

**UNIVERSITY OF KANSAS MEDICAL CENTER**  
**DEPARTMENT OF RESPIRATORY CARE EDUCATION**  
**STUDENT POLICY MANUAL**

**FACULTY**

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## HELPFUL INFORMATION

### DEPARTMENT ADDRESS

Respiratory Care Education, 4006 Delp, MS 1013  
University of Kansas Medical Center  
3901 Rainbow Blvd  
Kansas City, Kansas 66160

Main Phone Number: 913-588-4630

#### Department Chair:

B Ludwig 913-588-4634

#### Medical Director:

Dr. Atkinson 913-588-5059 Page 913-917-6436

#### Director of Clinical Education:

M Czervinske 913-588-4632 Page 913-917-0073

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KU Hospital Resp Care Managers 913-588-1576 Page 913-917-7470

KU Hospital Resp Care Educator 913-588-1580 Page 913-917-7410

KU Hospital Operator 913-588-5000

Other affiliate contact information is found online in Angel under the Respiratory Care Group pages.

Weather & Emergencies 913-588-4636 (588-info)

## NOTICES TO STUDENTS:

- 1) All items apply to both online and onsite students, but certain subjects may generally relate to onsite student administration.
- 2) All students are required to verify that they read this policy manual by sending the email verification online in Angel under the Respiratory Care Group pages.
- 3) In addition to Program policies, students are subject to the provisions in the School of Allied Health and KUMC Policy manuals.

## SECTION I - 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 at the discretion of the course instructor. However, the minimum passing score on the 2 clinical exams and the comprehensive oral exam is 75% (See Section 10).

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

C. An "I" (incomplete) grade 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 accordance with the University of Kansas rules.

D. 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.

E. 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.

F. Successful

## SECTION II – 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 to: <https://sa.ku.edu>.

## SECTION III - Progress Interruption Or Discontinuance

A student who withdraws during a semester or who does not continue in the program for any reason that will result in a one semester or greater delay before re-entry, may be required to:

Pass a written and a practical examination to reaffirm standing within the program. If the student fails the examination, the faculty reserves the right to deny readmission, or to require remediation in any course in which the student is determined to be didactically, or clinically, deficient.

Or

Complete a guided program of review or remediation determined by the faculty on an individual basis. Dismissal from the program may result if the student fails to complete or pass the required course remediation and/or competency evaluation.

And/or

Complete the reactivation process with the Student Affairs Office and obtain permission of the Department Chair.

## SECTION IV - CLASSROOM/LABORATORY INFORMATION

### A. Attendance Policy

Student attendance is required at all lectures, labs, case presentations, and rounds as assigned. The student's education is considered a priority. The attendance policy specific to each course is determined by the individual instructor.

A student who will miss an examination because of emergency absence must follow the guidelines specified in the course syllabus. Written documentation verifying the absence may be required before scheduling a makeup examination.

### B. Tardiness Policy

Students are expected to be on time for all classes, laboratory assignments, and clinical rotations. The tardiness policy for each course will be determined by the instructor.

No time extension will be given to a student who arrives late for an examination. Examination times will start and stop per schedule.

### C. Dress Code

The student should be neat, clean, and wear his/her identification badge per KUMC policy. Specific instructions for affiliated clinical sites will be provided if they differ from the KUMC policy.

### D. Inclement Weather

Classes will proceed as scheduled regardless of weather; however, in the event of an extremely hazardous situation, the student must contact the Respiratory Care Education instructor concerning class information. To access information regarding dismissal of non-emergency personnel and students by the medical center due to extreme weather conditions, call 913-588-4636 or 913-588-info.

### E. Assignments

All assignments, tests, projects, and papers must be completed by the date specified by the instructor.

Failure to complete an assignment on time will result in a reduction of grade. The amount of the reduction will be on a per day basis as determined by the 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.

## SECTION IV - Clinical Information

### A. Clinical Schedules

General scheduling information for RESP 325, 350, 355, 375, and 425 will be available in advance of the rotations. Students are expected to follow 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 and Director of Clinical Education. Students will be given as much advanced notice as possible.

Students assigned to evening shifts may be dismissed at 10:00 p.m on the evenings before an 0800 or 0830 course the next day. All other shifts, including Friday evenings, are 8-hour shifts. Rotations end the last official day of each semester.

General information relevant to each clinical course is described below.

### RESP 325 (Fall semester)

Clinical rotations begin in October and continue until STOP day. Students will be rotated between 8 hour day, evening, and possibly night rotations, two days a week. No weekend rotations are assigned, except by special request. Clinical times are coordinated with the RESP 303 lab.

### RESP 350 and 355 (Spring semester)

Resp 350 is a continuation of 325 in the acute care areas of the hospital. A non-ICU clinical exam is administered during this half of the semester. Successful completion of this course includes passing a clinical proficiency and written examination with a minimum of 75%.

RESP 355 is the start of the student's rotations in the ICUs.

Students are scheduled on two shifts per week, which is coordinated with the RESP 340 lab. Day, evening, and night shifts, 8 or 12 hours may be assigned.

### RESP 375 (Summer semester)

Students are assigned up to 3 shifts per week, including day, evening, and night shifts. Shifts may be for an 8 or 12 hour period. Successful completion of this course includes passing a clinical proficiency, oral, and written examination with a minimum of 75% on each exam.

### RESP 425 (Fall semester, senior year)

Students are assigned to two 8 hour shifts per week including days, evenings, and nights.

Students must pass all components of each course to progress to the clinical practicum.

### RESP 670 (Senior Specialty Practicum)

Practicum schedules are determined by the faculty advisor for the specific practicum. RESP 670 includes an ACLS preparatory module and the ACLS examination.

## B. Schedule Changes / Requests

The following policies apply to RESP 325, 350,355,375,425. Exceptions are noted, and senior clinical practicum policies are set by the designated instructor.

Bring special scheduling concerns or requests to the Director of Clinical Education (DCE) before the beginning of the clinical rotation. Requests for any schedule change, shift change or date(s) change, must be approved in advance by the DCE. Schedule changes may be requested in the event of an unforeseen circumstance or critical event. One discretionary day is given, and will be used before accommodating a schedule change request. In the event of multiple students making requests, changes that are accommodated will be made first-come-first-serve and by priority of need.

Clinical rotations start and end as scheduled. Students will not be rescheduled to a different day or shift to accommodate leaving early before a holiday , Spring Break, or end of a semester.

Students are allowed one discretionary day off the KU Med clinic during RESP-325 and -350/-355 combined. The student must notify the DCE (or Department Chair if DCE is not available) at least 24 hours in advance of the designated shift. Contact or follow up by email is essential. Discretionary days do not apply to night shift rotations, days scheduled during specialty affiliate rotations (e.g. hyperbarics, pediatrics, homecare, ECG), or if clinical makeup time is pending.

The discretionary day policy does not apply to the, senior year clinicals (RESP 425), or senior practicums.

Schedule vacations during semester breaks only. Special vacation considerations must be approved by the DCE before the start of the semester. These request generally apply to students from foreign countries. These requests will be approved only if they can be reasonably accommodated without interfering with other student's schedules.

Except as noted above, special circumstances making an affiliate unavailable, or to schedule a clinical proficiency exam, the program will not make schedule changes after a clinical course begins.

#### C. Holiday/Semester Schedules

Clinical schedules will follow the official semester and holiday timetable designated by the University of Kansas. Students are scheduled according to the KU calendar. Exceptions will not be made for students who desire to leave early for holidays, for extending holiday time, or late arrival back to classes.

#### **D. Clinical Attendance Policy (Continued on next page)**

## D. Clinical Attendance Policy

The following policies apply to RESP 325, 350,355,375,425. Senior clinical practicum policies are set by the designated instructor.

Attendance is mandatory for the satisfactory completion of clinical rotations. Abuse will not be tolerated. Students arrive in clinic according to the posted schedules and follow the procedure below in the event of an emergency absence.

Contact the DCE *before* the beginning of the assigned shift, 913-588-4632, or page 913-917-0073.

**TO SEND A PAGER TEXT MESSAGE IN CASE OF ABSENCE FROM CLINICALS send an email to [9139170073@alphapage.myairmail.com](mailto:9139170073@alphapage.myairmail.com).** Remember to send your name and affiliate name where scheduled.

*It is important to follow up with the DCE if there is no response to an email, phone message, or page.*

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

1. First occurrence, written letter of warning.
2. Second occurrence during program tenure, probation.
3. Third occurrence during program tenure, termination from the program.

Important Notice: Student health, safety, and emergency concerns must be the priority activity. An emergency situation such as an accident, injury, or emergency illness resulting in an inability to contact the program in a timely manner will be evaluated on an individual basis.

**An absense 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.

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

## E. Clinical Make-up Requirements

Make-up is required for missed clinical time and scheduled for the same shift as the missed shift. The DCE must approve makeup schedules prior to going onto the clinic in order 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.

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

A student demonstrating excessive absenteeism with in a clinical course will not be allowed to progress to the next level course. Emergency circumstances affecting a student's ability to complete the rotation, such as a serious or chronic illness, will be considered on an individual .

#### F. Time cards

Since KUMC attendance records are maintained from a time card or computer log-in information, the student must time IN and OUT each shift. Time must be verified by the shift supervisor or designee at the beginning and end of each shift. 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.

#### G. . Clinical Shifts and Dismissal times

Day shift hours are generally 7:00 a.m. to 3:30 p.m., unless specified otherwise by a clinical affiliate. Evening shift hours are 3:00 p.m. to 11:30 p.m., 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.

Students may leave evening rotations at 10:00 p.m. on evenings preceding an 0800 or 0830 class the next day. Check out and give report to the clinical supervisor or designee (team leader) before leaving. Students are expected to remain on clinic in the event of a hospital or clinical emergency.

Students may be dismissed 15 minutes before a scheduled afternoon class to allow time for clocking out and walking to the classroom when at KU Medical Center. Outside affiliates will dismiss the student at a time to allow sufficient travel time to arrive at class in a timely manner.

Students are expected to remain for the entire scheduled shift unless specifically dismissed early by the affiliate. Remain in the assigned area and inform the responsible supervisor when leaving for lunch, dinner, or class. Students are not allowed to leave the clinical affiliate premises for breaks.

Bring study materials to make use of any "down" time when there is no patient or educational activity occurring. DO NOT read clinically unrelated periodicals, newspapers, or 'web surf' during clinical assignments. Take the initiative if no activity is offered, and use this time to gain clinical proficiency or observe respiratory care related procedures.

## H 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 more than 30 minutes after the scheduled starting time.

Evening shift students who have a class or other Program activity immediately before clinic will be expected to arrive within 15 minutes of dismissal from class. If no class is scheduled on that day, students are expected at their assigned shift at the correct start time.

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

## I. 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:

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

Long sleeve shirts may not be worn underneath scrubs

White lab jacket (*optional* but handy for extra pockets).

Safety glasses or goggles.

Eyeglasses do not provide adequate protection.

Long hair must be tied back

Jewelry:

Minimal amount

No dangling ear rings

No fixtures in external body peircings except upto 2 earrings allowed in each ear

Rings may need to be pinned inside a pocket in Neonatal Nurseries.

Socks (or hose) must be worn.

Shoes:

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

Shoes must be clean and polished.

Open-toed shoes or sandals cannot be worn.

Acrylic or other nail overlays (artificial nails) are not permitted.

Shirts or tops must cover the stomach at all times.

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

## J. Inclement Weather

Clinical rotations proceed as scheduled regardless of weather. However, in the event that KUMC dismisses non-essential personnel due to extreme weather or other emergency conditions, clinical rotations are cancelled or dismissed and do not require make time. To access information regarding weather or emergency events, call 913-588-4636 or 913-588-info. Prolonged period of clinical time lost to adverse weather may be rescheduled at the end of the course.

## K. Injuries or exposures

Students will be instructed on the appropriate KUMC Infection Control procedures by the infection control nurse before the RESP 325 clinical rotation. 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. .

## SECTION V - KANSAS REGISTRATION

Students are eligible to apply for a Kansas Board of Healing Arts permit to practice clinical skills in the patient care setting when they are hired as a student employee. Information regarding the process will be provided by the employer and the program as required.

## SECTION VI - LIBRARY POLICY

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. A limited amount of material may be available from the department or individual instructor. If a student does not return material loaned out from the department, or an instructor, by the due date for grades at the end of a semester, an "I" (incomplete) may be sent to the Office of Records and Registration. Compensation is required for non-returned or lost books.

## SECTION VII - COPIER USE

Because of limited operating budget funds, copier use is limited to department personnel. Personal materials or class notes cannot be copied on the department machine. Written protocols for case conference presentations will be printed by the department provided it is available to the faculty members no later than 4:00 p.m. on the day before the presentation.

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

Changes of address must also be reported to the Office of Records and Registration. 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 addresses.

## SECTION IX - STUDENT MAILBOXES AND LOCKERS

Notices, class objectives, journal articles, and other information are distributed via email. Each student is responsible for checking his/her email on a frequent basis. The student is responsible for the information distributed by email.

Program information will only be distributed by email through the Medical Center's Groupwise email systems only. The program will not distribute email to personal accounts such as yahoo, aol, hot mail, or g-mail.

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. Because of the limited number of lockers available, it may be necessary to share. A list of the combinations is kept by the Clinical Coordinator and may be given to facilities maintenance or security if required. A student who forgets his/her combination must contact the DCE to obtain the combination.

## SECTION X - STANDARDIZED ASSESSMENTS / EXAMINATIONS / CERTIFICATIONS

Student must complete the following examinations and certifications before exiting program:

1. Two clinical exams, including cognitive and psychomotor elements with a minimum passing score of 75%. The non-ICU exam is administered during the spring semester, the ICU exam is administered during the summer semester.
2. A comprehensive oral examination with a minimum passing score of 75% administered during the summer semester.
3. Successful completion of an ACLS course. Neonatal Practicum students will also complete an NRP course. (Separate fees apply.)
4. Successful completion, with a minimum score of 70%, on the NBRC secure web Written RRT Self Assessment Examination. (Separate fees apply.)

5. Successful completion with a minimum score of 70% on the NBRC secure web Clinical Simulation Self Assessment Examination. (Separate fees apply.)

6. **Passing completion of the NBRC Entry Level CRT Examination.** (Separate fees apply.)

A student who has earned the CRT credential before entering the program is required to take Written RRT Self Assessment Examination and Clinical Simulation Self Assessment Examination before graduating from the program.

A student who has earned the RRT credential prior to program entry will be excused from the entry level review course and all NBRC examinations. PALS or NPS may be substituted for ACLS depending on the selected clinical specialty courses.

7. Each term a student survey must be entered into the Data Arc information system. Completion of the survey is anonymous, however completing the survey may be required as an item graded in clinical courses and failure to complete the survey may result in final grades being withheld pending survey completion.

8. 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.

#### SECTION XI - 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 affect on a student's ability to acquire a license to practice Respiratory Care in Kansas, or any other state requiring a license.

#### SECTION XII – ACADEMIC MISCONDUCT

Academic misconduct includes; 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), and breach patient confidentiality or any violation of the practices outlined by government HIPAA guidelines.

Consequences related to academic misconduct include written reprimand, probation, or termination from the program.

## SECTION XIII - ADVANCED STANDING REQUIREMENTS FOR JUNIOR STUDENTS

Clinical course challenge is available to a student who

a. Can document a minimum of 1 year full-time work (at least 21 hours per week) under appropriate medical direction. A hospital-trained practitioner can challenge only RESP 325.

or

b. Transfers from an accredited respiratory care program as a junior. The individual may challenge RESP 325, RESP 350, and RESP 355.

or

c. Has graduated from an accredited technician program and holds the CRT credential. Such an individual is eligible to challenge RESP 325, RESP 350, RESP 355, and RESP 375.

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 primary affiliate. Completion of the written examination and demonstration of adequate clinical knowledge and skills will satisfy the course requirement for the specified course.

There is a charge assessed for the challenge process. This charge is set by the department and approved 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 departmental personnel.

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 prior to the beginning of the semester. Testing must be completed before the date of enrollment.

## SECTION XIV – REFERENCES

A. Technical Standards for Admission to the Department of Respiratory Care Education December 2002.

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 and matriculating students must meet the expectations listed below.

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

#### I. 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.

#### II. 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.

#### III. Communication

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

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