your course grade may be withheld until the course evaluation is completed.

I. Copier Use

Copier use is limited to department personnel. Personal materials or class notes cannot be copied on the department's copy machine. PowerPoint slides and outlines are available for most courses online.

SECTION VI - Clinical Information

A. Clinical Schedules

General scheduling information for clinical courses will be available in advance of the rotations, and posted on the course web pages in Blackboard.

Students are required to follow their schedules as assigned. Should an extenuating circumstance, such as inability of a clinical affiliate to accommodate students, a schedule adjustment may be necessary. The decision to adjust a schedule will be made by the Program Director or Director of Clinical Education. Students will be given as much advanced notice as possible.

Clinical rotations begin and end according to the schedules published each semester in the course web pages by the DCE. Clinical times are coordinated laboratory times and consist of one or two 12 hour shifts per week. Clinical Specialty Practicum schedules may be altered to correspond to specialty specific hours of operation.

B. Schedule Changes / Schedule Requests

Schedule changes or 'swapping' between students is prohibited. Bring special scheduling concerns or requests to the Director of Clinical Education (DCE) before the beginning of the clinical rotation.

If a schedule change is requested by a student that may require trading a shift with another student, both students must provide written acknowledgement they understand that they are responsible for the other student's shift and vice versa. This process is only initiated by the DCE and for resolving schedule conflicts only..

One discretionary day (see policy below) is given each semester, and must be used before accommodating a schedule change request.

C. Holiday/Semester Schedules

Clinical schedules follow the official semester and holiday timetable designated by the University of Kansas. *Students will not be rescheduled to a different day or shift to accommodate leaving early before or late after a holiday, semester break, or beginning or end of a semester.* Students must schedule vacations during official breaks only.

D. Clinical Attendance Policy

Attendance is mandatory for the satisfactory completion of all clinical rotations.

Students are not permitted to leave an affiliate for meals or breaks.

Students arrive in clinic 10 to 15 minutes before the posted schedule time. Students remain at the affiliate (clinical site) the entire 8 hour shift.

Special circumstances may arise that make an affiliate unavailable to students. The DCE will notify the student of any changes in the schedule provided the affiliate notifies the program in advance. The DCE will make alternate arrangement for the student; clinic is not automatically cancelled if the affiliate is not available.

Emergency circumstances or weather may require early dismissal from clinic, permission must be granted by the DCE or Department Chair, unless officially designated by the KUMC administration.

E. Discretionary Days

Students are allowed one discretionary day off from clinic per semester. The discretionary day policy does not apply to the senior specialty practicums.

The student must notify the DCE (Department Chair or designee, if DCE is not available) at least 24 hours in advance of the designated shift. In addition, follow up by email is required.

Discretionary days do not apply if clinical makeup time is pending.

F. Emergency, Illness, or Bereavement Absence Policy

Follow the 3 Step procedure below in the event of an emergency, illness, or bereavement related absence from a clinic rotation.

Step 1

Contact the affiliate site by phone no later than 1hour prior to the start of your shift. You must speak to either the shift manager or their assigned delegate and tell them you will not be present for the assigned shift. Ask the name of the person with whom you are speaking.

Step 2

Leave a phone message with the DCE at (913) 945-5998. If you need to speak to the DCE directly Contact by cell phone at (816) 550-9450

Step 3

Email the DCE and assigned clinical instructor with the following: date of your absence, reason for missing, the name of the individual you spoke to during your call in and a plan for making up the required time.

It is important to follow up with the DCE if there is not a response to an email, text, or voice message.

FAILURE TO FOLLOW THIS ATTENDANCE AND NOTIFICATION POLICY WILL RESULT IN THE FOLLOWING ACTIONS:

1. First occurrence, written letter of warning in student file and a Student-of-Concern form submitted to Student Services.
2. Second occurrence during program tenure, probation and a Student-of-Concern form submitted to Student Services.
3. Third occurrence during program tenure, termination from the program.

Important Notice: Student health, safety, and emergency concerns must be the student's priority activity. In an emergency situation such as an accident, injury, or emergency illness take care of the situation first. The inability to contact the program in a timely manner will be evaluated on an individual basis. Notify the DCE or Program Director as soon as reasonably possible.

An absence resulting from a "no call, no show" situation which does not fit the above criteria may result in immediate probation or termination from the program, no written warning will be applied.

Documentation of illness or other emergency may be required if more than 2 scheduled clinical shifts are missed within a one-week period, or if, at the discretion of the DCE, frequent absenteeism persists.

G. Clinical Make-up Requirements

Make-up is required for all missed clinical time and will be scheduled for the same shift as the missed shift.

Stop Day is designated as a clinical make up day. Other times must be arranged and approved in advance by the DCE to make arrangements with the affiliate and for the student to receive credit. All makeup rotations must be completed before the end of the semester. A grade reduction may result if makeup rotations are not completed by the last day of the semester.

Absences due to bereavement, a death in the immediate family, are excused and do not require makeup if 2 or less clinic days in one week are affected, or 3 days in one week during RESP 375. Immediate family is defined as parents, siblings, or other relative domiciled in the immediate family

home, and grandparents. For other relatives (aunts, uncles, cousins, etc.) or friends, contact the DCE prior to being absent from clinic to determine makeup requirements.

Make-up time does not apply to the discretionary day previously described in this manual.

H. Time Cards/Records

Clinical attendance records are maintained by logging in and out using the system designated by the Program DCE and according to the syllabus of each clinical course. The student must time IN and OUT each shift. ***This is an absolute requirement, there are no exceptions.***

Each student is responsible for his/her own card and may not time in or out for another student.

Credit will not be given for clinical time that is not documented and may result in a grade reduction or failing grade for the course. Failure to turn in a timecard for grading will result in a "withhold grade".

I. Clinical Shifts and Dismissal times

Day shift hours are generally 7:00 a.m. to 7:30 p.m. (0700-1930), unless specified otherwise by a clinical affiliate.

Some non-hospital and clinic rotations operate during usual business hours. These times are defined by the affiliate and accessible on the affiliate information site of the department's web pages and the clinic schedule for the semester.

Students are expected to remain on clinic in the event of a hospital or clinical emergency (disaster alert, severe weather alert, etc.) unless specifically dismissed by the DCE/Program Director or affiliate management.

Students at off-campus affiliates that are exempt from program activities must remain on the clinic for the duration of their scheduled shift.

J. Tardiness

A student is considered tardy if more than 5 minutes late in reporting for clinical assignments at all affiliates.

The student should notify the Director of Clinical Education if emergency circumstances will delay arrival before the scheduled starting time.

Persistent or chronic tardiness may result in disciplinary or remedial action at the discretion of the Program Director or Director of Clinical Education.

K. Clinical Dress Code

Students are expected to conform to the dress code requirements of the clinical affiliate while on rotations. Both professional appearance and safety are important considerations. Inappropriately attired students will be sent home by the faculty or by the responsible clinical supervisor. Make-up time must be scheduled for any time lost.

Clinical dress code includes:

I.D. tag
 Scrubs (Program specific scrubs)
 Pocket calculator

Finger nails

Acrylic or other nail overlays (artificial nails) are not permitted, no exceptions.

Long hair must be tied back Jewelry

Minimal amount

No dangling ear rings

No jewelry in external body piercings except up to 2 earrings in each ear

Rings and watches may need to be pinned inside a pocket in Neonatal Units

Socks (or hose) must be worn. Shoes

Closed toe leather walking shoes (nursing type of leather or athletic shoes)

Shoes must be clean and/or polished.

'Croc' type shoes, clogs, open-toed shoes, or sandals cannot be worn.

Shirts or tops must cover the stomach at all times.

Short sleeve T-shirts may be worn underneath scrubs only. Long

sleeve shirts may not be worn underneath scrubs

Safety glasses or goggles (Eyeglasses do not provide adequate protection)

Questions regarding any other dress code items will be resolved to the satisfaction of the *clinical affiliate*.

L. Inclement Weather

Clinical rotations proceed as scheduled regardless of weather. However, in the event of an extremely hazardous situation, the student must inform the DCE of the situation if class is not officially cancelled by KUMC administration.

In the event that KUMC administration dismisses non-essential personnel, or cancels classes, due to extreme weather or other emergency conditions, clinical rotations are cancelled or dismissed early and not subject to make-up time.

To access information regarding cancelation of classes, or dismissal of non-emergency personnel and students, by the medical center due to extreme weather conditions, call 913-588-4636 (913-588-info), announcements will be available over local broadcast outlet, by broadcast email from the Vice Chancellor's office.

Emergency weather information requiring immediate action is broadcasted campus wide over the Alertus emergency alert system.

Prolonged periods of clinical time lost due to adverse weather may be rescheduled at the end of the course.

M. Injuries or Exposures

In case of an accident or potential exposure to biohazard or other substance, notify the clinical shift manager and report to Student Health in the Student Center Building, or designated alternative department, such as Emergency Room, during non-business hours.

Any student who has a concern about an exposure is encouraged to contact Student Health for information and appropriate testing, 913-588-1941. The Program must be notified of an accident or exposure as soon as prudently possible, but attend to treatment and testing first.

Students will be instructed on the appropriate KUMC Infection Control procedures during clinical orientation before the beginning of clinical rotations.

N. Important Clinical Policies

DO NOT read clinically unrelated periodicals, newspapers, or 'web surf' during clinical assignments. Take the initiative during periods of inactivity. Use the time to gain clinical proficiency or observe respiratory care or other clinically related procedures.

Cell phones or other electronic devices are STRICTLY prohibited on clinic. Stow them in your purse, locker, or other safe location.

Check in and out with the shift coordinator, and give a patient report to the designated preceptor or team leader before leaving. ***This is not optional.***

Clinical activities performed as a student employee of any respiratory department will not be substituted for clinical time as part of the Program curriculum.

Concerning infectious disease emergencies that require specialized containment procedures: Students will not be caring for, or be assigned to these patients. Containment procedures are very specialized and take more training and experience than a student can get in one shift or a 10 minute demonstration.

DO NOT ACCEPT AN ASSIGNMENT THAT PUTS YOU IN THIS SITUATION.

SECTION VII - Standardized Assessments / Examinations / Certifications

A. Examinations and Assessments

1. Student must complete the all clinical examinations and competencies as described in the competency manual before exiting program.

2. Successful completion of an ACLS course as part of the Senior year practicum. (Neonatal Practicum students may be required to complete an NRP course and depends on availability.) Separate fees apply.

3. Completion of the NBRC secure web Written RRT Self Assessment Examination. (A separate fee applies.)

4. Completion of the the NBRC secure web Clinical Simulation Self Assessment Examination. (A separate fees apply.)

Note: A student who has earned the RRT credential prior to program entry will be exempt from the entry level review course and all NBRC examination requirements.

B. Certifications

ACLS certification is required for all on-site students prior to graduation. See above #3.

Online student may substitute NRP or PALS for ACLS as it relates to the corresponding clinical specialty course.

C. Surveys

On campus students will complete 2 'student surveys' in Data Arc information system. Completion of the surveys will be included in the spring clinical course and specialty practicum grades. Completion of the survey is anonymous,

Following graduation a 'graduate survey' in Data Arc must be completed as part of the program reaccreditation process. A survey will also be sent to each graduates' employer. Acceptance and continued participation in the program is by agreement that these surveys will be completed following graduation.

SECTION VIII - Change Of Address

Each student is responsible for reporting a change of address or phone number to the program. The program is legally required to keep such information confidential.

Changes of address must be reported to the Office of Records and Registration through Enroll and Pay. The Financial Aid Department should also be kept advised of current addresses of students who are receiving loans. This is the responsibility of the student; the department will not be able to keep all parties up to date on address changes.

Entering this information into the DataArc Clinical Education Database is the most convenient method to accomplish this.

SECTION IX –Registering With the Kansas Board of Healing Arts

Students are not required to possess a permit from the Kansas Board of Healing Arts.

Students are eligible to apply for a Kansas Board of Healing Arts student permit and must possess a permit to work in a patient care setting before they are hired as a student employee. This activity is not part of the clinical curriculum. Information regarding the process will be provided by the employer.

SECTION X - Drug Policy

1. The Department of Respiratory Care Education subscribes to the University of Kansas Medical Center’s policy on alcohol and drug use. Violations of this policy may result in disciplinary proceedings as prescribed in the Medical Center policy, as well as possible termination from the program. Any violation resulting in a judicial conviction will have an adverse affect on a student’s ability to acquire a license to practice Respiratory Care in Kansas, or any other state requiring a license.

2. The Joint Commission regulations require healthcare entities to perform background checks and drug testing on students performing clinical activities at these sites. For instructions go to the instructions in [Appendix 1](#).

SECTION XI - Academic Remediation

Critical and Quantitative Reasoning -- The ability to analyze, manipulate, and evaluate data in any form is an important skill in a patient care oriented health care profession. A respiratory care student should be able to define a clinical problem and apply the appropriate assumptions, interpretative, or mathematical tools to provide a safe and competent solution.

Written and Oral Communication -- The ability to convey information through writing and speaking is a critical component of a professional education program. Communicating with others, both in writing and orally, in a clear, confident, and professionally appropriate manner is crucial in the health care environment.

A student identified as having trouble with any academic skills may be required by an individual instructor, or the program, to submit to remedial action. This may be in the form of remedial assignments, exercises, or lab. It may also include a referral to Student Services for academic or other forms of counseling.

Faculty identifying a student that requires help with a writing assignment, such as writing a Review of the Literature, may:

1. Submit a Student-of-Concern form to Student Services who will contact the student and help remediate a solution, and/or,
2. Referred to the resources at Dykes Library related to completing such assignments, and/or,

3. Be required to complete a pre-approved course that is outside the program and remedial for the student's deficiencies.

Should the problem persist after completion of remediation, or if the student does not follow the recommended remediation, the student *may not meet the program requirements and will not be eligible to graduate.*

SECTION XII - Academic Misconduct

Academic misconduct includes, but not limited to; giving or receiving unauthorized aid on examinations, assignments, preparation of reports, essays, presentations, projects, research and other assignments or research by misrepresenting the source of course work, plagiarism, or other forms of cheating on closed book exams.

Academic misconduct also includes misrepresentation of clinical education documentation, documentation of clinical procedures or activity (charting), breach of patient confidentiality, or any violation of the practices outlined by government HIPAA guidelines.

Consequences related to academic misconduct may include a failing grade, student-of-concern submission, written reprimand, probation, or termination from the program.

Policies related to academic misconduct and grieving a disciplinary action are described in the School of Health Professions Student Handbook.

SECTION XIII – Non-Academic Concerns

While on campus, or at Program or University sponsored/supervised events, students must be provided with a safe learning and community environment. Additionally, students and student organizations are expected to conduct themselves in a responsible and professional manner as described in the School of Health Professions Handbook.

A 'student of concern' is defined as any student who displays behavior(s) that may interfere with a student's ability to succeed in the University environment. Changes in personality or behaviors may indicate that a student needs professional assistance provided by Student Services. A faculty member may refer the student for such programs as deemed appropriate. The initial step will be submitting either a Critical Incident Form and/or a Student-of-Concern form. Student-of-Concern forms are submitted to Student Services, who in turn will contact the student for further follow up. The program reserves the right to require a student to follow up with a Student Services professional. Student Services can be contacted at 913-588-4698.

A Critical Incident is defined as an incident related to student safety, harassment (of any nature), criminal, or other non-academic misconduct of concern to a student, clinical affiliate, or faculty member.

SECTION XIV - Advanced Standing Requirements And Portfolio Evaluation

1. Advanced Standing for Junior Students

Challenging a clinical course is available to a junior student who:

Transfers from an accredited respiratory care program as a junior. The individual may challenge designated clinical courses.

The challenge process will consist of a written examination. A score of 70% or greater must be achieved to continue the challenge mechanism. Successful completion of the written examination will be followed by performance evaluation of clinical skills appropriate to the level of the challenge course. The practical exam will take place in the teaching lab. Completion of the written examination and demonstration of adequate clinical knowledge and skills will satisfy the course requirement for the specified course.

A fee is assessed for the challenge process. This fee is set by the University. The University also charges a posting fee for credits that are transferred to the Respiratory Care Department. Specific details of current fees can be obtained from the Registrar's office. No credits are posted until posting fees have been paid.

A student who fails the challenge process will be required to formally enroll and complete the required courses.

Qualified students interested in the challenge of clinical courses should contact the Director of Clinical Education, or Program Director, prior to the beginning of the semester. Testing must be completed before the date of enrollment.

Didactic courses may not be challenged. Credit is posted for courses approved for transfer.

There are no clinical courses for online degree completion students to challenge.

2. Online Student Portfolio Evaluation

Community college respiratory care courses may be converted to junior level credit hours through a portfolio evaluation process. This may be necessary for the student to fulfill the junior/senior credit hour requirements for graduation. Community college respiratory care hours are evaluated by the faculty who complete the portfolio and forward the recommendations to the Registrar's Office. No action is required by the student to initiate this process.

A fee is assessed for posting credits. Specific details of current fees can be obtained from the Registrar's office. No credits are posted until the posting fees have been paid.

3. Onsite Degree Completion Student Competency Evaluation

Students transferring into the onsite program after completing an advanced practitioner associate degree program who have not attained the RRT credential must complete a respiratory care advanced competency assessment. This covers ventilators commonly used by the clinical affiliates and basic

critical care topics. There is no fee or credit for this assessment.

SECTION XV – Technical Standards

A. Successful completion of the baccalaureate degree in Respiratory Care implies that the graduate will have acquired the knowledge and skills necessary to safely and competently provide respiratory care to a patient. The respiratory therapist should be able to deliver urgent and non-urgent care to patients of all ages and in all healthcare settings. Therefore, all applicants and matriculating students must meet the following expectations. (These standards were given to each student with their program acceptance letter.)

B. Technical Standards for Admission to the Department of Respiratory Care Education

I. Visual – Auditory

The student must be able to accurately observe patients from a distance or close at hand, correctly read digital, analogue or graphic gauges, scales and monitors, and recognize biohazardous fluids. The student must be able to hear audio and see visual alarms. He/she must also be able to hear breath and heart sounds with a stethoscope, and see cardiac/pulmonary waveforms on monitoring screens.

II. Sensory-motor

The student must have both fine and gross motor skill capabilities to perform patient care procedures. These procedures include but are not limited to the following: palpating, auscultating, percussing the chest, administering medications using airway and endotracheal access, obtaining

blood samples from veins and arteries, performing cardiopulmonary resuscitation, turning and lifting patients, moving heavy, bulky equipment, maneuvering in tight places, and assembling and calibrating respiratory care equipment.

III. Communication

The student must be able to speak, and hear. He/she must also be able to perceive non-verbal communication. A student must be able to communicate effectively and sensitively with patients, families and health care providers. He/she must be able to communicate accurately, orally and in writing, with all members of the health care team.

IV. Intellectual-Conceptual, Integrative and Qualitative Abilities

The student must be able to comprehend and apply didactic concepts to the clinical setting. This involves physiologic measurements, mathematical computation, information gathering, interpretation and analysis of data, and problem solving.

V. Behavioral and Social Attributes

The student must possess the emotional health necessary to exercise judgment, complete patient

care responsibilities, and maintain effective relationships with others in classroom, laboratory and clinical settings. Students must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, display flexibility and function in the uncertainties inherent to the health care setting. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all important personal qualities.

Individuals with disabilities are encouraged to apply for admission and/or matriculation in the program.

SECTION XVI -- Statement of Disability and Equal Opportunity

Any student in this program who requires an accommodation because of a disability in order to complete course requirements should inform the course instructor as soon as possible.

Students who receive (or wish to receive) academic accommodations should contact Connie Hesler, Academic Accommodations Services staff, chesler@kumc.edu, 913-588-4686.

Students with accommodation concerns or problems should contact Dr. Vince Loffredo, Vice Chancellor for Student Services, vloffredo@kumc.edu, 913-588-4698.

Equal opportunity matters will be handled by the office of Institutional Opportunity and Access (IOA), which is located on the Lawrence campus and serves all KU campuses. The Director of the IOA office is Jane McQueeney, jane.mcqueeney@ku.edu, 785-864-3687.

IOA will have an office and staff on the KUMC campus, located in 1054 Wescoe. KUMC is committed to equal opportunity and nondiscrimination in all programs and activities, and prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities.

APPENDIX 1 -- Drug Test Instructions

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires that all persons who are involved in-patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare-related checks.

In order for you to be placed in a clinical site you must complete a drug test with Validity Screening Solutions.

Here is what you need to do:

1. Go to the secure link below:
<https://www.validityacademics.com>
2. Enter the Username and Password below:
Username: ku5324
Password: background
3. Create a personal profile by completing the required fields
 1. If your email has been used in a previously created profile you will need to log in via the "Returning Student Log-In" section, select the "New Screening Profile" link on the next page.
 2. If you have forgotten your password you can click on the "password (forget?)" link and answer the security question you chose when you first creating your personal profile.
4. Complete each section of the screening profile
 1. Read the Drug Test Registration instructions, click the button 'Register for Drug Test' and a pop-up box will appear. Verify the zip code and click 'Find Sites.' Put a check in the box next to the collection site of your choice and click 'Next.' Verify all of your personal information including adding your SSN, DOB and Gender type. Also verify your email address has been entered correctly and click 'Next'. At this time, your Custody Control Form has just been emailed to you. You have the option to print the custody control form at home or present the information via your smart phone at the testing location. The custody control form and a photo ID are required by the testing location to administer your drug test. Click 'Finish' and then click on 'Review Screening Profile' in the Validity Academic website.
 2. review the screening profile to ensure all sections are complete and click Next
 3. Read the "Notice and Disclosure" and check the confirmation box
 4. Read the "Summary of Rights under the Fair Credit Reporting Act" and check the confirmation box.
 5. Complete all form fields in the Certification and Release and enter your signature in the electronic signature box.
 - i. You must have Java installed to complete the electronic signature
 6. Choose a payment option:
 - i. Credit Card (Visa or MasterCard) \$35.00 plus \$1.00 administrative fee
 - ii. PayPal \$35.00 plus \$2.00 administrative fee
 - iii. Money Order or Cashier's Check \$35.00
 7. Select Submit

Results will be forwarded to University of Kansas. Instructions on how to access your completed

report via your profile page will also be sent via email once your profile has been submitted.

If you have any questions please feel free to contact Moffett Ferguson at (913) 588 - 5275 or mfergus1@kumc.edu. You may also contact Validity Screening Solutions with technical questions at 913.322.5995, toll-free at 866.920.5995 or via email at students@validityscreening.com.

APPENDIX 2 –Scholarships

Description:

The Respiratory Care Norton-Ringle student scholarship is designed to assist students with financial aid expenses. The scholarship award will be applied to the students' financial aid.

Eligibility:

To be eligible to apply for this scholarship you must be a senior student accepted into the on-campus program. Also, you would be enrolled in the KUMC Respiratory Care Education program, in good standing with no holds on your KUMC account. See the Rubric on the Following Page

Award Amount:

Awards will be in the amount of \$2,000 per student for the academic year for seniors, the academic year will include fall and spring semesters.

Funding Priority:

Seniors: Designation is based on a combination of the applicants' GPA, past community service, and financial need. In addition, the applicant's non-critical care and oral exams, case study, and clinical grades will be considered during the award review. Lastly, applicants must not have been written-up for probation while in the KUMC Respiratory Care Education program.

OTHER SCHOLARSHIPS

<http://www.kumc.edu/school-of-health-professions/scholarships.html>

Norton-Ringle / Scholarship Rubric

Criteria/Points	1	2	3	4	5
Junior year Respiratory Care courses overall	GPA 2.0-2.5	GPA 2.51-3.0	GPA 3.01-3.5	GPA 3.51-3.75	GPA 3.76-4.0
Average Score Oral/Clinic Exams 375	70-74%	75-79 %	80-84%	85-89%	90-100%
Case Presentation	70-74%	75-79 %	80-84%	85-89%	90-100%
Financial Need	Has no financial need according to Student Financial Aid	-	-	-	Has financial need according to Student Financial Aid
Future Potential based on Essay	Poorly written essay – future potential undiscernible from essay	Few prospects described in essay	Average or typical prospects described in essay	Superior prospects well described in essay	Excellent prospects well described in essay
Record of any Disciplinary Action	One communication regarding unsatisfactory or untimely performance	-	-	-	No verbal or written admonishments