

STUDENT INFORMATION HANDBOOK
Bachelor of Science Degree in Respiratory Care

May 2023

Department of Nursing and Allied Health Professions
Indiana University of Pennsylvania (IUP)
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Pittsburgh, PA 15235

Phone: 412-824-1999

Website: <http://www.iup.edu/rn-alliedhealth/undergrad/respiratory-care-bs>

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Respiratory Care Communication and Contacts

Please follow the chain of command for issues. If a course issue, contact the faculty member teaching the course first. If an advising issue, contact the advisor. Your advisor can be found via <https://my.iup.edu> under degree works. If the issue is not resolved, contact the following in this order: program director, department chair, college dean.

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MISSION

The mission of the Department of Nursing and Allied Health Professions is to define, provide, and advance the education and development of professionals within the fields of nursing and allied health. The mission of the respiratory care program is to provide undergraduate education for students whose academic and professional goals are directed toward a career in respiratory care. The program challenges students to develop their abilities to provide care for culturally diverse populations with changing health needs. Undergraduate students have a liberal education, are clinically competent, and are prepared to function at a beginning level of professional practice. The respiratory care faculty supports the expansion of respiratory care through scholarly work and fosters a commitment to lifelong learning and community service.

VISION

The Nursing and Allied Health Department will have a significant impact on health, especially in the rural environment, through education, scholarship, service, and partnerships. The Department will sustain high quality programs and will serve as a catalyst for health careers and professional development.

HISTORY

In 1973 the respiratory care program, then known as respiratory technology, graduated its first class. Allied Health was a separate department in the University until 1989 when it merged with nursing to become the Department of Nursing and Allied Health Professions. The most recent change, approved in 2003, was the addition of a special curriculum track for respiratory therapists who are already certified and interested in completing a Bachelor of Science degree.

Program Director and Faculty

The Respiratory Care Program is coordinated by a faculty member in the Department of Nursing and Allied Health Professions. The Director of Clinical Education, a faculty member in the Department of Nursing and Allied Health, coordinates the clinical courses. The Program Faculty will serve as the academic advisors for all students in the programs and liaison with faculty, other departments and offices on campus, affiliating schools, agencies.

Communication and Contacts

All allied health students are expected to use their IUP email address. Important and helpful information is sent to students from the Coordinator, Secretary, registrar, and other campus offices. Assistance with the use of the IUP email system is available at 724-357-4000. The IT Support Center is located in Delaney Hall, Suite G35. Hours are Monday through Friday from 8:00 am to 4:30 pm and 8:00 am to 4:00 pm during summer sessions, breaks, and when classes are not in session. The web address is www.iup.edu/ITSupportCenter.

PHILOSOPHY

The philosophy of the program of respiratory care is consistent with the mission of Indiana University of Pennsylvania and the College of Health and Human Services. The Respiratory Care Faculty believe in preparing future graduates to practice within a complex healthcare system and assume the roles of provider of care; designer/manager/coordinator of care; and member of a profession. The respiratory care faculty make a dynamic contribution to the discipline of respiratory care, the University, College, Department, and community at large. Faculty also aid student development and success through active learning, discovery, and professional development.

The person has the right and responsibility to participate in decisions which affect his/her health. Respiratory Therapists provide care for across the health care continuum in a variety of settings.

Respiratory Therapists provide safe and quality care that incorporates therapeutic relationships established with the person in the global health system. Therapists incorporate the use of scientific practice, research, critical thinking, clinical reasoning, and judgment to address simple to complex situations. The respiratory care practitioner utilizes evidenced-based practice guidelines to provide quality, cost-effective care for patients in and across all environments.

We believe respiratory therapists must engage in continuous professional development and assume accountability and responsibility for one's own and delegated respiratory care.

Caring is evident through respect of persons, understanding, compassion, competence and is essential to the practice of respiratory care. The respiratory therapists and the patient cultivate sensitivity to one another to optimize caring and well-being.

RESPIRATORY CARE

The Bachelor of Science degree program is designed to prepare the graduates to be:

- Competent registered respiratory therapy practitioners
- Leaders in health care and particularly the respiratory care profession

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As members of this team, respiratory therapists should exemplify the ethical and professional standards expected of all health care professionals. Respiratory Therapists provide patient care which includes clinical decision-making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- Acquiring and evaluating clinical data
- Assessing the cardiopulmonary status of patients
- Performing and assisting in the performance of prescribed diagnostic studies such as obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography.
- Evaluating data to assess the appropriateness of prescribed respiratory care
- Establishing therapeutic goals for patients with cardiopulmonary disease
- Participating in the development and modification of respiratory care plans
- Case management of patient with cardiopulmonary and related diseases
- Initiating prescribed respiratory care treatments, managing life support activities, evaluating, and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives

- Initiating and conducting prescribed pulmonary rehabilitation
- Providing patient, family, and community education
- Promoting cardiopulmonary wellness, disease prevention, and disease management
- Promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care.

The above statements about the scope of practice are cited in the Accreditation Standards for the Profession of Respiratory Care (2015) published by the Commission on Accreditation for Respiratory Care. Learn more at www.coarc.com

Graduates of the respiratory care program are:

- Eligible to sit for the national certification examinations offered by the National Board for Respiratory Care (NBRC) which are the Certified Respiratory Therapist (CRT) credential and the Registered Respiratory Therapist (RRT) credential.
- Prepared for graduate degrees that may lead to careers in administration, education, and other health care fields.

PROGRAM GOALS, OUTCOMES AND ASSESSMENT

Statement of Program Goals

- According to CoARC, the program must have the following goal defining minimum expectations: “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)”.
- In addition, for programs offering a bachelor’s degree, CoARC states the program must have the following additional goal defining minimum expectations: “To prepare leaders for the field of respiratory care by including curricular content that includes objectives, related to acquisition of skills in one or more of the following: management, education, research, advanced clinical practice (which may include an area of clinical specialization).”
- Program Outcomes can be found on the CoARC website at <http://www.coarc.com/Students/Programmatic-Outcome-Data.aspx>.

Student Learning Outcomes are aligned with CoARC professional standards; these are aligned with course objectives. The learning outcomes are aligned with CoARC standards for: Knowledge (Cognitive Domain), Behavioral Skills (Affective Domain) and Clinical Proficiency (Psychomotor Domain).

Learning Domain	Student Learning Outcomes	Learning Assessment Tool
Cognitive Outcomes	Apply theoretical principles to organize knowledge from previous coursework and guide decision making in Respiratory Care.	Completion of Practice TMC, Completion of Self-assessment exams, and 20 simulation exercises.
	Utilize information gathering and decision making to determine safe effective plan of care in actual and simulated clinical problem-solving scenarios.	Completion of Practice TMC, Completion of Self-assessment exams, and 20 simulation exercises.
Psychomotor Outcomes	Implement therapeutic modalities and procedures required of a therapist in a safe and effective manner.	Successful completion of Summative Psychomotor Checklist
	Perform diagnostic procedures required of a therapist in a safe and effective manner.	Successful completion of Summative Psychomotor Checklist
Affective Outcomes	Demonstrate oral, written, and electronic communication skills in the clinical setting to optimize health care outcomes for diverse populations.	Successful completion of Summative Affective Checklist
	Exhibit affective attributes required of a therapist (such as time management, attendance, positive attitude, appearance, and preparedness)	Successful completion of Summative Affective Checklist

Curriculum

This 120-credit program of study consists of two phases of study.

Phase one includes 64 credits in the preclinical course of chemistry, biology, physics, math, plus the Liberal Studies requirements completed at the IUP main campus. Students are expected to earn a minimum grade point average of at least 2.25 in math and science courses and a minimum overall 2.0 grade point average to secure a seat in the clinical phase of the program at IUP East campus. IUP does not guarantee admission to the clinical phase of the program.

Phase two includes 56 credits completed at IUP East Campus. Students gain clinical experiences at hospitals, long-term care facilities, and home health care agencies. Students have the potential to gain clinical experience at several hospitals of superior quality in Pittsburgh and the surrounding area. Facilities within the AHN, UPMC and BHS networks such as Allegheny General Hospital, Children’s Hospital, West Penn Hospital, Forbes Regional, Passavant and Butler Memorial Hospital are just a few of the clinical sites.

The curriculum also includes the option of a variable-credit elective course, RESP 493 Respiratory Care Internship. The course provides students with an unpaid opportunity to gain additional clinical experiences in supervised health care setting. Students are eligible to register for the internship with permission of the program director, following completion of the second semester of respiratory care courses. The course may be repeated.

The program is fully accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com)

Option for Certified Respiratory Therapists (CRT)

The Bachelor of Science degree with a major in respiratory care is offered for CRTs who are graduates of an accredited associate degree respiratory care program. CRTs are awarded advanced standing and have different requirements than those students who are not certified. Those interested in the CRT track are encouraged to contact the Program Director to discuss options for completion of clinical and class requirements.

Advising Information

The Respiratory Care faculty are the *academic advisors* for all respiratory care students. An advisor will be assigned when you begin the program.

Registration for the winter sessions and spring semesters begins in October. Registration for fall semesters and summer sessions begins in March. Schedules are available through <https://my.iup.edu> and are typically posted several weeks before the registration begins.

Students *must schedule an appointment* to meet with their academic advisor each semester to discuss academic progress and plans for the next semesters. At that meeting students will receive their Alternative Personal Identification Number (PIN) needed to access the registration system. Sign-up times for advising appointments are posted in February and September and advisees are *notified by email* when advising appointments can be scheduled.

Summer Course Work

Many students find it helpful to complete one or more courses during the summer months. IUP offers courses during the summer that are included in the requirements for respiratory care majors. The summer schedule is typically available for view in early December at <https://my.iup.edu>.

Students may also plan to take courses during the summers at other colleges or universities. This is an excellent strategy that allows students to take a lighter course load during the academic year, pursue a special area of interest, or stay on track for the clinical year. Students interested in registering for courses at other colleges or universities should follow the steps listed below:

- a) Meet with their advisor to discuss options.
- b) Use the Online Credit Evaluation System (www.iup.edu/admissions) to check course equivalency.
- c) Contact the other college or university for details about schedules, registration, tuition etc.
- d) Apply for pre-approval of coursework at another College or University. The form is available at (<http://www.iup.edu/registrar/policies/pre-approved-coursework/>).
- e) Following pre-approval of the coursework, register and take the course.
- f) Earn a C or higher grade to have credits posted to IUP transcript
- g) Request an official transcript be sent to IUP Admissions Office, Credit Evaluations, 120 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705.
- h) If you cannot find an equivalent course, ask the respiratory care program director about possible substitutions.
- i) If you plan to complete BIOL 150 Human Anatomy and/or BIOL 240 Human Physiology at another college or university, you must be certain the courses are equivalent to the IUP courses. Many colleges and universities offer these courses as Anatomy and Physiology I and II. If so, you must complete both I and II at that college or university to have the courses posted to your IUP transcript as BIOL 150 and BIOL 240.

In addition, RESP 493 Respiratory Care Internship, is available to qualified students after Successful completion of the Junior year (an unpaid clinical experience). More information is available under the Respiratory Care internship section of this handbook.

Learning Support Services

Academic Support: Tips for success include

- a) Get organized: Keep a detailed calendar with assignment due dates, exams, and other important dates. Block off study time and prepare for exams and assignment in advance.
- b) Make academic success a priority: Do your work first and there will be plenty of time for involvement in campus, community, and social activities.

Seek Help to Succeed and Excel: IUP offers outstanding academic support services that help students be successful in their classes. Meet with your professors during their office hours and take advantage of workshops, supplemental instruction, tutors, and the Writing Center.

- c) Department of Developmental Studies (www.iup.edu/devstudies)
- d) Writing Center (www.iup.edu/writingcenter)

Tutors are available for chemistry, physics, math and many other courses. See your advisor for details.

Process for Progression to the Clinical Phase of the Respiratory Care Program

To be competitive for clinical placement students are expected to earn a minimum overall grade point average (GPA) of 2.0 and a minimum GPA of 2.25 in required math and science courses. Typically, no more than thirty students are accepted into each class that begins every fall semester at the IUP East Regional Campus. While at IUP East, students must maintain a minimum GPA of 2.0 in their respiratory care courses and are expected to earn C or better grades in each course. Please refer to the IUP Undergraduate Catalog for progression in the program.

Students meet regularly with their academic advisor. At these meetings progress toward meeting academic requirements for clinical placement is carefully reviewed and discussed. At the end of each spring semester grades will be reviewed for eligibility for progression to make clinical placement decisions. Students receive written communication from the Program Director informing them of placement decisions and providing appropriate detail about the additional clinical year requirements. In some cases, the clinical placement decision is contingent upon successful completion of summer course work.

Once accepted into the clinical phase of the program, the director provides students with detailed information about additional requirements. Typically, these requirements include:

- CPR certification
- Criminal Record and Child Abuse History Clearances
- Professional Liability Insurance
- Medical Terminology Assignment
- Lab Equipment
- Health Insurance
- Health screening including a physical exam, blood work, urine drug screens and immunizations
- Other requirements that the clinical agencies may require.
- Uniforms and lab coats

- Clinical equipment including a stethoscope, scissors, hemostats, and goggles

Costs associated with these items are the student's responsibility. Students are also responsible for their own transportation and parking expenses on clinical rotations.

BACHELOR OF SCIENCE DEGREE IN RESPIRATORY CARE ACADEMIC PROGRESSION AND GRADUATION PROCEDURE AND GUIDELINES

1. Students must achieve a "C" grade or higher in BIOL 150 Human Anatomy and BIOL 240 Human Physiology, along with a Science and Math GPA of 2.25 to progress to Clinical Phase in Respiratory Care. Refer to specific course pre and co-requisites for additional information.
2. Students must also possess a minimum cumulative GPA of 2.0 to remain in good academic standing and continue in the Respiratory Care Program. Refer to specific course pre and co-requisites for additional information.
3. The science and math GPA are comprised of the following courses: CHEM 101, CHEM 102, BIOL 150, BIOL 240, BIOL 241, PHYS 151, MATH 105 (or higher). Refer to specific course pre and co-requisites for additional information.
4. Progression to the clinical phase of the Respiratory Care Program begins **ONLY** in the Fall semester of each year. In addition, RESP courses are offered only one time per academic year.
5. Students must achieve a "C" grade or higher in all RESP 300 and 400 level courses.
6. Students earning a "D" in a RESP course may repeat the course as a pre-requisite, co-requisite or with permission. A grade of "D" in a RESP course may hinder progression to the next level of required courses when mastery of the content is essential for success.
7. There are other non-academic requirements (such as health and safety clearances, etc.) which are addressed later in this document.
8. The University Progression Policy will be followed except as noted in the table below.
9. D/F repeat policy and course repeat policies are described in university policies and are published in the undergraduate catalog.

BACHELOR OF SCIENCE DEGREE IN RESPIRATORY CARE ACADEMIC PROGRESSION

SEMESTER	COURSE	TITLE	PRE-REQS	CO-REQS
JUNIOR	RESP 326	RESP. CARE CLINICAL PRACTICE 1	RC Majors: see progression policy; incl. C or better in BIOL 150 and 240	RESP 328 and 329 and 335
Fall Semester	RESP 328	APPLIED CONCEPTS IN RESP. CARE	RC Majors;	RESP 326 and 329 and 335 or by Program Director
	RESP 329	RC EQUIPMENT I	RC Majors; or PD permission	RESP 326, 328, 331 and 335
	RESP 331	RC EQUIPMENT I LAB	RC Majors; or PD permission	RESP 326, 328, 329, 335
	RESP 335	PATIENTCARE & EMERGENCY SKILLS	RC Majors, or by PD permission	RESP 326 and 328 and 329
JUNIOR	RESP 327	PHARMACOLOGY	RC Majors; C or better in RESP 335, or by PD permission	
Spring Semester	RESP 333	RESP. CARE CLINICAL PRACTICE 2	RC Majors RESP 326 and 329	RESP 327, 334 and 336
	RESP 334	RC EQUIPMENT II	RC Majors; C or better in RESP 326 and 329 or by PD permission	RESP 332, 333 and 336
	RESP 332	RC EQUIPMENT II LAB	RC Majors, or by PD permission	RESP 334 and 336
	RESP 336	CARDIOPULMONARY EVALUATION & CLINICAL CORRELATION	RC Majors; C or better in RESP 328 or PD permission	RESP 333 and 334
SENIOR	RESP 425	CLINICAL CASE STUDIES	RC Majors; C or better in RESP 333, 336, or PD permission	RESP 426
Fall Semester	RESP 426	RESP. CARE CLINICAL PRACTICE 3	RC Majors RESP 327 and 333 and 334 and 336, or by PD permission	RESP 425 and 432
	RESP 430	CARDIOPULMONARY DIAGNOSTICS	RC Majors; C or better in RESP 329 and 336	
	RESP 432	NEONATAL AND PEDIATRIC RESP. CARE	RC Majors; C or better in RESP 334 and 336, or by PD permission	RESP 426

	RESP 441	RESP.CARE PROFESSIONAL 1	RC Majors; C or better in RESP 333 and 334, or by PD permission	
SENIOR	RESP 429	RESP. CARE LEADERSHIP	RC Majors; C or better in RESP 333 or by PD permission	
Spring Semester	RESP 433	RESP. CARE CLINICAL PRACTICE 4	RC Majors; C or better in RESP 425 and 426 and 432	RESP 435 or by PD permission
	RESP 435	RESP.CARE ACROSS THE CONTINUUM	RC Majors; C or better in RESP 425 and 426 or by PD permission	RESP 433
	RESP 451	RESP.CARE PROFESSIONAL 2	RC Majors; C or better in RESP 441 or by PD permission.	
ELECTIVE COURSE * Available: Summer between JR & SR year; FALL & SPRING of SR year; Winter Session of SR year.	RESP 493	RESPIRATORY CARE INTERNSHIP (unpaid)	RESP 326 and 328, and 335 and 329, or by PD permission.	
PD = Program Director				

INDIANA UNIVERSITY OF PENNSYLVANIA
Department of Nursing and Allied Health Professions
Curriculum Organization – 4 Year Plan

RESPIRATORY CARE

Freshman Year

MATH 105 (or higher) College Algebra	3	CHEM 102 College Chemistry II	4
CHEM 101 College Chemistry I	4	HIST History 196/197/198	3
ENGL 101 Composition I	3	BIOL 150 Human Anatomy	4
Dimensions of Wellness	3	Fine Arts: Introduction to Art/Music	
Global and Multicultural Awareness	<u>3</u>	Theater/Dance	3
	16	RESP 101 Profession of Respiratory Care I	<u>1</u>
			15

Sophomore Year

BIOL 240 Human Physiology	4	BIOL 241 Microbiology	4
ENGL 202 Composition II	3	ENGL 121 Humanities Literature	3
PSY 101 General Psychology	3	Philosophy or Religious Studies	3
SOC 151 Principles of Sociology	3	PHYS 151 Medical Physics (lecture)	3
Free Elective	<u>2</u>	Free Elective	<u>3</u>
	15		16

Junior Year

RESP 326 Respiratory Care Clinical Practice I	3	RESP 327 Pharmacology	3
RESP 328 Applied Concepts in Respiratory Care	3	RESP 332 Respiratory Care Equip II Lab	3
		RESP 333 Respiratory Care Clinical Practice II	1
RESP 329 Respiratory Care Equipment	3	RESP 334 Respiratory Care Equipment II	3
RESP 331 Respiratory Care Equip. I Lab	1	RESP 336 Cardiopulmonary Evaluation & Clinical Correlation	<u>4</u>
RESP 335 Patient Care and Emergency Skills	<u>4</u>		
	14		14

Senior Year

RESP 425 Clinical Case Studies	3	RESP 429 RC Leadership	3
RESP 426 Respiratory Care Clinical III	4	RESP 433 Respiratory Care Clinical Practice IV	4
RESP 430 Cardiopulmonary Diagnostics	3	RESP 435 Respiratory Care Across the Continuum	3
RESP 432 Neonatal & Pediatric Respiratory	3	RESP 451 RC Professional II	2
RESP 441 Respiratory Care Professional I	<u>2</u>	RESP 493 (Free Elective – Optional)	<u>3</u>
RESP 493 Internship (optional)			15
	15		

*Students may opt to complete a math course with a higher course number than 105 to fulfill the math requirement. Students are expected to have a minimum 2.25 GPA in required science and math courses to progress to the clinical portion of the program.

RESP three hundred and four hundred level courses are taught at the IUP East campus.

RESP 493 Internship in Respiratory Care (1 cr) provides students with an opportunity to gain additional clinical experiences in a supervised health care setting. This course may be repeated for a maximum of 5 credits and is an unpaid experience.

A minimum of 40 hours is required for each credit.

Curriculum Organization for the Certified Respiratory Therapist Option

(Available to CRTs seeking a Bachelor of Science Degree)

Liberal Studies Requirements		44 credits
Learning Skills	ENGL 101 Composition I	
	ENGL 202 Composition II	
	Mathematics-one course	
Humanities	History	
	ENGL 121 Humanities Literature	
	Philosophy/Religious Studies-one course	
Fine Arts	One course	
Social Sciences	Three courses	
Dimensions of Wellness	One course	
Natural Science	Two or three courses	
Liberal Studies Electives	Two courses	
Global and Multi-Cultural Awareness	May be completed as one of the Social Science or Liberal Studies Electives	
Writing Intensive Courses	Not required	
Synthesis Course	Not required	
Respiratory Care Courses (RESP)		60 credits
	33 credits via articulation	
	27 credits via senior level courses	
Free Electives		As needed to meet 120 credits

1. Transcript(s) will be reviewed on a course-by-course basis. Courses equivalent to IUP's liberal studies requirements will not have to be repeated (must have a C or better grade).
2. Courses more than 10 years old or are similar but not exactly equivalent to IUP's liberal studies requirements may undergo a special review and approval process.
3. CRTs must earn a minimum of 45 IUP credits. This means that in addition to the 27 credits of respiratory care courses, students must earn at least 18 more credits from IUP. These credits may be completed at IUP's main campus, one of IUP's regional campuses, or as IUP on-line courses.
4. IUP's East campus is conveniently located in Monroeville directly off US Business 22 about one-mile past Monroeville Mall. The building is part of Penn Center
5. Beyond the 45 credits from IUP, courses required for graduation may be completed at other colleges and universities.
6. Websites that provide additional information include
 - a. Tuition and fee schedule www.iup.edu/financialaid
 - b. Financial aid www.iup.edu/financialaid
 - c. Credit evaluation www.iup.edu/creditevaluation
 - d. URSA for schedule and more detail about graduation requirements, academic calendar, etc. www.iup.edu/ursa

Step One	Contact Dr. Jackie Heisler at the IUP East, 412-824-1999 or jheisler@iup.edu for:
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	<ul style="list-style-type: none"> • Additional information about the program • An unofficial review of transcripts
Step Two	Contact Dr. Jaqueline Heisler at the IUP East, 412-824-1999 or jheisler@iup.edu for additional information about the 400 level respiratory care courses
Step Three	Apply to IUP through the: <ul style="list-style-type: none"> • Admission's Office for full-time study (724-357-2230 or www.iup.edu/admissions) • Office of Distance Learning and Continuing Education for part-time study (724-357-2292 or www.iup.edu/distance)
Step Four	Meet with Dr. Jackie Heisler to review official transfer credit evaluation and develop a plan for completion of all degree requirements
Step Five	Register for courses

Indiana University of Pennsylvania
 Department of Nursing and Allied Health Professions
 CURRICULUM ORGANIZATION - RESPIRATORY CARE
 4 YEAR PLAN - LIBERAL STUDIES

COURSE #	COURSE TITLE/CREDIT HRS.	PRE-REQUISITES
FRESHMAN YEAR (31 credit hours)		
MATH 105 or higher	College Algebra 3	Pre: MATH 100 or appropriate placement test score or permission from Math Department Chairperson
CHEM 101	College Chemistry I 4	CHEM 101 no prerequisites
ENGL 101	Composition I 3	ENGL 101: Prerequisite ENGL 100 or appropriate placement test score
KHSS, FDNT 143, NURS 143 or MLSC 101 and MLSC 102	Dimensions of Wellness 3	KHSS 143, FDNT 143, MLSC 101 and MLSC 102: no prerequisites
	Global & Multi-Cultural Awareness 3	
	TOTAL 16	
ARHI/MUH/THTR 101 or DANC 102	Intro to Art, Music, Theater or Dance (Fine Arts) 3	ARHI/MUHI, THTR/101 or DANC 102: no prerequisites
BIOL150	Human Anatomy 4	BIOL 150: Prerequisite Non-Biology Major
CHEM 102	College Chemistry II 4	CHEM 102: Prerequisite CHEM 101
HIST	History 196/197/198 3	No Prerequisites
RESP 101	Profession of Respiratory Care	No Prerequisite
	TOTAL 15	
SOPHOMORE YEAR (31 credit hours)		
BIOL 240	Human Physiology 4	BIOL 240: Pre-BIOL 150, CHEM 101; or BIOL 203; or BIOL 263; or KHSS 221; or Instructor Permission
ENGL 202	Composition II 3	ENGL 202: Prerequisite ENGL 101 and Sophomore Standing
PSYC 101	General Psychology 3	No Prerequisites
SOC 151	Principles of Sociology 3	No Prerequisites
	Free Elective 2	
	TOTAL 15	
BIOL 241	Microbiology 4	BIOL 241: Non-Biology majors, Health Services and Natural Sciences and Mathematics only. BIOL 240, or Instructor Permission
ENGL 121	Humanities Literature 3	ENGL 121: Prerequisite ENGL 101
	Philosophy/Religious Studies 3	
PHYS 151	Medial Physics (Lecture) 3	PHYS 151: No prerequisite
	Free Elective 3	
	TOTAL 16	

INDIANA UNIVERSITY OF PENNSYLVANIA
Department of Nursing and Allied Health Professions
Academic Plan for the Bachelor of Science in RESPIRATORY CARE
and
Robert E. Cook Honors College

FRESHMAN YEAR

CHEM 101 College Chemistry I	4	BIOL 150 Human Anatomy	4
HRNC 101 Honors Core I	5	CHEM 102 College Chemistry II	4
Health and Wellness Requirement	3	HRNC 102 Honors Core II	5
*Math 105 (or higher) College Algebra	<u>3</u>	RESP 101 Profession of Resp Care	<u>1</u>
	15		14

SOPHOMORE YEAR

BIOL 240 Human Physiology	4	BIOL 241 Microbiology	4
ENGL 202-H Research Writing	3	Liberal Studies Elective-Non-Western	3
Free Elective	2	Free Elective	3
HRNC 201 Honors Core III	4	HRNC 202 Honors Core: Sciences	4
SOC 151 Principles of Sociology	<u>3</u>	PHYS 151 Medical Physics (Lecture)	<u>3</u>
	16		17

JUNIOR YEAR

Resp 326 Respiratory Care Clinical Practice I	3	RESP 327 Pharmacology	3
		RESP 332 Respiratory Care Equipment II Lab	1
RESP 328 Applied Concepts in Respiratory Care	3	RESP 333 Respiratory Care Clinical Practice II	3
RESP 329 Respiratory Care Equipment	3	RESP 334 Respiratory Care Equipment II	3
RESP 331 Respiratory Care Equipment I Lab	1	RESP 336 Cardiopulmonary Evaluation & Clinical Correlation	<u>4</u>
RESP 335 Patient Care and Emergency Skills	<u>4</u>		
	14		14

SENIOR YEAR

RESP 425 Clinical Case Studies	3	RESP 429 RC Leadership	3
RESP 426 Respiratory Care Clinical Practice III	4	RESP 435 Respiratory Care Across the Continuum	3
RESP 441 RC Professional I	2	RESP 433 Respiratory Care Clinical Practice IV	4
RESP 432 Neonatal and Pediatric Resp	3	RESP 451 RC Professional II	2
RESP 430 Cardiopulmonary Diagnostics	<u>3</u>	Free Elective	<u>3</u>
	15		14

*Students may opt to complete a math course with a higher course number than 105 to fulfill the math requirement.

1. The honors section of ENGL 202 counts as the required honors elective. If ENGL 202-H is not available, students may be able to use another course as the honors elective.
2. Selection of certain units within HRNC 202 counts as two social sciences; PSYC 101 General Psychology and ANTH 110 Anthropology (this does not fulfill the Global and Multi-cultural awareness requirement).
3. The Global and Multi-cultural awareness requirement may be met with certain liberal studies Electives.
4. Arrangements to meet the HRNC 499 Honors Synthesis requirement will be considered case by case.
5. Free elective credits may be needed to reach the minimum total of 120 credits required for graduation.

6. Various options may be explored if students are interested in completing the honors thesis.
7. RESP three hundred and four hundred level courses are taught at the IUP Respiratory Care Program at IUP East.
8. RESP 493 Internship in Respiratory Care (1 credit) provides students with an unpaid opportunity to gain additional clinical experiences in a supervised health care setting. This course may be repeated for a maximum of 5 credits. A minimum of 40 hours is required for each credit.

RESPIRATORY CARE INTERNSHIP

The Respiratory Care Internship (RESP 493) is a one-credit elective that provides students with an unpaid opportunity to gain additional clinical experience in a supervised health care setting. The internship is available to students who are in good academic standing and meet university and sponsoring site requirements, as well as, and the deadlines for application. A member of the respiratory care faculty is assigned to oversee the internship for each academic session. This one-credit course may be repeated for a maximum of 5 credits. (Summer 1, Summer 2, Fall, Winter, Spring). A minimum of 40 hours is required for each credit, as well, as meeting course objectives and timely completion of assignments as outlined in the course syllabus.

GRADUATION

Undergraduate students are required to apply for graduation in their **next to final** semester of enrollment. Students are invited to participate in both the Department of Nursing and Allied Health graduation ceremony and the IUP University ceremony in May. The graduation application may be completed online at <https://my.iup.edu>.

POST-GRADUATION CREDENTIALLING INFORMATION

The Therapist Multiple-Choice examination (TMC) is offered by the National Board for Respiratory Care (NBRC) and is designed to objectively measure essential knowledge, skills and abilities required of entry-level respiratory therapists to earn the CRT credential, as well as determine eligibility for the clinical simulation examination. Almost every state requires respiratory therapists to have a license to work. The TMC exam is used by many states as their licensure exam. Students should consult the state licensing board for more detail. The examination consists of 160 multiple choice questions (140 scored items and 20 pretest items) distributed among three major content areas: Patient Data Evaluation and Recommendations, Troubleshooting and Quality Control of Equipment and Infection Control, and Initiation and Modification of Interventions. Candidates pass the TMC exam at either a High or Low Cut-Score as established by the NBRC. All IUP respiratory care graduates are expected to earn the CRT credential by passing the TMC at the High Cut Score. The CRT credential obtained at the High Cut Score is a prerequisite for admission to the Registry Examination. The Registry Examination (RRT) was developed to objectively measure essential

knowledge, skills, and abilities required of advanced respiratory therapists and to set uniform standards for measuring such knowledge. The RRT Examination consists of the Clinical Simulation Exam (CSE). Individuals who pass both the TMC followed by the CSE will be awarded the Registered Respiratory Therapist (RRT) credential.

There is a three-year limit on the length of time an individual may remain eligible for the RRT examination following graduation from an accredited advanced level respiratory care education program. All IUP respiratory care graduates are expected to earn the RRT credential. Learn more at www.nbrc.org.

UNIVERSITY COURSE ATTENDANCE POLICY

The University expects all students to attend class. Individual faculty members may define attendance standards appropriate to each course and the consequences of not meeting those standards, within the following guidelines:

1. Each policy must be distributed in writing during the first week of the course. Normally it is expected that the information dealing with class attendance standards will be distributed with the Semester Course Syllabus.
2. Each policy must recognize students' need to miss class because of illness or personal emergency or active military duty.
3. Each policy must define a limited level of allowable absence, normally, at least several clock hours equal to course credits.

Refer to current Undergraduate Catalog.

RESPONSIBILITY FOR ATTENDANCE

Attendance at scheduled clinical laboratory practice and academic classes is an important aspect of professional and personal accountability. The student's progress toward meeting course objectives will be the basis for evaluation and grading in each individual clinical practice site. Absence from clinical practice will decrease the data available on which to evaluate the student's progress toward meeting course objectives. However, personal illness or other circumstances make it unsafe for the student to be on clinical unit, the student will follow the guidelines established by the faculty member at that site for reporting the absence, which will be listed on the syllabus. Make up time for absence from clinical practice is rarely feasible.

The course content presented in classes is the basis for materials tested in the licensing examination and foundation for the knowledge base required for safe professional practice. Attendance policy for each course in the respiratory major will be distributed by faculty during the first week of the course in the course syllabus.

PROFESSIONAL BEHAVIOR

As a professional respiratory student and a representative of the IUP community, the following are examples of professional behaviors that are expected.

1. Adhere to the Source (IUP Student Handbook) and the Department of Nursing Allied Health Professions Undergraduate Respiratory Program student information handbook.
2. Respect differences in others which include ethnic, religious, sexual orientation, appearance, and socioeconomic status.
3. Respect other person's space, time, and work such as refraining from disruptive behavior in class, cell phones and texting in class, and tardiness.
4. Interact with others in an empathetic, honest, open manner.
5. Work in a collegial manner with staff members, peers and professors. Display honesty, integrity, and ethical behavior.
6. Display honesty, integrity, and ethical behavior.
7. Communicate with patients, their families, staff members, peers, and professors.
8. Demonstrate accountability (Preparation for class/clinical, assume responsibility for your own learning (See guidance from your professor as needed.)
 - a. Actively participate in learning; seek out learning experiences; be involved in class
 - b. Assume responsibility for your own learning (Seek guidance from your professor as needed.)
9. Adhere to the behaviors as identified in the following:
 - a. Travel to clinical site
 - b. Attendance responsibilities
 - c. Dress Code
 - d. Guest Host Policy
10. Adhere to patient privacy laws. Unauthorized use of cell phones, for the purpose of audio recording video recording, or picture taking is strictly prohibited in any clinical setting.

Standards of Professional Behavior and Safe Clinical Practice

As a professional respiratory care student and a representative of the IUP Community, students are expected to adhere to the following established Standards of Professional conduct and Safe Clinical Practice.

Respiratory Care Student Guidelines	University Policies	Civility in our Community
<p>Professional Behavior in the Classroom or Clinical Setting</p> <p>1. Adhere to the Source (IUP Student Handbook) and the Department of Nursing Allied Health Professions Undergraduate Respiratory Care Program Student Information Handbook</p>	<p>The Source (IUP's Student Handbook Contains All Rules of Conduct)</p> <p>Office of Student Conduct (Oversees Rules of Conduct)</p> <p>Undergraduate Catalog (Academic Policies)</p>	
<p>2. Comply with all policies of the assigned clinical agency sites.</p>		
<p>3. Adhere to IUP and clinical agency polices regarding drug and alcohol use</p>	<p>Policies and Regulations Regarding Student Behavior http://www.iup.edu/studentaffairs/policies/stbehav.shtm</p> <p>Source: Alcohol Policy http://www.iup.edu/studentaffairs/policies/alcpol.shtm</p>	
<p>4. Respect differences in others (examples include race, ethnic, religious, gender, age, health status, diagnosis, national origin, sexual orientation, etc.)</p>	<p>Statement of Nondiscrimination http://www.iup.edu/humanresources/policies/non.shtm</p>	<p>To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.</p>

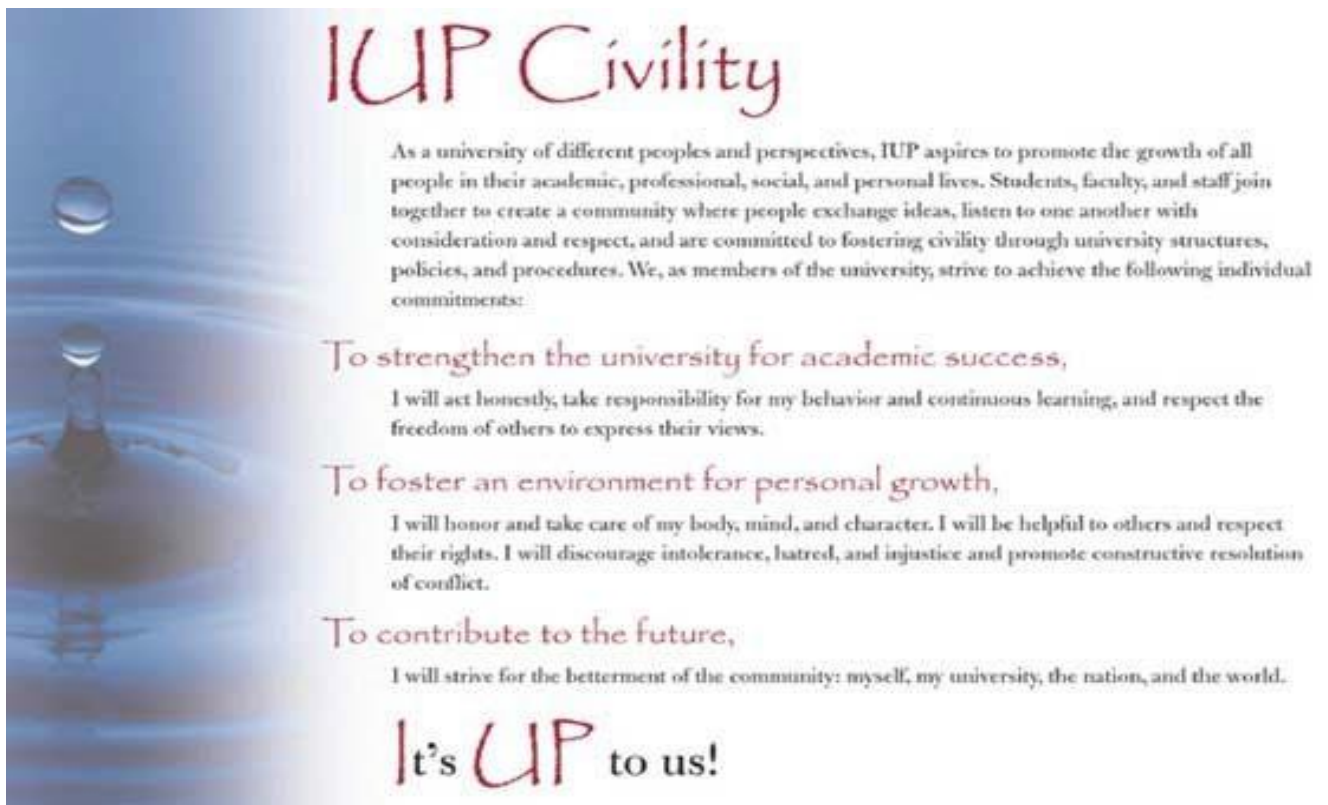
Respiratory Care Student Guidelines	University Policies	Civility in our Community
5. Respect other person’s space, time, and work (examples of lack of respect include disruptive behavior in class, cell phones in class, etc.)	Class Disruptions Policy http://www.iup.edu/registrar/catalog/acapolicy/index.shtm#Class%20Disruptions Academic Integrity Policy and Procedures http://www.iup.edu/registrar/catalog/acapolicy/index.shtm	
6. Interact with others in an empathetic, honest, open manner.	Violence, Intolerance, Hate http://www.iup.edu/studentaffairs/intolerance.shtm	To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.
7. Work in a collegial manner with staff members, peers, and professors		To foster an environment for personal growth, . . .
8. Display honesty, integrity, and ethical behavior	Academic Integrity Policy and Procedures	
9. Communicate with patients, their families, staff members, peers, professors in a respectful, constructive fashion		To foster an environment for personal growth, . . .
10. Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.) <ol style="list-style-type: none"> a. Actively participate in learning; seek out learning experiences; be involved in class b. Assume responsibility for your own learning (Seek guidance from professors as needed.) 	Academic Integrity Policy and Procedures	

Respiratory Care Student Guidelines	University Policies	Civility in our Community
<p>11. Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.)</p> <ul style="list-style-type: none"> a. Actively participate in learning; seek out learning experiences; be involved in class b. Assume responsibility for your own learning (Seek guidance from your professor as needed.) c. Arrive promptly for class and clinical 	<p><u>Academic Integrity Policy and Procedures</u></p>	<p>To strengthen the university for academic success, . . .</p>
<p>12. Abide to the behaviors in following separate policies</p> <ul style="list-style-type: none"> a. Travel to clinical site b. Attendance responsibilities c. Dress Code 	<p><u>Academic Integrity Policy and Procedures</u> Anticipated Class Absence for University Representation and Participation Policy</p>	
<p>Safe Clinical Practice</p> <p>1. Use standard precautions and transmission – based precautions in all patient care activities</p>	<p><u>Academic Integrity Policy and Procedures</u></p>	
<p>2. Promptly report any error to the faculty member and to other appropriate clinical personnel</p>	<p><u>Academic Integrity Policy and Procedures</u></p>	
<p>3. Demonstrate the application of previously learned clinical competencies</p>	<p><u>Academic Integrity Policy and Procedures</u></p>	
<p>4. Practice within boundaries of the respiratory care student role</p>	<p><u>Academic Integrity Policy and Procedures</u></p>	
<p>Items for Immediate Action</p> <p>1. Breach of patient confidentiality (HIPAA violation)</p>	<p>Information Protection Policy <u>http://www.iup.edu/tsc/policies/UP-InformationProtectionPolicy.pdf</u></p>	
<p>2. Unsafe clinical practice, unprofessional behavior</p>	<p><u>Academic Integrity Policy and Procedures</u></p>	
<p>3. Falsifying documentation of patient care</p>	<p><u>Academic Integrity Policy and Procedures</u></p>	

Respiratory Care Student Guidelines	University Policies	Civility in our Community
4. Displaying violent or abusive behavior in the classroom or clinical setting	Policies and Regulations Regarding Student Behavior http://www.iup.edu/studentaffairs/policies/stbehav.shtm Violence, Intolerance, or Hate http://www.iup.edu/studentaffairs/intolerance.shtm	

Any Sanctions of above policies will be handled under the following policies and procedures:

1. Policies and Regulations Regarding Student Behavior-
<http://www.iup.edu/studentaffairs/policies/stbehav.shtm>
2. Academic Integrity Policy and Procedures-
<http://www.iup.edu/registrar/catalog/acapolicy/index.shtm>



RESPIRATORY CARE DEPARTMENTAL TEST PROCEDURE

Students who are unable to attend the class period when a test is scheduled and who have just cause for their absence, **MUST** make prior arrangements with faculty administering the exam for completing the course requirements. Just cause is defined as, but not limited to, personal illness or injury, or death in the student's immediate family.

Prior to arrangement for completion of tests includes completing the form, "Permission Form for Rescheduling an Exam," available in the department office. This form **must be signed by the faculty administering the exam or designee** at least 24 hours before the test is scheduled and it will be filed in the student's permanent record.

In an emergency, the student may request permission to be absent from a test via telephone call to the faculty member administering the exam prior to the hour the test is scheduled.

Make up exams are given at the discretion of the faculty involved.

THE STUDENT IS RESPONSIBLE FOR SCHEDULING AND COMPLETING MAKE UP EXAMINATIONS. The make-up exam may be different in structure and form from the original test. Faculty may choose not to give make up exams and will notify students of this fact in the course syllabus.

Failure to meet these requirements may result in the assigning of a grade zero for the test.

TRAVEL TO CLINICAL SITES

Students are responsible for their own transportation to clinical sites. Clinical sites can be up to 2 hours away. Students are expected to attend clinical and use sound judgement in inclement weather situations. The attendance policy will be in effect unless the university is closed.

CLINICAL REQUIREMENT PROCEDURES AND GUIDELINES

Rationale

The purposes for procedure and guidelines for clinical attendance are:

1. To safeguard the health of students
2. To encourage students to practice health maintenance and preventative care
3. To provide protection to patient's agency employees, other students and faculty from students who are unsafe to practice clinical
4. To meet employee health and clearance criteria established by clinical agencies

Procedure and Guidelines Description

The following requirements are necessary for entrance into Respiratory clinical courses to maintain student, faculty and patient safety and adhere to contractual agreements and requirements of our affiliating clinical agencies.

- A. Health Requirements
- B. Clearance Requirements
- C. CPR Verification
- D. Medical Terminology
- E. Liability Insurance

*Clinical course faculty will view the entire electronic record for completion held by Castle Branch (Certified Background.com). Students are not permitted at the clinical site unless all clinical requirements are met and up to date. The full health records and clearances can only be viewed by the Respiratory Care Program Director of Clinical Education.

REQUIREMENTS FOR ANY CLINICAL COURSE (including Internship)

*Prior to entry to clinical respiratory courses, students are required to open an account with Castle Branch, <http://iup.castlebranch.com>, to place an order for an account. All clinical requirements are maintained on this student account. The student is responsible to complete these requirements and upload the information to their account. No paper forms will be accepted in the Respiratory Care office. All requirements must be completed by the date specified by the Respiratory Care Program. Failure to comply with these deadlines may cause the student to be dropped from their clinical seat.



Indiana University of Pennsylvania - School of Respiratory Care

How to Place Order

Welcome to **my** 

To place your order go to:

iup.castlebranch.com

Program: School of Respiratory Care

Package Name: Choose appropriate item to be completed

Place Order

Select Program

Select package

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: **888.914.7279** or servicedesk.cu@castlebranch.com

Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time
- Hit **Submit**



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.



Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

2

Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in

➤ **Mail to:**
CastleBranch
1844 Sir Tyler Drive
Wilmington, NC 28405
Attn: TDL Document Center



Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B

The clinical requirements are as follows:

Name	Description	Due Date for the Semester Entering the Clinical Course
Health Insurance	Provide a copy of your current health insurance card OR proof of coverage. Verification of coverage from the provider is required if the name on the card does not match the student's name.	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session
Covid Vaccine	Answer the question if you received the Covid Vaccine. If yes, then upload the card. If you have an approved exemption for your clinical site, upload the exemption. (Please check with Dr. Gropelli if you have questions about exemptions since policies vary for each clinical site. Some clinical sites will not accept the exemptions and the review process is site specific.) If you received the covid booster, then please upload your booster card. Please note that some clinical sites are requiring the booster.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Measles, Mumps & Rubella (MMR) (IgG antibodies)	Please submit documentation of two documented doses of MMR vaccines and Submit documentation of positive antibody titers for all 3 components (lab report required). If series is in process, submit your status and new alerts will be created for you to complete the series and submit your titers. If vaccination records cannot be obtained a positive titer for each is acceptable. If the titer is negative despite receiving two MMR vaccines, the health care provider must provide a signed letter that the student remains nonimmune (or a non-responder) and no further treatment is indicated.	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session
Varicella (Chicken Pox)	Please submit documentation of a positive antibody titer (lab report required). If your series is in process, submit your status and new alerts will be created for you to complete the series and titer. If titer is negative or equivocal, new alerts will be created for you to receive a booster shot and submit a repeat titer (if appropriate depending on past vaccinations). If the titer is still negative, the health care provider must provide a signed letter	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session

Name	Description	Due Date for the Semester Entering the Clinical Course
	that the student remains nonimmune (or a non-responder), but no further treatment is indicated.	
Hepatitis B	<p>Please submit documentation of: a positive antibody titer (lab report required)</p> <p>If series is in process, submit your status and new alerts will be created for you and complete the series and titer.</p> <p>If titer is negative or equivocal, new alerts will be created for you to receive 1 "challenge dose" of Hep B and in 4 weeks have a titer rechecked.</p> <p>If the titer is still negative two additional doses are given. (If your physician recommends repeating the entire series then a re-titer, this is acceptable)</p> <p>If the titer is still negative, the health care provider must provide a signed letter that the student remains nonimmune (or a non-responder), but no further treatment is indicated.</p>	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Session</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Session</p>
Tuberculosis (TB)	<p>Please submit documentation of one of the following:</p> <ol style="list-style-type: none"> 1. negative 2-Step TB skin test (administered 1 - 3 weeks apart) and all subsequent 1-Step TB skin tests (10 - 13 months apart), with the most recent administered within the past 13 months 2. negative quantiFERON Gold blood test administered within the past 12 months 3. negative T-Spot test administered in the past 12 months 4. if positive results, submit a letter from the physician indicating a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months <p>Renewal will be set to 1 year. Upon renewal, submit one of the following:</p> <ul style="list-style-type: none"> • negative one-step skin test • negative quantiFERON Gold blood test 	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Session</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Session</p>

Name	Description	Due Date for the Semester Entering the Clinical Course
	<ul style="list-style-type: none"> if positive results, submit a completed TB Questionnaire on the school form. <p>No student may be in clinical with expired TB screening which is due every 12 months (annually).</p>	
Tetanus, Diphtheria & Pertussis (Tdap)	Submit documentation of a Tdap booster administered within the past 10 years. The renewal date will be set 10 years from the administered date.	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session
CPR Certification	Please submit your current CPR certification. Must be the Health Care Provider BLS course for the American Heart Association course. Copy of BOTH the front AND the back of the card is required and the card MUST be signed. Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days. The permanent document must be uploaded within the 30-day time period. Renewal date will be set based on the expiration of certification.	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session Student must have a current CPR card to be in clinical
Medical Terminology	Please submit documentation of the completed Medical Terminology assignment (for example-official certificate of completion); alternately, an official college or university transcript showing a Medical Terminology course was completed.	August 15 for the Fall Semester
Influenza	Please submit documentation of a flu shot administered during the current flu season (August-March). Documentation must indicate that the vaccination you received is from a batch for the current flu season. The vaccine record must show that the vaccine was for the current influenza season. Declination form from the clinical setting is acceptable and must be signed by the student OR a healthcare provider. Students must follow the individualized policy for the clinical agency. If the student has question about specific agency policy, then he/she needs to consult their clinical instructor.	Due date is varied depending on the clinical agency requirement for the particular influenza season

Name	Description	Due Date for the Semester Entering the Clinical Course
	Renewal will be set to 1 year from administered date of vaccine or date of declination.	
Physical Examination	<p>Please submit documentation of your physical exam completed and signed by a medical professional within the past 12 months on the school form.</p> <p>For initial submission: Complete the first two pages of the form that is available to download for this requirement.</p> <p>Upon Renewal: Complete the 3rd and 4th pages of the form that is available to download from this requirement. Renewal will be set 1 year from the administered date.</p>	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Session</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Session</p>
Professional Liability Insurance	<p>Please submit your current Professional Liability Insurance coverage in the amount of at least \$1 million per occurrence for personal injury and \$3 million annual aggregate for personal injury to, or death of any one person must be carried by all students who are caring for patients/clients in the clinical setting.</p> <p>Renewal date will be set to the expiration of coverage.</p>	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Session</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Session</p>
Hepatitis C	<p>Submit documentation of an antibody Hepatitis C titer (lab report required). If titer is positive, you will be rejected and instructed to contact your program administrator for further instruction</p>	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Session</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Session</p>
Student Consent for Audiovisual Recording of Simulation	<p>Complete and submit the Student Consent for Audiovisual Recording of Simulation form available to download from this requirement.</p> <p>The renewal date will be set to 1 year.</p>	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Session</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Session</p>

Name	Description	Due Date for the Semester Entering the Clinical Course
Guest/Host Relationship Guidelines	Complete and submit the Guest/Host Relationship Guidelines, available to download for this requirement. Fall and Spring semester: refer to clinical course syllabus. 7/15 1/01	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session
Student Accountability Sheet	Please complete and submit the Student Accountability Sheet that is available for download for this requirement. 7/15 1/01	July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session
Screening for Ebola Virus Disease	Complete and submit the Screening for Ebola Virus Disease form that is available for download from this requirement. 8/15 1/15	August 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Semester
Drug Screening Drug Screening Continued	Urine Drug Screen (UDS) must be ordered and completed through CastleBranch. IUP UDS for Juniors and Senior students are a comprehensive panel and are due each semester that the student is in a clinical course. Only UDS following the CastleBranch procedures, using a CastleBranch approved Quest Diagnostic lab will be accepted. The UDS must be done within the window set by the Department Chairperson. If a UDS is performed outside of the window set for the semester a student is currently in, the UDS will be rejected and is considered a failed test. If the UDS results are positive, the drug screen will be rejected (unless documentation is provided for prescription/s to the Medical Review Officer at Castle Branch). If a student has a positive UDS and is not cleared by the Medical Review Officer, they need to contact Dr. Gropelli immediately because this is considered a failed UDS. Due to federal law, a drug test positive for marijuana, even with a prescription, is considered a failed drug test. Students with a failed drug test are not permitted in clinical for the semester as per agency requirements.	Fall Semester: 08/02 to 08/12 Spring Semester: 12/30-1/8 Summer Semester: 05/02 to 05/13 Winter Semester: 11/30 to 12/12 Set by the Department Chairperson annually for any student participating in a Winter Internship.

Name	Description	Due Date for the Semester Entering the Clinical Course
	<p>If a UDS is positive, the student has the right to dispute the results of the UDS. The student must immediately notify the Department Chairperson or designee, in writing, that they would like to dispute the results. The Chairperson or designee will then notify CastleBranch officially and a dispute package will be formulated for the student to purchase. The cost of the dispute package is several hundred dollars and is the responsibility of the student to pay. Once the dispute package is officially purchased, the original specimen from the original UDS is shipped to another Quest Lab location and re-tested. Once the results are finalized from the re-test, the results are posted to the student's CastleBranch account. This entire process takes about 4-6 weeks to be completed so the student is not able to participate in clinical for that semester.</p> <p>If UDS results show Dilute Negative, the results are considered neither positive nor negative. The presence or absence of drugs cannot be ruled out because the urine was dilute. CastleBranch will mark the UDS result with an exclamation mark indicating that a new UDS must be completed. The student must order a new drug screening and give a specimen within 48 hours of the results being posted. The additional drug testing will be at the expense of the student. If the student fails to complete another UDS within the 48 hours, the Dilute Negative UDS will be considered a failed drug screening. If a student shows Dilute Negative results for a second time, this will be considered a failed drug screening unless documentation from a medical provider can be provided to explain a medical condition that would cause a dilute urine specimen.</p> <p>If a student should have positive results on more than one UDS, a recommendation will be made to the Dean's Office for the student to be removed from the Nursing program. If a student is removed from the Nursing program for this reason, the student will not be admitted back to the Nursing program at any time.</p> <p>Anytime a student goes to the clinical site and shows signs of impairment or erratic behavior, the nursing faculty or a representative from the</p>	

Name	Description	Due Date for the Semester Entering the Clinical Course
	<p>clinical facility can report this immediately. A drug screening will be called, and the student must comply with the process of completing a drug screening immediately. The drug screen is at the student's expense. If the student refuses a drug screening or doesn't follow the process, then it is considered a failed drug screening. In the case of a failed drug screening, the student would be removed from clinical for the rest of the semester and fail the course.</p> <p>Drug Screen Windows: Fall Semester: 08/02 to 08/12 Winter term: 11/30 to 12/12 Set by Department Chairperson annually for any student participating in a Winter Internship Spring Semester: 12/30-1/8 Summer Semester: 05/02 to 05/13</p>	
<p>Criminal Clearances: 1. PA Department of Human Services (FBI background check with fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance</p>	<p>Clearances Required for Completion Annually and Must be Current during the entire Clinical Course:</p> <ol style="list-style-type: none"> 1. PA Department of Human Services (FBI background requires fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance <p>Students are required to follow the instructions on the Castle Branch site. The PA State Police Background check will be conducted by Castle Branch. The student must follow the instructions for the Act 151 Child Abuse Clearance and PA Department of Human Services (FBI background check with fingerprinting) clearance and obtain these results and upload the results into their account once they have received the original. The clearances must be run as employee and not volunteer.</p>	<p>July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session</p>
<p>Criminal Clearance: Department of Aging requirement</p>	<p>This requirement needs to be done once while enrolled in the program.</p> <ol style="list-style-type: none"> 1. If you have been a resident of PA for the last 2 years, you must complete the Verification of PA Resident Form and submit it to Castle Branch along with two (2) additional forms of official, signature-bearing identification (one of which must 	<p>July 15 for the Fall Semester December 6 for Winter Session January 1 for Spring Semester May 1 for Summer Session</p>

Name	Description	Due Date for the Semester Entering the Clinical Course
	<p style="text-align: center;">be a current photo identification document)</p> <p>2. If you have not been a resident of PA for the last 2 years, you must submit a Department of Aging FBI clearance. The clearance must be dated when you are student in the program at IUP.</p>	

The following requirements must be updated annually:

1. TB Screening
2. Physical
3. Criminal Clearances (All three as listed above and Department of Aging requirement)
4. Liability Insurance
5. Student Consent for Audiovisual Recording of Simulation
6. Influenza Vaccine

The following requirements must be updated every semester the student is in a clinical course:

1. Ebola Screening
2. Guest Host Policy
3. Student Accountability Sheet
4. Comprehensive Drug Screening for all students

**Indiana University of Pennsylvania
Department of Nursing and Allied Health
Pandemic Flu Guidelines**

In compliance with Pennsylvania Department of Health and Centers for Disease Control recommendations, students should not attend class/clinical or any public gatherings while ill with influenza. Students with flu symptoms will be asked to leave campus if possible and to return home to recover. The illness and self-isolation period will be about a week. It is very important that individuals avoid spreading the flu to others. Please be advised that the campus Center for Health and Wellbeing will not provide documentation of suspected flu virus. Check the IUP home page regularly for further information and updates from the state and CDC.

In addition, students must comply with the Respiratory Care Handbook regarding the Respiratory Test Procedure and Guidelines. Furthermore, students in clinical must abide by individual facility policies regarding any flu virus.

Tuberculosis Screening

Respiratory students are required by the affiliating agencies to have a two-step skin test completed. This is a procedure utilized for baseline skin testing of individuals (health care workers, long-term care residents) who periodically receive TST to reduce the likelihood of mistaking a boosted reaction.

Please submit documentation of one of the following:

- 1) Negative 2-step TB skin test (administered 1-3 weeks apart) and all subsequent 1 Step TB skin tests (10-13 months apart), with the most recent administered within the past 13 months
- 2) Negative quantiFERON Gold blood test administered within the past 12 months
- 3) Negative T-spot test administered in the past 12 months
- 4) If positive results, submit a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months.

Renewal will be set to 1 year. Upon renewal, submit one of the following:

*negative one-step skin test

*negative quantiFERON Gold blood test

*if positive results, submit a completed TB questionnaire on the school form.

Procedure for Skin Test:

1. Receive initial tuberculin injection
2. Return for reading of injection site within 48-72 hours
3. Documentation of reading of first injection site
4. If test is negative, a second test is repeated 1-3 weeks later
5. Return for reading of second injection site within 48-72 hours
6. Documentation of reading of second injection site

A TB test called interferon-gamma release assays or IGRAs is also an acceptable method of screening for TB according to the CDC. IGRAs is an acceptable method for people which have received Bacilli Calmette-Guerin (BCG) vaccine.

If skin test is positive, a chest x-ray is required along with statement of appropriate follow up care from physician.

Students who have a documented history of a positive TB test and a negative chest x-ray will be exempt from further TB skin testing. Since you do NOT receive TB skin testing, you will be required to complete the Positive Skin Test TB Surveillance Survey. This form must be signed by the physician that you are cleared for clinical. (See attached)

Indiana University of Pennsylvania Department of Nursing and Allied Health

Positive Skin Test TB Surveillance Form

Our records indicate that you have a “Positive” history to Tuberculin Skin Testing. Students who have a documented history of a positive TB test, will be exempt from further TB skin testing. Since you do NOT receive TB Skin testing, you will be required to complete this symptom survey in accordance with the Center for Disease Control (CDC) recommendation (see below).

Please answer “YES” or “NO” to each symptom. Answer “YES”, if you have an experienced the symptom in the last twelve (12) months:

- _____ “Excessive” Fatigue
- _____ Loss of Appetite (Anorexia)
- _____ Unexplained Weight Loss
- _____ Low Grade Fever
- _____ Chronic Persistent Cough
- _____ Night Sweats
- _____ Dull Aching Pain or Tightness in the Chest
- _____ Coughing-up Blood, Sputum with Blood at any time

PLEASE REPORT IMMEDIATELY TO THE UNIVERSITY HEALTH CENTER OR YOUR PRIMARY CARE PHYSICIAN IF YOU HAVE HAD ANY OF THE ABOVE SYMPTOMS FOR FOLLOW UP CARE.

STUDENT SIGNATURE

DATE

PLEASE HAVE THE HEALTH CENTER OR PRIMARY CARE PHYSICIAN SIGN BELOW TO VERIFY THAT YOU ARE CLEARED TO ATTEND CLINICAL.

COMMENTS:

HEALTH CARE PROVIDER SIGNATURE

DATE

Indiana University of Pennsylvania Department of Nursing and Allied Health

Urine Drug Screening

Urine Drug Screen: To comply with affiliating agency requirements, it is now necessary that respiratory majors registered for clinical courses submit to urine testing.

All students entering junior and senior level clinical courses must have a comprehensive (16 panel drug screen) within the required time frame prior to each clinical semester. All drug screens must be ordered and scheduled through CastleBranch. Only results provided by CastleBranch will be accepted.

Please note students are not to submit information to the instructor, health center or the drug screening lab regarding prescribed medication. The student is only required to disclose this information if requested by CastleBranch.

Refusal to comply with the drug testing requirement or testing positive for the use of specified drugs will prohibit a student from enrolling in or continuing with RESP clinical courses and related co requisites courses for the semester. The student will be required to have a clear urine drug screen prior to re-entry to RESP clinical the following semester. The university cannot guarantee clinical placements for students who refuse to comply with the requirement or who test positive.

STUDENT RESPONSIBILITIES AND RIGHTS

1. It is the student's responsibility to schedule and pay associated fees for all exams, lab tests and immunizations. Counseling and/or follow-up for any abnormalities is the responsibility of the student and his/her health care provider.
2. **STUDENTS WHO FAIL TO MEET HEALTH REQUIREMENTS WILL NOT BE PERMITTED TO BEGIN CLINICAL RESPIRATORY COURSES.**
3. The current recommendations from the Centers for Disease Control outlining universal precautions to prevent transmission of HIV and other blood borne infections will be followed in at clinical practice sites.
4. **A STUDENT IS REQUIRED TO IMMEDIATELY REPORT TO THE FACULTY MEMBER ON THE UNIT ANY ACCIDENT OR INJURY SUSTAINED WHILE IN A CLINICAL AGENCY, INCLUDING NEEDLE STICKS OR ANY BLOOD OR BODY FLUID EXPOSURE.** Procedure/policies for employee health in the agency will be followed in treating the student. Any cost for this care will be the responsibility of the student. (See Procedure and Guidelines on Student Injury at an Affiliating Agency.)
5. A student is entitled to testing following possible exposure to an HIV or other blood borne infection according to the employee health guidelines of the clinical agency. This testing is optional, and the result will be available only to the student, subject to the surveillance definition of the Centers for Disease Control. IUP will not cover the costs associated with this testing and thus the responsibility may fall to the student.

6. A student who has been diagnosed with any new onset chronic or acute illness or injury that could interfere with their ability to safely deliver care should discuss this with the faculty member teaching in the assigned clinical site. This enables the faculty member to adjust patient assignments, if this is appropriate, or to act more expeditiously should a student health related emergency arise while the student is at a clinical agency. The student may need to get permission from the clinical agency to attend clinical. The faculty and/or clinical agency may require a medical clearance to attend clinical. A copy of the medical clearance will be placed in the student file.
7. Any student who has had a known exposure to a communicable disease, excluding upper respiratory infections, must report this to her/his clinical faculty.
8. It is the student's responsibility to use the services available through IUP's Center for Health and Well-Being as defined in the current edition of the student handbook, to obtain treatment for acute illness or injury.
9. Students who are acutely ill should not attend scheduled clinical courses. Process for notifying the faculty and/or the clinical agency will be announced by each faculty member.
10. A student who chooses to continue a clinical course while she is pregnant must have written medical clearance for any clinical practice to which she may be assigned. A copy of the medical clearance will be placed in the student file.
11. Students are encouraged to integrate practices into their life styles which will promote and maintain health. If need for support is identified, services and programs to enhance both physical and mental health are available through IUP's Center for Health and Well-Being and the Counseling and Student Development Center. Special services are also available through the Disabled Student Services and the Speech and Hearing Clinic.
12. **ALL STUDENT HEALTH INFORMATION WILL BE KEPT CONFIDENTIAL**

REQUEST FOR VARIANCE IN CLINICAL COURSES

A student who requests a variance in clinical course requirements for health reasons must provide the clinical faculty with an initial plan for meeting course objectives. The plan will be approved when it is mutually acceptable to the student and the clinical teaching faculty. Written medical approval for the activities proposed in the plan must be obtained by the student and submitted to the faculty. The approved plan and the medical approval will be forwarded to the Program Director for information and retained in the student's permanent record.

In the interest of student health or/and patient safety, a request for variance in clinical course requirements may also be initiated by a member of the clinical teaching faculty. Any restrictions on student practice (i.e.: casts, varicella exposure with a negative titer) imposed by clinical agencies will be strictly followed.

CLEARANCE REQUIREMENTS

Purpose

The Commonwealth of Pennsylvania requires that educational and health care systems provide a safe environment for children and the provision of service safeguarding the rights of older adults while protecting them from abuse.

Procedure

1. The student will go to the appropriate site, register, and schedule all fingerprinting appointments (if applicable to that clearance). It is the responsibility of the student to submit all forms and incur fees related to compliance. It is also the responsibility of the student to review prohibitive offenses for clearances available on the website for each clearance.
2. Failure to achieve verification of clearance will result in the student being unable to attend the clinical course.

Students in clinical courses including clinical internships are required to complete the following clearances each year. These clearances **MUST** remain in effect for the entire academic year.

Students must complete the following clearances each year:

Clearances Required for Completion Annually and Must Carry Through the Clinical Year

1. PA Department of Human Services (FBI background requires fingerprinting)
 2. ACT 34 Criminal History (PA State Background Check)
 3. Act 151 Child Abuse Clearance
 4. One-time requirement while a student – Department of Aging requirements must be met once either with completion of the PA Residency requirement or with a Department of Aging FBI clearance for student not residing in PA for the last two years.
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STUDENT RESPONSIBILITIES

1. All clinical respiratory care students must complete annual background checks to comply with both State and Federal Laws. This requires students to provide the University with official reports from: State Police, Child Abuse, and FBI background checks. Department of Aging FBI requirements must be met once either with completion of the PA Residency requirement or with a Department of Aging FBI clearance for student not residing in PA for the last two years.
2. If a student has a criminal record identified by one of the background checks above, the University will, in accordance with the clinical agency affiliation agreements, disclose the finding to the clinical agency. The clinical agency reserves **the right to refuse placement of student(s)** based on the background check findings or other clinical requirements. The Program Director will try at least 2 current clinical affiliated agencies

before determining the student cannot be placed in a clinical agency for a given clinical course.

3. Failure to obtain clinical placement means that the student will not be able to meet program requirements.
4. Failure to meet program requirements means that the student will be unable to complete the degree and the student will be dismissed from the respiratory care major. The department will assist the student with selecting a new major. The department chair will notify the Dean's office of any student in this situation.
5. If the student with a criminal record does obtain clinical placement, this does not guarantee future clinical placement(s) or permission to sit for their credential exam or eligibility to obtain a respiratory care license.
6. Eligibility for the respiratory care exam and/or license does not guarantee employment eligibility.
7. If a student with a criminal record obtains clinical placement, the student is proceeding "at his/her own risk". The student may at any time during the program encounter an agency that will not place him/her.

DEPARTMENT RESPONSIBILITIES

1. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student has met all health requirements and any variances have been reported to the clinical agency prior to the student attending clinical.
2. It is the responsibility of the Program Director to review the affiliating school's policies/contractual agreement for any changes in their process and update the health requirements procedure and guidelines according to those changes to remain in compliance with all affiliating school requirements.
3. It is the responsibility of the Program Director to notify the students of any changes in requirements through the handbook and/or their castle branch account.

CPR CERTIFICATION

Current certification in cardiopulmonary resuscitation must be maintained by respiratory care students throughout all semesters of respiratory courses. Health Care Provider Basic Life Support (BLS) certification is required, including adult one and two-person rescue, obstructed airway, and infant and child CPR. Certification must be attained and maintained through the **American Heart Association - must be a Health Care Provider course only.** It is the responsibility of the student to remain certified during clinical experiences, schedule certification/re-certification and costs of the course. It is the responsibility of the faculty member

teaching the clinical course to assure that each clinical student remains certified in CPR throughout the clinical course.

PROFESSIONAL LIABILITY INSURANCE

Liability insurance in the amount of at least \$1,00,000.00 per occurrence for personal injury and \$3,000,000.00 annual aggregate for personal injury to or death of any one person must be carried by all students who are caring for patient's/client in respiratory care courses. Cost and application for insurance is the responsibility of the student. **It is the student's responsibility to renew the policy annually to assure continuity during clinical courses.** Students have the option of purchasing liability insurance through the carrier of their choice. Proof of coverage must be submitted through their CastleBranch account. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student maintains liability insurance throughout the clinical course.

RECORDS

1. The student is required to submit all original clearances, lab results (titers), immunization and testing validation to Castle Branch. Records will be uploaded and maintained by the student for the department to verify completion of the clinical requirements.
2. Students should maintain personal copies of records and clearances for themselves.

MISCELLANEOUS INFORMATION ABOUT CRIMINAL BACKGROUND CLEARANCES

PURPOSE

The Commonwealth of Pennsylvania requires that educational and health care systems provide a safe environment for children and the provision of service safeguarding the rights of older adults while protecting them from abuse. The information provided is to include some guidance for students about criminal offenses that could prohibit the student from being able to attend clinical, graduate with a respiratory care degree, or obtain licensure. The Respiratory Care Program does not provide legal advice about offenses. Students need to be aware that a clinical agency may deny access to a student for clinical for an offense and this could result in the student not being able to complete the program. The Respiratory Care Program must follow the procedure and guidelines of the clinical agency regarding which offenses prohibit the student's access to the agency for clinical.

Applicable Offenses under Act 34 are as follows:

1. **Title 18 of the Pennsylvania Consolidated Statutes (Crimes Codes)**
 - Chapter 25 Criminal Homicide

- Section 2702 Aggravated Assault
- Section 2709 Harassment and Stalking
- Section 2901 Kidnapping
- Section 2902 Unlawful Restraint
- Section 3121 Rape
- Section 3122.1 Statutory Sexual Assault
- Section 3123 Involuntary Deviate Sexual Intercourse
- Section 3124.1 Sexual Assault
- Section 3125 Aggravated Indecent Assault
- Section 3126 Indecent Assault
- Section 3127 Indecent Exposure
- Section 4302 Incest
- Section 4303 Concealing Death of a Child
- Section 4304 Endangering Welfare of Children
- Section 4305 Dealing in Infant Children
- Section 5902 (b) Prostitution and Other Related Offenses
- Section 5903 (c) (d) Obscene & Other Sexual Materials & Performances
- Section 6301 Corruption of Minors
- Section 6312 Sexual Abuse of Children

2. A felony under The Controlled Substance, Drug Device and Cosmetic Act, 35 P.S. 780-101 et. seq
3. An out of state or Federal offense similar to those listed in (1) and (2) above

The Prohibitive Offenses Contained in Act 169 are as follows:

- cc 2500 Criminal Homicide
- CC 2502A Murder I
- cc 25028 Murder II
- cc 2503C Murder III
- cc 2503-4 Involuntary Manslaughter
- cc 2505 Causing or Aiding Suicide
- cc 2506 Drug Delivery Resulting in Death
- cc 2702 Aggravated Assault
- cc 2901 Kidnapping
- cc 3121 Unlawful Restraint
- cc 3122.1 Statutory Sexual Assault
- cc 3123 Involuntary Deviate Sexual Intercourse
- cc 3124.1 Sexual Assault
- cc 3125 Aggravated Indecent Assault
- cc 3126 Indecent Assault
- cc 4302 Incest
- cc 4303 Concealing Death of a Child
- cc 4304 Endangering Welfare of Children

- cc 4305 Dealing in Infant Children
- cc 4952 Intimidation of Witnesses or Victims
- cc 4953 Retaliation Against Witness or Victim
- cc 5902 (b) Prostitution and Other Related Offenses
- CC 5903 (c) (d) Obscene & Other Sexual Materials & Performances
- cc 6301 Corruption of Minors
- cc 6312 Sexual Abuse of Children
- CC 13A12 Acquisition of Controlled Substance by Fraud
- CC 13A14 Delivery of Practitioner
- CC 13A30 Possession with Intent to Deliver
- CC 13A36 Illegal Sale of Non-Controlled Substance
- cc 3127 Indecent Exposure
- CC3301 Arson and Related Offenses
- cc 3502 Burglary
- cc 3701 Robbery
- cc 3901 Theft
- cc 3921 Theft by Unlawful Taking
- cc 3922 Theft by Deception
- cc 3923 Theft by Extortion
- cc 3924 Theft by Property loss
- cc 3925 Receiving Stolen Property
- cc 3926 Theft of Services
- cc 3927 Theft by Failure to Deposit
- cc 3928 Unauthorized Use of a Motor Vehicle
- cc 3929 Retail Theft
- cc 3929.1 Library Theft
- cc 3929.2 Unlawful Possession of Retail or Library Theft Instruments
- cc 3929.3 Organized Retail Theft
- cc 3930 Theft of Trade Secrets
- cc 3931 Theft of Unpublished Dramas or Musicals
- cc 3932 Theft of Leased Properties
- cc 3933 Unlawful Use of Computer
- cc 3934 Theft from a Motor Vehicle
- cc 4101 Forgery
- cc 4114 Securing Documents by Deception
- cc 4302 Incest
- cc 4303 Concealing Death of a Child
- cc 4304 Endangering the Welfare of a Child
- cc 4305 Dealing in Infant Children
- cc 4952 Intimidation of a Witness
- cc 4953 Retaliation Against a Witness or Victim
- CC 5902B Promoting Prostitution
- cc 5903C Obscene or Other Sexual Materials to Minors
- CC 5903D Obscene or Other Sexual Materials
- cc 630 Corruption of Minors
- cc 6312 Sexual Abuse of Children

- CS 13A12 Acquisition of a Controlled Substance by Fraud
- CS 13A14 Delivery by Practitioner
- CS 13A30 Possession with Intent to Deliver
- CS 13A35 Illegal Sale of Non-Controlled Substance
- CS 13A36 Designer Drugs
- CS 13Axx *Any other Felony Drug Conviction Appearing on a PA Rap Sheet*

Act 151 Clearance (Child Protective Services Law of 1990)

Pennsylvania Child Abuse History Clearance related to clearance for the Child Protective Services Law of 1990.

DRESS CODE – CLINICAL PRACTICE

Guidelines for acceptable professional appearance have been established for IUP respiratory care students for the following reasons:

1. To project a positive professional image to patients being cared for by IUP respiratory care.
2. To protect patients from injury or infection.
3. To assist agency staff members and patients in readily identifying the caregiver as a student.

Faculty reserves the right to make any decisions regarding personal appearance/hygiene adherence to the dress code.

1. Personal Hygiene:
 - A. All students should present a neat and clean appearance.
 - B. Perfumes, after-shave colognes, and scented hair sprays should be avoided as these odors may be offensive.
 - C. Make-up should be kept to a minimum and used discretely. Body tattooing must not be visible.
 - D. Nails should be clean and trimmed to less than ¼ inch. Clear or neutral nail polish is acceptable in most clinical settings. Artificial/acrylic nails or tips are not permitted.
 - E. Hair must be clean and styled so that it is away from the face and secured so that it will not fall forward when bending; hair accessories must be inconspicuous to keep hair neatly arranged and secured away from the face. Faddish hair color or styles are inappropriate in a professional role. Men should be clean-shaven or have facial hair neatly trimmed.

2. Uniforms:
 - A. Students are required to purchase the approved IUP student uniform. They are not permitted to substitute this approved uniform with other uniforms.
 - B. Clean, wrinkle-free student uniform of an appropriate professional length.
 - C. No alterations of the uniform style are permitted.

- D. In clinical settings, where the student uniform is not required, the faculty will designate appropriate alternate attire.
 - E. Appropriate undergarments must be worn since undergarments may be visible through uniform fabric.
 - F. Plain white stockings (male students-white socks).
 - G. Plain white shoes; plain white leather athletic shoes are acceptable; shoes and laces must be kept clean; shoes worn for clinical practice must be used exclusively for that purpose.
 - H. Washable cardigan style sweaters/jackets may be worn with the student uniform when permitted by the agency.
 - I. Appropriate identification indicating status as a student must be worn; students will adhere to agency guidelines as to the specific type of identification required.
 - J. A watch with a second hand or a smart watch with a timer and pen with black ink should always be brought to clinical.
 - K. Students are required to follow the agency dress code so additional restrictions may apply.
3. Jewelry:
- A. Jewelry must be kept to a minimum; individual faculty or agency procedure and guidelines may not permit any jewelry to be worn.
 - B. Watches, wedding bands, engagement rings, and single post earrings are usually permitted.
 - C. Necklaces, bracelets, chains, or ear clips **SHOULD NOT** be worn with the student uniform.
 - D. Visible body piercing jewelry is **NOT PERMITTED** on the clinical setting.
 - E. Students are reminded that raised rings, long fingernails, and ornamentation can be a source of infection and injury to themselves and patients. Gloves can be torn by jewelry or fingernails which then jeopardizes the student's protection from exposure to communicable disease; performance of routine patient care activities can result in damage to or loss of jewelry.
4. Personal behavior:
- a. Gum chewing is prohibited during clinical laboratory.
 - b. Use of tobacco (cigarettes, smokeless tobacco, cigars) is prohibited while in uniform.
 - c. Use of alcoholic beverages and other mind-altering substances during clinical practice or other professionally related activities is prohibited; this mandate also pertains to commuting time to and from clinical sites.
 - d. If a faculty member suspects that a student is impaired, emotionally unstable, or under the influence of alcohol or any other mind-altering substance, the faculty has the right to immediately dismiss the student from clinical practice. This behavior may affect your ability to proceed in the respiratory major.

CANCELLATION OF CLINICAL PRACTICE

When classes are cancelled by the University, clinical practice is also cancelled. During inclement weather, clinical practice may be also cancelled at the discretion of the faculty. Mechanisms for communicating information about cancellations will be established by the individual faculty. **STUDENTS SHOULD USE GOOD JUDGMENT ABOUT THEIR ABILITIES TO DRIVE UNDER HAZARDOUS CONDITIONS.**

ACADEMIC ACHIEVEMENT / DIAGNOSTIC TESTS

Standardized secure self-assessment exams may be administered for the diagnostic evaluation and benchmark of the students' knowledge base. The respiratory care program utilizes assessment and testing services from the National Board for Respiratory Care (NBRC) and its subsidiary / partner. The partner agency is an assessment company serving respiratory care schools and provides standardized tests to help students prepare for the NBRC certification and registry exams. The junior level respiratory student takes the TMC (Therapist Multiple-Choice) Self-Assessment Exam. The senior level respiratory student takes the TMC exam and the CSE (Clinical Simulation Exam). These exams are usually administered between mid-term and final of the spring semester. The secure, self-assessment exam(s) vary in cost (typically less than \$80 per exam). The Exam is to be purchased at the Co-op Bookstore. The fee for academic achievement/diagnostic test/s is the student's responsibility. This exam is non-returnable and non-refundable.

- The exams will be proctored by a member of the respiratory faculty.
- Students are not permitted to have cell phones with them during the exam.
- Anyone found to have a cell phone during the exam will receive a score of zero.
- Students unable to sit for the exam at the scheduled time will be given an alternate date and time at the discretion of the faculty.

SPECIAL COSTS OF THE PROGRAM

Besides the required textbooks for courses and the self-assessment exam fees (above), students will incur the following additional costs during the program:

- Personal clinical equipment tool kit: one-time purchase, approximately \$60.00. The tool kit contains supplies required for on campus clinical simulation activities which correspond to respective respiratory care courses. The students are responsible for all kit items throughout the junior and senior years.
- Scrubs, lab coats, name tag and shoes
- CastleBranch account
- Liability insurance
- Medical Terminology
- CPR and ACLS certifications

- Criminal and child abuse clearances
- Health screenings/Blood titers/ Urine Drug Screenings
- Senior educational seminar attendance fees (Fall and Spring conferences)
- Kettering Exam Review Seminar fee
- Professional AARC membership dues
- Temporary license application fee (Pennsylvania State Board of Medicine)
- NBRC Self-Assessment Exams (Junior and Senior years)
- Other fees as required by clinical sites

The student may incur additional expenses related to graduation.

CLASS ORGANIZATION AND ACTIVITIES

Student Class Representatives

The purpose of the Student Class Representative/s is to enhance communication between respiratory students and faculty. It affords respiratory students the opportunity to bring issues of concern to the attention of the respiratory care faculty. This consists of a minimum of two voting representatives from each respiratory class.

- Junior and Senior members are selected by their classmates.
- Students may vote to remove any member who is performing unsatisfactorily and replace that individual with a more functional member.
- Other responsibilities include:
 - Fund raising/community /social activities
 - Serve as class representatives
 - Serve on advisory committee as requested
 - Assume other duties and responsibilities as deemed necessary by the committee in consultation with the school administration.

The IUP Respiratory Care Club

The mission of this organization is to aid underclassmen that will be starting the respiratory care program at, to inform the community of lung care and health, to facilitate socialization between upper classmen and underclassmen, to increase campus awareness, and improve connected-ness between IUP East Regional Campus and the main campus of Indiana University of Pennsylvania.

Refer to *Crimson Connect* for more information: <https://www.iup.edu/organizations/>

Membership: Any student at the Indiana University of Pennsylvania may become a member of the Respiratory Care Club, provided they have met the following criteria:

- Students must have and maintain a minimum QPA (GPA) of 2.0
- Students must attend at least 2 meetings per academic semester to be in good standing with the club
- A financial obligation of \$20 per academic year is required to achieve membership.

American Association for Respiratory Care/ Pennsylvania Society for Respiratory Care (AARC/PSRC) <http://www.aarc.org/>

Students are strongly encouraged to join the AARC as a student member to support their professional organization. AARC membership automatically includes membership in the PSRC. Educational offerings, information regarding professional issues and conferences are available through these affiliations.

Intensive Care Online Network (ICON)

The IUP respiratory care program has 24 x 7 access to the Intensive Care On-line Network (ICON) and its website: www.intensivecareonline.com. It was established September 2001 with the mission to promote successful implementation of ICU therapies and technologies by offering on-demand, clinician focused support service. ICON utilizes state-of-the-art methods to improve the student's knowledge through a variety of resources such as educational webinars, and clinical documents regarding technologies and therapy implementation.

Lambda Beta Honor Society

The National Honor Society for the Profession of Respiratory Care was formed in 1986 to promote, recognize and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the profession. The name of the society is based on the goals of the Respiratory Care profession: sustaining “life and breath” for all mankind. Lambda (Λ) is the Greek letter “L”, and beta (B) is the Greek letter “B”. Lambda Beta Society currently has over 100 Chapters established at Respiratory Care programs across the United States. Annually, the top 25% of the IUP Respiratory Care Program’s graduating class is nominated for membership, based on their Respiratory Care GPA.

Purpose

The purpose of the Society is to promote achievement of high scholarly standards within the schools and chapters through the encouragement of membership and graduation with honors. Membership benefits and advantages include the recognition of individual achievement and scholarship. Individuals’ achievements are recognized by having their name entered into a permanent “Roll of Excellence”, graduating with honors by displaying a ribbon on their graduation gown during commencement, graduation with honors noted on their official transcripts, wearing, and displaying the Lambda Beta insignia, and the right to list honor society membership on their curriculum vitae. In addition to recognizing the achievement of students, Lambda Beta members may qualify for special scholarship opportunities through scholarly paper submissions. <http://www.lambdabeta.org/>

Ann and Daniel McCauley Memorial Award for Respiratory Care

The Ann and Daniel McCauley Memorial Award for Respiratory Care provides an annual award to a graduating senior student from the respiratory care program at Indiana University of Pennsylvania.

This award was created to acknowledge the student who best exemplifies the characteristics of

Compassion, Competence, Communication and Caring during clinical patient care activities. Students are nominated and voted upon by full and part-time respiratory care faculty. Only one student is selected annually for this monetary award.

Stacy Lynn Sabocheck Leadership Award

The Stacy Lynn Sabocheck Leadership Award is awarded to the student(s) who demonstrate initiative, leadership skills, a commitment to the profession, academic and clinical performance and are most likely to make positive impact on the profession of respiratory care. Students are nominated and voted upon by full and part-time respiratory care faculty. The recipient(s) name(s) will be displayed on a plaque in the respiratory care program.

APPLICATION FOR LICENSURE EXAM AND TEMPORARY PRACTICE PERMIT

Following graduation, two important activities in a graduate's life will be securing a job and taking the licensure exam. There are specific directives that must be followed to apply for a temporary PA license and admission to the licensure exams. Information about the procedure will be presented in the senior level and specific directions will be distributed during the final semester of coursework.

APPENDIX A

**Indiana University of Pennsylvania
Department of Nursing and Allied Health Professions**

GUEST / HOST RELATIONSHIPS GUIDELINES

The Department of Nursing and Allied Health Professions collaborate with several health care institutions, schools and facilities, in connection with clinical experiences for respiratory care. Faculty place respiratory care students in a health care institution, school, or facility because they have invited us to place prospective students and have agreed to work cooperatively with us in a particular segment of the respiratory program. Consequently, respiratory care students participating in clinical experience activities in a health care institution, school, or facility do so as guests.

Each health care institution, school, and facility have regulations, procedures, institutional practices, and professional expectations for their employees which apply to respiratory students. It is the responsibility of each student to become aware of the expectations, rules, and codes of conduct for therapists and respiratory students at each health care institution, school, and facility that they are assigned to for clinical experience.

A respiratory care student enrolling in a course which requires a clinical experience must understand that he/she will be in a health care institution, school, or facility as a guest. Further, the acceptance of a respiratory care student assignment indicates an understanding of this guest/host relationship and an understanding that the respiratory student is expected to abide by the regulations, procedure, institutional practices, and professional expectations of the specific health care institution, school, or facility in which an assignment has been accepted.

As a respiratory student, I understand and agree to the principles governing clinical experiences. Further, I understand and agree that if my conduct or performance as a respiratory student is not compatible with the regulations, policies, institutional practices, or professional expectations of the host institution, my assignment may be terminated by the university host institution upon the request of the health care institution school, facility or university. I also understand that each of these clinical experiences are unpaid, including the internship.

NAME _____

DATE _____

STUDENT ID # _____

APPENDIX B

**INDIANA UNIVERSITY OF PENNSYLVANIA
RESPIRATORY CARE PROGRAM
STUDENT CONSENT FOR AUDIOVISUAL RECORDING OF SIMULATION**

Purpose: To obtain student consent to be audio-visually recorded while in simulation areas.

Recording: Observation and Clinical Training: I understand that as part of the respiratory program, simulation will be integrated into student's educational experiences. Audiovisual Recordings (AVRs) of my participation in simulation may be used to enhance my learning. Both students and faculty will be a part of simulation exercises.

Confidentiality: I understand that AVRs of simulation experiences will be used for educational purposes. While individual respiratory students, clinical groups and faculty may view the AVRs, the content will be kept confidential by all viewers.

Security information: All AVRs will be stored as a digital file on the simulation lab computer which is password protected.

Agreement: My signature below indicates that I understand the information presented above and agree to participate in AVR's of simulation experiences, as part of the respiratory curriculum in the Respiratory Care Program.

DATE: _____

SIGNATURE: _____

STUDENT ID # _____

APPENDIX D
STUDENT ACCOUNTABILITY SHEET

STUDENT INFORMATION HANDBOOK

I, the undersigned, have read the Student Information Handbook of the IUP Respiratory Care Program and have full understanding of the procedures and guidelines therein.

DATE _____

SIGNATURE _____

STANDARD PRECAUTIONS

I, the undersigned, do hereby acknowledge that I understand the guidelines for Standard Precautions.

DATE _____

SIGNATURE _____

AGENCY POLICIES

I, the undersigned do hereby acknowledge that I will learn the policies of fire, electrical, hazard material safety, patient emergency codes, HIPPA regulations, and confidentiality in each of my agencies prior to patient care. I understand that I am required to follow the agencies policies during the clinical experience.

DATE _____

SIGNATURE _____

STUDENT ID # _____

APPENDIX E
SCREENING FOR EBOLA VIRUS DISEASE

Have you ever lived in or traveled to a country with widespread Ebola transmission (Guinea, Sierra Leone, Liberia, or Mali)?

_____ YES

_____ NO

Have you had contact with an individual with confirmed Ebola within the previous 21 days?

_____ YES

_____ NO

NAME _____ DATE _____

STUDENT ID # _____

APPENDIX F

VERIFICATION OF PA RESIDENCY

Please type or print legibly in ink

I. Personal Information

A) NAME _____

B) CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

C) MONTH/YEARS AT THIS ADDRESS: _____

D) TELEPHONE _____

If you have resided at your current address for less than two years:

PREVIOUS ADDRESS:

Months/Years at this Address: _____

*If necessary, attach a list of other places of residence to demonstrate that you have lived in Pennsylvania for the past two (2) years.

II. Forms of Identification

A) Birth Date: Month/Day/Year _ / _ / _ _ _ _

B) Please provide two (2) additional forms of official, signature-bearing identification (one of which must be a current photo identification document). Examples of proper identification include:

- Driver’s License - Clinic Card –Credit Card – Issued identification card – Passport – Library Card – Alien Registration card – Other _____

III. I understand that by submitting this completed form for Verification of PA Residency I am certifying that all the information that I have provided on this application is complete, accurate, true, and correct. I make this declaration subject to the penalties of 18 PA.C.S.4904 relating to unsworn falsification to authorities.

IV. I understand that by submitting this completed form for verification of PA Residency I am certifying that all the information that I have provided on this application is complete, accurate, true, and correct. I make this declaration subject under penalties of 18PA.C.S.4904 relating to unsworn falsification to authorities.

SIGNATURE _____ **DATE** _____

STUDENT ID _____