

West Chester University of PA



Bryn Mawr Hospital

**RESPIRATORY
CARE PROGRAM
STUDENT
HANDBOOK**

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Introduction

Welcome to the West Chester University/ Bryn Mawr Hospital Respiratory Care Program

Welcome to the Respiratory Care Program! This student handbook has been designed to guide you throughout your journey in the program, offering essential information, policies, and resources to support your success. As a student in this program, you will acquire the knowledge, skills, and competencies necessary to sit for the national boards and begin your career as a respiratory therapist.

This handbook will serve as a valuable reference throughout your time in the program, providing clarity on academic expectations, clinical practices, and professional affiliations. It is important that you read and familiarize yourself with the content within these pages, as it outlines the guidelines and standards that will help you navigate the classroom and clinical environments successfully.

We are excited to accompany you on your educational journey and look forward to your growth as a future respiratory therapist. Your commitment to excellence in education, patient care, and professional behavior is integral to your success in this program and in the healthcare field.

Best of luck as you embark on this rewarding and impactful career path!

-The West Chester University/ Bryn Mawr Hospital
Respiratory Care Program Faculty

West Chester University Mission, Vision, and Values Statement

Mission Statement

West Chester University is a community of educators that develops graduates to succeed personally and professionally and contribute to the common good.

WCU graduates will:

- Apply scientific reasoning and demonstrate quantitative and qualitative literacy
- Collaborate with others to solve problems and address societal needs
- Communicate effectively and participate in civic discourse
- Engage inclusively in a diverse society
- Understand the ethical implications of decisions and the world in which they live

Institutional Goals

To fulfill its Mission as a public institution serving the Commonwealth, West Chester University will focus on student success and institutional improvement as measured by the degree to which WCU demonstrates:

- Access to learning
- Community and cultural engagement
- Continuous improvement
- Critical thinking
- Inclusion
- Scholarly and creative activities
- Sustainability

Vision Statement

West Chester University will be a national model for excellence for public regional comprehensive universities and especially noted for:

- Undergraduate programs that actively engage students in connecting the life of the mind to the world in which they live and work.
- The responsiveness of its graduate and post-baccalaureate programs to regional needs.
- Its focus on providing lifelong-learning, technical, and applied skills essential to graduates' success now and in the future.
- A commitment by faculty, staff, and administrators to provide access and to serve effectively the educational needs of a diverse student body.
- Its role as a leading educational and cultural resource and partner in fostering the economic, social, and cultural vitality of southeastern Pennsylvania.

Values Statement

West Chester University is committed to attracting, enrolling, and graduating quality students from a wide variety of educational, cultural, and economic backgrounds. This endeavor requires the University to attract and retain highly qualified faculty and staff and to provide each member of the University community with learning and leadership development opportunities. To this end, the University supports and encourages programs which benefit all people and which seek to eradicate discrimination and injustice. We treasure what we believe to be the highest principles of American society: the worth and uniqueness of each individual, the belief that success is to be earned by individual effort put forth in an environment founded on equality of opportunity, and the appreciation of the ideal of an inclusive society.

We believe that it is incumbent upon all members of our community - staff, students, faculty and administrators - to conduct themselves with civility toward one another at all times. We value the special talents and contributions of each member of our community. We further affirm the worth and dignity of each member and the shared responsibility of all to treat each other as individuals, with respect and courtesy.

As a university owned by the citizens of Pennsylvania, we value our mission to provide the best educational opportunities possible which will enable the University community to successfully address the concerns of a global society. To this end, West Chester University seeks to provide diligent advising for students and to focus on teaching students to think clearly and critically, to make logical and ethical judgments, and to communicate effectively with others.

West Chester University's community strongly supports the principles of academic integrity and academic responsibility, viewing both as the province of every member of the campus community. We hold the highest esteem for teaching directed toward student learning and affirm that mastery of content as well as mastery of teaching skills necessary to communicate such content are paramount.

Main Line Health Mission, Vision, and Values

Our mission

To meet the healthcare needs of the communities we serve and to improve the quality of life for all people, by providing a comprehensive range of safe, equitable and high-quality health services, complemented by interdisciplinary education and research programs.

Our vision

Be the healthcare provider of choice in our communities by eliminating harm, achieving top decile performance, delivering equity for all and ensuring affordability.

Our values

- Keep our patients, employees, and medical staff **safe**
- Deliver **high-quality, compassionate care**
- Foster an environment of **diversity, respect, equity, and inclusion**
- Work together as a **system** to achieve common goals
- **Innovate**, embrace change, and do the **right** thing

Respiratory Program Mission and Goals

West Chester University, in conjunction with Bryn Mawr Hospital, offers a Bachelor of Science degree in Respiratory Care. Students are afforded the opportunity to enter the challenging health care field as Respiratory Care Professionals through the unique partnership of an institution of higher learning and a well-respected teaching hospital. Respiratory Care Professionals work to evaluate, treat, and care for patients with breathing disorders. They include those patients who have been born prematurely and whose lungs are not fully developed, patients who have lung disease, and those requiring assistance from life support technology.

Program Mission

The mission of the West Chester University/Bryn Mawr Hospital Respiratory Care Program is to provide students with a comprehensive academic and clinical curriculum that allows graduates to serve the medical community as competent, ethical, and professional Respiratory Therapists who are committed to life-long learning.

Program Goals

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Our program aims to prepare leaders for the field of respiratory care by including curricular content with objectives related to the acquisition of skills in one or more of the following: management, education, research and advanced clinical practice.

Upon completion of the Respiratory Care Program, graduates will function as an advanced-level practitioner who utilizes effective communication, critical thinking, problem solving, and decision making skills in the clinical setting with a strong commitment to the importance of patient safety.

Accreditation

The West Chester University/Bryn Mawr Hospital Respiratory Care Program, CoARC Number 200313, BS in Health Science-Respiratory Care, located on the campus of Bryn Mawr Hospital, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com)

<https://coarc.com/students/programmatic-outcomes-data>

"CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented."

Commission on Accreditation for Respiratory Care (CoARC)

265 Precision Blvd.

Telford, TN 37690

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WCU/BMH Program Social Media



@WCU_respiratorycare



West Chester University/Respiratory Care Program



West Chester University/Respiratory Care Program



www.wcupa.edu/healthSciences/health/respCare/

Bryn Mawr Hospital Campus

Most of the program core courses are taught at the Bryn Mawr Hospital, an off-campus location to the University's Main Campus. As a result, students are required to follow all Main Line Health's policies regarding students. This includes, but is not limited to, parking, vaccinations, masking, health reporting, etc.

Physical Address: 27 South Bryn Mawr Avenue (GPS)

- Across the street from the Bryn Mawr Hospital and the Founder's Building
- **NEVER** use as the mailing address

Mailing Address: 130 South Bryn Mawr Avenue, Bryn Mawr, PA 19010



Parking at Bryn Mawr Hospital

- Use **ONLY** the Bryn Mawr Avenue Parking Garage
 - Located on Bryn Mawr Ave-Across the street from the Emergency Room Entrance)
 - You will need to “pull” a ticket to enter.
 - When exiting, please press the button to talk to an attendant and let them know you are a respiratory care student. They will let you out free of charge.
- If you elect to use street parking, you will need to “feed” the meter
 - Borough parking attendants round frequently at various times and will ticket
- Notes:
 - **DO NOT** use the Old Lancaster Avenue Parking Garage.
 - **DO NOT** park in any patient or visitor parking spaces.
 - **DO NOT** park on the first level
 - **DO NOT** park in any spaces at 27 South Bryn Mawr Avenue



WCU/ BMH ID Badge

During the first few days of the Fall semester, you will receive a WCU/BMH Respiratory Care Program Student ID Badge.

Please wear your ID Badge daily in class and during future clinical rotations.

For safety reasons, your badge will only display your first name.

You should carry your RAM Card behind your ID Badge (not displayed)

Respiratory Care Program Notes

Student Accommodations

Students should contact the instructor immediately to confidentially make the instructor aware of any special needs. Proper West Chester University documentation must be provided by the student.

Tutoring – The Learning Assistance and Resource Center

The Learning Assistance and Resource Center (LARC) provides academic support through tutoring and academic success coaching services to promote independent and active learners at West Chester University.

Contact Information: The LARC is at 224 Lawrence Center (the second floor of Lawrence Hall).

<https://www.wcupa.edu/universityCollege/larc/>

ARC@wcupa.edu or (610) 436-2535

Ram Portal

Need Help Using RamPortal?

Check out **Registrar RamPortal Tutorials** for step-by-step instructions for:

- Navigate RamPortal Home Page
- Browse and schedule courses; view schedule
- Manage holds and tasks such as financial terms & conditions
- View degree audit
- Drop or withdraw from a class
- Petition for exception to policy

Petition for exception to policy

Undergraduate students understand that it is their responsibility to adhere to all published deadlines and policies, however, the university recognizes that sometimes life events throw stumbling blocks in our path. WCU is sensitive to students who find themselves facing urgent matters beyond their control. You can review those policies in the Undergraduate Catalog.

Step-by-step instructions

Petition to take a class outside of WCU

Undergraduate students **MUST** complete this form **BEFORE** taking courses at a college or university other than WCU. Please read our transfer policies prior to completing this form. Department Chairperson signature is required only if the course you plan to take does not have a WCU equivalency established.

Students are responsible to have official transcript sent to the Office of the Registrar once course work has been graded so the credit can be posted on the WCU official transcript.

Transfer Credit Permission Form

Computer, Email and D2L

Students are expected to be computer literate and to make every effort to access computers for their studies. While a "home" computer is not required, it is highly recommended. Those students without a "home" computer must make whatever effort is required to access a computer and the Internet from the University or their places of employment, if appropriate.

All WCU students have University-provided e-mail accounts. Students are expected to use e-mail communication with the professor and other students as a means of communication, as necessary. E-mail messages sent to the professor or fellow students should be considered professional communications, to make the instructor aware of any special needs confidentially subject to all the normal applications of grammar, writing style, punctuation, capitalization, and content. In general, e-mail sent to or from University accounts is considered the property of the University.

Our Program uses Desire to Learn (D2L) course management software. This software is available to WCU students online at <http://d2l.wcupa.edu>. Students are expected to independently learn how to access and use all the Desire to Learn components required by the course. It is recommended that student not utilize the D2L app available on Smart Phones, as the WCU Help Desk has identified numerous issues associated with the application.

If any classes are conducted via Zoom, please be advised that your entire face needs to be visible throughout the class meeting to receive credit for attendance. You should be present in the moment, engaged, and willingly participate. We will take breaks throughout the class as necessary, so please reserve the need to leave class for this time.

Viewing Final Calculated Grade on D2L

When viewing your “Final Calculated Grade” throughout the semester, it is important to note that this grade or percentage is a running average of graded assignments. It does not mean that the grade you see, leading up to final course requirements, is your actual final grade for the course. Future assignments to be completed, missed assignments (not completed by the due date that MAY be eligible for credit), or assignments that has not yet been officially graded will appear blank until officially graded (electronically or by the instructor). Any items that are blank in D2L DO NOT contribute to the visible “Final Calculated Grade” and may make your grade appear potentially higher. Any uncompleted assignments will receive an official grade of zero (0) which will negatively impact your “Final Calculated Grade” once it is entered into D2L.

IMPORTANT: Even after all assignments have been entered into D2L, your “Final Calculated Grade” on D2L is NOT your official grade. Your official grade or “Final Adjusted Grade” for the course will be manually calculated at the end of the semester to reflect any other course policies or grade.

Instructor Right to alter course material

Each instructor reserves the right to alter the sequence of material presented in any core program course based on current events, availability of guest speakers, and resources. In such cases, the student will be given sufficient notice of any changes.

Program Technical Standards

Technical standards outline the essential abilities required to complete the Respiratory Care degree program successfully. These standards are based on the competencies, proficiency, and skill levels established by the relevant accrediting and professional organizations, and they apply to classroom, laboratory, and clinical settings. The technical standards for this program are as follows:

- Ability to engage in classroom learning, discussions, and simulation.
- Adequate use of the senses (vision, hearing, somatic sensation) and motor skills necessary to perform laboratory and clinical procedures.
- Sufficient cognitive and physical capacity to adhere to safety protocols in the clinical setting.
- The use of assistive devices, extended program time, or other forms of support is permitted to help meet the program’s requirements.

Students are responsible for requesting appropriate accommodations in a timely manner through the Office of Educational Accessibility at West Chester University. The Respiratory Care Program will provide reasonable accommodations, provided they do not fundamentally alter the program's nature or impose the educational process.

Student Grievance Process

The goal of West Chester University's student complaint processes is for student complaints to be resolved internally. It is expected that students will follow the appropriate policies and procedures as outlined in the current University Undergraduate Catalog. West Chester University has designated a Student Ombudsperson to educate students about policies, procedures, and protocols in an effort to empower them to address issues, concerns, conflicts, and discrepancies in an efficient, timely, and private manner.

For a list of internal complaint resources, please visit the West Chester University Student Complaint Process Website at <https://www.wcupa.edu/HEA/complaint.aspx>

University Policies

Academic & Personal Integrity:

It is the responsibility of each student to adhere to the university's standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another's work and/or using ideas of another and presenting them as one's own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using your own work from one class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course. For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Department Undergraduate Handbook, the Undergraduate Catalog, the Ram's Eye View, and the University website at www.wcupa.edu.

Accommodations for Students with Disabilities:

West Chester University is committed to providing equitable access to the full WCU experience for Golden Rams of all abilities. Students should contact the Office of Educational Accessibility (OEA) to establish accommodations if they have had accommodations in the past or if they believe they may be eligible for accommodations due to a disability, whether or not it may be readily apparent. There is no deadline for disclosing to OEA or for requesting to use approved accommodations in a given course. However, accommodations can only be applied to future assignments or exams; that is, they can't be applied retroactively. Please share your letter from OEA as soon as possible so that we can discuss accommodations.

If you have concerns related to disability discrimination, please contact the university's ADA Coordinator in the Office of Diversity, Equity, and Inclusion or 610-436-2433.

Excused Absences Policy:

Students are advised to carefully read and comply with the excused absences policy, including absences for university-sanctioned events, contained in the WCU Undergraduate Catalog. In particular, please note that the "responsibility for meeting academic requirements rests with the student," that this policy does not excuse students from completing required academic work, and that professors can require a "fair

alternative” to attendance on those days that the student must be absent from class in order to participate in a University-Sanctioned Event.

Reporting Incidents of Sexual Violence:

West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to comply with the requirements of Title IX of the Education Amendments of 1972 and the University’s commitment to offering supportive measures in accordance with the new regulations issued under Title IX, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator. The only exceptions to the faculty member’s reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University Protection of Minors Policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: Office of Diversity, Equity, and Inclusion.

Inclusive Learning Environment and Anti-Racist Statement:

Diversity, equity, and inclusion are central to West Chester University’s mission as reflected in our Mission Statement, Values Statement, Vision Statement and Strategic Plan: Pathways to Student Success. We disavow racism and all actions that silence, threaten, or degrade historically marginalized groups in the U.S. We acknowledge that all members of this learning community may experience harm stemming from forms of oppression including but not limited to classism, ableism, heterosexism, sexism, Islamophobia, anti-Semitism, and xenophobia, and recognize that these forms of oppression are compounded by racism.

Our core commitment as an institution of higher education shapes our expectation for behavior within this learning community, which represents diverse individual beliefs, backgrounds, and experiences. Courteous and respectful behavior, interactions, and responses are expected from all members of the University. We must work together to make this a safe and productive learning environment for everyone. Part of this work is recognizing how race and other aspects of who we are shape our beliefs and our experiences as individuals. It is not enough to condemn acts of racism. For real, sustainable change, we must stand together as a diverse coalition against racism and oppression of any form, anywhere, at any time. Resources for education and action are available through WCU’s Office for Diversity, Equity, and Inclusion (ODEI), DEI

committees within departments or colleges, the student ombudsperson, and centers on campus committed to doing this work (e.g., Dowdy Multicultural Center, Center for Women and Gender Equity, and the Center for Trans and Queer Advocacy). Guidance on how to report incidents of discrimination and harassment is available at the University's Office of Diversity, Equity and Inclusion.

Emergency Preparedness:

All students are encouraged to sign up for the University's free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit WCU Alert. To report an emergency, call the Department of Public Safety at 610-436-3311.

Electronic Mail:

It is expected that faculty, staff, and students activate and maintain regular access to University provided e-mail accounts. Official university communications, including those from your instructor, will be sent through your university e-mail account. You are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course.

Program Policies

The policies of West Chester University and Main Line Health pertain to all students. The policies apply to all students and faculty regardless of the location where instruction occurs. The student is responsible for understanding and complying with these policies as outlined in the West Chester University Catalog and the Main Line Health Administrative and Department Policy and Procedure Manuals. Issues not addressed in the above mentioned references or alterations specific to the Program are also the responsibility of the student and are as follows:

Dress and Appearance

There is no official dress requirement for didactic courses, however, the student must be aware that they are attending class in a place of business not a university campus. Therefore, the Program must insist that the students dress accordingly. Students may not wear muscle shirts, inappropriately printed tee shirts, halter-tops, or crop tops. If shorts are worn in the warm weather, they should be of suitable length for modesty. Student ID's must be always worn while the students are on the BMH campus for didactic classes, so that they may be identified as a WCU/BMH Respiratory Care student.

Completion of the Program

All courses within the first two years of the Program should be taken in the order listed. Advising will be done by the Program Director and any changes to the student's schedule should be brought to the attention of the Program Director. All courses, contained within the first two years of the curriculum, must be completed prior to the student's entry into the professional Respiratory Care component of the curriculum unless permission has been given by the Program Director. In the last two years of the Program, the student will be required to successfully complete each semester as displayed on the curriculum.

Students must have successfully completed clinical skills checklists no longer than 4 months prior to clinical rotations (HEA380 & HEA479). Students who have decelerated will, therefore, need to schedule time with an instructor and go through the skills checklist process prior to beginning clinical.

Ethical Behavior

In the allied health professions, employees are required to be fully competent in their position due to the serious nature of patient care. It is for this reason that cheating, which is not acceptable in any circumstance, is even less acceptable from an Allied Health student. The following are examples of what the faculty regards as cheating: use of notes during an exam, looking at a classmates paper during an exam, allowing a classmate to look at your paper during an exam, discussing the content of an exam with someone who has not yet taken that exam, collaborating with another student during an exam, handing in a paper written by someone else, copying portions of a paper from a reference without giving proper credit to the reference (plagiarism).

Use of generative Artificial Intelligence

West Chester University faculty, staff, and students are required to follow existing university policies when using generative AI tools. These policies safeguard our university's values and foster a responsible environment for educational excellence. We recommend reviewing the policies summarized in this framework and considering their application to the use of generative AI.

WCU's Acceptable Use Policy (AUP) emphasizes that University network and resources are intended to support the academic mission, facilitate information-sharing, and manage the University's administrative and service operations. When using generative AI tools, it is important to adhere to the established principles of academic integrity and professional responsibility. This includes using these tools ethically and responsibly to support academic and administrative activities without compromising the integrity of the University's systems and data.

To uphold and maintain the ethical standards outlined in the Undergraduate Student Academic Integrity Policy and Graduate School Academic Integrity Policy, it is important to use generative AI tools responsibly and ethically. Avoid violating the following academic integrity standards from each policy:

1. *Plagiarism*: Do not present someone else's work as your own. Output for generative AI tools is based on the existing works of others. This includes words, ideas, data, visual representations, audio, video, and digital materials. In keeping with recommendations, verify the accuracy of AI outputs, you should confirm that any AI output you use is not a direct copy of other's work. This is based on the University of Florida's recommendation regarding plagiarism and generative AI.
2. *Fabrication*: Do not present fabricated or unverified information, results, information, citations, or other findings.

3. *Cheating*: Do not misrepresent your mastery of information or skills for assessments. This includes, but is not limited to, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Generative AI tools can be used ethically and responsibly to assist or enhance content development without compromising or violating academic integrity.

Cheating

Students are expected to always conduct themselves in an ethical manner. Conduct deemed unethical for a developing healthcare professional will be disciplined. Examples of unethical behavior include: falsification of a medical record, falsification of documents handed to the faculty, lying to the faculty or members of the healthcare team, documenting therapies which were not administered, and cheating. **Cheating constitutes grounds for immediate dismissal, with no right of appeal.**

Graduation

Students must apply for graduation clearance by the dates published in the master schedule at the University. Students will be required to take and pass the Registry Written SAE Exam prior to graduation. These exams will be purchased by the student through the Program. Applications for temporary licensure and NBRC exams will be given to each student prior to graduation. It should be noted that it is the prospective graduate's responsibility to ensure that all paperwork is completed and appropriately submitted.

Thirty (30) semester hours must be taken at West Chester University in order to receive a degree. There is a fee associated with graduation clearance at the University, and with the Program. Forms are available at the Registrar's Office.

Liability Insurance and Health Insurance

Students are required to carry professional liability insurance during clinical phases of the Program. The student will obtain professional liability insurance on their own, however the school can provide suggestions of company names if desired. Students are expected to carry and maintain medical insurance throughout the duration of the Program.

Professional Affiliation

Students are encouraged to join the American Association for Respiratory Care (AARC). Membership in your national professional organization indicates support for your chosen career as well as entitles you to many benefits. For details and applications, contact the Program Director. Although this is not a requirement of the Program, it is **strongly** recommended and supported by the Program faculty.

Transportation

All Respiratory Care curriculum courses are taught at the Bryn Mawr Hospital, an off-University campus location. In addition, the clinical component of the Program is composed of numerous clinical affiliates located throughout the Delaware Valley. Transportation to and from both off-University campus locations and clinical sites is the sole responsibility of each student. Lack of transportation is not an excuse to miss classroom or clinical time. It is the student's responsibility to find another means of transportation.

Due to legal and safety issues, the Respiratory Care Program faculty is not permitted to transport any student to and from a location for any reason. Arrangements to carpool with other students are the responsibility of the student and the Program relinquishes any and all liability.

Severe Weather

The University's information is disseminated through E2Campus and the WCU website can be accessed at www.wcupa.edu. If West Chester University closes due to weather, all Respiratory Care classes, including clinical, are automatically cancelled as well. If the University is operating on a two-hour delay, all 8:00 a.m. classes will be cancelled, and the start of the clinical day will be delayed by two hours. If the University is not closed but the Respiratory Care classes have been cancelled (including clinical), students will be notified by e-mail from the Program faculty. It is the student's responsibility to notify the Program faculty of changes in e-mail addresses or other means of communication. The student's WCU e-mail account will be used unless otherwise specified.

Criminal Background Check and Child Abuse History Checks

The goal of the Criminal Background Check and Child Abuse History Clearance Policy is to establish and maintain a safe environment for all employees, students, and patients. It is not the intention of the Program to intrude into the private lives of the students.

The Program will require the student to complete and submit both a Pennsylvania State Police Request for Criminal Record Check and a Pennsylvania Child Abuse History Clearance form prior to final acceptance into the Respiratory Care component of the curriculum. Should a student not pass either of these checks, the situation will be reviewed by the Human Resources Department at the Bryn Mawr Hospital and the Program Director. Each situation will be addressed on an individual basis. If it is determined that the situation jeopardizes the safety and welfare of the patients, the student will be denied acceptance into that portion of the Program.

Due to the serious nature of clinical rotations, a safe environment must be established to protect students, faculty, employees, and most importantly the patient. If a student is convicted of a Criminal or Child Abuse charge while in the Program, the Program Director, Director of Clinical Education, and the Human Resources Department reserve the right to determine whether the student may or may not continue in the curriculum.

Cell Phones and Computers

While communication devices such as cellular phones and pagers serve many purposes and are a beneficial means of communication, the use of such devices are prohibited during classroom lectures and activities and in the clinical setting. These devices are disruptive to the learning process and patient care responsibilities. If the student feels the need to carry such devices, they should be placed on the silence or vibrate only mode during the aforementioned times. The use of these devices for incoming or outgoing communication will only be permitted before or between classes, breaks, and lunch times.

Voluntary Attendance at Conferences, Involvement in Community Service Activities, & Credentials/Certifications

While the Program has several professional conferences, community service activities, and credentials/certifications that are either required as part of the core curriculum or the student organization, there are numerous opportunities for students to enhance the educational process by voluntarily seeking others. Doing so, demonstrates the student's

commitment to professionalism and the desire to gain additional knowledge and experience. Therefore, any student who voluntarily elects to participate in such events may be rewarded academically.

Defining voluntary attendance at conferences, community service activities, and/or credentials/certifications is ultimately up to the discretion of the Program Director and Program faculty. Rewards may include but are not limited to: extra points applied to previous or future examinations, exemption from an examination, excused time from class, or excused time from a clinical rotation.

Fraternization

A consensual or non-consensual personal relationship, defined as romantic or sexual involvement, between students and clinical instructors has the potential to disrupt lives, cause confusion and conflicts of interest, and may ultimately lead to interference with the rights to personal and physical integrity of all those involved. For these reasons, the Program considers it inappropriate for any student and clinical instructor to establish a personal relationship that has the potential to affect professional judgments of academic or work performance.

The Program considers it a violation of this policy if a student or clinical instructor initiates a romantic relationship, offers or requests sexual favors, makes sexual advances, or engages in sexual conduct, consensual or otherwise. This includes, but is not limited to, clinical instructors at all clinical affiliate sites, students who are currently enrolled in the Program, and those subject to any form of evaluation as a student enrolled in the Program.

Should such a situation arise, it should be brought to the Program Director and Director of Clinical Education's attention immediately. All issues will be addressed on an individual basis and every effort will be made to arrive at a solution, which is in the best interest of the student. Any student who knowingly violates this policy will be subject to disciplinary action, which could ultimately lead to dismissal from the Program. Similar issues, surrounding members of administration or faculty, will follow existing University policies and procedures.

Electronic Communication

Any student in the WCU/BMH Respiratory Care Program that is found to be discussing program information, patient information, faculty information, or fellow student

information electronically will be immediately dismissed from the Program. This includes but is not limited to social networking and e-mail.

Academic Progression

Complete the following courses with a minimum grade of C-:

- FYE, BIO 100, MAT 113, WRT 120, SPK 208 or 230, BIO 259 and 269, BIO 204, WRT at approved 200 level, CHE 100, PSY 100, Humanities, Diverse Communities, Interdisciplinary, Social Behavioral, Art, HEA 210, one Writing and two Speaking Emphasis course.

Students must achieve a GPA of 2.7 in the general education and program prerequisite courses to progress into the fall cohort and enter the core program core.

BIO 100, MAT 113, CHE 100, BIO 259, BIO 269, and BIO 204 must be completed no later than the spring semester before enrolling in HEA 370, HEA 371, HEA 372, HEA 373, and HEA 374.

Students may not be granted permission to schedule core program courses if they still need to complete more than 9 credits of program prerequisites and/or general education requirements.

The above policies are at the discretion of the program director.

Students who desire to initially take a General Education or Program Prerequisite course at another institution may do so only after completing the form "Permission to take a course off campus." It is the student's responsibility to ensure an equivalent transfer.

Undergraduate students who *take* and *complete* a course at West Chester may not repeat the course at another institution and have the credits or grade count towards a West Chester degree. If undergraduate students retake a course at WCU that they have already taken at another institution, the WCU course will be calculated into the student Grade Point Average and earned credits, and the original course will no longer count as transfer credit. For additional information, please see the [WCU Course Repeat Policy](#).

Waiting List

The Respiratory Care Program is accredited to admit up to 30 students per cohort. Once the program reaches this capacity, any additional applicants will be placed on a waiting list. Students on the waiting list will be notified if a seat becomes available, allowing them the opportunity to join the program if a spot opens.

Academic Requirements

Grade	Quality Points	Percentage Equivalents	Interpretation
A	4.00	93-100	Excellent
A-	3.67	90-92	
B+	3.33	87-89	Superior
B	3.00	83-86	
B-	2.67	80-82	
C+	2.33	77-79	Average
C	2.00	73-76	Minimum Passing Grade for the Respiratory Care Program
C-	1.67	70-72	
D+	1.33	67-69	Below Average
D	1.00	63-66	
D-	0.67	60-62	
F	0	< 60%	Failure

To remain in the Respiratory Care Program, students must maintain an average of 73 % or greater in all core courses.

Students failing one core course may decelerate and repeat the course at the discretion of the Program Director. Students failing more than one core course will be immediately dismissed from the Program and will not be re-admitted, with no right of appeal. In extreme situations, the Program Director and the Director of Clinical Education reserve the right to alter this policy individually.

The honors list for commencement is based on the GPA from the next to last semester before graduation. Transfer students must have 60 hours of grades reported at WCU prior to that time to be recognized. Those students who do not attain honors distinction until the end of their final semester, or those who do not complete 60 hours until the end of the final semester, will have recognition of their achievement ONLY on their final transcripts, where all honors distinctions are recorded.

Respiratory Care Program Curriculum

General Education Requirements

This concentration requires General Education Requirements, Supporting Courses in Science, and Professional Health Courses in Respiratory Care. The program includes:

General Education/Supporting Requirements:

- BIO 100, 204, 259, and 269
- MAT 113
- CHE 100
- WRT 120 & 200 (approved 200 level)
- PSY 100
- SPK 208 or 230
- Social Behavioral Requirement
- Humanities Requirement
- Art Requirement
- Interdisciplinary Requirement
- Diverse Communities Requirement
- 3 Free Electives

Students are required to achieve a letter grade of "C-" or better in all General Education/Supporting Courses

Semester #1					Semester #2				
Abbrev	Title	Credits	Grade	Attrib.	Abbrev.	Title	Credits	Grade	Attrib.
<input type="checkbox"/>	FYE	First Year Experience	4		<input type="checkbox"/>	BIO 259	A&P I	4	
<input type="checkbox"/>	BIO 100	Intro to Biology	3		<input type="checkbox"/>	WRT 200	English Requirement	3	
<input type="checkbox"/>	MAT 113	College Algebra	3		<input type="checkbox"/>		Humanities (i.e. HIS, LIT, PH)	3	
<input type="checkbox"/>	WRT 120	English Comp I	3		<input type="checkbox"/>		Diverse Comm	3	J
<input type="checkbox"/>		Speech (SPK 208, 230)	3	S	<input type="checkbox"/>		Interdisciplinary	3	I
		TOTAL CREDITS	16				TOTAL CREDITS	16	

Semester #3					Semester #4				
Abbrev	Title	Credits	Grade	Attrib.	Abbrev.	Title	Credits	Grade	Attrib.
<input type="checkbox"/>	CHE 100	Intro to Chemistry	3		<input type="checkbox"/>	BIO 204	Microbiology	4	
<input type="checkbox"/>		Humanities (i.e. HIS, LIT, PH)	3		<input type="checkbox"/>		Social/Behavioral (i.e. ANT, ECO, GEO, PSC, SOC)	3	
<input type="checkbox"/>	PSY 100	Intro to Psychology	3	E	<input type="checkbox"/>		Art	3	
<input type="checkbox"/>	BIO 269	A&P II	4		<input type="checkbox"/>	HEA 210	Intro to Allied Health	3	E
		TOTAL CREDITS	13				TOTAL CREDITS	16	

Program Core Requirements

Professional Health Courses:

- Year 2
 - HEA 210
- Year 3
 - HEA 360, 370, 371, 372, 373, 374, 375, 376, 377, and 378
- Summer Session
 - HEA 380
- Year 4
 - HEA 435, 472, 473, 474, 475, 476, 478, 479, and 480

Students are required to achieve a letter grade of "C" or better in all Program Core requirements. An overall GPA of 2.7 is required prior to the continuation to the first clinical practice course. In addition, professional courses must be taken in sequence and combination as listed on the advising sheet below.

Semester #5					Semester #6				
Abbrev	Title	Credits	Grade	Attrib.	Abbrev	Title	Credits	Grade	Attrib.
<input type="checkbox"/>	HEA 370	Medical Terminology (online)	1		<input type="checkbox"/>	HEA 375	Cardiopulmonary Diseases	3	
<input type="checkbox"/>	HEA 371	Aspects of Respiratory Care I	2		<input type="checkbox"/>	HEA 376	Aspects of Respiratory Care II	2	
<input type="checkbox"/>	HEA 372	Respiratory Physiology	3		<input type="checkbox"/>	HEA 377	Respiratory Pharmacology	2	
<input type="checkbox"/>	HEA 373	Bronchopulmonary Hygiene	3		<input type="checkbox"/>	HEA 378	Respiratory Care Technology	3	
<input type="checkbox"/>	HEA 374	Oxygen Therapy	2		<input type="checkbox"/>	HEA 360	Pre-Clinical Lab for Resp. Care	3	S
<input type="checkbox"/>		Free Choice	2						
TOTAL CREDITS					TOTAL CREDITS				
13					13				

Semester #7 (9 weeks)				
Abbrev	Title	Credits	Grade	Attrib.
<input type="checkbox"/>	HEA 380	Clinical Practice I	6	
TOTAL CREDITS				
6				

Semester #8					Semester #9				
Abbrev	Title	Credits	Grade	Attrib.	Abbrev	Title	Credits	Grade	Attrib.
<input type="checkbox"/>	HEA 472	Mechanical Ventilation	3	W	<input type="checkbox"/>	HEA 478	Respiratory Care Seminar I	3	W, CAP
<input type="checkbox"/>	HEA 473	Life Support Systems	3		<input type="checkbox"/>	HEA 479	Clinical Practice III	8	
<input type="checkbox"/>	HEA 474	Pulmonary Function Testing	2		<input type="checkbox"/>	HEA 435	Prof. Skills in Allied Health	1	
<input type="checkbox"/>	HEA 475	Neonatal Respiratory Care	2						
<input type="checkbox"/>	HEA 476	Clinical Practice II	2						
<input type="checkbox"/>	HEA 400	Cardiopulmonary Concepts	3						
TOTAL CREDITS					TOTAL CREDITS				
15					12				

Credits will be accepted for prior respiratory care coursework; however, the program will not accept course equivalencies. Therefore, all respiratory courses must be completed as listed in the above core component of the program. The only exceptions to this are HEA 210 (Intro to Allied Health) and HEA 370 (Medical Terminology) upon equivalency evaluation by the WCU registrar.

Assessing Competency

This degree program satisfies the requirements necessary to complete the Therapist Multiple-Choice Examination and the Clinical Simulation Examination offered by the National Board for Respiratory Care (NBRC). Satisfactory completion of the Entry Level examination will, in most states, grant the practitioner a legal credential to practice Respiratory Care. The Advanced Practitioner Examination will enable the practitioner to secure a position in any facet of the profession.

Areas of student competency include, but are not limited to:

- Patient Assessment
- Lung Inflation Therapy
- Airway Clearance Therapy
- Intubation and Extubation
- Medication Delivery
- Humidity and Aerosol Therapy
- Bedside Mechanics
- Arterial Blood Gas Acquisition

The above competencies are completed via Objective Structured Clinical Examinations (OSCE) during the HEA 360 course. Students will be graded on their performance and overall understanding of multiple lab competencies. Students will learn to communicate effectively to perform a thorough patient assessment. Effective communication will be graded via the communication rubric available on D2L. Students must pass the simulation. If a student does not pass with a 73% or higher, they will be given an opportunity to repeat the competency on an assigned day after peer remediation has taken place. If they do not pass with a 73% or higher the second time, additional peer remediation will occur, and a meeting with program faculty to discuss a future in the program. Students will only be given a third attempt once all the above-mentioned steps occur.

All competencies need to be successfully completed prior to the start of HEA 380 (Summer Clinical I).

Clinical Component

The WCU/BMH program has partnership agreements with over 15 sites throughout the region to ensure that our students have the most comprehensive and clinical experiences with exposure to services like open heart and cardiac care, Level I and II Trauma, Level III and IV NICU, and advanced therapeutic techniques to treat and manage various disease processes.

The West Chester University/ Bryn Mawr Hospital Respiratory Care Program students complete three separate clinical rotations. The summer session between the junior and senior years (HEA 380). During the fall semester of the senior year (HEA 476) and spring semester of the senior year (HEA 479).

Below are the West Chester University course catalog descriptions of the clinical rotations:

HEA 380. CLINICAL PRACTICE I. 6 CREDITS.

An introduction to clinical respiratory care consisting of rotations through patient care areas followed by discussion of experiences and correlation to didactic work. Typically offered in Summer.

It is recommended that you call the Bursar's office at 610-436-2552 for clarification on exact costs. Financial aid is not covered for summer courses in most cases. The Financial Aid office can be reached at 610-436-2627

HEA 476. RESPIRATORY CARE CLINICAL II. 2 CREDITS.

An introduction to critical and specialized respiratory care areas followed by discussions and correlation to didactic work. Typically offered in Fall.

HEA 479. RESPIRATORY CARE CLINICAL PRACTICE III. 8 CREDITS.

An intensive exposure to critical care and specialized areas of respiratory care. Performance evaluation of therapies and procedures to include mechanical ventilator set-up, and evaluation, neonatal ventilator set-up, pulmonary function assessment, arterial line set-up, and arterial line blood withdrawal. Typically offered in Spring.

Clinical Rotation Locations

Community Hospitals	City/Larger Hospitals
Bryn Mawr Hospital (Bryn Mawr, PA.)	Christiana Care Hospital (Newark, DE.)
Chester County Hospital (West Chester, PA.)	Cooper University Hospital (Camden, NJ.)
Riddle Hospital (Media, PA.)	Hershey Medical Center (Hershey, PA.)
Paoli Hospital (Paoli, PA.)	Hospital of the University of Pennsylvania (Philadelphia, PA.)
	Lehigh Valley Hospital (Allentown, PA.)
	Lankenau Hospital (Wynnewood, PA.)
	Penn Presbyterian Hospital (Philadelphia, PA.)
	Temple University Hospital (Philadelphia, PA.)
	Thomas Jefferson Hospital (Philadelphia, PA.)
Children's Hospitals	
Children's Hospital of Philadelphia (Philadelphia, PA.)	
Nemours Children's Hospital (Wilmington, DE.)	
Hershey Medical Center (Hershey, PA.)	

If a hospital is not listed above, we do not have a legal contract with them and cannot send students there.

Clinical Rotation Facts Sheet

Site	# of Beds	Trauma Level	NICU Level
Bryn Mawr Hospital	264	N/A	3
Chester County Hospital	329	N/A	3
Children's Hospital of Philadelphia	594	1	4
Christiana Care Hospital	1,039	1	3
Cooper University Hospital	635	1	3
Hershey Medical Center	619	1	4
Hospital of University of Pa.	1,061	N/A	3
Lehigh Valley Hospital	877	2	4
Lankenau Hospital	370	2	3
Penn Presbyterian Hospital	386	1	3
Nemours Children's Hospital	260	1	4
Riddle Hospital	200	N/A	2
Paoli Hospital	249	2	2
Temple University Hospital	979	1	3
Thomas Jefferson University Hospital	926	1	3
Virtua Hospital	336	N/A	3

Clinical Procedures

Complio/ American Data Bank

Complio is a tracking tool used to ensure compliance with all requirements needed for you to attend clinical. The below requirements need to be completed as directed in a timely manner to ensure you can participate in clinical this summer (HEA 380). Failure to comply with these requirements will result in your not attending clinical.

Vaccinations

Vaccine	Dose
MMR (Measles, Mumps, & Rubella)	2 doses but need titer drawn
Varicella (Chicken Pox)	2 vaccines
Hepatitis B	A series of 3 vaccines and titer drawn
Flu Vaccine	1 vaccine
COVID-19 Booster shot is not required currently. Subject to change.	1 or 2 doses + Booster
Tdap (Tetanus, Diptheria, & Pertussis)	1 vaccine within 10 years
QuantiFERON GOLD TB Test	1 blood draw

Students in clinical settings face potential exposure to infectious diseases, requiring education, training, and adherence to infection control protocols, including universal precautions and specific guidelines for various clinical sites.

The immunizations listed above fall under the Centers for Disease Control recommendations and ensure that the students will fulfill the immunization requirements for all clinical sites.

Background check, Child Abuse History, and DHS Fingerprinting

The goal of the Criminal Background Check, Child Abuse History Clearance, and fingerprinting Policy is to establish and maintain a safe environment for all employees, students, and patients. It is not the intention of the Program to intrude into the private lives of the students.

The Program will require the student to complete and submit both a Pennsylvania State Police Request for Criminal Record Check and a Pennsylvania Child Abuse History Clearance form prior to final acceptance into the Respiratory Care component of the curriculum. Should a student not pass either of these checks, the situation will be reviewed by the Human Resources Department at the Bryn Mawr Hospital and the Program Director. Each situation will be addressed on an individual basis. If it is determined that the situation jeopardizes the safety and welfare of the patients, he/she will be denied acceptance into that portion of the Program.

Due to the serious nature of clinical rotations, a safe environment must be established to protect students, faculty, employees, and most importantly the patient. If a student is convicted of a Criminal or Child Abuse charge while in the Program, the Program Director, Director of Clinical Education, and the Human Resources Department reserve the right to determine whether the student may or may not continue in the curriculum.

FIT test

This is a test to make sure that the N95 mask you are using fits you correctly. There are different sizes/brands of N95's, so we need to make sure the one you are using is keeping you as safe as possible. You will complete this here at the school with us and we will give you a form showing which mask you should use.

Drug Screening

The goal of the Substance Abuse Policy is to establish and maintain a safe environment for all employees, students, and patients. The Program intends to follow the spirit and guidelines of the *Drug Free Workplace Act of 1988* and the applicable rules and regulations promulgated by the Drug Enforcement Administration. It is not the intention of the Program to intrude into the private lives of the students, but rather to have students reporting to a healthcare facility in a condition in which they are able to perform their assignments both professionally and safely. The use and/or presence of alcohol or other drugs while in the context of the Respiratory Care classroom or clinical rotations will not be tolerated.

The Program will require the students to submit to an initial drug test prior to the start of HEA380- Clinical Practice I. Should a student not pass this test, they will be counseled by the Medical Review Officer. The Program Director will be notified by the Occupational Health Office and the issue will be evaluated on an individual basis. If the student is able to provide proof of counseling and agrees to submit to a random drug screening in the future, continuation in the Program may be granted. Should a subsequent screening be positive for drugs, the student will be denied any future opportunity to complete the Program.

Due to the serious nature of clinical rotations, a safe environment must be established to protect students, faculty, employees, and most importantly the patient. If a student is suspected of utilizing drugs and/or alcohol while in a clinical rotation, the Director of Clinical Education and/or the Program Director will be notified immediately so that arrangements may be made to secure transportation for the student to the Bryn Mawr Hospital. The student will be asked to participate in the above-mentioned testing. If the student refuses, it will result in the dismissal of the student from the Program. The student will not be permitted to attend the assigned clinical rotation until the results of the drug screening are made available. All time missed from a clinical rotation will be made up at the discretion of the Director of Clinical Education and/or the Program Director, given the results of the screening are negative. Positive drug and alcohol screenings will result in the automatic dismissal from the Program and the student will receive a letter grade of "F" for that course.

CPR/BLS

While in the program, students will be certified to perform CPR through the American Heart Association. All students entering HEA 380 will need to be proficient in CPR.

Trajecys

All students must sign up for Trajecys prior to their first clinical rotations. Trajecys is a website that tracks and reports all student progress in the clinical setting.

Students will utilize Trajecys to clock in and out of their clinical site for each scheduled rotation. Time records will then be approved by the director of clinical education to ensure clinical hour requirement is met. Students will utilize Trajecys to have their preceptor record their daily and/or weekly clinical objectives. Objective evaluation categories include adult floor care, pediatric floor care, intensive care unit, emergency department, pediatric intensive care, neonatal intensive care, and pulmonary rehab/pulmonary functioning. Students will utilize Trajecys to have their preceptor record their daily activities and competencies completed in the clinical setting. Students will obtain weekly constructive feedback from preceptors utilizing the student evaluation forms on Trajecys. Students can provide weekly constructive feedback for their preceptors utilizing the instructor evaluation forms.

Clinical Policies

The policies of West Chester University and Main Line Health pertain to all students. The student is responsible for understanding and complying with these policies as outlined in the West Chester University Catalog and the Main Line Health Administrative and Department Policy and Procedure Manuals. Issues not addressed in the above mentioned references or alterations specific to the Program are also the responsibility of the student and are as follows:

Illness

Attendance in the clinical setting is mandatory. In the event of illness, the Shift Supervisor and/or Clinical Instructor at the assigned clinical site as well as the Director of Clinical Education shall be notified **at least** one hour **before** the scheduled arrival time. Attendance will be tracked, and along with lateness, will comprise 20% of the overall clinical grade. Excessive absenteeism will require time to be made up. The amount of time will be determined by the Director of Clinical Education and the Program Director.

Lateness

Students must report promptly to clinical sites. It is the student's responsibility to be aware of the starting time and ending time for each clinical rotation, and the student must clock in, at the site, no later than fifteen minutes prior to their designated start time. This allows the student time to get settled and to be on time and ready for shift report. If the student anticipates being late, the Shift Supervisor and/or Clinical Instructor at the assigned clinical site, as well as the Director of Clinical Education, should be notified and informed of an estimated arrival time. If a student is going to be more than 1-2 hours late, they must take the day as a missed day (depending on the circumstances). If a student is going to miss more than 2 hrs. of time for a scheduled appt., etc., they must take the day as a missed day. Lateness will comprise of 15% of the overall clinical grade.

Lunches & Breaks

As a Respiratory Care Practitioner, patient care duties are your primary responsibility. These duties may occasionally infringe upon your lunch and break times. Students may take two-fifteen-minute breaks per shift. Lunch breaks are thirty minutes in length.

Clinical Instructors must be made aware of student whereabouts at all times. Lunch and breaks must be coordinated with the Clinical Instructor. If the student leaves the designated clinical area for any length of time, the Clinical Instructor must be notified of time left and time returned. Free time may not be spent in the public waiting areas. Students are expected to use free time constructively and independently. Students may not leave the clinical campus during their rotation time for any reason, unless given explicit permission to do so by the Shift Supervisor or the Clinical Instructor.

Dress and Appearance

Complete uniform must be worn in the patient care areas at all times. The uniform for all students will consist of black colored scrub pants, and an eggplant-colored scrub shirt, bearing the WCU/BMH Respiratory Care Program logo. Only appropriately sized, plain, black, long-sleeved or short-sleeved T-shirts or tank tops may be worn under the scrub top. All uniforms must be ordered through the Program to ensure consistency. The uniform should fit appropriately and should allow for bending, kneeling, lifting, and turning of patients and equipment. The uniform should be clean and wrinkle-free, thus promoting a professional appearance. Scrub pants must be black and hemmed if necessary. They may not be rolled up or cuffed. Black track jackets, bearing the WCU/BMH Respiratory School emblem may be worn in the non-patient clinical setting (over the purple uniform top). If the student wishes to wear a long sleeve top under their uniform top it should be a PLAIN white, black or grey shirt. Males should wear a shirt under their uniform top, be it long sleeve or short sleeve, plain without writing, in either white, black or grey. In addition to the Program uniform, the student must also always wear their student ID. Any student arriving at clinical without their ID will be sent home. A stethoscope, black pen and pocket calculator must be always carried. Cell phones MAY NOT be used as calculators in the clinical setting.

Shoes should completely or almost completely enclose the foot. While clogs are acceptable, they must be completely close over the top of the foot (without holes). Shoes must be made of a solid construction. According to Joint Commission rules, no mesh sneakers or shoes are allowed. Choose shoes that are quiet and comfortable. Shoe colors should be neutral (white, brown, or black).

The student must always have a neat and clean appearance. Hair must be tied/pinned back and not hanging in the face. Jewelry worn must be deemed appropriate by the Program Director and/or Director of Clinical Education. For safety reasons, it should be conservative and minimal in nature. Body piercing of any type are not permitted in the clinical setting (i.e., no eyebrow rings, nose rings, tongue rings, lip rings, etc). Fingernails

must be clean, trimmed, and free of any fingernail polish. Acrylic or artificial nails or any type (including acrylic, gel, dipped and silk wraps) are not permitted under any circumstances. These requirements are for your safety, as well as the patient's safety.

The Educational Coordinators and Clinical Instructors will determine unacceptable appearance, and students may be requested to immediately leave the clinical setting if they do not comply with this policy. These matters will be reported to the Director of Clinical Education and /or Program Director.

Professional Behavior

Patients shall be addressed by their last name unless otherwise requested by the patient. Courtesy, respect, and common sense must always be used with patients and all hospital staff.

If the student has a problem with a patient or hospital staff member, the clinical instructor shall be notified immediately. If necessary, the Clinical Instructor will involve the Program faculty. Difficulties with Clinical Instructors must be reported **immediately** to Educational Coordinators and the Director of Clinical Education or the Program Director.

When beginning clinical the student may not perform any patient care related procedure unless directly supervised by a Clinical Instructor. As skills increase, and when officially notified, the student will perform specified procedures under indirect supervision. If at any time the student is asked to perform a procedure with which they are unsupervised and unfamiliar, they will identify themselves as a student and explain why they cannot perform the procedure.

Students are expected to conduct themselves in an appropriate manner at all times in the clinical site. Inappropriate behavior will be reported immediately to the Director of Clinical Education and Program Director. Each clinical site may remove a student from a clinical rotation if deemed necessary. In this event, the student will report to the Director of Clinical Education or Program Director immediately. Each incident will be reviewed by the Program Director and Director of Clinical Education followed by recommendations for improvement and/or disciplinary action. Clinical sites may refuse readmission of a student following such an incident.

Students are expected to conduct themselves in a manner exemplary of a developing healthcare professional at all times, in the classroom, clinical sites and outside of the Program area. Particular care must be taken when wearing the Program uniform. Types of behavior occurring outside of the classroom or clinical areas, which may be disciplined and/or evaluated, include, but are not limited to:

1. Infraction of local, state, and/or federal law.

2. Behavior having a disruptive effect during Program hours
3. Behavior exhibited when working in a Respiratory Care position that leads to suspension or expulsion from that position.
4. Wearing the student uniform in an inappropriate place, i.e. bar, nightclub etc.

Students attempting to pass themselves as fully trained Respiratory therapist prior to official notification of completion of all Program requirements may constitute grounds for immediate dismissal.

Smoking is only permitted in designated areas. Smoking is very strongly discouraged as it represents the antithesis of behavior appropriate for a Respiratory Care student.

Substance Abuse

The goal of the Substance Abuse Policy is to establish and maintain a safe environment for all employees, students, and patients. The Program intends to follow the spirit and guidelines of the *Drug Free Workplace Act of 1988* and the applicable rules and regulations promulgated by the Drug Enforcement Administration. It is not the intention of the Program to intrude into the private lives of the students, but rather to have students reporting to a healthcare facility in a condition in which they are able to perform their assignments both professionally and safely. The use and/or presence of alcohol or other drugs while in the context of the Respiratory Care classroom or clinical rotations will not be tolerated.

The Program will require the students to submit to an initial drug test prior to the start of HEA380- Clinical Practice I. Should a student not pass this test, they will be counseled by the Medical Review Officer at the Paoli Hospital. The Program Director will be notified by the Occupational Health Office at the Paoli Hospital and the issue will be evaluated on an individual basis. If the student is able to provide proof of counseling and agrees to submit to a random drug screening in the future, continuation in the Program may be granted. Should a subsequent screening be positive for drugs, the student will be denied any future opportunity to complete the Program.

Due to the serious nature of clinical rotations, a safe environment must be established to protect students, faculty, employees, and most importantly the patient. If a student is suspected of utilizing drugs and/or alcohol while in a clinical rotation, the Director of Clinical Education and/or the Program Director will be notified immediately so that arrangements may be made to secure transportation for the student to the Bryn Mawr Hospital. The student will be asked to participate in the above-mentioned testing. If the student refuses, it will result in the dismissal of the student from the Program. The

student will not be permitted to attend the assigned clinical rotation until the results of the drug screening are made available. All time missed from a clinical rotation will be made up at the discretion of the Director of Clinical Education and/or the Program Director, given the results of the screening are negative. Positive drug and alcohol screenings will result in the automatic dismissal from the Program and the student will receive a letter grade of "F" for that course.

Academic Standards

Students must maintain an average of 73 or greater in all core courses to maintain their standing in the Respiratory Care Program. Any students failing one core course may decelerate and repeat the course at the discretion of the Program Director. Any student failing more than one core course will be immediately dismissed from the Program and will not be re-admitted, with no right of appeal. In extreme situations, the Program Director and the Director of Clinical Education reserve the right to alter this policy on an individual basis.

Students who desire to repeat a General Education or Program Prerequisite course at another institution may do so only after completing the form "Permission to take a course off campus". This ensures that the course will transfer into WCU. The transcript grade will not change if a course is repeated at another institution. The credit will transfer; however, the GPA will not change.

Students who desire to initially take a General Education or Program Prerequisite course at another institution may do so; however, it is the student's responsibility to ensure and equivalent transfer.

Completion of the Program

All courses within the first two years of the Program should be taken in the order listed. Advising will be done by the Program Director and any changes to the student's schedule should be brought to the attention of the Program Director. All courses, contained within the first two years of the curriculum, must be completed prior to the student's entry into the professional Respiratory Care component of the curriculum unless permission has been given by the Program Director. In the last two years of the Program, the student will be required to successfully complete each semester as displayed on the curriculum.

Students must have successfully completed clinical skills checklists no longer than 4 months prior to clinical rotations (HEA380 & HEA479). Students who have decelerated will, therefore, need to schedule time with an instructor and go through the skills checklist process prior to beginning clinical.

Ethical Behavior

In the allied health professions, employees are required to be fully competent in their position due to the serious nature of patient care. It is for this reason that cheating, which is not acceptable in any circumstance, is even less acceptable from an Allied Health student. The following are examples of what the faculty regards as cheating: use of notes during an exam, looking at a classmates paper during an exam, allowing a classmate to look at your paper during an exam, discussing the content of an exam with someone who has not yet taken that exam, collaborating with another student during an exam, handing in a paper written by someone else, copying portions of a paper from a reference without giving proper credit to the reference (plagiarism).

Cheating

Students are expected to always conduct themselves in an ethical manner. Conduct deemed unethical for a developing healthcare professional will be disciplined. Examples of unethical behavior include: falsification of a medical record, falsification of documents handed to the faculty, lying to the faculty or members of the healthcare team, documenting therapies which were not administered, and cheating. **Cheating constitutes grounds for immediate dismissal, with no right of appeal.**

Graduation

Students must apply for graduation clearance by the dates published in the master schedule at the University. Students will be required to take and pass the Registry Written SAE Exam prior to graduation. These exams will be purchased by the student through the Program. Applications for temporary licensure and NBRC exams will be given to each student prior to graduation. It should be noted that it is the prospective graduate's responsibility to ensure that all paperwork is completed and appropriately submitted.

Thirty (30) semester hours must be taken at West Chester University in order to receive a degree. There is a fee associated with graduation clearance at the University, and with the Program. Forms are available at the Registrar's Office.

Liability Insurance

Students are required to carry professional liability insurance during clinical phases of the Program. The student will obtain professional liability insurance on their own, however the school can provide suggestions of company names if desired. Students are expected to carry and maintain medical insurance throughout the duration of the Program.

Professional Affiliation

Students are encouraged to join the American Association for Respiratory Care (AARC). Membership in your national professional organization indicates support for your chosen career as well as entitles you to many benefits. For details and applications, contact the Program Director. Although this is not a requirement of the Program, it is **strongly** recommended and supported by the Program faculty.

Transportation

All Respiratory Care curriculum course are taught at the Bryn Mawr Hospital, an off-University campus location. In addition, the clinical component of the Program is composed of numerous clinical affiliates located throughout the Delaware Valley. Transportation to and from both off-University campus locations and clinical sites is the sole responsibility of each student. Lack of transportation is not an excuse to miss classroom or clinical time. It is the student's responsibility to find another means of transportation.

Due to legal and safety issues, the Respiratory Care Program faculty is not permitted to transport any student to and from a location for any reason. Arrangements to carpool with other students are the responsibility of the student and the Program relinquishes any and all liability.

Severe Weather

The University's information is disseminated through E2Campus and the WCU website can be accessed at www.wcupa.edu. If West Chester University closes due to weather, all Respiratory Care classes, including clinical, are automatically cancelled as well. If the University is operating on a two-hour delay, all 8:00 a.m. classes will be cancelled, and the start of the clinical day will be delayed by two hours. If the University is not closed but the Respiratory Care classes have been cancelled (including clinical), students will be notified by e-mail from the Program faculty. It is the student's responsibility to notify the Program faculty of changes in e-mail addresses or other means of communication. The student's WCU e-mail account will be used unless otherwise specified.

Clinical Grades

Clinical courses may not correlate with West Chester University's Summer Schedule. Students may receive N.G. (No Grade) until clinical course work is completed. This will in no way affect student status and/or the grade.

Clinical Preparation

The clinical experience is designed to relate didactic information to real life scenarios. It is the responsibility of each student to be prepared for clinical courses. Students are expected to review specific clinical objectives (found in the Clinical Manual) prior to their arrival at the assigned clinical area. Students are also expected to retain/implement previously acquired didactic material in all clinical courses.

Should a Clinical Instructor find that a student is ill-prepared to perform expected duties during a clinical rotation, the Clinical Instructor is permitted to dismiss the student from the specific clinical site/rotation. Students who have been dismissed by a Clinical Instructor must report immediately to the Director of Clinical Education and/or the Program Director. All time missed due to lack of adequate preparation (onboarding) will be treated as missed days and the correlating percentage points will be subtracted from the students overall clinical grade. In the event of life altering circumstances, the Program Director and Director of Clinical Education reserve the right to alter this policy on an individual basis.

Time Management During Clinical Rotations

The clinical experience is designed to provide the student with exposure and experience in all facets of Respiratory Care. This includes organizational skills, use of clinical time, and effective management of the patient caseload. When departmental staffing issues arise, the student is expected to be utilized in the most effective way that will cooperatively benefit the student and staffing needs of the institution. This may include, but is not limited to, helping with patient assignments, being assigned to a different clinical area, reading charts, completing clinical assignments required by the faculty, or shadowing a therapist in the different clinical areas. The student needs to experience when things are going smoothly in the clinical setting as well as the emergency situations that arise.

It is also important that the student be aware that the staff is ultimately responsible for their patients and their treatment. The therapist may have other responsibilities to accomplish, and the student may not be able to be part of that particular activity. The student needs to utilize their time efficiently and effectively. If there is downtime, the student is still expected to be productive. Clinical instructors can present case scenarios to the students, have the students' read charts, ask questions, or anything that will make the experience productive. Students should not be sent home early, as things can change in an instant in the clinical setting, and they need to experience as much as they can during their clinical rotations. If the student is sent home early, it is the student's responsibility to contact the Director of Clinical Education and/or Program Director to determine the most suitable course of action.

Criminal Background Checks & Child Abuse History Clearance

The goal of the Criminal Background Check and Child Abuse History Clearance Policy is to establish and maintain a safe environment for all employees, students, and patients. It is not the intention of the Program to intrude into the private lives of the students. The Program will require the student to complete and submit both a Pennsylvania State Police Request for Criminal Record Check and a Pennsylvania Child Abuse History Clearance form prior to final acceptance into the Respiratory Care component of the curriculum. Should a student not pass either of these checks, the situation will be reviewed by the Human Resources Department at the Bryn Mawr Hospital and the Program Director. Each situation will be addressed on an individual basis. If it is determined that the situation jeopardizes the safety and welfare of the patients, he/she will be denied acceptance into that portion of the Program.

Due to the serious nature of clinical rotations, a safe environment must be established to protect students, faculty, employees, and most importantly the patient. If a student is

convicted of a Criminal or Child Abuse charge while in the Program, the Program Director, Director of Clinical Education, and the Human Resources Department reserve the right to determine whether the student may or may not continue in the curriculum.

Cell Phones and Pagers

While communication devices such as cellular phones and pagers serve many purposes and are a beneficial means of communication, the use of such devices are prohibited during classroom lectures and activities and in the clinical setting. These devices are disruptive to the learning process and patient care responsibilities. If the student feels the need to carry such devices, they should be placed on the silence or vibrate only mode during the aforementioned times. The use of these devices for incoming or outgoing communication will only be permitted before or between classes, breaks, and lunch times.

Voluntary Attendance at Conferences, Involvement in Community Service Activities, & Credentials/Certifications

While the Program has several professional conferences, community service activities, and credentials/certifications that are either required as part of the core curriculum or the student organization, there are numerous opportunities for students to enhance the educational process by voluntarily seeking others. Doing so, demonstrates the student's commitment to professionalism and the desire to gain additional knowledge and experience. Therefore, any student who voluntarily elects to participate in such events may be rewarded academically.

Defining voluntary attendance at conferences, community service activities, and/or credentials/certifications is ultimately up to the discretion of the Program Director and Program faculty. Rewards may include but are not limited to: extra points applied to previous or future examinations, exemption from an examination, excused time from class, or excused time from a clinical rotation.

Fraternization

A consensual or non-consensual personal relationship, defined as romantic or sexual involvement, between students and clinical instructors has the potential to disrupt lives, cause confusion and conflicts of interest, and may ultimately lead to interference with

the rights to personal and physical integrity of all those involved. For these reasons, the Program considers it inappropriate for any student and clinical instructor to establish a personal relationship that has the potential to affect professional judgments of academic or work performance.

The Program considers it a violation of this policy if a student or clinical instructor initiates a romantic relationship, offers or requests sexual favors, makes sexual advances, or engages in sexual conduct, consensual or otherwise. This includes, but is not limited to, clinical instructors at all clinical affiliate sites, students who are currently enrolled in the Program, and those subject to any form of evaluation as a student enrolled in the Program.

Should such a situation arise, it should be brought to the Program Director and Director of Clinical Education's attention immediately. All issues will be addressed on an individual basis and every effort will be made to arrive at a solution, which is in the best interest of the student. Any student who knowingly violates this policy will be subject to disciplinary action, which could ultimately lead to dismissal from the Program. Similar issues, surrounding members of administration or faculty, will follow existing University policies and procedures.

Electronic Communication

Any student in the WCU/BMH Respiratory Care Program that is found to be discussing program information, patient information, faculty information, or fellow student information electronically will be immediately dismissed from the Program. This includes but is not limited to social networking and e-mail.

Respiratory Care Student Exposure to Infectious and Environmental Hazards Policy

Policy Statement and Purpose:

The West Chester University/Bryn Mawr Hospital Respiratory Care Program has established and defined this policy in place to address respiratory care student exposure to infectious and environmental hazards during clinical rotations. This policy will address procedures of care, determine financial responsibility, and ensure clear understanding of education / methods of prevention for student exposure to infectious and environmental hazards.

Procedures:

Procedure of Care:

Following an exposure, the affected student must notify the clinical site, preceptor and the Director of Clinical Education immediately. The student will follow the specific institution's guidelines on procedure of care and treatment after exposure. The Director of Clinical Education will create an incident report of all exposures.

Financial Responsibility:

Students are notified during the program and clinical orientation that they must carry their own personal insurance and that all medical costs, even in the case of exposure in a clinical setting (needle stick, bodily fluid exposure, etc.), are the student's financial responsibility. At any time during the program, Main Line Health can request proof of health care insurance from the student.

Education / Methods of Prevention for Student Exposure to Infectious and Environmental Hazards

Orientation training include but not limited to:

Clinical Onboarding Training, Infection Control, Safety in the Magnetic Resonance (MR) Environment, Procedures in Case of Injury, Illness or Exposure, Confidentiality, Security and Privacy Agreements, Fire Safety and other Emergencies, Patient Rights, Ethics and Diversity Etc. ,Fit Testing, Proper Donning and Doffing, Face Masks, Face Shields, Goggles, Gowns, Gloves, Shoe Covers, Hand Washing Techniques

Responsibilities:

Students: Students are responsible for reading and signing this policy every semester so they will be informed on best practices to prevent and/or minimize injury/illness from occupational exposures.

Director of Clinical Education: The Director of Clinical Education is responsible for ensuring all distribution of this policy and any related procedures regarding occupational exposures and prevention to students during clinical orientation. The Director of Clinical Education is also responsible for documenting and reporting all incidences that occur in the clinical setting.

Estimated Program Student Costs

Junior Year

Amount	Time	Item
No Charge	August	BMH Parking (Bryn Mawr Ave Only)
No Charge	August	WCU/BMH Respiratory Care Program ID Badge (always carry RAM Card)
Varies	August- December	COVID Vaccine
\$45.00	September	Equipment Supplies
\$160.00	September	Stethoscope
Varies	September	Oakes' Pocket Guides (optional)
No Charge	September	On-Line AARC Clinical Practice Guidelines (must be an AARC Member)
Varies	October	Seasonal Flu Vaccine
\$15.00/No Charge	February	Child Abuse History Clearance
\$99.00 (in state) \$101 (out of state)	February	PATCH-PA Criminal Background Check/Fingerprint
\$25.00	February	Complio Immunization Package
\$67.00	February	Drug Screen (12 Panel)
Varies	February	Tdap Vaccine
Varies	February	MMR Vaccine/Titer
Varies	February	Hepatitis B/Titer
Varies	February	Varicella/Titer

\$149.99	March	Kettering Classmate (18-month access)
\$100.00	March	Clinical Uniforms (\$50.00/set)
\$50.00	March	Program Jacket (optional)
\$30.00	March	Misc. Clinical Items
\$43.00	March	Professional Liability Insurance
\$187.00	May	QuantiFERON Test (TB)
\$50.00	May	CPR Certification (AHA)
\$100.00	May	Electronic Clinical Documentation Program (Trajecsys)
\$0-30.00/day	May-July	Clinical Affiliate Site Parking

Senior Year

Amount	Time	Item
No Charge	September-May	BMH Parking (Bryn Mawr Ave Only)
No Charge	September	AARC Membership
\$55.00	September	NRP Certification
\$0-30.00/day	Sept.-April	Clinical Affiliate Site Parking
Varies	October	Seasonal Flu Vaccine
\$345.00	January	Kettering Review
\$150	March	CPR Recertification
		ACLS Certification
		PALS Certification
\$60.00	April	NBRC SAE RRT Written Exam
\$190	May	TMC Examination
\$150	May	TMC Examination (Repeat)
\$200	June	RRT Clinical Simulation Examination

Please note that these are estimated costs and are always subject to change.

It is also important to note that some of these costs **may be** covered, in part or in full, by the Program, University, Clinical Affiliates, or post-graduate employment.

Respiratory Care Student Association

The student organization promotes the West Chester University/ Bryn Mawr Hospital Respiratory Care Program by fostering student networking opportunities and student support and driving fundraising efforts. It connects students, alumni, and professionals, helping to sustain and expand the program while offering valuable leadership and community engagement opportunities.

Faculty Coordinator: Brendan White, MBA, RRT-NPS, RRT- ACCS

Employment Opportunities

While in the program core, student employment opportunities with clinical affiliates may exist. These roles offer valuable experience outside the student clinical rotations, helping students develop skills, build their resumes, and expand their professional networks while gaining exposure to various aspects of patient care and healthcare delivery.

Professional Affiliations

American Association for Respiratory Care (AARC)

The American Association for Respiratory Care (AARC) is the leading national and international professional association for Respiratory Care. The AARC works with RTs to encourage, promote, and facilitate their professional excellence by advancing the science and practice of Respiratory Care and serving as an advocate for patients and their families, the public, the profession, and each unique and individual respiratory therapist.

Website: <https://www.aarc.org/>

National Board for Respiratory Care (NBRC)

The National Board for Respiratory Care's mission is to promote excellence in respiratory care by awarding credentials based on high competency standards. Nearly 40,000 candidates test for NBRC credentials each year, seeking to demonstrate how excellence defines them across seven specific areas of respiratory care.

NBRC credentials provide recognition for hard work and dedication to quality. Success brings respect among colleagues and instills a sense of pride in those who earn the NBRC badges of distinction. Forty-nine states regulating the profession recognize NBRC examinations as standards for state licensure: success requires exceptional knowledge and competency. Our NCCA-accredited examinations—which are developed by respiratory care professionals and predictive of job performance—provide the opportunity to prove readiness for excellence in patient care.

Website: <https://www.nbrc.org/>

Pennsylvania Society for Respiratory Care (PSRC)

The Pennsylvania Society for Respiratory Care (PSRC), originally known as the Pennsylvania Society for Respiratory Therapy, was created in 1980 as the result of a merger of three PA affiliated chapters of the American Association for Respiratory Therapy. The PSRC serves as the state affiliate of the AARC. The purpose of the PSRC is to advance the art and science of respiratory care through educational publications and programs for its members, other medical professionals, and the general public and to promote pulmonary health and disease prevention.

Website: <https://www.aarc.org/>

Commission on Accreditation for Respiratory Care (CoARC)

The mission of the CoARC is to ensure that high quality educational programs prepare graduates to be competent respiratory therapists with proficiency in practice, education, research, and service.

The CoARC accredits Entry into Professional Practice respiratory care programs at the Associate, Baccalaureate, and Master's degree levels, as well as post-professional Degree Advancement respiratory care programs at the Baccalaureate and Master's degree levels and Advanced Practice respiratory care programs at the graduate level. The CoARC also accredits certificate programs that train sleep disorders specialists offered by any of its accredited respiratory care programs. CoARC accreditation is limited to programs physically located in the United States and its territories.

The CoARC protects consumers, advances and enhances the profession, and protects against compromise of educational quality.

Website: <https://coarc.com/>