



RESP 126 Clinical Practicum I section name section credit hours Credits **Syllabus**

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course provides clinical experience in basic therapeutic modalities in the clinical setting. This includes patient assessment, non-invasive monitoring, pulmonary function testing, blood gas analysis, EKG, chest x-ray, medical gas therapy, aerosol therapy, humidity therapy, IPPB, chest physiotherapy, and airway care.

Prerequisites: Take RESP-116, RESP-118, and BIOL-253. Minimum grade required: "C"
Take RESP-120, RESP-122, RESP-124 and RESP-128

Terms offered: Summer Only

Section-specific Course Description:

Course Level Objectives

1. Analyze assessment data to prioritize patient care and provide patient education for the prevention and treatment of pulmonary disease and disorders.
 - Select, review, obtain and interpret data.
 - Initiate, conduct, and modify prescribed therapeutic procedures based on patient outcomes.
2. Provide culturally sensitive care to patients across their lifespan.
3. Integrate clinical research and evidence-based practice for informed decision-making in the provision of quality patient care.

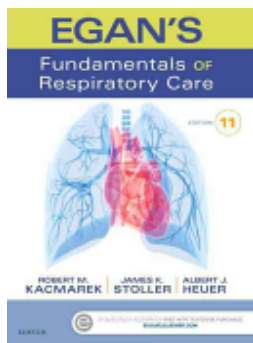
4. Employ leadership concepts to foster communication and collaboration within the interdisciplinary health care team.

- Demonstrate ethical behavior, safety practices, effective communication skills, interpersonal and teamwork skills in a clinical environment.

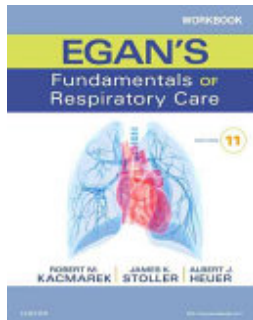
5. Demonstrate the safe use of technology and information management systems.

- Select, assemble and check equipment for proper function, operation, and cleanliness.
- Demonstrate proficiency and competency in the delivery of respiratory care procedures.

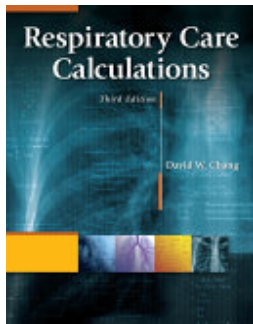
Required Texts and/or Materials



Egan's Fundamentals of Respiratory Care
9780323341363
Robert M. Kacmarek, James K. Stoller, Al Heuer
Mosby
2016-04-01
with online access

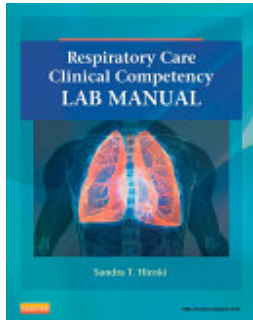


Workbook for Egan's Fundamentals of Respiratory Care
9780323358521
Robert M. Kacmarek
Mosby
2016-04-01



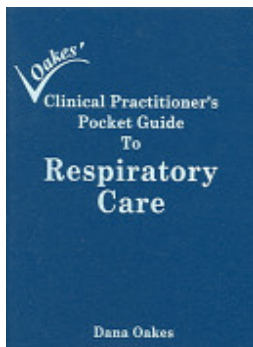
Respiratory Care Calculations

9781133709039
David W. Chang
Cengage Learning
2011-09-30



Respiratory Care Clinical Competency Lab Manual

9780323292443
Sandra T Hinski
Elsevier Health Sciences
2014-09-05



Oakes' Clinical Practitioner's Pocket Guide to Respiratory Care

978-0-932887-58-0
Dana F. Oakes
Health Educator Publications, Incorporated
2004-01-01

students may order an entire packet of pocket guides from the Oak's website, which will be used in upcoming semesters

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Each student is personally accountable for all respiratory therapy program student responsibilities outlined in the SJC Respiratory Therapy Student Handbook, the SJC Student Handbook, the SJC Respiratory Therapy Student Clinical Practicum Guide, as well as those outlined in the individual course guidelines.

Because each course builds on your foundation for future employment as a respiratory care practitioner, we expect professional behavior and attendance during all classroom sessions. The health care field has serious responsibilities and the need for the highest level of competence, integrity, professionalism, compassion, empathy, and respect in a healthcare provider. For the student to be successful in this course, please review the following guidelines.

For the WEEKLY Homework Assignment, please review the following details:

1. Review Chapters and complete the weekly assignment BEFORE you come to class. It is the student's responsibility to be prepared for every class session. Turn in the weekly homework assignment as directed in this online forum. To receive credit for completing your homework assignment, you must turn them in. You are responsible for turning in assignments on time.
2. Read the assigned chapters and any supplemental reading material provided. Each assignment is crucial to the student's performance and comprehension of course materials.
3. You may be quizzed at the start of each class meeting on the assigned reading, PowerPoint, or informational resources provided in the week's module.
4. PLEASE bring the required textbooks to class every day.
5. Please come to class prepared and ready to learn. Readiness to learn means that you will come to class with questions and insights and be

prepared to discuss the relevance and application of course materials. This includes being actively engaged in group discussions and group activities.

6. ALL homework assignments must be completed to pass this course. This is not a course where you can skip an assignment because you are busy or don't feel like doing the assignment. Therefore if you miss a deadline, you will earn a "0" for the assignment, AND you will still be required to submit the assignment. If you have any assignments that are incomplete at the end of the semester, you will receive an "F" in the course.
7. If the student misses more than one homework assignment, the homework grade will be reduced by 1% for each missed or late assignment.
8. If NO assignment is turned in by the assignment deadline, you will receive a ZERO.
9. NO LATE HOMEWORK ASSIGNMENTS will be accepted for credit unless you have made PRIOR arrangements with your instructor.
10. If you are absent from class, you will receive a ZERO for the assignments that are due and any exams and/or quizzes assigned on the day of your absence; unless you have made PRIOR arrangements with your instructor.
11. The student is responsible for making arrangements for any make-up work, quizzes, and/or tests. In the case of an emergency, the student is required to return to the next class with an official note to explain the incident.
12. There will be competency check-offs on the procedures being reviewed in the course. The student must perform the procedures before the instructor with No Critical Errors Noted to pass the course satisfactorily.
13. Be aware that any student whose actions interfere with regular classroom activities or clinical could be subject to suspension or expulsion from the program. Also, any sign of rejecting, rude, disrespectful, derogatory, judgmental behaviors towards clients, classmates, agency, staff, and/or faculty is not tolerated and will be subject to suspension or expulsion.
14. The student must pass the midterm exam and the final exam with a minimum score of 75 % to pass the course. If the midterm or final exam grade is below the minimum of 75%, you will receive a grade of "D" or "F" in the course as determined by your instructor.

****Amendments and changes to the course guide are possible and may be altered if circumstances warrant.****

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

Respiratory Therapy Program

Overview of the Clinical Practicum

The primary purpose of the clinical practicum is to integrate theory and practice in the clinical setting. Classroom and laboratory instructions need to be applied or performed in the clinical setting to learn or acquire the required competency skills in direct patient care. The clinical practicum is the application of the theory in real life situations.

Each clinical procedure requires direct supervision by a staff therapist or clinical instructor while the student performs the procedure on a patient in the clinical setting. Since each student will be exposed to health risks, it is, therefore, important for the student to be aware of, and to practice safety techniques at all times, particularly the Universal Precautions. Any doubts or uncertainties should be directed by the student to the clinical instructor prior to performance of any clinical procedure.

Clinical Site Assignment

Compliance with the scheduled practicum at a clinical site is required. Attendance and punctuality should be strictly followed by each student. Any changes in the schedule or clinical site should be approved by the clinical instructor, clinical director and/or program director, based on the necessity and validity of the reason. Students are to stay on the clinical site their whole shift (i.e. during lunch or small breaks) unless pre-approved to leave by the clinical instructor. Note: Once the clinical rotation is scheduled by Clinical Director/Instructor no changes or requests will be received or made to schedule unless Clinical Director/Instructor is notified by email within two to three weeks ahead of time. No requests for clinical sites assignment should be made, all clinical site assignments will be made by Clinical Director/Instructor. Regularly students are required to perform 24 hours/week but during summer semester students will attend 3 clinical rotation days/week due to short semester.

Hospital and Department Orientation

When required, the student needs to attend the hospital and/or department orientation in each clinical site. The hospital provides orientation to new employees, and each student is expected to follow the rules, regulations, and policies of both the hospital and RT department.

Professional Interaction

Each student is expected to adhere to ethical standards and professional behavior. Such interaction includes all the members of the healthcare team, within and outside the RT

department. Professional interaction constitutes 25% of the final grade in each clinical practicum. Please read the Professional Interaction Checklist for more details.

Patient Care, Safety, and Confidentiality

Being a student member of the healthcare team, reviewing a patient's chart to verify physician's orders, and to collect pertinent data from lab reports, progress notes, and respiratory therapy documentation, are essential tasks that need to be performed under supervision by a staff therapist, supervisor, or a clinical instructor. Patient identification is the next essential task prior to performing any therapy to the patient. It is also important to practice Universal Precaution such as handwashing and/or using personal protective equipment (PPE) such as goggles, gowns, gloves, masks, shoe coverings when handling any patient. Clean the stethoscope and pulse ox finger probe between patients to prevent nosocomial infection. Assist patients when positioning them for treatments, and properly cover them for privacy. Be courteous and respect the patients at all times. Observe patient confidentiality. Do not discuss or talk about the patient in public places such as cafeteria, elevator, hallways, etc. When the discussion is for learning purposes as in case studies, such should take place in a classroom, boardroom or conference room.

Clinical Evaluation

Evaluation of clinical competencies will be conducted by the clinical instructor using the clinical evaluation checklist. Each clinical practicum is not solely based on clinical competencies, but also includes professionalism and good work ethics.

An independent study, such as case study, research, physician interaction, and/or allied health staff interaction, forms part of the clinical evaluation.

Clinical Evaluation Checklist

An integral part of the clinical practicum is documentation of the clinical competencies required by each procedure. It is the responsibility of the student to be prepared at all times to perform such procedure. Evaluation will be conducted by the staff therapist or clinical instructor anytime during the work shift. The clinical instructor may, upon his or her discretion, inform the student of a scheduled clinical evaluation. Any tasks performed that may affect the safety of the patient should be discontinued immediately. The student will be required to attend remedial training on such procedure prior to another attempt.

Timesheet

The clinical practicum is treated like work or employment. Students are required to sign-

in and sign-out on a timesheet. Therefore, attendance and punctuality should be observed during the scheduled practicum. The timesheet will be countersigned by a staff therapist or RT supervisor on-site to confirm attendance and punctuality.

DataArc Time Clock Policy

Clocking in and out of DataArc is required by each student. If students do not clock in and out through DataArc at each clinical shift those hours will not be counted. This means the student that does not clock in and out through DataArc will be considered absent for that day. The student will be required to make up the missed clinical shift according to our clinical practicum policy. If by chance DataArc is experiencing technical difficulties, the student is required to contact the clinical coordinator or program director IMMEDIATELY! By following proper protocol and notifying the clinical coordinator or program director about DataArc issues, the shift will be counted and data entry will be completed by clinical coordinator or the program director when the DataArc issues are resolved.

Note: If the student does not notify Clinical Director/Instructor by email of issues with DataArc then the time will not change and may be considered a tardy or absences.

Absences and Tardiness

All absences and tardiness must be directed to the clinical instructor and/or program director by email and text. The RT department of the clinical site must be contacted by phone call at least two hours prior to the assigned report time. A letter/email indicating the reason for the absence must be submitted immediately before the next assigned shift to the clinical instructor and/or program director by email. A physician's excuse slip is acceptable. All missed clinical duties/hours will result in student making up missed clinical duties/hours on the next available shift within a two week period. The students are responsible for making arrangements to make-up missed clinical hours with the clinical instructor.

Clinical Schedule Change Request

Students are not allowed to change clinical rotation schedule unless prearranged two to three weeks prior to the day/days student wishes to change. If a student does not prearrange within this time frame to have the clinical rotation schedule changed, students request will be denied unless deemed as an emergency.

Disciplinary Action

1. Students will be verbally warned if he/she is absent/and/or tardy more than one time during clinical rotation shifts per semester.
2. If a student is absent/and/or tardy more than two times during clinical rotation shift

per semester he/she will be counseled by Dean of Health Science and Respiratory Care Program Director.

3. Students that are absent/and/or tardy three or more clinical rotation shifts will be concerned to have excessive absents/ a/or tardiness which could result in dismissal from Respiratory Care Program.

Appearance, Attire, and Behavior

The RT student is considered a member of the healthcare team, and therefore, is expected to appear and behave professionally at all times. The student is expected to be in proper uniform and ID badge during the assigned shift. Hair and fingernails must be neat and clean. No facial or visible body piercing is allowed. Wristwatch may be worn, but no other types of jewelry are allowed. Perfume, cologne, and after-shave are not allowed since many respiratory patients may be allergic or become irritated by the smell. Beards and mustaches must be of reasonable length and trimmed neatly. Receiving or making personal phone calls and texting are not permitted during the work shift unless it is an emergency. Studying, reviewing or reading relevant materials or articles is allowed during the clinical practicum if time allows or the workload has been completed. Students are expected to make use of their time wisely by learning, reviewing, and/or assisting in clinical procedures when there is extra time available during their shift. Students are required to inform the supervisor, staff therapist, or clinical instructor when they go for their breaks.

REMINDER: Students will be counseled by Dean of Health science and/or Respiratory Care Program Director, which could lead to dismissal from Respiratory Program if he/she is deemed to be not performing within professional behavioral, appearance requirements and are not performing required clinical duties agreed upon.

Professional Interaction with Physicians, Nurses, and Other Healthcare Providers

Part of the professional development of the students is an interaction with a physician, a senior nurse, or a senior healthcare provider. Such interaction should focus on the management of a particular patient. Documentation of the interaction is credited towards Physician Interaction and Independent Study, which forms 15% of the clinical practicum. A report card needs to be completed by the student and signed by the physician.

Other Classroom Policies and Expectations

Face-to-Face - Students are expected to attend and participate in class regularly. Any student missing more than 10% of the consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3

consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line – Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15 week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes – Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. The last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For

on-line learners, logging in does not meet the attendance standard.

Cell Phones: All cell phones are to remain OFF or on the vibrate mode during class times, AND PUT AWAY. If you are expecting a phone call during class time you will need to inform the instructor before the class starts. This is a disruption to the class period and to your fellow students. Cell phones are NEVER to be answered in the classroom during class time and no texting, viewing Facebook, etc. during class time.

Use of electronic recording devices during classroom time: You must receive permission from the instructor to use electronic recording devices, the use of tape recorders and other recording devices will be at the instructor's discretion. Any information gleaned from class content is not to be posted on any social media website or other internet sources. Class information is intended for use by respiratory therapy students only.

Homework: Homework must be completed to receive credit. No homework = No Credit. Homework that is NOT received on the day it is due will receive a zero. NO EXCEPTIONS!!

Homework will be returned in a timely manner. Quiz/Exams will be returned in a timely manner.

Student Responsibilities: It is the student's responsibility to be prepared for each and every class session. Read the assigned chapters! You may be quizzed at the start of each class meeting on the assigned reading. Bring the required textbooks to class every day.

Please come to class prepared and ready to learn. Readiness to learn means that you will come to class with questions and insights and be prepared to discuss the relevance and application of course materials. Read the assigned homework material and complete the assignments before class. This includes being actively engaged in group discussions and group activities.

Other Classroom Policies and Expectations

1. EACH STUDENT is required to have online access to Elsevier Adaptive Quizzing for Respiratory Care (eCm) ISBN 9780323637794. This access is required for online quizzing in ALL RT program courses. You can purchase an access key at www.evolve.com using the ISBN # specific to our courses and program.

2. EACH STUDENT is required to download Lockdown Browser:

Lockdown Browser link

1. Here is the link for the lockdown browser (Links to an external site.)
2. Each student is required to install this on their PC to take any quiz on it.
3. Copy the address and paste it into a new tab.
4. Follow directions for the type of computer you have.
5. If you have difficulties, click on the "help" to the left and submit a work ticket.

3. EACH STUDENT is required to use DataArc.com to clock in and out and fill out required forms for clinical.

Canvas Participation and Expectations

Students are expected to review this canvas course 2 to 3 times a week. Also, students are required to participate in class meetings and classroom activities. If you have any questions about the taught material, please contact the instructor or arrange a meeting with the instructor to discuss the questions.

Instructor Response Time

Please allow up to 24 to 48 hours for response time.

Course Time Commitment

Students will need to read the chapters before attending class, which will allow the course to proceed smoothly. These will require students to read at least 2 hours or more

of reading per week, plus 2 to 3 hours to be dedicated to studying, reviewing, and homework for this course. Students are expected to review this canvas course 2 to 3 times a week.

Grading

Final grades are calculated based on the following...

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

This class meets: Per clinical rotation assigned by the instructor.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College

(July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not

limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade

will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

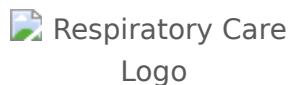
The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook

SJC Respiratory Therapy Program

Student Handbook & Policies



Welcome to the San Juan College Respiratory Therapy Program!

The RT Program Student Handbook provides the student with program information, instructor contact information, curriculum design, attendance policy, and student responsibilities. It is the student's responsibility to become familiar with the handbook and to follow the guidelines contained in it. The student will receive a printed copy of the handbook at the beginning of the first semester in the program and will sign an acknowledgment agreement. The agreement is as follows:

ACKNOWLEDGMENT OF PROGRAM HANDBOOK

I _____ HAVE READ AND AGREE TO ADHERE TO THE POLICIES AND PROCEDURES SET FORTH IN THE RESPIRATORY THERAPY STUDENT HANDBOOK. THE RESPIRATORY THERAPY STUDENT HANDBOOK IS A DYNAMIC DOCUMENT AND IS SUBJECT TO CHANGE AS POLICIES EVOLVE. STUDENTS ARE RESPONSIBLE FOR KNOWING THE CURRENT CONTENTS OF THE RESPIRATORY THERAPY STUDENT HANDBOOK AND ADHERING TO ITS POLICIES. IF AN ADDENDUM IS NECESSARY, STUDENTS ARE RESPONSIBLE FOR ANY ADDITIONAL POLICY CHANGES.

IN ADDITION, FOR LEARNING PURPOSES STUDENTS WILL BE VIDEO-TAPED WHEN PARTICIPATING IN SIMULATION OR SKILLS TESTING. IMAGES AND VIDEOTAPE TAKEN WHILE ON SITE DURING INSTRUCTION ARE THE PROPERTY OF SJC RT PROGRAM AND MAY BE VIEWED BY COMMUNITY PARTNERS FOR MARKETING PURPOSES. MY SIGNATURE INDICATES THAT I HAVE READ THE HANDBOOK AND I AGREE TO BE VIDEOTAPED.

IN EXCHANGE FOR THE EDUCATIONAL OPPORTUNITIES PROVIDED TO ME BY THE CLINICAL ROTATIONS, I AGREE TO COMPLY WITH ALL STATE, LOCAL, AND FEDERAL REQUIREMENTS GOVERNING THE PRIVACY OF MEDICAL INFORMATION. THOSE PRIVACY REQUIREMENTS HAVE BEEN EXPLAINED TO ME AND I HAVE HAD TRAINING IN COMPLYING WITH THESE REQUIREMENTS. I AGREE TO UPHOLD ALL HIPAA AND OTHER PRIVACY REQUIREMENTS DURING MY CLINICAL ROTATIONS.

I UNDERSTAND THAT I AM BOUND TO COMPLY WITH ALL PRIVACY REQUIREMENTS WHEN I AM NOT IN A CLINICAL ROTATION, INCLUDING IN MY CONVERSATIONS WITH FAMILY, FRIENDS, AND PEERS. I WILL BE HELD ACCOUNTABLE FOR MAINTAINING THE PRIVACY

OF ANY INFORMATION I OBTAIN, SEE, OR AM GIVEN DURING MY CLINICAL ROTATIONS. TO UPHOLD THE PRIVACY OF SUCH INFORMATION, I AGREE NOT TO POST OR DISCUSS ANY CLINICAL EXPERIENCE OR INFORMATION REGARDING MY EXPERIENCE WITH THE CLINICAL AGENCY, ITS STAFF, OR ITS CLIENTS/PATIENTS ON ANY INTERNET SOCIAL MEDIA (FACEBOOK, TWITTER, EMAILS, MYSPACE, AND ANY OTHERS NOT MENTIONED). I UNDERSTAND THAT ADMINISTRATION PERIODICALLY SEARCHES THE INTERNET FOR BREACHES IN ITS PRIVACY POLICIES. I WILL BE PROHIBITED FROM RETURNING TO THE CLINICAL SITE IF I VIOLATE ANY PRIVACY REQUIREMENT IN ANY REGARD. SUCH VIOLATION MAY ALSO RESULT IN A DELAY IN COMPLETING MY DEGREE REQUIREMENTS OR IN FURTHER DISCIPLINARY ACTION AGAINST ME BY SAN JUAN COLLEGE.

The RT Student Handbook can be accessible to the student in each RT course for quick reference by clicking the following link:

<https://canvas.sanjuacollege.edu/courses/64101/files/4367940/download?wrap=1>

The Clinical Practicum Guide can be accessible to the student in each RT clinical practicum course for quick reference by clicking the following link: [Clinical Practicum Guide](#)

The student will be informed of any changes to the handbook by the program director and/or the clinical coordinator. The student will be given a printed copy of policy changes before the effective date. The student will sign an acknowledgment form stating receipt of the new policy and agree to adhere to the changes in program policy.

**** If you have any questions regarding the policies in the handbook before signing this form, please make an appointment with the Respiratory Therapy Program Director.