

**DEPARTMENT OF
RESPIRATORY CARE AND DIAGNOSTIC SCIENCE**



Student Handbook

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WELCOME!

To the University of Kansas School of Health Professions!

VISION:

To serve the citizens of Kansas, the region, the nation and to develop tomorrow's leaders through exemplary education, research and service.

The University of Kansas MISSION Statement:

Education

The KU Medical Center educates health care professionals to primarily serve the needs of Kansas as well as the region and the nation. The Medical Center offers high-quality educational experiences to a diverse student population through a full range of undergraduate, graduate, professional, postdoctoral and continuing education programs.

Research

The KU Medical Center strives to advance the health sciences through internationally recognized research programs in strong basic, clinical, and translational sciences, as well as drug discovery, health services research and public health.

Patient Care

The KU Medical Center provides exceptional patient care with a focus on quality care and outcomes through hands-on student training, residency programs, affiliations with hospitals and clinics throughout the state, Telemedicine and Telehealth consultations, and student- and faculty-operated clinics to care for the underserved and uninsured.

Service

The KU Medical Center serves the citizens of Kansas, the region and the nation by developing, implementing and promoting model health care programs, and through numerous charitable, philanthropic and mission-oriented endeavors.

The Department of Respiratory Care and Diagnostic Science Website:

“KU Medical Center has a proud tradition of producing highly trusted health care professionals, who have gone on to leave lasting impressions on the quality of patient care in Kansas, the Midwest and beyond.”

Abiodun Akinwuntan, Ph.D., MPH, MBA

Dean and Professor

KU School of Health Professions

Information Pertinent to All KUMC Students

References Concerning KUMC Undergraduate School

Undergraduate School Catalog, University of Kansas:

<https://www.ku.edu/academics/catalogs/?q=graduate/>

KU Medical Center Student Services:

<http://www.kumc.edu/studentcenter>

Links provided from KUMC Student Services to the following:

- [Vice Chancellor of Student Services](#)
- [Office of the Student Ombudsman](#)
- [Enrollment Services](#)
- [Office of Financial Aid](#)
- [Student Health Services](#)
- [Student Counseling & Educational Support Services](#)
- [Office of Student Life](#)
- [Kirmayer Fitness Center](#)
- [Student Health Insurance](#)
- [Academic Accommodation Services](#)

KU Medical Center Student Handbooks

The University of Kansas Medical Center Online Student Handbook is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online: <http://www.kumc.edu/studenthandbook/>

Students in Respiratory Care and Diagnostic Science are responsible for information contained in the **School of Health Professions Handbook** found at: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

Contained within the handbook are the following sections:

- Administrative Offices and School Directory
- Honors and Awards
- School-Related Organizations
- Academic Policies
- Departmental Policy Information
- Performance Standards and Policies
- Actions Related to Academic and Nonacademic Misconduct
- Appeals Procedure for Academic and Nonacademic Misconduct

Kansas Residency

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website:

<http://www.registrar.ku.edu/~registr/residency/residency.shtml>.

A summary of the requirements to be considered a Kansas resident includes:

- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely. You must be residing in Kansas for reasons other than just education.

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 Trajecsys Clinical Education Database is the most convenient method to accomplish this.

Emergency Contact

In the event of an on-campus emergency, each student is responsible to keep their Emergency Contact Information in their student profile, that is housed in Enroll & Pay, fully and completely updated each year.

Photo Identification Card

The KUMC police require that all students have a photo identification card. For students who do not receive the card as part of a group enrollment activity, a time to have the photo taken and the card made must be scheduled by emailing badgeoffice@kumc.edu. Photos are taken in the Badge Office, located in B314 KU Hospital. The days and times are M-Fri, 7:30 am-4:00 pm. KUMC Police policies regarding use of the identification card are found here: <http://www.kumc.edu/safety-on-campus/card-access-info.html>

KU Medical Center Map

Navigating the University of Kansas Medical Center campus can be a challenge for us all! You can find several maps of the campus here: <http://www.kumc.edu/Documents/shared/kumc-campus-map.pdf>



Background Checks

Criminal background checks are required of all KUMC students through Validity Screening Solutions. Students admitted into the department are provided instructions for background checks with their notification of admittance to the department. Instructions for background checks can be found: https://docs.google.com/document/d/1RD0TNBrUcfFGVAvhReM9Q_8aNHgzCtVwTBBK2Fi-AWs/edit

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current or different report. However, the School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO

Department of Health and Senior Services, the agency that provides the EDL check.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Health Professions. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

Drug Policy

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 effect on a student's ability to acquire a license to practice Respiratory Care in Kansas, or any other state requiring a license.

The Joint Commission regulations require healthcare entities to perform background checks and drug testing on students performing clinical activities at these sites.

Health Information

Health requirements for on campus students can be found at <http://www.kumc.edu/student-affairs/student-health-services.html>. Students will need to meet KUMC Health requirements for enrollment and for continuation in the program. Student Health will perform all necessary tests, examinations, and blood work and assist the student in filling out all required forms. Please contact 913.588.1941 to make an appointment. Plan to bring all immunization records to your appointment. Because you cannot enroll in classes until your health information is complete, please do not delay.

Health Insurance

The University requires all students taking courses at KUMC to maintain current health insurance throughout their enrollment. You may choose any health insurance plan. Information about student health insurance can be found here: <http://www.kumc.edu/student-affairs/student-health-insurance.html>.

The University of Kansas Medical Center offers a health insurance policy for eligible students. This plan is offered through Student Resources and is underwritten by UnitedHealthCare Student Resources. For information about the policy, please visit www.uhcsr.com/kumc.

Office of Financial Aid

The Office of Financial Aid is located on the 1st floor of Dykes Library, Room G035. Additional information about their services can be found <http://www.kumc.edu/student-affairs/student-financial-aid.html>. A number of options exist for financial aid, so please do not hesitate to contact this office for student financial service questions or needs.

Email Operational Protocol

For the complete KUMC student email operational protocol, go to <http://policy.ku.edu/KUMC/information-resources/email-student>. Each new student, upon enrolling, is issued a KUMC email account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to check their KUMC e-mail account on a frequent basis for University/Departmental communications. The student is responsible for the information distributed by email.

Student Community Involvement

A number of interdisciplinary social events and student organizations meet on campus. They are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. For more information about student organizations, go to <http://www.kumc.edu/student-affairs/office-of-student-life.html>.

Academic Accommodation Services

Academic accommodations are provided for students and residents who have disabilities as defined under the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the Federal Rehabilitation Act of 1973. Academic Accommodation Services are located in G020 Dykes, and their hours are Monday through Friday 7 AM to 4 PM. Students who think they may qualify for academic accommodations are encouraged to schedule an appointment at 913.945-7035. Appointments can also be scheduled online at <https://medconsult.kumc.edu>. More information about these services can be found here: <http://www.kumc.edu/student-affairs/academic-accommodation-services.html>.

Student Counseling & Educational Support Services

These services are available for students who desire educational support, writing, psychological, and psychiatric services. The Counseling & Educational Support Services office is located in Room G116 of the Student Center. They can be reached at 913.588.6580. More information is found at <http://www.kumc.edu/student-affairs/counseling-and-educational-support-services.html>.

Hazardous Weather and/or Campus Closures

When determined that weather conditions will make travel to and from campus excessively difficult, time consuming, or hazardous, a declaration of "inclement weather" may be made. In this case, the university will make every effort to inform students as soon as possible, including an email being sent to all students from the Vice Chancellor's office.

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-INFO (4636).

Announcements will also be available over local broadcast outlets.

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

Compliance Training and Confidentiality Agreement

All students must complete **Student Compliance Training** and sign the **Student Confidentiality Agreement**.

Additionally, students involved in health care or with access to health care information as a part of coursework or student employment must complete confidentiality training. Students must complete "The Health Insurance Portability and Accountability Act" (HIPAA) training tutorials by the first week of school.

Compliance training is available on line from the myKUMC portal. Once you have logged into myKUMC, navigate to "Tools & Services" > "Research" > "Compliance Services" > "Training Program". Speak with your supervisor about which trainings are needed.

Computer Skills

It will be expected that the students can properly use e-mail and software programs for word processing, presentations, searches of biomedical literature and data management. Both instructor-led and web-based courses are offered at KUMC without charge to employees and students. Students who need a computer class on a particular topic will be expected to search out the appropriate computer training. More information can be found here: <http://www.kumc.edu/information-resources.html>.

Library Skills

All students will be expected to know how to find academic resources in KUMC Dykes Library and to do a computerized search of the biomedical literature. The Dykes Library website is: <http://library.kumc.edu>. On-line tutorials and information about classes for PubMed, EndNote and other databases are available at the library website. Classes are free to KUMC employees and students and are available many different days and times.

Departmental Communication System

For routine communications, the Department RCE will communicate with RCE students via email. Students are expected to check email daily. Faculty employers, advisors or instructors may require more frequent checking of communication systems. Your e-mail will be sent to your KUMC e-mail address.

KUMC e-mail is available through the KUMC Outlook Web App from computers outside KUMC. For some classes, instructors may require more frequent checking of communication systems. If you would like to sync your email with your mobile device, please find more information here:

<http://www.kumc.edu/information-resources/mobile-devices-at-kumc.html>.

For some communications, the department may need to use your home or cell phone or home mailing address. Therefore, we ask you to keep us informed of changes in address or phone numbers.

Department Facilities

- Department and Faculty offices are located on the 2nd floor of the Student Center. Also, faculty offices are located in G034 Olathe Building.
- The printer, copier, and fax are not for student use.
- Additional computers and printers for students are located in Dykes Library. Copiers for student use are located in Dykes Library.
- Lab classrooms are located on the ground floor of Taylor, 3rd floor of Orr-Major and G034 Olathe Building.

Departmental Guidelines and Policies

Evaluation of Student Performance

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.

It is the responsibility of the student to notice if she/he does not have the appropriated background for a course and to take action to maintain at least a C average in coursework. Please do not wait to take action because you may quickly fall too far behind! Appropriate actions should begin with academic counseling with the instructor; additional suggested actions include obtaining a tutor, sessions with the Learning Specialist in Student Counseling & Educational Support Services, and studying more hours per week than usual for other courses. The student should contact the respective program director (see Department Faculty and Staff Directory section of this handbook) for assistance in determining a plan.

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.

Definition of Academic/Professional Problematic Behavior

Unprofessional and/or problematic behavior may result in dismissal from the program. For purposes of this document, problematic behavior is defined broadly as an interference in academic/professional functioning that is reflected in one or more of the following ways:

- An inability and/or unwillingness to acquire and integrate academic/professional standards into one's repertoire of academic/professional behavior.
- An inability and/or unwillingness to acquire and integrate academic/professional skills in order to reach an acceptable level of competency.
- An inability and/or unwillingness to adaptively manage personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with academic/professional functioning.

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

Professional Conduct/ Non-Academic Concerns

Professional conduct that is non-academic in nature may result from dismissal from the program. 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. All Respiratory Care and Diagnostic Science students are expected to act with respect toward others, whether interacting with patients, research subjects, peers, staff, faculty, or other professionals. The following list provides specific guidance for conveying respect and professionalism with others.

- **Cell Phones:** Please turn cell phones to silent mode during rotations, meetings, or while interacting with patients or research subjects. Unless an instructor notes otherwise in his/her syllabus, cell phones should be turned off during class.
- **Dress Code:** Dress appropriately for the occasion. Dress should be professional if giving a presentation in or outside of class. Consider the clientele's perspective if working with patients or research subjects. In all academic or professional settings, one should error on the side of modesty. A student who is dressed inappropriately may be asked to return home for a change in clothing.

- **Email Communications:** All official program and university communication will be through KUMC e-mail. Students should make every effort to check and respond to emails in a timely fashion. **Check KUMC email daily, and never delete department messages without reading. It is strongly suggested that you read your emails carefully before sending to be sure that you are communicating professionally.**
- **Titles:** Take cues from your instructors and other professionals about how they should be addressed. It is most respectful to address individuals by their title (i.e. Dr., Prof. Mr., Mrs. or Ms.) and last name until informed by the individual otherwise.
- **Face-to-face Interactions:** Consider your thoughts before you speak them, and keep in mind that non-verbal communication cues (tone of voice, eye contact, posture, etc.) also contribute to face-to-face interactions. Speak assertively but not with aggression. It is not acceptable to use swear words or raise your voice in anger toward another individual. Practice emotional maturity and minimize drama in the workplace.
- **Timeliness of Communication:** Faculty will respond to e-mail communication with 48 hours during business hours. Allow one week or more to make appointments with heavily scheduled professionals and expect email responses to your inquiries to take 48 hours or more. Weekend e-mail response time is left to faculty discretion. An emergency due to lack of planning on your part does not constitute an emergency for faculty, staff, preceptors, or others.

Grievances: Honor the chain of authority unless you have a true reason to distrust it. Work first with the person with whom you have the grievance; if there is no resolution, it is appropriate to go to the next immediate supervisor.

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 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 an assignment, lab, or clinicals, may:

- Submit a Student-of-Concern form to the Student Services Office, who will contact the student and help remediate a solution.

AND/OR

- Referred to the resources at Dykes Library related to completing such assignment.

AND/ OR

- 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 may be dismissed from the program.*

Progress, Interruption, Discontinuance

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:

1. Complete a reactivation request with the Student Affairs Office and obtain permission of the Program Director/Department Chair.

AND

2. Pass a written and/or practical examination to reaffirm standing within the program.

OR

1. Complete a guided program of review or remediation determined by the faculty on an individual basis.

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.

Withdrawal from Courses

Students must officially drop or withdraw from classes. Non-attendance does not constitute a drop or withdrawal. Students are advised to speak with their program director before deciding to drop a course since this decision may have significant consequences. Individual classes may be dropped online via Enroll and Pay. Please note the academic calendar for drop dates and refunds.

At the discretion of the department, withdrawal from a course will constitute inadequate progress toward degree completion and dismissal from the program.

Appeals Procedure for Academic or Non-Academic (Professional) Misconduct

The student has the right to submit an appeal to suspension or dismissal from a program. The appeal process requires departmental procedures before filing an appeal with the Dean's office. The Respiratory Care and Diagnostic Science appeal process is as follows:

1. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern.
2. If the situation cannot be satisfactorily resolved, then the student meets with the Program Director and Departmental Chair to discuss the situation and attempt to resolve the concern (see Department Organizational Structure).
3. If resolution is not possible the student can submit an appeal to the department chair.
 - The student must submit the written Notice of Appeal after completing all steps to attempt resolution through department or program procedures.
 - The written appeal must include a statement regarding why the student wishes to appeal the proposed suspension or dismissal, including a description of efforts to resolve the matter within the program.
4. The Chair of the department will initiate the appointment of an ad hoc appeals committee and charge the committee to provide a recommendation for reinstatement or dismissal of the student.
5. If the Chair decides to move forward with the dismissal, he/she will send an official letter of proposal to suspend or dismiss a student for misconduct to the dean of the School of Health Professions, the vice chancellor for academic affairs, and to the student.
6. The student has 2 weeks from the time of the official letter of suspension or dismissal to appeal to the Dean's office. The following procedure for appeal to the Dean's office can be found here:
<http://www.kumc.edu/school-of-health-professions/student-handbook.html#appealprocedure>

Integrity in Academic Work/ Academic Misconduct

Fraud

Fraud usually involves the student's intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results generally takes one of two forms:

1. The Sheer fabrication of data, or
2. The fraudulent omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the sheer fabrication of data is fraudulent, and all scientists can agree that the deliberate omission of conflicting data is also fraudulent. A few might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence that others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses. The best insurance against fraud in student research is awareness on the part of the student on the importance of following the discipline of the scientific method, the careful and close supervision of the faculty advisor and the examples of other members of the academic community. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways--by submitting laboratory notebooks for frequent review by faculty, by having faculty monitor the student's reading in the field, by regular updating of the faculty advisor on one's progress or a

combination of these or some other. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly but always with a clear regard to the rights of the student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with those procedures outlined in the Student Handbook.

Plagiarism

Plagiarism is the use of another's words, ideas, or creative productions which are then passed off as one's own without proper attribution (not giving due credit to the original source). Flagrant cases of plagiarism may involve the extensive use of others' articles, books, or creative productions with perhaps only slight modifications. The penalties here are usually very severe for the student and would likely result in expulsion from the degree program, or if a degree has already been earned, rescinding of that degree.

Less extensive cases of plagiarism can be either intentional or unintentional (just plain carelessness or ignorance of the commonly accepted rules). In general, one must cite one's authorities in the text or, more commonly, in the references and use either direct quotations or skillful paraphrasing, with citations, for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are in the common domain of that discipline. Otherwise, we would be citing everything we know. But an intimate familiarity with the literature of the discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution.

The fairly common practice of citing the previous significant literature relating to the subjects of their articles or books serves as a safeguard against plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse. Students, if in any doubt about the concept, should discuss plagiarism with faculty members. As with cases of fraud, the University should handle any suspicion of plagiarism in accordance with procedures used for cases involving alleged fraud and misconduct.

Cheating

Academic dishonesty in one whose presence in school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations from other parts of the university, cheating on qualifying or preliminary examinations is not. At the very least such dishonesty, once proven, should result in failure of the examination and possible dismissal from the program.

Student Ombudsman

The role of the ombudsman is to investigate and facilitate resolution of allegations by any student of perceived unfair, inappropriate, discriminating or harassing treatment (behavior) by faculty, staff, administrators or fellow students. The ombudsman is an impartial party and a safe place for students to be heard and to receive impartial attention without fear of loss of privacy. The student ombudsman office is located on the 1st floor of Dykes Library, Room 1005, and can be reached at 913.588.4698. More information can be found here: <http://www.kumc.edu/student-affairs/office-of-the-student-ombudsman.html>

Important Notices to Students

- **All students are required to verify that they read this policy manual.**
- All non-clinical items apply to both online and onsite students, but certain subjects may generally relate to onsite student administration.
- In addition to program policies, students are subject to the provisions approved in the School of Health Professions (SHP) Student Policy manual.
- 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.

- 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-and-diagnostic-science.html>
- 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/>

Statement of Disability and Equal Opportunity

The Department of Respiratory Care and Diagnostic Science with the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation of students with disabilities. Therefore, all students admitted to the School of Health Professions must be able to meet the following requirements and expectations with or without an accommodation. All students who are admitted into the Respiratory Care Education program are able to do the following:

Observe: Students must be able to observe lectures, demonstrations, research, and practice situations in the practice and research of health sciences.

Communicate: Students must have the ability to use multiple communication techniques (oral, written, nonverbal, group process information technology, and esthetic endeavors) that enable them to communicate with clients, teachers, health providers, and faculty. Students must be able to report to members of the team, express accurate information to clients, and teach, explain, direct and counsel people.

Psychomotor: Students must have sufficient motor capacities and motilities to execute various tasks and physical maneuvers such as: collecting specimens and perform basic tests and physical assessments on individuals, e.g., using glucometers, skin fold thickness, blood pressure, and placing feeding tubes; working in institutional and food demonstration kitchens to prepare foods and direct employees involved in food services; and conducting patient visits individually and with health care team members to provide nutrition care.

Intellectual and Cognitive Abilities: Students must be able to measure, calculate reason, analyze, synthesize, integrate, and remember to apply information. Creative problem solving and clinical reasoning requires all of these intellectual abilities.

Professional and Social Attributes: Students must exercise good judgment and promptly complete all responsibilities required of the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisites for the program.

Reasonable Accommodation for Technical Standards

Standards after acceptance into the program, students are asked to declare whether they can meet these technical standards with or without reasonable accommodations. If the student acknowledges the need for accommodation, he/she must provide documentation of their disability to the Office of Academic Accommodations Services (AAS) as described here: <http://www.kumc.edu/student-affairs/academic-accommodation-services.html>. To schedule an appointment, please email cukoko@kumc.edu or call (913) 945-7035.

If after enrolling in the program, a student decides that he/she needs accommodation in meeting the technical standards the student needs to immediately notify the respective program director (See Department Faculty and Staff Directory section of this handbook) and request for review of the need for accommodations using the above contact information.

Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program, or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodations should provide appropriate documentation of disability and submit a request for accommodation to:

The Office for Academic Accommodations
Cyn Ukoko, Senior Coordinator of Academic Accommodations
913-945-7035 or 711 TTY
cukoko@kumc.edu
G020 Dykes Library

Technical Standards for the Respiratory Care and Diagnostic Science Department

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 deliver patient care as a respiratory care provider. In the role as a health care provider, the respiratory therapist should be able to deliver urgent and non-urgent care to patients of all ages and in all settings. Including hospital, chronic care facilities and in the home. The current health care system also requires the respiratory therapist to be skilled in age-specific patient education. Therefore, all applicants matriculating students must meet the expectations listed below.

The following abilities and expectations are required of all graduates and matriculating students in the Department of Respiratory Care Education.

Visual – Auditory: The applicant/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 applicant/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.

Sensory-Motor: The applicant/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.

Communication: The applicant/student must be able to speak and hear. He/she must also be able to perceive non-verbal communication. An applicant 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.

Intellectual-Conceptual, Integrative, and Quantitative Abilities: The applicant/student must be able to comprehend and apply concepts to the clinical setting. This involves physiologic measurements, mathematical computation, information gathering, interpretation and analysis of data, and problem solving.

Behavioral and Social Attributes: The applicant/student must possess the emotional health necessary to exercise judgement, complete patient care responsibilities, and maintain effective relationships with others in classroom, laboratory and clinical settings. Applicants/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 important qualities.

If an applicant/student indicates that he/she cannot meet one or more of the expectations, that situation will be reviewed by the Admissions Committee, with input from the applicant/student, faculty and EO/Disability Specialist to determine if a reasonable accommodation(s) is possible to facilitate successful participation a completion of the program.

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

TECHNICAL STANDARDS FOR ADMISSION AND RETENTION

Technical standards identify the requirements for admission, retention, and graduation of applicants and students respectively. Therefore, it is the responsibility of the student to notify Dave Burnett, the Chair of the Respiratory Care and Diagnostic Science Department, if there is a reason, he/she cannot meet the attached requirements with or without reasonable accommodations. If you have any questions about the process requesting accommodations, please contact: Office of Institutional Opportunity and Access, University of Kansas Medical Center at 913-588-5048, TDD 913-588-7963.

Please sign and date this form and return it to the Respiratory Care Program.

_____ I verify that to my knowledge **I can meet** the described technical standards listed within the "Department of Respiratory Care Education Technical Standards".

OR

Please review my particular situation relative to the following technical standards

_____ 1. Visual-Auditory Requirements

_____ 2. Sensory-Motor Requirements

_____ 3. Communication Requirements

_____ 4. Intellectual, Conceptual, Integrative, and Qualitative Requirements

_____ 5. Behavioral and Social Requirements

SPECIFIC DIFFICULTY

(Attach additional pages if necessary)

SIGNATURE: _____ DATE _____

Print Name: _____

KUMC is an EO/Title IX institution

Inclement Weather/ Emergency

Clinical rotations proceed as scheduled regardless of weather. However, in the event of an extremely hazardous situation, the student must inform the DCE concerning class attendance.

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.

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

Employment Opportunities

Faculty will email notices of employment opportunities that are sent to the department to graduate students. Notices are also posted to bulletin boards in the student room. Students are also eligible to participate in a Student Internship employment opportunity as early as the 3rd semester of the program. *(See the Student Internship section in this document for more details.)*

Life-long Learning

Many seminars are available at KUMC each week and are announced via the Weekly Academic Calendar and e-mail. These seminars are open to students, faculty and staff from all departments. These seminars are an opportunity to observe an interdisciplinary approach to research and to the prevention and treatment of disease. Students are expected to read these announcements and to attend ones that augment their life-long learning goals. As a bonus, a few seminars provide free lunches! Seminars can be located on the KUMC calendar at <http://www.kumc.edu/events-calendar.html> or you can sign up for weekly notifications from pulse@kumc.edu.

WELCOME!

RESPIRATORY CARE EDUCATION STUDENTS

VISION:

To lead the nation in providing respiratory care education.

MISSION:

The mission of the KU Department of Respiratory Care Education is to educate students to become leaders in clinical practice, teaching, and research in order to make a positive impact on the advancement of the profession. The department strives to achieve this goal through excellence in the following areas:

- Providing the highest quality education possible in respiratory therapy,
- Mentoring students during experiences on faculty research projects, and
- Remaining active in community outreach efforts and serving in leadership positions with professional organizations.

The Department of Respiratory Care and Diagnostic Science Website:

<http://www.kumc.edu/school-of-health-professions/respiratory-care-and-diagnostic-science/respiratory-care.html>

*Handbook subject to change at anytime

Respiratory Care Program

Description of Program

Respiratory therapists, also known as respiratory care practitioners, address breathing or other cardiopulmonary disorders (with the option to specialize in pulmonary rehabilitation, neonatology, adult critical care, management, education, sleep disorders, cardiopulmonary diagnostics, and hyperbaric oxygen therapy.) Working in exciting and dynamic environments, their services are integral in emergency rooms, clinics, sleep labs, hospitals, home care, research, leadership, and management.

The Respiratory Care Bachelor of Science Program: This program prepares entry-level respiratory therapists for clinical employment. Most students enter after completion of his or her sophomore year of undergraduate study or after two years at a community college. With an advanced curriculum and located at an academic medical center, students receive extensive experience in advanced respiratory therapy techniques. Learn more at: <http://www.kumc.edu/school-of-health-professions/respiratory-care-education/bachelors-degree-for-undergraduates.html>

Degree Completion Program

Goal of Degree Completion Programs:

“To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, or advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapist.”

The Respiratory Care Bachelor's Degree-Completion Program: For working professionals with an associate's degree, KU also offers a flexible online program to acquire the bachelor's degree. Please note: this program is available only to students with professional experience as a respiratory therapist and possessing current RRT credential. Learn more at: <http://www.kumc.edu/school-of-health-professions/respiratory-care-education/online-rt-to-bachelors-degree.html>

Dual Degree Program Requirements: For students beginning bachelor's degree course work while enrolled at an associate degree respiratory program, then formally enter KU as a senior. This program offers online courses to allow flexibility and freedom to study from home or anywhere.

Medical Education Training Center Online Degree-Completion Program: An opportunity for service members and veterans to advance careers and employment option in health care. This program is designed specifically for service members at Fort Sam Houston's Medical Education Training Center. Learn more at: <http://metc.kumc.edu>

Course Requirements for Bachelor's Degree Program

Year One, Fall (credit hours)	Year One, Spring	Year One, Summer
RESP 300 Introduction to Respiratory Care Procedures (4)	RESP 302 Respiratory Care Evidence Based Practice II (1)	RESP 330 Pulmonary Function (2)
RESP 301 Respiratory Care Evidence Based Practice I (1)	RESP 325 Mechanical Ventilators (3)	RESP 340 Respiratory Review 1 (2)
RESP 305 Cardiopulmonary Anatomy and Physiology (2)	RESP 326 Mechanical Ventilation Lab (2)	RESP 345 Clinical Application III (3)
RESP 306 Cardiopulmonary Pathophysiology (2)	RESP 335 Clinical Application II (4)	
RESP 310 Clinical Pharmacology (2)	RESP 620 Community and Global Health (3)	
RESP 315 Clinical Application I (3)		

Year Two, Fall	Year Two, Spring
RESP 405 Advanced Critical Care (4)	RESP 400 Chronic Respiratory Disease Management (3)
RESP 410 Neonatal/Pediatric Respiratory Care (3)	RESP 420 Health Care Management, Ethics, and Law (2)
RESP 411 Neonatal/Pediatric Respiratory Care Lab (2)	RESP 610 Scientific Investigation Part II (1)
RESP 415 Clinical Application 4 (4)	RESP 615 Registry Review (2)
RESP 605 Scientific Investigation Part I (1)	RESP 625 Clinical Application 5 (4)

Course Requirements for Bachelor's Degree-Completion Program

RESP 450	Chronic Respiratory Disease Management: The Evolving Role of the Respiratory Therapist	(3)
RESP 455	Physical Science	(3)
RESP 460	Advance Critical Care	(3)
RESP 465	Neonatal Respiratory Care	(3)
RESP 470	Cardiopulmonary Diagnostics	(3)
RESP 495	Management, Ethics, and Law in Respiratory Care	(3)
RESP 650	Research in Health Care	(3)
RESP 655	Leadership Management	(3)
RESP 665	Clinical Specialty Project	(3)
	(Students will complete this final course of the program in his or her chosen clinical specialty area.)	

Optional Elective

RESP 490	Special Studies or Projects 1	(1-9)
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Dual Degree Program Requirements

Phase 1: Conditional Acceptance

- GPA of at least 3.0 may apply
- Complete KU-SHP-RC's current application form
- Letter of interest from the student
- 3 letters of reference, 2 of which shall be from KCKCC-RTP faculty
- Submit official transcripts from all academic institutions attended

Upon conditional acceptance to the AS-BSRC, KCKCC-RTP students are eligible to enroll in the following KU-SHP-RC courses:

- RESP 490 (3) Patient Simulation and IPE
- RESP 620 (3) Community and Global Health
- RESP 650 (3) Research in Healthcare

Phase 2: Full Acceptance

KCKCC-RTP students who are conditionally accepted and meet all of the following criteria may apply to KU-SHP-RC for full acceptance to AS-BSRC:

- Graduate from KCKCC-RTP with an associate degree and GPA of at least 3.0
- Complete 6 credit hours from the KU-SHP-RC courses listed above during the period of conditional acceptance
- No more than 2 other KU-SHP-RC prerequisite courses remaining
- Achievement of the Registered Respiratory Therapist credential from the NBRC

Full acceptance into AS-BSRC is competitive, and contingent upon the student meeting the admission requirements specified in the University of Kansas Undergraduate Catalog and admission policies as specified in the KU-SHP-RC Student Handbook. Meeting minimum admission requirements does not guarantee full acceptance

Medical Education Training Center Online Degree-Completion Program

The University of Kansas offers a unique program for military personnel to advance job opportunities in health care. Through its partnership with the Medical Education Training Center at Fort Sam Houston, KU provides a customized curriculum allowing students in the METC associate of applied science degree program to seamlessly transition into the KU online degree-completion program in respiratory care.

Curriculum

Military Transition Certificate

LA&S 260	Interpersonal Management	(3)
LA&S 262	Workplace Success Skills	(3)
LA&S 325	Career Transition	(3)
LA&S 475	Professional Career Management	(3)

Respiratory Care Education

RESP 450	Chronic Respiratory Disease Management: The Evolving Role of the Respiratory Therapist	(3)
RESP 455	Physical Science	(3)
RESP 460	Advance Critical Care	(3)
RESP 465	Neonatal Respiratory Care	(3)
RESP 470	Cardiopulmonary Diagnostics	(3)
RESP 490	Special Studies or Projects	(2)
RESP 495	Management, Ethics, and Law in Respiratory Care	(3)
RESP 650	Research in Health Care	(3)
RESP 655	Leadership Management	(3)
RESP 665	Clinical Specialty Project	(3)

(Students will complete this final course of the program in his or her chosen clinical specialty area.)

Application for Degree

During the semester in which the student expects to complete degree requirements, the student must complete an “application for degree” through Enroll & Pay at:

<https://sa.ku.edu/psp/csprd/?cmd=login&languageCd=ENG&>

Please consult the Academic Calendar for appropriate dates: <http://www.kumc.edu/student-affairs/enrollment-services/current-students/academic-calendar.html>.

Advanced Standing Requirements and Portfolio Evaluation

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 75% 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.

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.

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.

Professional Meetings

Students are encouraged to attend and participate in meetings of the KRCS and AARC and other appropriate associations. Presentations at meetings are encouraged (The program advisor and/or director will advise his/her students as to the most appropriate meetings to attend for their benefits and professional development: networking, job opportunities, and innovations.). The advisor will suggest possible funding available for attending these meetings.

Standardized Assessments/ Examinations/ Certifications

Acceptable Grades Required for Continuation

Passing grades in the Respiratory Care Program are "A," "B," and "C." Generally, a C is 70% or greater. Grades of "D" and "F" are not considered passing. Assigning a minimum passing score in any individual course is the discretion of the course instructor. However, students must score a minimum of 70% on all course final exams in order to pass the respective course. If a retake is permitted, the highest grade a student can earn in the course is a "C" grade.

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. The name of students receiving a "D" or "F" grade in any course will be forwarded to the Dean's office as a point of notification.

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.

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

Departmental Review of Student Progress and Potential Dismissal from Program

The department reviews student academic progress on a regular basis. Students who are performing poorly will be provided counseling through the department and/or directed to student services. It's in the best interest of the department that all students are academically successful. An action plan will be developed between the department and the student who is receiving academic counseling. If a student does not meet the necessary grade for continuation, as described above, he/she may be dismissed from the program.

Examinations and Assessments

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

(See each course syllabus for details related to the requirements associated with the following examinations.)

Successful completion of an ACLS course as part of the Senior year practicum.

(Separate fees apply.)

Successful completion of the AAP NRP certification as part of the Neonatal/Pediatric Respiratory Care course during the senior year curriculum.

(Separate fees apply.)

Completion of the LindseyJones SRAE secure web Written TMC Self-Assessment Examination at the CRT level during the 3rd semester Review Course.

(Separate fees apply.)

Completion of the LindseyJones SRAE secure web Written TMC Self-Assessment Examination at the RRT level during the 5th semester Review Course.

(Separate fees apply.)

Completion of the NBRC secure web Clinical Simulation Self-Assessment Examination.

(Separate fees apply.)

Certifications

BLS, ACLS and NRP certifications are required for all on-site students prior to graduation.

Surveys

On campus students will complete 2 *student surveys* in Trajecsys Report 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 Trajecsys 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.

Scholarships/Awards

Description

In order to be considered for scholarships available through KUMC and SHP programs, students must first complete a FAFSA (<https://studentaid.ed.gov/sa/fafsa>). After completing this application, students are asked to submit a 1-page essay that outlines their academic/professional goals, financial need, extracurricular activities and leadership experience if applicable. Essays can be e-mailed to Laci Chard at lchard@kumc.edu.

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.

Application submissions for scholarships will be due by March 30th.

Eligibility

To be eligible to apply for department specific scholarships, you must be enrolled in the KUMC Respiratory Care Education program, a student in good standing, and have no holds on your KUMC account. *See the rubric below:*

Criteria/Points	1	2	3	4	5
GPA	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
Financial Need	Has no financial need according to Student Financial Aid				Has financial need according to Student Financial Aid
Essay: How will award assist in reaching his/her goal?	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
Extracurricular and/or leadership activities	Has no extracurricular and/or leadership activities or experience per the essay provided	Has a few extracurricular and/or leadership activities and experience noted in the essay	Has an average number of extracurricular and/or leadership activities and experience noted in the essay	Has above average extracurricular and/or leadership activities and experience noted in the essay	Has significant extracurricular and/or leadership activities and experience noted in the essay
Record of any Disciplinary Action	One communication regarding unsatisfactory or untimely performance				No verbal or written admonishments

School of Health Professions Honors and Awards

Includes Dean’s List, Dean’s Scholarship, Dean’s Diversity Scholarship, Phi Kappa Phi, KU Medical Center Auxiliary Awards, Legacy Scholarship, and Association of School of Allied Health Professions (ASAHP) Scholarship. For a complete description see your School of Health Professions Student Handbook. For more scholarship opportunities: <http://www.kumc.edu/school-of-health-professions/scholarships.html>.

School of Health Professions Scholarships

Respective applications are required to be completed for the below scholarships: <http://www.kumc.edu/school-of-health-professions/scholarships.html>

Student Enhancement Fee

Students enrolled in programs at KUMC pay student enhancement fees besides the tuition and campus fees. The student enhancement fees vary depending on the program and details on the cost of the fees can be found on the individual program web page. Student enhancement fees in the respiratory care education program may be applied to registry practice exams, workshop for registry exam preparation, professional conference travel and registration, equipment and supplies in skills lab courses, some domestic and international travel opportunities, and clinical instructors for enhancing the clinical education. These are a few of the expenses covered for students made possible by the student enhancement fees. These are not all inclusive and may vary year to year.

Outstanding Student Award

Students will be evaluated based on the below criteria:

- GPA
- Hold an office position and is active in leadership role
- Involved in community service
- Volunteering in the classroom or for the RT department
- Additional clinical hours
- No Record of disciplinary action

Student Internship

KUMC Respiratory Care Student Eligibility

- Must be a student in good standing (no current disciplinary actions or incidents of record, probation or performance issues related to academic or non-academic behavior – see RCE student handbook for further clarification) and currently enrolled in the KUMC Respiratory Care Education program.
- To be eligible for hire/maintenance of employment, KUMC students must meet a 3.0 GPA, and have a “B” average in all Respiratory Care Education program courses throughout the duration of the internship.

If the above two criteria are met, the student may continue to the next steps in pursuit of the internship position

- Students electing to pursue the internship will have completed the first module in RESP 345 Clinical Applications 3 (approx. the end of June or first week of July).
- Upon successful completion of this module and meeting the above listed criteria, both signature pages on the Kansas Respiratory Therapy Student Special Permit Application can be signed.
 - The student will print and fill out the Kansas Respiratory Therapy Student Special Permit Application and bring it to the KUMC RCE department for signatures by:
 - Program Director of KUMC RCE (page 3)
 - Director of Clinical Education or Program Director of KUMC RCE (Special permit task proficiency list)

KUMC Expectations of Employment

- Hiring for Student Internship position may commence during the summer semester, provided the student has completed the first module in RESP 345 Clinical Applications 3 as indicated above.
- All interviews, orientations, scheduled work days and other employment activities will be scheduled outside of and will not interfere with classroom/clinical time.
- Management of the facility’s Respiratory Therapy department is responsible for any additional documentation of skills proficiency as required by the RT department beyond the course related skills documentation completed by the student during their coursework.

KUMC Expectations of Student Activities while Employed as a Student Intern

- Students may work a maximum of 20 hour per week during semester dates.
- Students will not work past 0000 Sunday through Thursday nights during semester dates.
 - Students are restricted to performing only the tasks listed on the academic (respiratory program) check-off sheet for the student special permit license application. If students are discovered to be administering respiratory care/therapy beyond the scope of practice identified by the academic check-off sheet, they will be put on probation. A second offense will result in discontinuation of the internship.

Contact Administrative Assistant for form.

Classroom and Laboratory Policies

Attendance Policy

Attendance is required at all lectures, labs, case presentations, simulations, IPE events, and clinicals. The health profession programs are 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.

Each faculty member will set attendance policies for the courses s/he teaches or directs and publish them in the course syllabus. In general, students should treat scheduled classes and meetings with faculty as they would employment. Therefore, for planned absences, notice needs to be given as early as possible with assignments submitted prior to the absence. For unexpected, unavoidable absences, notification should be made, and assignments submitted as soon as possible.

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.***

Tardiness Policy

Students are expected to be on time for all classes, labs (see above), 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.

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.

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.

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 for those delayed for reasons of hazardous weather or documented emergency absence. Refer to each individual course syllabus for details.

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.

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.

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.

Lockers

Lockers for books and other supplies are located in various locations in your program locations or on campus. Assignments are made by the program Director or Director of Clinical Education. Locks are the responsibility of the student

Clinical Policies

*Refer to your respective program sections for specific Clinical Policies

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 affiliates 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 consist of one or two 8-12 hour shifts per week. Simulation time may be included as clinical time. All simulation time designated as clinical time is treated equally in terms of attendance (stated below.) Clinical Specialty Practicum schedules may be altered to correspond to specialty specific hours of operation.

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.

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.

Clinical Attendance Policy

Students must arrive in clinic 10 to 15 minutes before the posted schedule time. **Students must remain at the affiliate (clinical site) the entire 8-12 hour shift.**

- **Attendance is mandatory for the satisfactory completion of all clinical rotations.**
- **Students are not permitted to leave an affiliate for meals or breaks.**

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 Program Director, unless officially designated by the KUMC administration.

Discretionary Days

Students are allowed one discretionary day off from clinic per semester. Proper notification must be made (see 3 steps below) in order for this to be an excused absence. The student is responsible for rescheduling the clinical hours and notifying the DCE/clinical instructor of the make-up date. All assigned clinical dates must be completed within the respective semester. Discretionary days, with proper notification, will not impact the overall grade.

The student must notify the DCE (Program Director 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.

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 by phone **no later than 1 hour 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
- 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 EACH OF THE ABOVE STEPS OF THE ATTENDANCE AND NOTIFICATION POLICY WILL RESULT IN THE FOLLOWING ACTIONS:

- First occurrence, written letter of warning in student file and a Student-of-Concern form submitted to Student Services.
- Second occurrence during program tenure, full letter grade drop in the respective clinical course, probation and a Student-of-Concern form submitted to Student Services.
- 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 a full letter grade drop and immediate probation on the first occurrence 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.

Clinical Make-Up Requirements

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

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".

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.

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.

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.

When students are working with patients, they are expected to conform to the dress requirements of the supervisory setting. In the absence of an expressed policy, the following guidelines exist:

Clinical dress code includes:

- I.D. tag
- Scrubs (Program specific)
- Pocket calculator
- Closed toed leather walking shoes (nursing type of leather or athletic shoes)
 - Clean and/or polished
 - 'Croc' type shoes, clogs, open-toed shoes, or sandals are prohibited
- Socks (or hose) must be worn
- Shirts or tops must cover the stomach at all times
 - Short sleeve T-shirts may be worn underneath scrubs
 - Long sleeve shirts may be worn underneath scrubs, unless otherwise restricted by department
- Safety glasses or goggles (Eyeglasses do not provide adequate protection)
- 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 earrings
 - 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

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

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.

Additional 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. Keep them in your purse, locker, or other safe location.

Check in and out with the Clinical Instructor or 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. Doing so can result in immediate dismissal from the program.

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.

Cardiovascular Sonography Program

[See Program Specific Handbook](#)

Diagnostic Medical Ultrasound Program

[See Program Specific Handbook](#)

Nuclear Medicine Program

[See Program Specific Handbook](#)

Faculty and Staff

Department Directory

Dave Burnett, PhD, RRT, AE-C
Department Chair, Assistant Professor
dburnett@kumc.edu
P: (913) 588-9499

Doc Lam, MBA, RRT
Clinical Assistant Professor
dlam2@kumc.edu
P: (913) 588-4635

Lisa Trujillo, DHSc, RRT
Program Director, Associate Professor
ltrujillo@kumc.edu
P: (913) 588-4635

David Northrop, MBA, RRT
Clinical Assistant Professor
dnorthro@kumc.edu
P: (913) 588-3342

Laci Chard, BSBA
Administrative Assistant
lchard@kumc.edu
P: (913) 588-4630

Lauren Driscoll, MHPE, RRT
Clinical Instructor
ldriscoll2@kumc.edu

Chad Condren, MBA, RRT
Clinical Director, Clinical Assistant Professor
ccondren@kumc.edu
P: (913) 945-5998

Kaitlyn Wolken, RRT-NPS
Clinical Instructor
kwolken2@kumc.edu

**Karen Schell, DHSc, RRT-NPS, RRT-
SDS, RPFT, RPSGT, AE-C, CTTS**
Clinical Assistant Professor
kschell@kumc.edu
P: (913) 588-4633

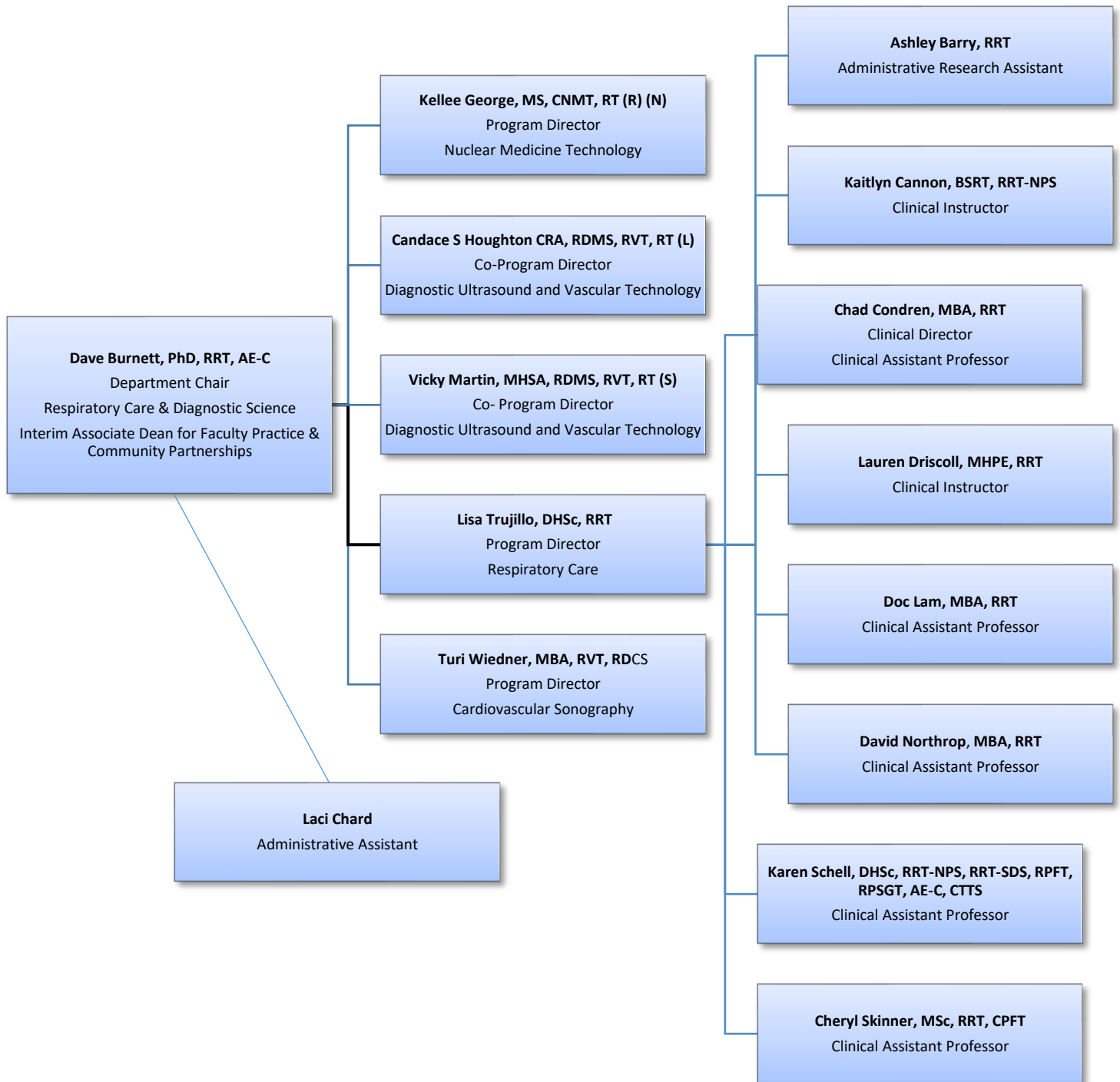
Ashley Barry, RRT
Administrative Research Assistant
abarry2@kumc.edu

Cheryl Skinner, MSc, RRT, CPFT
Clinical Assistant Professor
cskinner@kumc.edu
P: (913) 588-4630

Main Contact Information:
Respiratory Care and Diagnostic Sciences
3901 Rainbow Blvd
Mail Stop 1013
Kansas City, KS 66160

Respiratory@KUMC.edu
P: (913) 588-4630

Department of Respiratory Care and Diagnostic Science Organizational Structure





School of Health Professions Student Handbook Agreement

Please sign the statement provided and return it to the Respiratory Care and Diagnostic Science Department Administrative Assistant by August 20, 2019.

I have received and read the Student Handbook for the Department of Respiratory Care Education and understand the policies. I agree to refer to this handbook as needed and to abide by the policies presented in the handbook during my Undergraduate program.

Name (Print) _____

Date _____

Signature _____