

UNIVERSITY OF SOUTHERN INDIANA  
RESPIRATORY CARE PROGRAM

STUDENT INFORMATION MANUAL

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## INTRODUCTION

Welcome to the University of Southern Indiana Respiratory Care Program.

The choice of Respiratory Care as a course of study should be accompanied by a devotion of one's total effort toward sound educational and professional objectives. You have been selected on the basis that you have made such a commitment.

Please read carefully each section of this manual. After reading, if you feel you understand the program policies, sign the acknowledgement page, remove it from the manual and return it to the Program Director.

***Program Director***

Robert W. Hooper

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E-mail: [rhooper@usi.edu](mailto:rhooper@usi.edu)

***Director of Clinical Education***

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***Medical Director***

Dr. Duane H. Kuhlenschmidt

## GENERAL INFORMATION

### SCHOOL OFFICES

The offices of the Dean of the School of Nursing and Health Professions, the Student Affairs Coordinator, and Faculty are located on the second floor of the USI Health Professions Center. In locating a specific office, inquire at the Administrative Assistant's desk in HP2068, or consult the directory board located outside of HP2068.

### NAME/ADDRESS CHANGE

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported immediately to both the University Registrar's Office and the Respiratory Care Program. Contact the Administrative Assistant or Registrar's office for appropriate form.

### COMPUTERS

In order to participate in required course work, you will need to have access to a computer and the Internet. While many students prefer the convenience of doing their course work on their own personal computer, computer access is available in other ways for students who do not own a computer. On the USI campus, Internet and E-mail access is available in all computer clusters, the University Library, and the Day Learning Resource Center within the School of Nursing and Health Professions.

For students who wish to use a home computer, it is recommended that the computer be at the **minimum** a Pentium processor that runs at 233 MHz or higher; with 32 MB or higher of RAM; and a 33.6 modem or higher. Also a sound card and speakers, CD-ROM and an operating system of Windows 95, Windows 98, Windows ME, Windows 2000 or Windows XP are needed. The computer should have Internet Explorer 5.5 or later. For **optimum** performance, a Pentium III 500 MHz processor or higher is recommended with 128 MB or more of RAM. It will also be necessary to have a 16-bit sound card and speakers; 65,000-color video display card and an operating system of Windows 95, Windows 98, Windows ME, Windows 2000, or Windows XP. The computer should have Internet Explorer 5.5 or later. A student with a computer more than 5 years old should consider a new computer. Please contact Jon Reidford at [jmreidfo@usi.edu](mailto:jmreidfo@usi.edu) or 812.461.5218 for suggestions.

### E-MAIL

Communication between faculty and students via e-mail is essential for successful completion of course work. Students must have an e-mail address, which may be obtained through an Internet service provider or the USI RISC system. The address is to be submitted to the Health Professions Administrative Assistant. The address and phone number will be made available to other students within the course in which the student is enrolled. Exception to this policy will require a written request from the student.

## SECTION I - PROGRAM STRUCTURE

- A. The University of Southern Indiana Respiratory Care Educational Program is a 24 month program, which consists of four semesters and two complete Summer sessions.
- B. Each new class begins in the Fall semester of each year and will graduate at the end of the Summer session two years later.
- C. All R.C. courses must be taken in sequence relative to the curriculum.
- D. Respiratory Care clinical and medical courses will be taught off-campus at area hospitals. Clinical rotations will be conducted at the clinical affiliates Deaconess Hospital, St. Mary's Medical Center, Methodist Hospital of Kentucky, and other tri-state facilities.

## SECTION II - ATTENDANCE

- A. Attendance for all classes, clinics and any scheduled program or function such as workshops and guest lectures is necessary if students are to meet the educational challenges and accomplish the objectives of the Respiratory Care Program. In no case is tardiness or absence automatically excused.
- B. Classroom hours are normally scheduled between the hours of 7:00 A.M. - 4:00 P.M. Occasionally a class may require attendance after 4:00 P.M. for special clinical rotation. Clinical hours may be scheduled during other hours to accommodate the number of students and clinic sites available. Schedules for each class are established prior to each semester.
- C. During the last semester and summer session of the second year specialized rotations in areas such as intubation, and neonatal/pediatric respiratory care will be scheduled. Rotations on the second and/or third shifts may also be scheduled in order to expose students to the variety of experiences common to these shifts or to access clinical practitioners and/or resources.
- D. Clinical experiences and some didactic classes are occasionally scheduled (on a limited basis) when University of Southern Indiana is not in session. Students are expected to be in attendance at these activities.
- E. Approximately five times per year Chapter VI of the Indiana Society for Respiratory Care holds evening educational and business meetings in the tri-state area. To aid in professional exposure and growth, it is important that students attend such professional society meetings.

SECTION II - (continued)

F. Class Cancellation/Postponement:

1. In case of inclement weather Respiratory Care DIDACTIC classes at the clinical affiliates will be canceled in conjunction with the cancellation of classes at the University of Southern Indiana.
2. If a late opening is declared, all didactic classes will begin at the designated hour. If the late opening occurs during a scheduled class time, the class will meet for the time remaining.
3. Clinic hours may be held even though the university classes are canceled. Should inclement weather force the postponement of scheduled clinical hours, time will be rescheduled at the discretion of the Director of Clinical Education.

SECTION III - ABSENCE POLICIES

- A. A reasonable number of excused absences will be allowed such as illness, hospitalization, and death in the family.
- B. The student must contact the Program Director or the Director of Clinical Education on each day of absence to inform him or her of the absence and to obtain any assignment which must be made up. Failure to do so will result in the absence being declared unexcused. The call should be made at least 30 minutes prior to the scheduled class or clinic.
  1. The USI Health Professions Division telephone number is (812) 464-1702.
  2. The Program Director's telephone number is (812) 464-1751.
  3. The Director of Clinical Education's telephone number is (812) 465-1233.
  4. The Respiratory Care pager number is (812) 463-1358.
- C. **On clinic days the student should contact the Director of Clinical Education and Clinical Affiliate at least one half hour prior to his/her assigned time if he/she is to be absent. Failure to do so will result in the absence being declared unexcused.**

SECTION III - (continued)

- D. Before an absence is determined excused, or the student is allowed to return to clinical practice, the program maintains these rights, at the option of the Program Director:
  - 1. To require the student to obtain a statement from his/her personal physician attesting to his/her illness, hospitalization, or injury and his/her fitness to return to classes and clinical patient contact.
- E. For the protection of hospital patients, febrile students will not be allowed to participate in clinical activities. Such students should seek medical attention.
- F. If a student is absent for three (3) or more consecutive days due to illness and/or hospitalization, it is required that he/she obtain a statement from his/her personal physician attesting to his/her illness, hospitalization or injury and his/her fitness to return to classes and clinical patient contact.
- G. Employment interviews and/or orientations should not conflict with the student's educational or clinical schedule unless pre-approved by the program director and DCE.
- H. Students will be required to make up all clinical time missed. "Make up" hours will be scheduled at the discretion of the clinical instructor during finals week.
- I. "Cutting" of any respiratory care class, clinic, or lab will be considered unexcused.
- J. Uncalled or unexplained absences, as outlined above will be considered unexcused.
- K. Five or more unexcused absences, accumulated throughout the program, will be considered cause for possible dismissal from the program.

#### SECTION IV - GRADING POLICIES

- A. Grades in the Lecture - Demonstration courses of the program are based on written quiz grades, assignments and projects, written examination grades, oral examination grades and/or class discussion and participation.
- B. Letter grades are established by totaling the grade scores of all tests, quizzes, etc. and dividing by the total points possible. Grades may be assigned weighted values to determine overall grades as specified by course syllabus.
- C. Letter grades for professional respiratory therapy courses are based on the following scale, unless otherwise specified in course syllabus::
  - 1. A = 100 - 94%
  - 2. B = 93 - 86%
  - 3. C = 85 - 78%

#### SECTION IV (continued)

- D. Large scale comprehensive exam grades (covering material from four or more courses) are based on the following scale:
  - 1. A = 100 - 90%
  - 2. B = 89 - 80%
  - 3. C = 79 - 70%
  - 4. D = 69 - 60%
  - 5. F = 59% or less
- E. The "Exit Exam", administered toward the end of the program and through the program and/or NBRC, requires a minimum passing score of 75%
- F. For practical courses, grades are based on performance proficiency rating and any related assignments.
- G. The proficiency of the students performance is determined by the practical instructor.
- H. Respiratory Care students must maintain an overall USI grade point average of 2.0 or above in order to be eligible for graduation.
- I. All Respiratory Care courses must be completed with a grade of "C" or above. Failure to achieve at least a "C" in any REST course will prevent the student from further continuance in the program.
- J. All assignments and projects must be completed and submitted on or before the dates due. All "make-up" assignments must be submitted by the dates specified by the Program Director or clinical instructor. Failure to do so will result in the receipt of an incomplete for that course or semester and withholding of the Respiratory Care Educational Program certificate of completion.

#### SECTION V - EXAMINATION / CLASSROOM POLICIES

- A. All examinations will be administered only on the date and time announced.
- B. Make-up exams will be given only under the following circumstances:
  - 1. Death in the student's immediate family.
  - 2. Hospitalization of the student.
  - 3. Written excuse from student's personal physician.
- C. No other reasons will be deemed excusable and exams missed under those circumstances cannot be made up.
- D. Unnecessary distractions and/or interruptions during tests should be avoided.

#### SECTION V (continued)

- E. Cellular phones, PDAs, and personal pagers are not allowed in the classroom and clinical

areas. Exceptions may be made on a case by case basis upon prior approval of the instructor.

- F. Tobacco products and tobacco use paraphernalia are not allowed in the classroom and clinical areas.
- G. Students found cheating during an exam shall receive a zero grade for that test and disciplinary action may be considered.
- H. Following each exam, time will be scheduled whereby the student may have the opportunity to review and discuss the exam with the instructor.
- I. Students are not permitted to keep examinations unless so directed by the instructor.
- J. Student examinations are kept in the student personal files in the respective Respiratory Care instructor's office.
- K. The student may check out his personal exams in order to prepare for comprehensive exams or reviews by contacting the instructor at a convenient time. The student is responsible for the safe return of the exam at the time designated by the instructor.

#### SECTION VI - EDUCATIONAL RECORDS

- A. University of Southern Indiana complies with federal regulations on student educational records, as set forth in the Family Educational Rights and Privacy Act of 1974.
- B. Under the Act, students have their certain rights regarding official student records. These rights are summarized as follows:
  - 1. To be provided a list of the types of educational records, as defined in the Act, which are maintained by the school and which are directly related to the student.
  - 2. To inspect and review the contents of those records.
  - 3. To obtain copies of those records upon payment of expenses.
  - 4. To receive explanations of those records upon request.
  - 5. To obtain an opportunity for a hearing to challenge the contents of those records.
  - 6. To receive confidential treatment, by the school, of educational records; neither records nor personally identified information contained within, will be released without student or parent permission to anyone other than those parties specifically authorized by the Act.
- C. Any questions you may have concerning your official student record should be directed to the Registrar's Office, University of Southern Indiana.

## SECTION VII - PHYSICAL EXAMINATION

- A. All students must have a complete physical examination prior to the beginning of professional classes in accordance with the policies of the School of Nursing and Health Professions Infection Control Program (attached).
- B. A comprehensive Health History and Report of Medical Examination form are to be completed and returned to the Program Director before the first day of classes. All documents, including immunization reports and laboratory assessments, are placed in a secure confidential file.
- C. Students are responsible for all costs of the physical examination, immunizations, and lab tests.

## SECTION VIII - TECHNICAL STANDARDS

- 1. Students accepted into the program shall meet certain technical standards necessary for successful and competent performance in respiratory care.
- 2. Technical standards are determined by the tasks commonly performed by practicing Respiratory Care Practitioners.
- 3. The Technical Standards are attached.

## SECTION IX - DRESS CODE POLICIES

- A. Classes
  - 1. For classes the students should dress in suitable clothing.
  - 2. Shorts may not be worn to any didactic class at the hospitals.
- B. Clinics
  - 1. Uniforms and USI name tag are required to be worn for all clinical assignments, rotations and physician-student rounds.
  - 2. All students are required to wear a white clinic jacket (length to approximately the upper third of the thigh) as part of the uniform.
  - 3. In addition students should wear white uniform pants, dark green dress shirt or scrub top over white crew neck t-shirt and white shoes.
  - 4. Jeans of any design or color, shorts, “cut-offs”, halter/midriff tops, open-toed shoes, or sandals may not be worn to any clinical event.
  - 5. Long hair should be tied back and kept off the shoulders in all clinical situations.
  - 6. Because of the amount and variety of patient contact, jewelry should be limited to wedding or engagement rings, watches, and one pair of small non-dangling earrings.

## SECTION IX (continued)

- 7. Perfumes/colognes may be irritating and offensive to patients, especially those with respiratory problems. Therefore, these should not be worn.

8. During each clinical assignment students should have a stethoscope, black ink pen, small notebook, clinical handbook, and pocket reference book.

#### SECTION X - EMPLOYMENT/JOB PLACEMENT

- A. If you desire, the Program Director and Director of Clinical Education will assist you in seeking employment in respiratory care as you near graduation.(i.e. spring or summer of the second year.)
- B. Assistance will be provided in the following ways:
  1. Counseling on the proper procedure, dress, manners, etc. for employment interviews.
  2. Assistance in preparing a personal resume.
  3. Make available names and addresses of prospective employers.
  4. Posting employment opportunities on bulletin board.
  5. Assistance in arranging an interview.
- C. It is the student's responsibility to obtain and complete the state licensure application.

#### SECTION XI - STUDENT HEALTH SERVICES/INSURANCE

- A. The university maintains a Health Center which is staffed by a registered nurse. Free services provided include: treatment of uncomplicated health problems, minor illnesses, first aid treatment, referral to a community agency, and appropriate health problem counseling. The Student Health Center is located in HP 091.
- B. The Student Wellness Office is located in the Recreation and Fitness Center, Room 204. Hours are from 8:00 A.M. to 4:30 P.M. Monday through Friday. (Telephone 464-1807)
- C. Student Wellness provides information on student accident/hospitalization insurance. Individuals who are not protected by a private policy are encouraged to purchase insurance through the university.
- D. Medical malpractice insurance is required for all students enrolled in health professions programs. A yearly fee of \$15.00 is attached to REST 291 and REST 294. The fee is paid when students register for these courses.

#### SECTION XII - PERSONAL INJURY

- A. Students who have an accident in the hospital are to report it immediately to the Director of Clinical Education or the clinical supervisor, who will complete the University Injury or Illness Report (Appendix B) and the School of Nursing and Health Professions Student

Exposure Incident Report (Appendix C).

- B. Completion of the hospital's Incident Report Form will also be necessary.

### SECTION XIII - PERSONAL PROBLEMS

- A. It is realized that personal problems will arise during the course of your two year training. We can assist you in solving these problems ONLY if we are made aware of them.
- B. Any problems concerning the program should be referred to the Program Director.
- C. Problems relative to your clinical training or clinical performance should first be brought to the attention of the Director of Clinical Education.
- D. The USI Counseling Center is also at your disposal. The center is located in the office suite of the Orr Center (OC 1022) (Telephone 464-1867).

### SECTION XIV - DIPLOMA AND CERTIFICATE

- A. Students will pay regular tuition fees to USI.
- B. Students will not be awarded the associate degree diploma until all financial obligations are met.
- C. Students will receive a certificate of completion from the Respiratory Care Educational Program upon completion of all phases of the program in August of the second year.

### SECTION XV - DISMISSAL POLICY

- A. The decision to dismiss a student will be determined by the advisory committee of the Respiratory Care Educational Program. Before the final determination is made, the student will be afforded the opportunity to have a hearing before the Respiratory Care Educational Program Advisory Committee.
- B. The Advisory Committee is composed of representatives from USI, all health care affiliates, the communities served by the university and the program's student community.

### SECTION XV (continued)

- C. The following may be cause for dismissal:
  - 1. Failure to achieve a C or above in any of the Respiratory Care courses.
  - 2. Excessive absenteeism.
  - 3. Five unexcused absences.

4. Cheating during examinations.
  5. Unprofessional behavior
- D. Conduct not adherent to program policy and procedures. Application to and enrollment in the USI Respiratory Care Education Program constitutes the student's commitment to honor and abide by the practices and regulations of the Respiratory Care Educational Program and to behave in a manner that is mature and compatible with the school's function as an institute of learning.

#### SECTION XVI - STUDENT REPRESENTATIVE (To Advisory Committee)

- A. Each class of the USI Respiratory Therapy Educational Program will select one student representative from the membership of that class to serve on the Respiratory Therapy Educational Program Advisory Committee.
- B. Each representative will serve from his/her election in January of the first year until graduation.
- C. The sophomore representative will serve in behalf of both classes from September of the second year until the January election of the freshman representative.

#### SECTION XVII - AWARDS

- A. Each year two second year students are selected to be recipients of the Essa P. Goebel Awards which are presented at the Respiratory Care Educational Program graduation exercises. The recipients are selected and awards given in the two categories as follows:
  1. Academic achievement
  2. Professional and Leadership qualities
- B. During the annual School of Nursing and Health Professions Honors Day ceremony, awards are given to respiratory care students in the following categories:
  1. Academic achievement (Second year student).
  2. Academic achievement (First year student).
  3. Clinical skills (Second year student).
  4. Personal dedication (First year student).
  5. Most valuable peer (Second year student).

#### SECTION XVIII - REGISTRY

- A. Graduates of this program are eligible to take the examinations given by the National Board for Respiratory Care and upon passing both exams (Entry Level Exam and Registry Exam) become Registered Respiratory Therapists.
- B. Graduates of the program should apply to enter the registry qualification system immediately

following graduation and employment under medical direction in order to take the Entry Level examination as soon as possible.

## SECTION XIX – DAY LEARNING RESOURCE CENTER

### **DAY LEARNING RESOURCE CENTER POLICIES AND PROCEDURES**

#### **A. GENERAL INFORMATION**

Hours:	As posted
Telephone:	812.465.1153
Director:	Beth Thompson 464.1805
Coordinator, Internet and Computer Services	Jon Reidford HP 2124 461.5218
Coordinator of Instructional Broadcast	461.5222

#### **B. Resources Available for Student Use**

Learning carrels equipped with personal computers/printers

- individual/small group A/V study rooms
- Clinical skills room
- Videotape players
- Audiotape players
- Media software (CAI, IVD, videotapes, audiotapes)
- Resource books
- Clinical equipment/models for psychomotor skills practice

#### **C. Policies of the Day Learning Resource Center**

1. The Day Learning Resource Center is for the use of USI Nursing and Health Professions faculty and students. Children, friends, family members, and other USI students are not allowed in the Day Learning Resource Center.
2. Students using the Day Learning Resource Center are required to sign in and out on the computer at the main entrance.
3. All media software must be signed out from the Day Learning Resource Center staff. Students may sign out only one piece of software at a time.
4. Resource books, media software, hardware, and clinical skills equipment **MAY NOT BE REMOVED** from Day Learning Resource Center.
5. Use of the Day Learning Resource Center facilities, media software, and clinical equipment is usually on a first-come, first-served basis. During peak hours of operation, students may

- be asked to observe a 2 hours time limit on their use of equipment/software.
6. Eating and drinking are not permitted in the Day Learning Resource Center
  7. The Day Learning Resource Center has been designed to promote a learning environment for individual and small group study. Students are asked to maintain an atmosphere conducive to study. Headphones are available for use when viewing media in the learning carrels. The doors to the individual A/V study rooms and the Clinical Skills room are to be kept closed when in use.
  8. Report problems with equipment or media to the Day Learning Resource Center staff.
  9. All equipment, media software, models, and supplies are to be returned to their proper place after use. Bed linens should be straightened and trash removed after use of the Clinical Skills room.
  10. The Day Learning Resource Center is here to serve you; we need and want your suggestions. Please use the “Input for Excellence” box located in the Day Learning Resource Center to share your ideas for improving the Center.

**D. Make-Up Exams Given in the Day Learning Resource Center**

1. Faculty will put each exam in an individual envelope with faculty name, the student’s name, and the course number written on the outside of the envelope. An additional envelope will be provided inside for the student taking the test to reseal it when complete.
2. Any special instructions (i.e. open-book allowed, etc.) will be marked clearly on the outside of the envelope. Otherwise, the student’s books will be held at the front desk while they take the exam (personal items, such as purses are allowed)
3. The student MUST BRING A PICTURE ID (i.e. University ID, work ID, or driver’s license). A test will not be given to anyone we cannot positively identify.
4. A student will be given a time limit within which to take the exam, after which, whether they have taken it or not, faculty pick it up from the Day Learning Resource Center. Students may take the exam anytime the Day Learning Resource Center is open but must allow themselves enough time within the LRC’s regular hours in which to complete it.

**SECTION XX - DEACONESS HOSPITAL HEALTH SCIENCE LIBRARY POLICIES**

Students in the USI Respiratory Care Program are allowed to use the Deaconess Hospital Health Science Library. This provides the student with greater resources in medical research.

**SECTION XX (continued)**

- A. No food or drink is allowed in the library.
- B. Quiet and order is expected of all patrons using the library.
- C. Library hours are as follows:
 

Monday through Thursday	8:00 A.M. - 9:00 P.M.
Friday	8:00 A.M. - 5:00 P.M.

Saturday  
Sunday

8:00 A.M. - 12:00 Noon  
5:00 P.M. - 9:00 P.M.

- D. Books in the reference section are to be used in the library only.
- E. All books or materials must be signed for when taken from the library. This is to be done by the librarian on duty at the check-out desk. The student or patron checking out material is held responsible for its return. The replacement of any lost material is individually determined.
- F. Books are to be returned to the check-out desk during library hours. If the library is closed, there is a drop receptacle located on the south wall near the library door. Books may be renewed, if not in demand.
- G. Books on open shelves are loaned for the period needed, up to one month. New medical books can be checked out for a limited time only.
- H. Fines for overdue books or professional journals shall be 25 cents per day.

SECTION XXI - PROGRAM DIRECTOR'S PERSONAL LIBRARY AND AVAILABLE MATERIAL

- A. All books in the Director's library may be checked out with permission.
- B. Books used in the classroom from the library shelf are to be returned to the library when the student has finished using the book.
- C. The Program Director's and Director of Clinical Education's personal professional journals may also be checked out by contacting them during office hours.
- D. A complete listing of all books and other materials available is kept in a binder in the Director's office.

SECTION XXII - WORK AREAS

- A. Student work areas are to be left clean and all materials placed in storage before students leave.
- B. Equipment/supplies in the Respiratory Care Lab must be stored in the storage room after use and the door must be locked.

SECTION XXIII - A.A.R.C. STUDENT MEMBERSHIP

- A. Students are expected to join the American Association for Respiratory Care as student members to enable them to receive professional information which is essential for furthering the education of an active respiratory therapist. Students are expected to maintain active student membership while enrolled in the Respiratory Care program.
- B. Students will be given applications during the fall semester of their first year.
- C. A.A.R.C. student members are allowed reduced rates (approximately \$45.00) which includes membership in the Indiana Society for Respiratory Care.

SECTION XXIV - COMMUNICABLE DISEASE POLICY

- A. University Policy: The School of Nursing and Health Profession Infection Control program is attached. Students who think they have been exposed to a communicable disease or think they may have contracted such a disease should immediately report to the Director of Health Services and Program Director.
- B. Clinical Policy: Each clinical affiliate has policy guidelines and procedures for the reporting of possible exposure to communicable diseases. Students suspecting exposure must immediately report to their clinical instructor and then to the employee health service.

SECTION XXV ZACHARY LAW COMPLIANCE

University of Southern Indiana Zachary Law Compliance, see attached.

## ENVIRONMENT/WORKING CONDITIONS

### *Purpose*

To provide the student/applicant an understanding of the physical demands and communications skills required for the program based on tasks commonly performed by practicing Respiratory Care Practitioners.

### *Technical/Academic Standards*

<b>STANDARD</b>	<b>ISSUES</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES</b>
Critical thinking ability sufficient for clinical judgment.	Critical thinking	Assess patient's physical and emotional abilities as therapeutic procedures are performed.
Problem solving to make adjustments in therapy based on normal and abnormal physical and emotional responses to therapy.	Problem solving	After assessment, adjust therapy appropriately to conditions.
Interpersonal abilities sufficient to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Interpersonal relations	Establish and maintain support relationships with patients, visitors, and other health care providers.
Communication abilities sufficient for interaction with others in verbal and written form.	Communication skills	Explain procedures, give directions, answer patient questions while performing procedures; communicate effectively with physicians, patients, visitors, and other health care professionals.
Physical abilities sufficient to maneuver in small areas and to maneuver equipment.	Mobility	Move around patient's rooms and work areas with equipment. Administer CPR, chest percussion.
Gross and fine motor abilities sufficient to perform patient care procedures safely and efficiently.	Motor skills	Manipulate equipment to control and adjust machines/equipment, turn panels, and knob controls; position patient and equipment; assist patients from wheelchairs and stretchers. Must have good hand/eye/foot coordination for suctioning procedures and arterial blood sampling.
Auditory ability sufficient to monitor and assess health needs.	Hearing	Hear monitor alarms; equipment audible signals; voices under protective garb; calls for help.
Visual ability sufficient for observation, assessment, and implementation of patient care and monitoring procedures.	Visual	Observe patient responses; read orders; read computer screens; control panel buttons/patient monitors. Distinguish between shades of gray on radiographs for assessment and determination of tube placement.

<b>STANDARD</b>	<b>ISSUES</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES</b>
Tactile ability sufficient for assessment of physical health conditions.	Tactile	Perform palpation, percussion, and chest assessment. Palpate patient's pulses.
Olfactory senses sufficient for maintaining environmental and patient safety.	Smell	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g. smell fire.
Ability to present professional appearance and implement measures to maintain own health.	Self-care	Implement universal precautions; follow established procedures for body hygiene.
Deal effectively with stress produced by work and interpersonal interaction situations.	Temperament	Perform procedures on patients in pain from trauma, disease, or under the influence of drugs/alcohol. Maintain professional composure under stress.

*Physical Requirements*

Constant: Walking, standing, lifting up to 20 lbs., seeing, hearing, talking, public contact, and decision-making.

Frequent: Operation of computers, usage of telephone, pushing wheelchairs, turning patients, helping patients walk, lifting patients sit-up, reading, handling, reaching, grasping, fingering, feeling, exposure to stressful situations, and concentration.

Occasional: Operation of office machines, lifting more than 20 lbs., bending, and exposure to trauma, grief, or death.

*Environmental/Working conditions:* Frequent exposure to airborne/bloodborne pathogens and body fluids. Exposure to ionizing radiation.

*Exemptions:* None