

**ASSOCIATE IN APPLIED SCIENCE
IN RESPIRATORY CARE
STUDENT HANDBOOK**



2026-2027

The Respiratory Care Student Handbook is issued as a supplement to the Northampton Community College's Student Handbook. This Handbook contains specific information related to the Respiratory Care Program.

Policy Statement: Policies contained within this Student Handbook were current at the time of publishing and are subject to change without notice.

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AAS in Respiratory Care Student Handbook

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NORTHAMPTON COMMUNITY COLLEGE

AAS IN RESPIRATORY CARE

Student Handbook

A MESSAGE FROM THE PROGRAM DIRECTOR

Dear Respiratory Care Student:

Welcome to the Respiratory Care Program at Northampton Community College (NCC), where you have the opportunity to start your academic journey toward career advancement. You have chosen a career path that is rewarding but challenging. Despite the challenges of Respiratory Care School, most Respiratory Care therapists will agree that it was worth it. Respiratory Care therapists can positively impact on the lives of patients and their families. They also enjoy a good salary, and job security as the demand for Respiratory Care therapists is expected to grow exponentially in the future. One of the hardest things that you will face in Respiratory Care school is finding balance. I assure you that Northampton Community College is committed to helping you find that balance, from coursework to skills checkoffs to your clinical rotations. The last semester of your Respiratory Care school is dedicated to preparing you for your board exams.

The Respiratory Care Program Student Handbook is intended to be used as an information source and a reference for the program's policies and procedures. To keep abreast of changes in the College's policies and procedures, the reader is referred to either the College Catalog or the NCC Student Handbook for the most current information.

All the items listed in the "Respiratory Care Program Student Handbook" are to be adhered to by each student during their Respiratory Care education. For this reason, each student is required to read and understand the contents of the document. If something is not understood, it is the student's responsibility to ask for clarification. A signed paper verifying that the student has read and understands the contents of the "Respiratory Care Program Student Handbook" will be placed in their program file.

The Respiratory Care Program Advisory Committee endorses the "Respiratory Care Program Student Handbook."

Thank you for choosing the Respiratory Care Program at Community College for your Respiratory Care education. We look forward to helping you achieve your professional Respiratory Care career goals. As you move through this program of study, please know faculty and staff are here to assist you.

We wish you the absolute best in your academic journey.

Sincerely,

Tina Fitzgerald, M.A. RRT

Respiratory Care Program Director

Northampton Community College

Fowler Family Southside Center

511 E. Third Street, Office 610

Bethlehem, PA 18015

(610) 332-6410

tfitzgerald@northampton.edu

INTRODUCTION

Welcome to the AAS in Respiratory Care Program at Northampton Community College (NCC). The following information outlines the expectations and responsibilities for each student as well as your rights. Please read the information carefully because you will be expected to adhere to all rules and regulations. These rules encourage safe participation for all students and create an environment conducive to learning and work.

For more detailed information on NCC's policies and procedures, please refer to the college student handbook at [Policies and Procedures](#)

The academic policies of Northampton Community College and the Respiratory Care Student Handbook will apply to all students and faculty regardless of the location where instruction occurs, which includes classroom, laboratory, and clinical sites. (Standard 1.06)

RESPIRATORY CARE PROGRAM APPROVAL AND ACCREDITATION

The Respiratory Care Program holds provisional accreditation from:

The Commission on Accreditation for Respiratory Care (CoARC)
264 Precision Blvd
Telford, TN 37690
(817) 283-2835
www.coarc.com

- Northampton Community College is accredited by the Middle States Commission on Higher Education (MSCHE). The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Middle States Commission on Higher Education
3624 Market St. Philadelphia, PA 19104-2680
(215) 662-5606
<http://www.msche.org>

- Northampton Community College is authorized as an institution of higher education by the State of Pennsylvania.

Pennsylvania Department of Education
Forum Building, 607 South Drive
Harrisburg, PA 17120
(717) 783-6788
www.education.pa.gov

LOCATION INFORMATION

CAMPUS ADDRESS:

Fowler Campus
511 E. Third Street
Sixth Floor
Bethlehem, PA 18015
610-332-6585

CLASS LOCATIONS:

Fowler 607 – Equipment Room
Fowler 609 – Laboratory
Fowler 614 – Debriefing
Fowler 625 – Classroom
Fowler 627 – Laboratory

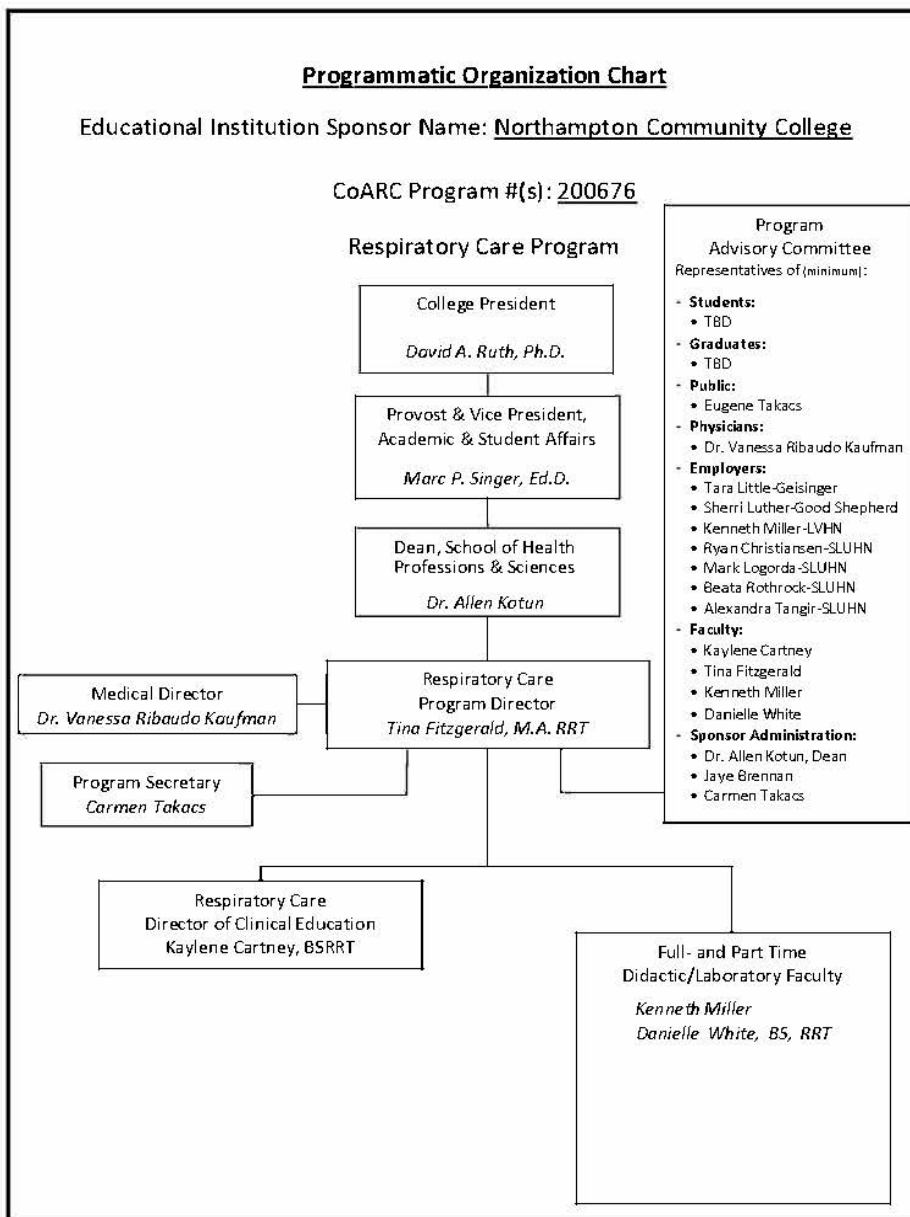
CONTACT INFORMATION

- Program Director Tina Fitzgerald 610-332-6410 tfitzgerald@northampton.edu
- Director of Clinical Education Kaylene Cartney 610-332-6560 kcartney@northampton.edu
- Healthcare Records Assistant Jaye Brennan 610-332-6288 jpbrennan@northampton.edu
- Dean, Health Professions & Science Allen Kotun 610-861-5533 akotun@northampton.edu
- Administrative Assistant Carmen Takacs 610-332-6422 ctakacs@northampton.edu

POLICY MAKERS

Alan Kotun, Dean, School of Health Professions and Science
 Tina Fitzgerald, Director, Respiratory Care Program

ORGANIZATIONAL CHART: RESPIRATORY CARE PROGRAM



MISSION STATEMENT

Recognizing that students are the primary reason that Northampton Community College exists, we seek to provide excellent, accessible, and comprehensive learning experiences in partnership with the dynamic, diverse communities we serve.

VISION STATEMENT

As one of the leading community colleges in the nation, we will:

- Promote the highest level of student success in achieving academic, personal, and professional goals.
- Provide state-of-the-art education and training in every community we serve.
- Be the college of choice for innovative programming.
- Encourage every member of our community to have a lifelong connection to the college.
- Respect and affirm the dignity of all people.

RESPIRATORY CARE PROGRAM HISTORY

Northampton Community College was awarded a grant from the US Department of Education to support the establishment of a Respiratory Care Associate Degree program that will prepare students to practice as Respiratory Care Therapists in the healthcare system. The core Respiratory Care program will be delivered at the Fowler Family Southside Center, 511 East Third Street Bethlehem.

CODE OF ETHICS

American Association for Respiratory Care Code of Ethics and Professional Conduct

In the conduct of professional activities, the Respiratory Care Therapist shall be bound by the following ethical and professional principles. Respiratory Care Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any client or family unless disclosure is required for the responsible performance of duty as authorized by the client and/or family or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of client care.

- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among Respiratory Care therapists or between healthcare professionals.

American Association for Respiratory Care. (2020). AARC (American Association for Respiratory Care) Guide to Professionalism. AARC. Retrieved from www.aarc.org

ESSENTIAL FUNCTIONS OF A RESPIRATORY CARE THERAPIST

Students accepted into the program are required to read and acknowledge understanding of the Essential Functions of a Respiratory Care Therapist (**see Appendix K**) located at the back of this Student Handbook prior to the start of the program and upload signed acknowledgement to myRecordTracker®.

The inability to perform these skills at a competent level may require withdrawal from the program to protect the patient's population.

RESPIRATORY CARE MISSION, GOALS, AND OBJECTIVES

NCC Respiratory Care Program Mission

Our mission is to provide student Respiratory Care therapists with an innovative and educationally sound program that will enable them to deliver quality patient-centered care, entry level Respiratory Care therapy and display professionalism throughout their careers.

NCC Respiratory Care Program Mission with Clinical Education Settings

Through mutual respect, in a learner-centered environment, we will collectively educate students to embrace the following components of the profession:

- Effective communication
- Critical thinking
- Professional excellence
- Patient advocacy
- Technical competency and proficiency

Program Description

The program is designed to produce a graduate prepared to provide competent Respiratory Care in a variety of healthcare settings for patients across the lifespan. Several courses include laboratory and clinical learning experiences, while others include didactic instruction only. Laboratory learning will be conducted in the on-campus lab, and clinical experiences will occur at a variety of clinical sites in the region.

Program Goal

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

Program Objectives

Upon successful completion of the respiratory care program, students will be able to:

1. Successfully pass the professional registry exam to be credentialed as a Registered Respiratory Therapist (RRT). (G)
 - a. Achieve a passing score on the registry exam. (LO)
 - b. Achieve their RRT credential upon successfully passing the registry exam. (LO)
2. Plan, deliver, and evaluate respiratory care modalities for patients across the lifespan in a variety of healthcare settings. (G)
 - a. Perform respiratory physical assessments, patient history, and laboratory data. (LO)
 - b. Identify appropriate respiratory care modalities. (LO)
 - c. Deliver and evaluate planned respiratory care modalities. (LO)
 - d. Differentiate respiratory care modalities for neonates, infants, and children. (LO)
3. Employ clinical decision-making based on critical thinking skills and evidence-based practices to deliver safe, effective respiratory care. (G)
 - a. Employ critical thinking skills to use appropriate modalities (and positioning) based on patient conditions.
 - b. Evaluate clinical data to determine the effectiveness of the respiratory plan of care and adjust plans appropriately. (LO)
 - c. Apply evidence-based research to the plan of care and clinical practice. (LO)
4. Demonstrate professional behaviors consistent with the respiratory care scope of practice and code of ethics and employer expectations, as a collaborative member of the healthcare team. (G)
 - a. Communicate effectively in written and oral formats with patients, families, and members of the healthcare team.
 - b. Respect the privacy, dignity, and confidentiality of patients and their respective health information.
 - c. Contribute to the healthcare team to improve patient outcomes.
 - d. Reflect on clinical performance as a means of continuous professional growth and improvement. (LO)
5. Engage individuals, families, and communities in the teaching-learning processes to promote, maintain, and restore respiratory health and wellness. (G)
 - a. Assess patient educational needs related to respiratory health and wellness. (LO)
 - b. Develop and implement patient teaching strategies to meet the patient's needs. (LO)
 - c. Evaluate and reinforce the patient's teaching as appropriate. (LO)

On-Going Program Evaluation

The program will be evaluated by the students and staff. The program will use a course evaluation form, as well as report forms from the clinical sites, clinical resident, testing vendor, and on-site review of information from the Pennsylvania Department of Education. The evaluation form will also include a question on the knowledge of abuse, neglect, and exploitation. An overall evaluation of this program will be done at least annually.

NCC COLLEGE POLICIES AND PROCEDURES

Accessibilities/Accommodations

Northampton Community College encourages academically qualified students with disabilities to take advantage of its educational programs. Services and accommodation are offered to students with disabilities at no additional cost to facilitate accessibility to college programs and facilities. These services are based upon each student's individual needs and must be indicated by current documentation of disability. For more information, you can contact the Coordinator of Disability Services at 610-861-5342 or TDD (610) 861-5351 or view the Disability Services Webpage by following these links from the NCC home page-

[Accessibility Resource Center](#)

Students requesting accommodation of any nature must complete the appropriate forms at registration and provide documentation supporting the request at that time.

Confidentiality of Educational Records (FERPA)

As outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA), a student has the right to have their educational records remain confidential. The student's education records will be maintained in a secure and confidential manner.

No one outside the institution will have access to, nor will the institution disclose, any information from a student's educational record without the written consent of the student, except to personnel within the institution, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation functions, to persons involved with institutional research, or to persons in an emergency in order to protect the health or safety of the student or other person. All these exceptions are permitted under the act. Please reference "Academic Information and Policies" in the current [Ferpa Policy](#) .

Pregnancy and Parenting Policy

Title IX regulations specifically prohibit discrimination against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

[Pregnancy and Parenting | Northampton Community College](#)

Trajecsys Records

Northampton Community College has access to students' records in Trajecsys for seven (7) years after the students' payment arrangement has ended. NCC will also have access to these records for accreditation purposes.

Students have thirty (30) days after the payment arrangement has ended to obtain any reports or summaries from the system for their personal records. Once the thirty (30) days have elapsed, students must contact the Program Director or Director of Clinical Education should they need additional reports.

Policy on Tobacco/E-Cigarettes on College Campuses and Clinical Facilities

Northampton Community College strives to provide a safe and healthy environment in which to teach, learn, research, live, and work. The full policy is listed as Appendix D of this Student Handbook.

Students should read, understand, sign, date, and upload the signed acknowledgement of the policy to myRecordTracker®.

Drug and Alcohol Policy

College policy prohibits the use, possession, or distribution on College properties or at college sponsored or supervised functions of controlled or dangerous drugs or substances as defined by state and/or federal law, except as expressly permitted by law. [Drug and Alcohol Policies | Northampton Community College](#)

Campus Public Safety Policy

NCC is concerned about the safety and welfare of all individuals who study or work at the College or who visit the campus. We believe that every student, employee, and visitor has the right to be part of an environment which is safe and does not tolerate misconduct. Please visit the website for further information and to sign up for text alerts at [Public Safety | Northampton Community College](#). Urgent concerns should be reported to Campus Public Safety at 610-861-5588 (the Bethlehem Campus radio-linked number) or by calling 9-1-1 as appropriate.

Non-urgent concerns may be reported via [Reporting Concerns & Complaints | Northampton Community College](#) or by visiting the Office of Student Affairs (Bethlehem), College Center Suite 200, 610-861-4558.

Law Enforcement Agency Notification

Nothing limits the college to notify competent law enforcement agencies when staff or individuals believe a violation of the law has taken place.

Weather-Related Delays, Closures, and Clinical Attendance Policy

Notification of Delays or Closures

Official announcements regarding late starts, delays, or campus closures will be communicated through the following channels:

- NCC Weather Information Lines
 - Bethlehem Campus: (610) 861-4595
 - Pocono Campus: (570) 369-1800
- Northampton Community College Website
- NCC Alerts: An emergency notification system that delivers urgent messages via text or email regarding weather-related delays, closures, or emergencies. Students are responsible for registering through the NCC Subscriber Portal.
- Local television announcements (e.g., WMFZ–69 News)

Clinical Attendance During Delays or Closures

If Northampton Community College announces a delay or closure, students may not attend clinical rotations during the affected hours. Make-up clinical days may be required to ensure program hour requirements are met. Official determinations will be communicated through the NCC notification system.

Clinical Absences and Alternative Assignments

A clinical absence due to college closure or student absence on a scheduled clinical day will require completion of an alternative assignment, as determined by course faculty.

- Alternative assignments will be issued as soon as possible, but no later than 24 hours following the absence.
- Students are responsible for contacting the course instructor to obtain the assignment.

Assignment Completion Requirements

- Alternative assignments are not graded and carry no point value but are required to support achievement of course outcomes.
- Assignments must be completed and submitted within two (2) weeks of the assigned date by 2:59 PM.

Consequences for non-completion

Failure to submit an alternative assignment by the stated deadline will result in a Fail (F) for the professionalism course outcome for each week the assignment remains incomplete. Failure to complete required assignments will result in course failure.

Student Responsibility

Students are responsible for notifying their clinical site of non-attendance when the college is delayed or closed

ADMISSION AND PLACEMENT POLICIES AND PROCEDURES

Transferring In Non-Respiratory Care Credits

[Apply to Northampton Community College | Northampton Community College](#)

Official transcripts are mailed or sent electronically to the Admissions Office directly from the student's previous college, university, or other post-secondary educational institution.

Admissions determine transferability of credits for new students and change of majors into the Health Sciences majors; the Registrar determines all other transferability of credits. Please refer to "*Transferring In*" in the current

Respiratory Care Coursework from Other Programs

Respiratory Care-specific coursework (courses coded **RESP**) must be completed in the Northampton Community College Respiratory Care program. Clinical, lab, and lecture coursework is synchronized throughout the program. This ensures that our graduates have satisfied all the components required to take the Registry examination.

College Level Examination Program (CLEP) and Challenge Exams

Students may earn credit through CLEP or Challenge Exams. [CLEP | Northampton Community College](#)

Housing

Space is available on campus for students in the residence hall. There is also a list of off-campus housing opportunities available in the Student Activities/Housing Office, College Center 252, 610-861-5324, or visit their website: [Housing & Residence Life | Northampton Community College](#)

Before Admission Requirements

Respiratory Care Special Admission Requirements

Admission to the program is on a competitive basis. Students must meet the following requirements at a minimum to be considered for admission to the program. The minimum admission requirements are located at the following link:

[RTHD Program | Northampton Community College Catalog](#)

After Admission Requirements

Address, E-mail, and Telephone Number Changes

It is imperative to update your mailing address, e-mail address, or telephone number for the departments to contact you. These items are populated through the Workday® application. A delay in communication may forfeit your seat in the program. If concerned, please contact the Records Office and the Respiratory Care Department Secretary for any changes.

Respiratory Care Essential Admission Requirements

Upon acceptance into the program, students will be given a Respiratory Care Acceptance Checklist Packet providing a timeline for completing the essential program admission requirements. Subsequent sections describe further detail for each requirement.

- State, FBI, and Child Abuse Background Clearances
- Verification of Student Release of Information Form for Health Professions and Sciences Clinical Sites (**Appendix E**)
- Verification that Medical Marijuana Policy is understood (**Appendix C**)
- AHA Basic Life Support (BLS) certification for Health Care Providers: CPR (cardiopulmonary resuscitation)
- Carry and maintain Health Insurance during length of program
- Physical Exam and Required Immunizations and Titers
- Proof of negative drug screen
- Verification of Residency
- Verification that the Essential Functions of a Respiratory Therapist can be met (**Appendix K**)
- Verification that Health Insurance Portability and Accountability Act of 1996 is understood (**Appendix I**)

Criminal Background Check Policy

- Following acceptance into the Respiratory Care Program, all students are required to complete a **criminal background check**, including **State, FBI, and Child Abuse clearances**, as mandated by the College and affiliated clinical sites. All required documentation must be submitted through the **myRecordTracker®** system. No later than 6 month before clinical and no later than start date of clinical.
- All students are required to complete the **State of New Jersey background checks**.
- Students whose background check reports indicate “**no record**” (**no convictions**) will be considered **fully accepted** into the Respiratory Care Program. Applicants with pending charges, unresolved cases, or who are currently incarcerated, on work release, or on probation **will not be accepted** into the program.

- Applicants with a criminal record will be granted **conditional acceptance** pending review by the **Health Professions Review Committee (HPRC)** and subsequent approval by the assigned clinical site.
- The HPRC will require a **written statement** from the applicant explaining the offense(s) leading to the conviction. The Committee will review the background check and written explanation and make a recommendation to the Program Director regarding program acceptance.
- Applicants will be notified of the committee's decision **within three (3) days** of review. A written appeal may be submitted within **five (5) working days** to the **Vice President for Academic Affairs**, whose decision is final.
- Clinical sites may apply standards that are **more stringent than College criteria**, consistent with their employment policies. Affiliation agreements require that all clinical sites be informed of any student criminal history. Clinical sites reserve the right to **deny clinical placement** based on their institutional policies, and such decisions **supersede** determinations made by the Health Professions Review Committee.

Criminal Charges During Enrollment and Clinical Placement Eligibility

- Students enrolled in the Respiratory Care Program are required to **immediately notify the Program Director** if they are **arrested, charged, or cited for any criminal offense** at any time during the program. Disclosure is required regardless of the nature or outcome of the charge. Such circumstances may impact the student's **continued enrollment and eligibility for clinical placement**.
- Clinical placement is contingent upon approval by affiliated clinical sites. If a student is **denied clinical placement** by a clinical site due to their **criminal history or subsequent charges**, the student's **acceptance into the Respiratory Care Program will be rescinded**, as successful completion of clinical education is a required component of the program

Federal Exclusion List Notice

Acceptance into the Respiratory Care Program does not guarantee eligibility for clinical placement or employment in healthcare settings. The **U.S. Department of Health and Human Services Office of Inspector General (HHSOIG)** maintains a national database of individuals and entities excluded from participation in **federal healthcare programs**. Healthcare facilities are required to screen employees and students against this exclusion list.

Students identified on the exclusion of registry may be **ineligible for clinical placement or employment** in healthcare facilities. Students are encouraged to verify their status by reviewing the HHSOIG Exclusions List at: <https://oig.hhs.gov/exclusions>

Physical Exam and Required Immunizations and Titters

A Physical Exam and School Provided Health Form must be completed no sooner than six (6) months by the student and medical provider. The form lists the immunizations and titters requiring supporting documentation (immunization records and lab reports) to be individually uploaded into myRecordTracker®.

- Physical Examination 6 months and annually
 - **Required Vaccinations**

Health Sciences students are required to be immunized, and/or document immunity against varicella (chickenpox), Hepatitis B, tetanus, diphtheria, pertussis (whooping cough), influenza (flu), measles, mumps, rubella, and Covid-19.

- **Meningococcal Vaccination**

Students living in campus housing must receive the meningococcal vaccination unless religious beliefs prohibit the student from obtaining the vaccine, in which case a waiver will need to be signed and uploaded into myRecordTracker®.

- **Tuberculosis**

Health Sciences students are required to be tested annually for TB. Proper documentation is to be uploaded into myRecordTracker® for review by the Health and Wellness Center. If any employee/student contracts active tuberculosis (not latent/inactive tuberculosis), they shall be removed from their job/classroom/dorm setting until medical documentation and laboratory results have been received at the Health and Wellness Center to confirm diagnosis and mode of treatment. Signed documentation from a licensed physician must state that they are not in an infectious state. These forms are available at the Health and Wellness Center. Thereafter, a progressive note must be submitted annually by the treating physician and/or a tuberculosis screening questionnaire done at the Health and Wellness Center.

Medical Marijuana Policy

To be transparent, regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. This policy is included in the Acceptance Checklist and is included in this Student Handbook (**Appendix C**) and must be read carefully. The signed Health Careers Medical Marijuana Policy is uploaded to MyRecordTracker® as part of the onboarding process.

Despite having a medical marijuana card, a positive drug screen for marijuana, THC, cannabinoids, etc. will result in revocation of program acceptance or other actions including withdrawal from the program.

Drug Screening

A negative drug screen for each student is required by the Respiratory Care Program and the clinical affiliates prior to clinical rotations in both the first year and second year of the program. The cost of the drug screening is the responsibility of the student.

The Program's clinical sites, and as a partner, NCC, are entrusted with providing high-quality patient care and a safe educational and work environment. The unauthorized use or trafficking in alcohol or drugs is a significant hazard to patients, visitors, and employees. Students who are found to have drugs or alcohol on their person or in their system are subject to serious discipline, up to and including termination of their experience.

In accordance with Northampton Community College's (NCC) policy governing the use of alcohol and other drugs, the School of Health, Sciences, and Education has adopted procedural steps pertaining to the suspicion of student substance abuse or impairment at the clinical site. When participating in clinical education, the drug policy as stated in the Student Respiratory Care handbook will apply.

[Drug Policy](#)

In accordance with clinical site practice, students may be subjected to random drug screens. If a student, while at clinical, is suspected of substance abuse or being under the influence, the student will be:

- Immediately removed from all patient/work areas by the Clinical Preceptor or immediate supervisor.
- Immediately referred to a drug screening facility or the clinical site testing area and will need to follow up with drug and alcohol counseling in the event of a positive result.
- Arrangements for safe transportation of the student will be secured by the preceptor/supervisor after coordinating with the Director of Clinical Education.
- Refusing to submit to drug/alcohol testing is grounds for banning the student from any further activities and withdrawing them from the program.
- The student is responsible for paying the drug screen fee.

Be advised that as a matter of protocol, many clinical sites require drug and alcohol screening in the event of any accidental incident involving a patient, employee, or student. If substance abuse is confirmed, and the clinical site agrees, the student will be permitted to return to the clinical education setting if they comply with the prescribed plan of action. Failure to comply with the individualized plan of action or repeat incidents will result in withdrawal from the program.

Dear Faculty, Staff, & Students,

As a requirement of the Drug-Free Schools and Campuses Act regulations (34 C.F.R. Part 86), Northampton Community College is required to disseminate drug and alcohol policies and information to all students and employees on an annual basis. The purpose of this notification is to provide the campus community with details about the standards of conduct, policies, sanctions, legal penalties, and health information relating to drugs and alcohol. The College will provide currently enrolled students and employees with a copy of the Drug and Alcohol Abuse Prevention Program notice annually. The Annual Drug and Alcohol Notification can also be found at [Public Safety Website](#).

Insurance (Personal Health and Liability)

Health insurance coverage is required throughout the program. Documentation of coverage must be uploaded to myRecordTracker® for review by the Health and Wellness Center by the published deadline and whenever there is a policy change, or an updated insurance card is received. Students should always have their health insurance available in the event of illness or injury, whether on-campus or at the clinical education setting.

The College shall maintain liability (malpractice) insurance, purchased by the student, in the following amounts: a minimum of \$1,000,000 for each claim and \$5,000,000 aggregate. The course fee for each Fall semester clinical practice course includes the annual fee for malpractice insurance.

Basic Life Support (BLS) for Healthcare Providers: CPR

The Respiratory Care Program, and the affiliation agreement with the clinical education sites, require that each student maintains CPR certification during their training. Training requires an in-person component to demonstrate skills using mannequins. A copy of the student's certification (**AHA: BLS Provider**) is to be uploaded into the myRecordTracker® system.

The student should obtain a two-year certificate. If the certification expires while enrolled in the program, renewal is required on, or before, the expiration date. It is the student's responsibility to

know, and renew prior to, the expiration date deadline. CPR certification is verified prior to the start of each clinical rotation.

Call 610.332.6585 or emailhealthcare@northampton.edu to schedule Basic Life Support for Healthcare Providers at NCC.

Failure to Comply with After Admission Requirements

Students admitted to the Respiratory Care Program are responsible for meeting all published deadlines and complying with program requirements to ensure their continued enrollment and eligibility for clinical placement. Compliance is essential for maintaining patient safety, professional standards, and the program of integrity. Failure to comply is a violation of the affiliation agreement with the Respiratory Care clinical sites. Therefore, failure to meet these expectations may result in one or more of the following actions:

1. **Forfeiture of Seat in the Respiratory Care Program**
The student may lose their place in the program.
2. **Withdrawal of Housing Privileges**
If the student resides in the Residence Hall, housing privileges may be revoked.
3. **Placement of a Registration Hold**
A hold may be placed on the student's account, preventing course registration until the issue is resolved.
4. **Suspension from Clinical Practice**
The student may be removed from clinical rotations and related activities.
5. **Withdrawal from the Respiratory Care Program**
The student may be dismissed from the program entirely.

RESPIRATORY CARE PROGRAM COURSE INFORMATION

CURRICULUM SEQUENCE		
Course Code	Course Title	Credits
Semester 1 - Summer		
BIOS 204	Human Anatomy and Physiology I	4
COLS 101	College Success	1
MATH 112	Math for Allied Health	<u>3</u>
		8
Semester 2 - Fall		
BIOS 254	Human Anatomy and Physiology II	4
ENGL 101	English I	3
PSYC 103*	Introduction to Psychology	3
RESP 101	Introduction to Respiratory Care	5
RESP 102	Respiratory Care Pharmacology	<u>2</u>
		17
Semester 3 - Winter		
CMTH 102	Introduction to Communications	<u>3</u>
		3
Semester 4 - Spring		
BIOS 202	Microbiology	4
ENGL 151L	English II	3
PHIL 202*	Ethics and Moral Problems	3

RESP 103	Respiratory Care Therapeutic Modalities	<u>6</u>
		16
	Semester 5 - Summer	
RESP 201	Cardiopulmonary Disease Processes	2
RESP 202	Mechanical Ventilation	<u>6</u>
		8
	Semester 6 - Fall	
RESP 203	Neonatal and Pediatric Respiratory Care	2
RESP 204	Respiratory Care Critical Care	5
SOCA 102*	Cultural Anthropology	<u>3</u>
		10
	Semester 7 - Spring	
RESP 205	Respiratory Care Practicum	<u>4</u>
		4
	Total Credits	66

*** One of the three Humanities (AH, SIT, SSHB) General Education Electives must be taken as a Writing Intensive (WI) section – PHIL 202G, PSYC 103G, or SOCA 102G.**

Course Descriptions

The following are detailed descriptions of the core Respiratory courses in the program:

RESP 101: Introduction to Respiratory Care – 5 Credits

This course introduces Respiratory Care students to the fundamental concepts of Respiratory Care and introduces them to the professional role and practice setting. This includes patient assessment, cardiopulmonary pathophysiology, common treatment modalities, and infection control procedures and practices. Role-related interdisciplinary communication and professionalism will be introduced. This course includes didactic instruction, laboratory skill practice, and clinical learning environment. Restricted to Respiratory Care Students.

- Introduction to each clinical site in this course: 7.5 hours of clinical per week
- Prerequisite: BIOS 204
- Corequisite: RESP 102
- Semester Offered: Fall

RESP 102: Respiratory Care Pharmacology – 2 Credits

This course introduces Respiratory Care students to the study of pharmacological principles in the care and treatment of cardiopulmonary patients across the lifespan. Students will learn the biochemical and physiological effects medications have on body systems and their therapeutic use in treating a variety of cardiopulmonary conditions. Indications, desired effects, side effects and patient education implications will also be covered in the course. Students will be introduced to drug dosage calculations and basic principles and methods of medication administration.

- Prerequisite: BIOS 204
- Corequisite: RESP 101
- Semester Offered: Fall

RESP 103: Respiratory Care Therapeutic Modalities – 6 Credits

The focus of this course is to explore advanced concepts in diagnostic and therapeutic Respiratory Care modalities. This includes arterial blood gas puncture and analysis, bedside spirometry, non-invasive Respiratory Care support and airway management. This course builds on the core concepts from RESP 101. This course includes didactic instruction, laboratory skill practice, and clinical learning environment.

- 16 hours of clinical per week.
- Prerequisites: RESP 101, RESP 102
- Semester Offered: Spring

RESP 201: Cardiopulmonary Disease Processes – 2 Credits

In this course, the Respiratory Care student will learn advanced concepts related to pathophysiology of major Respiratory Care diseases and their current treatment modalities to include ventilation, perfusion, gaseous diffusion, and a review of acid base disorders. Students will learn how to conduct a cardiopulmonary assessment and use assessment data to formulate an individualized Respiratory Care plan of care for patients with cardiopulmonary conditions.

- Prerequisite: RESP 103
- Corequisite: RESP 202
- Semester Offered: Summer

RESP 202: Mechanical Ventilation – 6 Credits

The mechanical ventilation course provides Respiratory Care students with a solid foundation for managing patients receiving invasive mechanical ventilation. The content is based on current evidence-based practice and will be presented in a progressive stepwise approach, where students are introduced to fundamental concepts initially with more advanced topics being gradually introduced as the semester progresses. Students will be practicing mechanical ventilation core competencies in the skills lab and applying these competencies in the clinical learning environment. This course includes didactic instruction, laboratory skill practice, and clinical learning environment.

- 24 hours of clinical per week.
- Prerequisite: RESP 103
- Corequisite: RESP 201
- Semester Offered: Summer

RESP 203: Neonatal and Pediatric Respiratory Care – 2 Credits

This course is designed to provide the Respiratory Care student with a foundational knowledge of neonatal and pediatric Respiratory Care. Students apply theory and safe clinical practice to simulated case studies in the assessment, diagnosis, and treatment of this patient population. Specific cardiopulmonary disease states, and treatment modalities will be emphasized.

- Prerequisite: RESP 202
- Corequisite: RESP 204
- Semester Offered: Fall

RESP 204: Respiratory Care Critical Care – 5 Credits

This course presents the Respiratory Care student with the physiological processes of the cardiovascular patient in a critical care environment. Students will apply a multisystem approach to Respiratory Care aimed at restoring normal integrated function of the pulmonary, cardiovascular, and renal systems. Students learn the various therapeutic, diagnostic, and

monitoring processes used in the critical care setting to improve their clinical decision-making and critical thinking skills.

- 24 hours per week of clinical
- Prerequisite: RESP 202
- Corequisite: RESP 203
- Semester Offered: Fall

RESP 205: Respiratory Care Practicum – 4 Credits

This final Respiratory Care course will prepare students for successful completion of both the Therapist Multiple Choice and Clinical Simulation examination certifying them to practice as a Respiratory Care therapist. The course offers students insights and a comprehensive review of the curriculum as it relates to the national registry exams required at the program's completion. Students will complete their culminating clinical rotations during this course to refine their clinical skills and assimilate to Respiratory Care practitioners.

- 24 hours of clinical per week
- Prerequisite: RESP 204
- Semester Offered: Spring

Student Learning Outcomes

The following lists the student learning outcomes for each of the Respiratory Care core courses:

RESP 101: Introduction to Respiratory Care

- SL01. Identify the scope of practice for the Respiratory Care practitioner as defined by national, state, and local regulatory agencies.
- SL02. Discussion of the roles of Respiratory Care: professional, organizational related to Respiratory Care practice, credentialing, and educational requirements.
- SL03. Demonstrate a comprehensive health assessment including focused assessment of the cardiopulmonary systems and identify relevant normal and abnormal assessment data.
- SL04. Develop appropriate treatment plans for patients with a variety of cardiopulmonary pathologies.
- SL05. Demonstrate infection control and prevention practice and procedures used in health care settings.
- SL06. Demonstrate administration of common therapeutic modalities prescribed for common cardiopulmonary diseases.
- SL07. Observe the role of the Respiratory Care practitioner with the clinical environment as part of the interdisciplinary healthcare team.

RESP 102: Respiratory Care Pharmacology

- SL01. Describe basic physiological processes occurring in the body with medication administration.
- SL02. Apply principles of safe medication administration when delivering pharmacologic agents.
- SL03. Discuss indications, contraindications, desired effects, and potential side effects for medications used to treat cardiopulmonary conditions.
- SL04. Demonstrate the ability to correctly convert between metric, apothecary and household measurements and accurately calculate drug dosages for patient administration.
- SL05. Analyze patient responses to pharmacological interventions associated with various cardiopulmonary diseases.

- SL06. Compare classifications and interactions of Respiratory Care medications used in the treatment of cardiopulmonary pathologies.
- SL07. Identify appropriate patient education content for Respiratory Care related medications.

RESP 103: Respiratory Care Therapeutic Modalities

- SL01. Demonstrate competency performing arterial blood gas puncture.
- SL02. Interpret normal and abnormal arterial blood gas values.
- SL03. Demonstrate ability to assemble non-invasive Respiratory Care support equipment including masks, hoses, machines, which would include high-flow nasal cannula (HFNC), continuous positive airway pressure (CPAP) & bi-level positive airway pressure (BIPAP) devices.
- SL04. Describe indications and contraindications of non-invasive Respiratory Care support and anticipated clinical outcomes.
- SL05. Describe the clinical uses of pulmonary function testing and demonstrate competency performing bedside spirometry.
- SL06. Discuss indications and contraindications of advanced airways.
- SL07. Demonstrate competency in the following: oropharyngeal and nasopharyngeal airway insertion, insertion, and confirmation of endotracheal tube placement, perform sterile suctioning, and ability to perform tracheostomy care.
- SL08. Provide patient education on non-invasive Respiratory Care support, arterial blood gas, bedside spirometry, and advanced airways.

RESP 202: Mechanical Ventilation

- SL01. Understanding the basic components of ventilators and key terms related to mechanical ventilation.
- SL02. Recognize the desired outcomes, indications, contraindications, and complications of mechanical ventilation for patients in acute and chronic Respiratory Care distress.
- SL03. Evaluate patient assessment criteria for weaning parameters and liberation from mechanical ventilation.
- SL04. Propose recommendations for ventilator settings (mode, flow, tidal volume, frequency, sensitivity, ramp, FIO₂.) when given simulated patient cases.
- SL05. Demonstrate ability to perform ventilator safety check, to monitor and assess ventilated patient's status, and make recommend changes to the ventilator based on evidence-based practice.
- SL06. Differentiate between modes of ventilation using waveform interpretation.
- SL07. Execute safety techniques related to airway management.

RESP 203: Neonatal and Pediatric Respiratory Care

- SL01. Describe the gestational development of the cardiopulmonary system.
- SL02. Summarize an assessment and monitoring of a newborn.
- SL03. Describe neonatal and pediatric cardiopulmonary diseases.
- SL04. Explain the indications, contraindications, and side effects of current treatment modalities.
- SL05. Recognize signs and symptoms of Respiratory Care distress in a newborn.
- SL06. Assist in a team-based approach in providing care for newborn at the time of delivery.
- SL07. Summarize the assessment and monitoring of a pediatric patient.

RESP 204: Respiratory Care Critical Care

- SL01. Interpret data obtained from common noninvasive monitoring methods in the Intensive Care Unit (ICU).
- SL02. Understand the physiology and application of invasive hemodynamic monitoring and its application to fluid infusion and vasoactive support.
- SL03. Relate normal anatomy with heart and lung ultrasound to understand its clinical application in ventilated patients.
- SL04. Optimize the role of the palliative care team in supporting Respiratory Care of ICU patients and families.
- SL05. Distinguish ICU patients at specific risk based on nutritional status and understand feeding strategies that impact patient clinical outcomes.
- SL06. Apply the principles of monitoring a patient's neurological status in the ICU.
- SL07. Demonstrate accountability, responsibility, and evidence-based practice in the delivery of care to patients across the lifespan.

RESP 205: Respiratory Care Practicum

- SL01. Collect and interpret physical assessment diagnostic data.
- SL02. Integrate knowledge of pathophysiology of acute and chronic diseases to develop a Respiratory Care plan of care.
- SL03. Apply evidence-based medicine and Respiratory Care protocols to the planning and delivery of Respiratory Care.
- SL04. Provide emergency and critical care to patients across the lifespan.
- SL05. Demonstrate foundational knowledge of neonatal and pediatric respiratory care.
- SL05. Assess the need for and evaluate appropriate application of therapeutics to Respiratory Care practices.
- SL07. Evaluate the effectiveness of Respiratory Care interventions of the patient's health status.
- SL08. Collaborate as a healthcare team member demonstrating competent care delivery and quality leadership.
- SL09. Provide post-acute care education regarding patient, environment and equipment and monitoring software.

General Education Courses Contribution to Enhanced Respiratory Care Knowledge		
Course Code	General Education Course	Contribution
COLS 101	College Success	<ul style="list-style-type: none"> • Supports student development of study skills and behaviors that support academic achievement. • Required of all incoming students.
ENGL101 ENGL 151L	English I English II	<ul style="list-style-type: none"> • ENGL 101 introduces the writing process in various forms of thesis-based writing. The course develops skills in logical and focused writing, through thesis development using supporting ideas and evidence. • ENLG 151L continues to develop the academic writing and critical reading skills begun in English I. • Both courses support Program Goals 1 and 5.

BIOS204 BIOS 254	Human Anatomy & Physiology I Human Anatomy & Physiology II	<ul style="list-style-type: none"> Provides foundational knowledge of structure and function of the human body so the physiological and psychosocial needs of the patient can be identified, and interventions initiated. Supports Program Goals 1, 2, 3, 4, and 6.
MATH112	Math for Allied Health	<ul style="list-style-type: none"> Review arithmetic operations on whole numbers fractions, decimals, and integers. Introduction of algebraic notation: solution of algebraic equations, inequalities, and applications including apothecary measurements, dosage calculations, parenteral dosage, intravenous fluid administration and dosage by body weight. Only fulfills General Education requirements for specific Allied Health degrees. Supports Program Goals 1, 2, 3, 4, and 6.
CMTH 102	Introduction to Communication	<ul style="list-style-type: none"> Provides basic principles of communication theory and practice, including speech preparation and delivery, and the effective use of critical thinking and listening in relation to intrapersonal, interpersonal, intercultural, and group communication. Supports Program Goals 1, 2, 3, 4, 5, and 6.
PSYC 101	Introduction to Psychology	<ul style="list-style-type: none"> Provides requisite knowledge of psychotherapeutic methods, and fundamental knowledge of the biological bases of behavior, sensation, perception, consciousness, learning, memory, language and thought, intelligence, motivation, emotion, human development, personality, stress, and coping. Supports Program Goals 1, 2, 3, 4, 5, and 6.
SOCA 102	Cultural Anthropology	<ul style="list-style-type: none"> Provides an analysis of human culture as it has evolved to the present, covering theories and methods, cultural universals, and variations in such areas as marriage and family, politics, economics, kinship, religion, and the arts. Supports Program Goals 1, 4, 5, and 6.
BIOS 202	Microbiology	<ul style="list-style-type: none"> Provides foundational knowledge in the principles of morphology and physiology as they apply to microbes. The control of bacteria and other microorganisms are also discussed. Supports Program Goals 1, 2, 3, 4, and 6.
PHIL 202	Ethics & Moral Problems	<ul style="list-style-type: none"> Provides a critical study of major ethical theories and concepts and their application to selected moral issues, to aid in shaping one's own ethical stance and in making sound ethical choices. Supports Program Goals 1, 3, 4, and 5.

ACADEMIC POLICIES AND PROCEDURES

Respiratory Care Program Grading Policy

The plus/minus grading system is utilized in the Respiratory Care Program. The Respiratory Care Program's grading scale is different than the College's scale. The lowest passing grade is 73% to remain competitive with the registry examination scale.

Methods of Instruction

Lecture, Classroom Discussion, Case Studies, Group Activities, Role Play, Demonstration of Skills, Required Textbook Readings, Required Workbook Assignments, Laboratory Practice, Clinical Experience, and Clinical Log, Audiovisual: Computer Software, CD-ROM, Videocassettes, and DVD.

Grading Policy	
A = 93–100	C+ = 77– 79
A- = 90– 92	C = 73– 76
B+ = 87– 89	C- = 70– 72
B = 83– 86	F = 0– 69
B- = 80– 82	

Attendance Policy

Regular class attendance is essential to the learning process and student success. Students of Northampton Community College are expected to attend all scheduled class sessions and actively participate in all courses in which they are enrolled. Students are responsible for all material presented during in-person classes, laboratory sessions, clinical experiences, and online learning activities.

Attendance impacts course grades as follows:

- **Lecture and laboratory classes:** A deduction of **2 points** will be applied for each absence.
- **Clinical experiences:** A deduction of **4 points** will be applied for each clinical day missed.

Students should refer to the **College Student Handbook** and individual **course syllabi** for additional attendance-related expectations and policies. The College Student Handbook is available at: [NCC Student Handbook](#)

Academic Recognition, Standing, and Progress

Students who complete at least six credits in a semester and earn a grade point average (GPA) of 3.50 or higher are placed on the Dean's Honor List in recognition of outstanding academic achievement. To remain in good academic standing and eligible for graduation, students must maintain a minimum cumulative GPA of 2.0 for all coursework attempted. Additional information regarding these policies can be located: [Policies: Academic Standing & Progress | Northampton Community College Catalog](#)

Academic Integrity and Ethics

NCC Respiratory Care Program promotes academic integrity and ethics by committing to the following standards:

1. **Trust:**
 - a. Educators foster trust by establishing clear expectations for assignments and by fairly, promptly, and openly assessing students' work.

- b. Students foster trust by preparing work that is sincere, considerate, and honest.
2. **Fairness:**
 - a. When faculty members set an example by setting clear expectations, dealing with dishonesty in a consistent manner, and upholding the principles of academic integrity, they are fair to students, each other, and their institutions.
 - b. By completing their own original work, properly citing borrowed work, and adhering to academic integrity guidelines, students are fair to themselves and others.
3. **Respect:**
 - a. Faculty demonstrate respect by actively listening to different perspectives and offering students comprehensive and honest feedback on their work.
 - b. Students exhibit respect by recognizing the value of learning opportunities and actively engage in their own education. This includes actively participating in discussions and genuinely considering their peers' ideas.
4. **Responsibility:**
 - a. Responsible faculty members not only establish and enforce classroom and institutional policies, but they also effectively convey the expectations associated with these policies. They consistently uphold their commitments and adhere to both the course and NCC's policies.
 - b. Students show responsibility by adhering to the policies and procedures outlined in this Student Handbook, the NCC Student Handbook, and the rules and regulations established by the clinical facilities.
 - c. More information on student conduct and academic honesty is available at: [Student Conduct & Academic Honesty | Northampton Community College](#)
 - d. The NCC Respiratory Care Program utilizes the Brightspace LMS platform for submission of all didactic coursework, which includes but is not limited to exams, quizzes, worksheets and/or presentations.
 - i. Brightspace is a website that is accessed by any computer, tablet, or smartphone. It is strongly recommended that you use Google Chrome Browser to access it. Although there is a mobile app, it does not provide the same content as the website provides. The website should be the primary way that students access course content.
 - ii. Students understand that Respondus LockDown Browser is enabled when taking online exams and/or quizzes.
 - iii. Students consent to have cameras and microphones on during online examinations.

Academic Honesty Violations and Sanctions

When a faculty member determines that a student has violated the College's Academic Honesty Policy, the faculty member will inform the student of the violation and the sanction imposed.

Sanctions may include one or more of the following:

- Written warning with a requirement to redo the assignment within a specified timeframe. Faculty members are encouraged to report the incident and resolution to the Division Dean and the Assistant Dean of Students (Bethlehem) using the online Academic Honesty Violation Form.
- Failure of the assignment or examination. Faculty members must report the incident and action taken to the appropriate Health Science Dean and to the Assistant Dean of Students (Bethlehem) or the Associate Dean of Students (Pocono) using the online Academic Honesty Violation Form.
- Failure of the course ("F" grade).

When a faculty member assigns an “F” grade for the course as a penalty for academic dishonesty, a written report documenting the violation and action taken must be submitted to the Division Dean and the Assistant Dean of Students (Bethlehem) using the online Academic Honesty Violation Form.

A student who receives an “F” grade for the course due to an academic honesty violation may not withdraw from the course while an appeal is pending or if the appeal results in the grade being upheld.

The College reserves the right to revoke a previously awarded degree if academic dishonesty is discovered after graduation, if a clerical error occurred, or if academic credit is revoked by an accrediting institution.

For additional details, refer to Academic Honesty – Policy and Appeal Procedure in the current *College Student Handbook*: [Student Conduct & Academic Honesty | Northampton Community College](#)

Academic Progression/Program Completion Requirements

Classroom, Laboratory, and Clinical Expectations Purpose:

These expectations are designed to ensure a safe, professional, and effective learning environment that supports student success and patient safety. Students are responsible for meeting these standards to maintain good standing in the Respiratory Care Program.

1. Attendance and Preparation

- a. Attend all classroom, laboratory, and clinical experiences.
- b. Arrive prepared for each session. Faculty will not permit students to leave class or lab to print materials.
- c. For clinical experiences, students must be prepared to discuss assigned patients’ case history, pathophysiology, plan of care, and medication regimen.
- d. Students arriving unprepared may be dismissed from clinical, receive an unexcused absence, and be required to make up the experience at the discretion of faculty and/or the Program Director.

2. Professional Conduct

- a. Communicate and interact respectfully and professionally with peers, faculty, staff, and patients.
- b. Only one person speaks at a time during class or lab; side conversations are not permitted.
- c. Foul or sexually explicit language or comments spoken or written are prohibited.
- d. Aggressive, disrespectful, unethical, or harassing behavior will result in removal from the classroom, lab, or clinical site and require a meeting with faculty, the Program Director, and/or the Dean of Students.

3. Technology Use

- a. Personal cell phones and smartwatches are not permitted during class, lab, or clinical unless specifically allowed by the instructor for educational purposes.
- b. Devices must be placed in the designated area upon entry.
- c. Unacceptable use includes calls, texting, gaming, internet browsing, shopping, email, or camera use in educational settings.

4. Responsibility for Learning

- a. Check Brightspace and Northampton email daily for announcements and updates.
- b. Students are responsible for mastering course content beyond what is covered in class, including assigned readings and supplemental materials.
- c. The assignment of extensions will not be granted.

Failure to comply with these expectations may negatively impact your course grade and progression in the Respiratory Care Program. Students are accountable for their actions, including communication, dress code, attendance, professionalism, confidentiality, coursework, and interactions with patients and peers. Consequences will apply for failure to uphold these standards.

Academic Progression within the Respiratory Care Program

Academic Progression Policy – RESP Courses

- Students must demonstrate academic and clinical progression each semester by earning a minimum grade of **73% or higher** in all RESP-prefix courses, including both didactic and clinical components.
- RESP courses are offered **once per year** and must be completed in sequence; each course serves as a prerequisite for the next.
- The program permits **one course failure** in RESP-prefix courses. To re-enter, the student must:
 - Be in good ethical and professional standing.
 - Pass a **re-entry cumulative exam** covering all prior and concurrent course content (excluding the failed course), administered several months before the course is offered again.

Example:

If a student fails a second-semester RESP course, their seat will be held for one year. To re-enter, they must pass a cumulative exam covering first- and second-semester content (excluding the failed course). Failure to pass the exam results in automatic withdrawal from the program.

Re-entry is not permitted if failure or withdrawal is due to:

- Academic dismissal under the “Repeated Courses” policy.
- Inability to perform the “Essential Functions of a Respiratory Care Therapist.”
- Violations of academic honesty.
- Withdrawal from clinical settings.

Policy for Academic Dismissal from Health Sciences Programs

Any student who does not successfully complete two (2) courses (either two different courses or the same course twice), that carry the prefix of the student's Health Sciences Program*, regardless of when in the program curriculum the unsuccessful attempt occurs, will be dismissed from his/her Health Sciences program. An unsuccessful course completion is defined as a final course grade of an "F," "WF," or being withdrawn for excessive absences, for which a WF will be issued.

* Health Sciences major classes include Dental Hygiene (DENH); Diagnostic Medical Sonography (DMSG); Funeral Service Education (FUNS); Medical Assistant (MDAS); Nursing (NURS); Radiography (RADT); Respiratory Care (RESP), and Veterinary Technician (VETC).

Incomplete Policy

An incomplete grade of “I” is given only when a student has obtained the permission of the instructor to postpone completion of specific course work for a valid reason (illness, death in the student’s immediate family, etc.).

The deadline for completing the course requirements is no more than five months—or sooner as designated by the instructor, after grades were due in the semester in which the “I” grade was issued. If the “I” grade is not changed within that period through your completion of applicable course work, it will be changed to an appropriate grade. The instructor may designate that the “I” becomes a specified letter grade. The grade may not be a W, WP, or WF.

Course Drop, Withdrawal, Refunds, Class Changes, and Adjustments

Withdrawal Policy

Purpose: This policy outlines the procedures and consequences for withdrawing from courses or the Respiratory Care Program. It ensures students understand the impact on academic standing, financial aid, and program progression.

General College Withdrawal Guidelines

- Impact on Financial Aid:
Withdrawing from the College or a single course may affect your current financial aid and eligibility for future semesters. Contact the financial aid office (financialaid@northampton.edu or 610.861.5407
- Official Authorization Required:
Students must obtain approval from the Records Office to withdraw. Failure to do so may result in an F grade.

Refunds and Deadlines:

- If a student drops a course within the Add/Drop period, no “W” grade is issued, and a partial tuition refund is provided. Refer to the Academic Calendar for specific dates.
- Students who officially drop by the published deadline in the College Calendar are eligible for a 100% refund, minus any outstanding charges.
- Refunds are issued using the original payment method, except for third-party payments (refunded to the third party) and Parent PLUS loans (refunded to the parent unless otherwise designated).
- Refunds for check payments are processed two weeks after depositing.
- Please reference: [Refund Policy - Financial Aid | Northampton Community College](#)

After Drop Deadline:

Students may withdraw from classes up to the 90% point of the semester. Instructors may also issue withdrawals for poor attendance.

- No Refund for Misconduct or Attendance Dismissal:
Students removed from misconduct or delinquent attendance will not receive a tuition or fee refund.

Respiratory Care Program Voluntary Withdrawal Policy

- Students may not selectively withdraw from a single Respiratory Care course due to the structured scheduling of the program.

- If a student withdraws from one Respiratory Care course, they must withdraw from all Respiratory Care courses and the program.
- To re-enter the program after withdrawal, students must re-apply through Admissions.
- Exception: A medical leave of absence may be granted approval from the Program Director and Director of Clinical Education.

Failure to follow these procedures may result in academic penalties, financial consequences, and loss of program eligibility.

Exit Interview

As part of our continuous improvement initiative, each student withdrawing from the Respiratory Care Program is asked to speak with either a program representative or the admission liaison to document the reasons for leaving. An email to the Program Director or Director of Clinical Education addressing the reasons for withdrawal is required.

Respiratory Care Program Policy and Procedure for Involuntary Withdrawal

Any offense that may result in involuntary withdrawal will be reviewed by the Program Director in consultation with the Dean, School of Health Sciences. This review will result in a change of student status. Refer to the **Student Improvement Plan** section for implementation of these procedures.

Involuntary Withdrawal

A student may be involuntarily withdrawn for repeated violations* or serious infractions, including but not limited to:

- Professional Conduct Policy
- Academic Honesty
- Drug Screening
- HIPAA compliance
- Repeated course failures
- Medical Marijuana Policy
- Essential Functions for Respiratory Care
- Social Media Policy
- Non-compliance with requirements in **myRecordTracker®**

* Repeated Violations:

Two or more documented instances of non-compliance with the same policy, or multiple violations of different policies, after the student has been formally warned or counseled.

Academic Appeals

Appeals Process

- Grade appeals, academic honesty violations, and Professional Conduct actions begin with an informal discussion between the student and the faculty member. If unresolved, the appeal proceeds through formal steps, ending with a hearing before the Academic Appeals Committee. The committee submits its findings and recommendations to the Vice President for Academic Affairs.

- The Vice President's decision is final unless it differs from the committee's; in that case, the student may appeal to the President, whose decision is final.
- Please reference: [Grade Appeals | Northampton Community College](#)

Appeals Not Covered Under Other Policies

Appeals Policy (Not Covered in College Catalog or NCC Student Handbook)

Students may appeal a decision made by the Program Director to the Dean of the School of Health Sciences

If the student disagrees with the Dean's recommendation, they may submit a written appeal within three working days to either:

- Vice President for Academic Affairs, or
- Vice President for Enrollment & Student Affairs (as determined by the Dean).
- The Vice President's decision is final unless a specific College policy states otherwise.
Note: A working day is any day when a full schedule of classes is in session (excluding Saturdays and Sundays).

Academic Support

Endowments/Scholarships/Financial Aid

To be considered for an endowment or scholarship, the student needs to file financial aid (including a FAFSA filing). Even if you are not eligible for financial aid, you must file to enter into the candidate pool. Please contact the Financial Aid Office, on campus, or visit [Financial Aid | Northampton Community College](#) for filing information.

NCC Learning Center

To help you make the most of your- education, NCC has established a Learning Center (LC). The Center can provide you with academic support in a variety of ways.

- Tutors: The LC can assign a tutor to work with you by appointment. One could also work with a professional assistant on a drop-in basis.
- Computers: The LC houses computers with academic tutorial software which allows you to do additional work. One could also work individually with online tutorial programs. In addition, computers are located at various locations on campus.

Call or visit the LC College Center 315 or call 610-861-5517, to find out more. Please refer to the following website for current hours and opportunities to schedule a session: [The Learning Center at NCC | Northampton Community College](#) . The website also offers Science Tutoring, located in Penn Hall 211, for students taking chemistry and biology courses.

Mack Library

The Mack Library on the fourth floor of the College Center has both print and non-print materials including books, magazines, newspapers, audio/visual materials, hardware, and software. Lounge areas, individual study compartments, and Internet access are available, as is audio/visual equipment.

Counseling Services

A staff of professional counselors is available to help you with your educational and personal counseling. The office is in the College Center CC 341. Call 861-5346 for more information. Also visit their website: [Counseling Services | Northampton Community College](#)

Accessibilities (Disclosure)

After acceptance into the Respiratory Care Program, a disclosure sheet is signed by the student. If there is a written documented disability, reasonable services and accommodations are offered to the student to facilitate accessibility to the Respiratory Care Program and the clinical facilities. Please visit the website for further information: [Accessibility Resource Center | Northampton Community College](#)

Services provided to students with disabilities are based upon each student's individual needs. Accommodation includes, but is not limited to: Academic support, Extended time for tests, recording lectures, Oral tests, Note-takers.

You Matter @NCC

It can be difficult to focus on your academic progress while also dealing with personal concerns. NCC can help with the following: transportation, financial assistance, housing, food, academic support, childcare, and emotional or mental health support. Please visit website for further information: [Spartan Cares | Northampton Community College](#)

NCC Respiratory Care Academic Advisors

Your academic advisor will guide you in planning your learning experiences and achieving your educational goals. As a Respiratory Care Program major, your advisor will be either the Program Director, Director of Clinical Education or a full-time faculty member.

Each student is assigned to a Respiratory Care faculty advisor who serves as a mentor and provides guidance on the profession, course selection, and career pathways. **Students are required to meet with their advisor at least once each semester** to ensure they remain on a clear pathway to success.

Procedures for Occurrence of an Injury/Illness

Any student who sustains an injury or feels ill should immediately:

- Report the incident to the faculty member or Director.
- If the injury was caused by a needle or sharps or equipment, discard the object in the proper receptacle and wash the area immediately with soap and water.
- If caused by other equipment, identify the item.
- If necessary, participants may be referred to the College Health Center on Bethlehem Campus.
- Document the injury/illness on **Appendix A** in this document and submit it to the faculty member or Director.
- Students are responsible for any medical follow-up.

Student Improvement and Disciplinary Action Policy

This policy outlines the progressive steps taken when a student fails to meet program expectations. Depending on the severity of the issue, steps may be bypassed, and immediate suspension or withdrawal may occur.

*Note: Examples are given for explanatory purposes and do not include every scenario.

Step 1: Verbal Warning

Purpose: Address minor issues before escalation.

Process: Documented conversation between the student and faculty, Clinical Preceptor, Director of Clinical Education, or Program Director.

*Examples of Minor Issues:

- · Tardiness (Late Policy)
- · Failure to clock in/out in Trajecsyst
- · Clinical dress code violations
- · Refusal to complete competency
- · Clinical attendance issues

Step 2: Written Warning

Purpose: Issued when: A verbal warning is ignored or contradicted, OR The incident is serious enough to require formal documentation.

Process: Written documentation and an Action Plan for Improvement signed by the student and faculty/Program leadership.

*Examples of Written Warning

- Repeated Tardiness
- Unprofessional Communication
- Failure to Follow Program Policies
- Clinical Performance or Safety Concern in Lab
- Academic Compliance or Integrity Concern (Non Severe)

Next Step: A Student Improvement Plan unless severity warrants skipping steps.

Step 3: Student Improvement Plan (SIP) *please note that this step is meant for remediation purposes*

Purpose: Implement remediation procedures in response to ongoing non-compliance or **serious violations**

Process: Written plan with specific corrective actions, will include course point deductions or loss of clinical days as appropriate

*Examples of Non-compliance with SIP or Significant violations:

- Repeated attendance violations
- Failure to follow syllabus, and/or handbook requirements
- Leaving clinical site without permission
- Missing from clinical without notice

Step 4: Disciplinary Action Plan (DAP)

Purpose: Issued for Consecutive violations after a SIP, OR Serious violations.

Process: Formal documentation and corrective plan.

Removal from clinical days until resolution, failure of clinical course,

- Examples of Critical Infractions:
- Repeated offenses listed under SIP
- Failure of Mid-Term Clinical Evaluation
- Patient Safety Error
- Professional Conduct violations

Next Step: May lead to Suspension or Involuntary Withdrawal.

Communication: Program Director, DCE and Clinical Sites

Step 5: Clinical Suspension

Purpose: Temporary and/or permanent removal from the clinical site for serious violations.

Process: Documented by Preceptors, faculty, Clinical Director and/or Program Director

Student withdrawn from clinical site; missed days made up during the clinical course as determined by clinical site and DCE

*Examples of Severe Violations

- Consecutive offenses after DAP
- Violations of Essential Functions for Respiratory Care
- HIPAA breaches
- Professional Conduct violations
- Patient safety violations
- Competency Failure
- Request for clinical site removal

Communication: Program Director and Director of Clinical Education, Clinical Site

Step 6: Involuntary Withdrawal

Purpose: Permanent removal due to repeated or **severe violations**.

*Examples of Severe Violations:

- Consecutive offenses after DAP
- Violations of Essential Functions for Respiratory Care
- Academic honesty violations
- HIPAA breaches
- Professional Conduct violations
- Laboratory safety violations
- Patient Safety Violation

Communication: Program Director

Re-entry to Respiratory Care Program

Contact the Admissions Office to find out the current process for readmission to the Respiratory Care program at adminfo@northampton.edu or 610-861-5500. Returning students may be required to submit a readmit form and reapply to the Respiratory Care Program.

Contact the Healthcare Records Coordinator, Jaye Brennan at jpbrennan@northampton.edu for required clinical background information, medical and clinical form updates.

Readmission documents must be uploaded to myRecordTracker® by established deadlines prior to reentering the program. All documents must be completed within six (6) months of reentry into the program.

The following documentation will be required but not necessarily limited to evidence of good health. A physical form will be provided. All applicants will be expected to demonstrate the “Essential Functions of a Respiratory Care Student.”

- PA State Criminal Records Clearance
- Child Abuse History
- FBI Criminal Background Clearance
- An applicant convicted of any of the “Prohibitive Offenses” contained in the Older Protective Services Act or an applicant convicted of any type of child abuse will be disqualified from admission to the Respiratory Care Program or continuing in the program regardless of the amount of elapsed time elapsed from the date of conviction

- Evidence of current valid health insurance
- Immunization Records
- Immunization documentation submitted with the student's original packet will be reviewed for currency and clinical site-specific requirements. The Program Director or Healthcare Records Coordinator will determine if any or all requirements are met
- Evidence of a negative drug panel
- Evidence of current American Heart Association Basic Life Support (BLS) CPR Certification for the Health Care Professional
- The cost of all required documentation is the student's responsibility
- Additional documentation may be required based on clinical site requirements

RESPIRATORY CARE PROGRAM CLINICAL POLICIES

Clinical Learning Experiences

The Respiratory Care program provides students with the opportunity to apply knowledge and skills learned in the classroom and on campus laboratory in the clinical environment through clinical learning experiences. Each course has specific performance expectations, and clinical competencies identified which are required of the student within that course. These expectations are communicated via the course outline and via the Trajecsys clinical software. The clinical expectations are aligned with the theoretical content of the course, and they are organized to support sequential acquisition of knowledge, skills, and competence.

Students are made aware of the clinical performance expectations at the beginning of each clinical course. Clinical preceptors are knowledgeable of the expectations and review these frequently with the students. Students receive formative performance feedback daily from their preceptors. A formal mid-term evaluation occurs at the mid-term to review performance expectations and plans to successfully complete all competencies for that course by the end of the course.

Clinical progression is monitored by the preceptors, and feedback is provided to the student weekly by the DCE. The Director of Clinical Education (DCE) monitors a student's progression and maintains contact with students and clinical sites.

The Director of Clinical Education (DCE) completes a midterm clinical evaluation and a final clinical evaluation for each student in the clinical course. Students must pass their midterm and final clinical evaluations with 80% to progress in the Respiratory Care Program. Students receiving less than 80% on their midterm evaluation will be provided with a detailed student-driven improvement plan to complete prior to the end of the clinical course to achieve a passing final clinical course evaluation. The student may be withdrawn from the Respiratory Care Program. The student may be provided with a student-driven improvement plan to be completed prior to the end of the clinical course to achieve a passing clinical course final evaluation. The student may be placed on probation and given a student improvement plan to be completed prior to the end of the clinical course to achieve a passing clinical course final evaluation. Any student receiving less than an 80% on their midterm evaluation MUST schedule an appointment with the DCE. Students must achieve an 80% for the clinical component of the course to pass the course. Completion of designated clinical hours is mandatory for program completion. Clinical hours missed are to be rescheduled and completed in the clinical semester in which the clinical absence occurred. Students will have a 4-point deduction for missed clinical days.

Clinical evaluative feedback is recorded electronically on the Trajecsys system by the Clinical Preceptors. This feedback is accessible to students at any time so they can remain appraised of their

respective progress. Students who are unsuccessful in completing the clinical competencies for the course will be issued a failing grade for the course despite their performance in the theoretical portion of the course.

Dress Code Standards

The following are the requirements for uniform regardless of site. Failure to comply to the following falls under the category of failure to comply with the “Clinical Education Dress Code.”

Name Badge

All students are to wear NCC ID name badges with uniform. Failure to comply to the following falls under the category of failure to comply with the “Clinical Education Dress Code.”

Pewter Scrubs

All students are to wear pewter scrubs with identifying embroidery above the left chest pocket which includes the college logo, “Northampton Community College Respiratory Care Program”

- Students are allowed to purchase any style or brand
- NO stretch pants or leggings

Shoes/Sneakers

- Must be non-porous, clean and remain clean
- NO sandals

Jewelry, Piercings, and Tattoos

- A limit of two (2) smooth rings is allowed
- One watch/Fitbit is acceptable
- Plugs (gauges) must be solid and match skin color if worn
- Tongue piercings must be tongue colored if worn
- Tattoos must be covered
- NO necklaces or bracelets
 - ✓ Jewelry may harbor bacteria, tear gloves, or pose a scratch risk to patients.
- NO loops or dangling earrings
 - ✓ Patients may grab and pull
- NO exposed piercings (e.g., eyebrow, lip, nose rings)
 - ✓ Low profile nose studs may be permissible - check with your Clinical Preceptor
 - ✓ Presents as a risk of infection if grabbed by a patient

Personal Hygiene

The following is a list of items to provide a safe and welcoming environment between the student, patient, and personnel. *Failure to comply with the following falls under the category of failure to comply with the “Clinical Education Dress Code.”*

- Hair
 - ✓ Hair must be of a naturally occurring color, worn in good taste, out of the face, and tied back to prevent it from contacting the patient
 - ✓ Facial hair must not impede a secure fit of the face mask used for patients on airborne precautions
- Nails
 - ✓ Only clear fingernail polish may be used for the clinical education setting

- ✓ Fingernail length should not exceed 1/4" due to hygiene and patient safety considerations
- ✓ NO artificial fingernails
- Scents and Odor
 - ✓ Deodorant should be worn
 - ✓ Use breath freshener after eating onions, garlic, etc.
 - No chewing gum
 - ✓ No eating/drinking around patients
 - ✓ NO perfume, cologne, after shave or scented lotions
 - These scents can be offensive and cause allergic reactions to patients and personnel
 - ✓ NO odor of smoke is permitted
 - All clinical sites are smoke free campuses

Clinical Code of Conduct Policies

Discrimination, Harassment, and Sexual Misconduct Policy

Members of the NCC community, guests, and visitors have the right to be free from sexual discrimination, harassment, and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator's attention, and a Respondent (hereinafter referred to as "Responding Party") is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for Complainants (hereinafter referred to as "Reporting Party") whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. For detailed information, please refer to the "Discrimination, Harassment, and Sexual Misconduct Policy" in the [Discrimination, Harassment, and Sexual Misconduct Policy and Procedures | Northampton Community College](#)

Professional Conduct Policy

Documented evidence of a student's failure to conduct themselves in accordance with professional codes of conduct (e.g., Program, College, Departmental and Host Facility Codes of Ethics, Codes of Conduct, Policies on Clinical Procedures, Departmental Policies and Procedures, etc.) will result in serious academic penalties up to and including failure of the course and/or dismissal from the program.

If a student wishes to appeal against any action taken under this policy, they should follow the procedures listed in the NCC College Catalog/Student Handbook, and other applicable policies listed in this handbook. For further information, please refer to "Student Code of Conduct" in the [Student Conduct & Academic Honesty | Northampton Community College](#)

Mistreatment of Respiratory Care Student at Clinical Education Site

If there is an issue of student mistreatment by a staff person at the clinical site, the student should complete an incident report form and submit it to the Program Director or Director of Clinical Education for follow-up. The "Incident Report" form is included with the other program documents on Trajecsys.

At the completion of fact finding by the Program, the Respiratory Administrator will be approached if the issue cannot be resolved and warrants that level of intervention or disciplinary action.

Respiratory Care Student Request to Transfer from Clinical Education Site

After attempts have been made by the Director of Clinical Education, Clinical Preceptor, and student to resolve a student's issue or reason for the request, the student may initiate a written request for a transfer from the clinical education setting. Transfer of clinical education settings will be done on a **one-time basis**.

The written request should contain information regarding the reason for requesting the transfer and any attempts that have been made to resolve the issue. Upon receipt of the written request, the Program Director and/or Director of Clinical Education will act as mediators and meet with all parties involved to determine if an alternative solution can be found.

If the reasons are due to the student's unprofessional conduct, the request will be denied, and the student will be withdrawn from the program. If the decision is to transfer the student, the Program Director will assist the student in, but not be responsible for, nor guarantee, finding another clinical education setting.

Withdrawal of Respiratory Care Student from the Clinical Education Setting

The clinical education setting reserves the right to request that the college withdraw a student from their site due to a variety of reasons (e.g., unacceptable personal behavior, unethical conduct, insubordination, substance abuse, threats to patient or staff safety, etc.) **Any student that is asked to leave a clinical site due to unprofessional conduct will be withdrawn from the program.**

Until a decision is reached, the student will be placed on suspension. The days missed will be made-up during the six (6) week extension for clinical education if the student is allowed to continue in the program.

Social Networking

Being active in social media can help you meet and communicate with other students, but it is important to use good judgments. Familiarize yourself with the terms and conditions of the sites or services you use and be careful not to post anything that would jeopardize your safety or future job prospects.

Be careful not to use social media to harass or threaten others or to damage their reputation. It is only human to disagree with someone, but differences of opinion should be expressed respectfully. Behavior that is not acceptable on campus is not acceptable online. Infringing on the rights of others or seriously disrupting the educational functions of the College may be in violation of the Student Code of Conduct and may result in disciplinary action. If you have questions, please contact the Assistant Dean of Student Life at 610-861-4558.

Social Media Policy

Social networking is not permitted during classes, lab, and clinical practice. Be aware that information published on social media about, or related to your clinical experience, clinical site, clinical or college personnel may be considered a violation of the professional conduct policy and/or HIPAA resulting in an involuntary withdrawal from the Respiratory Care Program.

Make every effort to present yourself in a positive, mature, responsible, authentic, and professional manner. Interactions should always be honest, civil, and respectful. Despite your personal privacy settings, content that you publish on social media should always be considered public and can never truly be removed or deleted. With this said, it is a HIPAA violation if you mention a patient and include enough information that the person could possibly identify. This includes posting images (whether the patient is specifically identifiable or not). Furthermore, said violation may expose the offender to criminal and civil liability. **When in doubt, do not post.**

The policy regarding social media photography and videotaping is listed on **Appendix H** of this Student Handbook. Students should read, understand, sign, date, and upload the signed acknowledgement of this policy to myRecordTracker®.

Legislative Clinical Site Policy

Confidentiality of Patient Information: HIPAA

Refer to section under [Health Insurance Portability and Accountability Act \(HIPAA\) of 1996](#). The student is required to abide by the policies concerning confidentiality issues and “anything” regarding HIPAA. The requirement is brought forth by acknowledging and signing the NCC Departmental Confidential Policy: HIPAA form (**Appendix I**).

Students will comply with the Confidentiality Policies and HIPAA regulations at their clinical sites. Requests for confidential information related to the clinical education center and/or patient should be referred to the Director of Clinical Education, clinical preceptor, or attending physician.

Any documentation (e.g., competency forms, image critiques) containing protected patient information must be kept at the clinical site in a secure area. Documentation containing patient information is never to be taken home by the student.

Failure to abide by the policy will result in strict disciplinary action such as withdrawal from the program.

Patient’s Bill of Rights

There is not one single Patient’s Bill of Rights. A typical example follows and serves to acquaint you with the rights and expectations of patients as well as the clinical site where you will be assigned. We consider you a partner in your hospital care. When you are well informed, participate in treatment decisions, and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. This hospital encourages respect for the personal preferences and values of everyone.

While you are a patient in the hospital, your rights include the following:

- You have the right to be considerate and respectful.
- You have the right to be well informed about your illness, possible treatments, and likely outcome and to discuss this information with your doctor. You have the right to know the names and roles of people treating you.

- You have the right to consent to or refuse treatment, as permitted by law, throughout your hospital stay. If you refuse a recommended treatment, you will receive other needed and available care.
- You have the right to have an advanced directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have written an advanced directive, you should provide a copy to the hospital, your family, and your doctor.
- You have the right to privacy. The hospital, your doctor, and others caring for you will protect your privacy as much as possible.
- You have the right to expect that treatment records are confidential unless you have given permission to release information, or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
- You have the right to review your medical records and to have the information explained, except when restricted by law.
- You have the right to expect that the hospital will give you necessary health services to the best of its ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits, and alternatives. You will not be transferred until the other institution agrees to accept you.
- You have the right to know if this hospital has relationships with outside parties that may influence your treatment and care. These relationships may be with educational institutions, other health care providers, or insurers.
- You have the right to consent or decline or take part in research affecting your care. If you choose not to take part, you will receive the most effective care the hospital provides.
- You have the right to be told of realistic care alternatives when hospital care is no longer appropriate.
- You have the right to know about hospital rules that affect you and your treatment and about charges and payment methods. You have the right to know about hospital resources, such as patient representatives or ethics committees, that can help you resolve problems and questions about your hospital stay and care.
- You have responsibilities as a patient. You are responsible for providing information about your health, including past illnesses, hospital stays, and the use of medicine. You are responsible for asking questions when you do not understand information or instructions. If you believe you cannot follow through with your treatment, you are responsible for telling your doctor.

This hospital works to provide care efficiently and fairly to all patients and the community. You and your visitors are responsible for considering the needs of other patients, staff, and the hospital. You are responsible for providing information about insurance and for working with the hospital to arrange payment when needed. Your health depends not just on your hospital care but, in the long term, on the decisions you make in your daily life. You are responsible for recognizing the effect of lifestyle on your personal health.

A hospital serves many purposes. Hospitals work to improve people's health; treat people with injury and disease; educate doctors, health professionals, patients, and community members; and improve understanding of health and disease. In carrying out these activities, this institution works to respect your values and dignity.

Laboratory Competency Evaluation

The Respiratory Care Program utilizes a competency-based curriculum to ensure student readiness for safe and effective clinical practice. Successful completion of all required laboratory competencies is mandatory and serves as a prerequisite for participation in assigned clinical activities.

All initial laboratory competency evaluations must be conducted and assessed by qualified Northampton Community College faculty. Competency evaluations include both cognitive and psychomotor components, and students must successfully complete both components to pass. Laboratory competencies are completed in the skills laboratory prior to clinical performance and are documented in the Trajecsys system. Students must achieve a minimum score of 80% or higher on each required laboratory competency to demonstrate proficiency and progress in the curriculum.

Competency Structure and Scoring

Each competency evaluation consists of five components:

1. Preliminary Steps
2. Patient Interaction and Equipment Preparation
3. Patient Evaluation and Termination of Procedure
4. Documentation and Records
5. Knowledge of Fundamental Concepts

Each step within the competency is assigned a point value. A cumulative score of **80% or greater** is required to successfully pass the competency.

Attempts, Remediation, and Progression

Students are permitted **up to three attempts** to successfully complete each competency. When a competency is repeated due to minor errors, remediation is provided, and a point deduction is applied per program policy. If a student successfully completes the competency on the second or third attempt, the final score is calculated as the average of all attempts.

Failure to successfully complete competency after three attempts will result in program dismissal, consistent with established progression and retention policies.

Patient Safety Performance

Patient safety is a fundamental component of all competency evaluations.

A **major patient safety error** results in immediate failure of competency and requires remediation.

Major patient safety errors include omission or incorrect performance of critical steps within the following components:

- Patient Interaction and Equipment Preparation
- Patient Evaluation and Termination of Procedure
- Knowledge of Fundamental Concepts

Minor errors result in point deductions and include missed steps within:

- Preliminary Steps
- Documentation and Records

Laboratory Partner Assignment

Laboratory partners are **assigned by the Director of Clinical Education (DCE)** to support appropriate supervision and evaluation during laboratory activities.

Clinical Conduct, Professional Behavior, and Patient Safety Expectations

Student conduct in the clinical setting reflects both the Respiratory Care Program and Northampton Community College (NCC). Students are expected to demonstrate professional behavior consistent with institutional standards, clinical agency policies, and the expectations of the respiratory care profession.

Clinical Readiness and Orientation

Students must complete all required clinical orientation activities and onboarding documentation prior to participation in any assigned clinical experience. Students are responsible for reviewing and adhering to all policies, procedures, and standards of each assigned clinical facility.

Professional Conduct and Communication

Students are expected to maintain professional, respectful, and therapeutic communication in all clinical environments. Conversations unrelated to patient care should not occur in patient care areas. The use of professional language is always required; profanity, slang, or inappropriate language is prohibited. Chewing gum during clinical experiences is not permitted, as it is inconsistent with professional standards.

Personal Appearance

Students must always present a professional appearance. Uniforms, footwear, and accessories must be clean, neat, and free of offensive odors. Students are expected to comply with all program and agency dress code requirements.

Use of Personal Electronic Devices

Personal use of cell phones or electronic devices during clinical experiences is prohibited. Devices may be used only for approved educational purposes, including logging clinical time in Trajecsys and communicating with program faculty via Brightspace Photography, audio recording, or video recording in clinical or skills laboratory settings is prohibited unless explicitly authorized by the instructor. Students may not appear in photographs or recordings taken in clinical areas.

Clinical Agency Policies and Identification

Students must comply with all clinical agency policies, including those related to identification which may include use of badges, parking, smoking and tobacco use (including electronic cigarettes), and other facility-specific requirements. Students are responsible for maintaining their Northampton Community College identification as required throughout the Respiratory Care Program.

Supervision and Scope of Practice

All clinical procedures must be competency-based, appropriately supervised, and consistent with the student's level of education and demonstrated skill. The initial performance of each procedure must be evaluated by a qualified clinical preceptor. Students may perform only those respiratory care procedures that have been taught, practiced, and validated by the program.

Students may not perform procedures for which they have not demonstrated competency. All procedures must be performed in accordance with accepted clinical agency standards and under direct or indirect supervision as required.

Skill Preparation and Equipment Use

Students are expected to prepare for their clinical assignments by reviewing relevant patient information and practicing required skills prior to patient care. Students must seek clarification or instruction before using unfamiliar equipment. Performance expectations are aligned with safe, competent care appropriate for the student's level in the program.

Patient Safety and Accountability

Students are accountable for promptly reporting any change in a patient's condition that may indicate deterioration or risk. All errors in patient care or medication administration, regardless of severity, must be immediately reported to the clinical preceptor. Students demonstrating unsafe, unethical, or inadequate clinical performance may be removed from the clinical area at the discretion of the supervising preceptor.

Clinical agencies reserve the right to deny or revoke student access to the facility for violations of policy or concerns related to patient safety.

Observation Experiences

Students participating in observational experiences may not be accompanied by any other individuals, including family members, friends, or children. Personal calls, deliveries, or visitors are not permitted in clinical areas. In urgent circumstances, communication must be directed to the program's administrative specialist, who will notify the clinical preceptor.

Clinical Conduct Policy

Student conduct in the clinical setting reflects the professional standards of the Respiratory Care Program at Northampton Community College (NCC). Students are expected to demonstrate professional behavior, adhere to clinical agency policies, and always maintain patient safety.

Preparation and Compliance

- All required clinical orientation and onboarding documentation must be completed **before** participating in clinical experiences.
- Students are responsible for reviewing and complying with all policies of assigned clinical facilities, including identification requirements, parking, smoking/tobacco use (including electronic cigarettes), and other agency-specific regulations.
- Students must maintain all required clinical identification throughout the program.

Professional Behavior and Communication

- Communication in clinical settings must be professional and therapeutic. Personal conversations should not take place in patient care areas.
- Respectful, professional language is required at all times. Profanity, slang, or inappropriate language is prohibited.
- Chewing gum during clinical experiences is not permitted.

- Students must maintain a clean, neat, and professional appearance. Uniforms and accessories must be free of offensive odors.

Cell Phones, Technology, and Privacy

- Personal cell phone use is prohibited during clinical experiences.
- Approved use is limited to documenting clinical time in **Trajecsys** and communicating with faculty through Brightspace.
- Photography, video recording, or audio recording in clinical or skills lab settings is prohibited without prior instructor approval. Students may not appear in photos or recordings taken in clinical areas.

Supervision and Scope of Practice

- Students may not provide direct patient care unless the assigned clinical preceptor is present in the facility.
- The first performance of any procedure must be competency-based and evaluated by the clinical preceptor.
- Students may perform only those respiratory care procedures that have been taught, practiced, and deemed competent by the program.
- All procedures must be performed under clinical preceptor supervision and in accordance with facility/agency standards.
- Students must practice and review skills prior to clinical performance and seek clarification before using unfamiliar equipment.

Patient Safety and Accountability

- Students are responsible for collecting patient data and preparing to care for assigned patients.
- Any change in a patient's condition indicating deterioration or risk must be reported **immediately** to the clinical preceptor.
- All errors in patient care or medication administration, major or minor, must be reported immediately to the clinical preceptor, and a safety report will be completed.
- Students demonstrating unsafe, unethical, or inadequate performance may be removed from the clinical area by the supervising preceptor.

Attendance and Movement

- Students must notify the clinical preceptor before leaving the clinical unit. Failure to do so may result in disciplinary action, up to and including dismissal from the program. Students are not permitted to leave the clinical site at any time.

Observation Experiences

- Students participating in clinical/lab experiences may not be accompanied by any other individuals
- Students may not bring pets or animals to clinical sites or Northampton Community College locations, including leaving animals in vehicles or parking garages.
- Personal calls, visitors, or deliveries are not permitted in clinical areas.

- In urgent situations, communication must be directed to the program’s director of clinical education or program director, who will relay the message to the clinical preceptor.

Clinical Agency Authority

- Clinical agencies reserve the right to restrict or deny student access for violations of facility policies or concerns related to patient safety.

Clinical Safety Policy and Procedures

The Respiratory Care Program is committed to maintaining a safe learning environment for students, patients, and clinical staff. Students are required to follow all College and clinical agency safety policies and procedures during laboratory and clinical education experiences.

Emergency Medical Care

In the event of student injury or illness during a clinical experience, the clinical agency will provide emergency medical care using the student’s personal health insurance until arrangements can be made for continued care. Students are financially responsible for all medical expenses incurred.

Infection Prevention and Control

Clinical experiences may involve exposure to infectious patients or immunocompromised individuals. Students must:

- Maintain required immunizations and health clearances
- Follow standard, transmission-based, and facility-specific infection control precautions
- Always protect themselves and their patients

Airborne and communicable diseases may include, but are not limited to, chickenpox, diphtheria, influenza, measles, mumps, rubella, tuberculosis (TB), pertussis, coronavirus, and COVID-19.

Personal Protective Equipment (PPE)

- Students must wear appropriate PPE based on patient condition, clinical environment, and agency policy.
- Clinical site PPE protocols must be followed. If program guidance exceeds site requirements, **program policy takes precedence.**
- Noncompliance with PPE requirements will result in removal from the clinical site for the remainder of the day and required makeup of missed hours. Repeated violations will result in progressive disciplinary action.

Exposure to Infectious Disease

Tuberculosis (TB)

- Students are required to complete annual TB screening.
- Any student diagnosed with active (not latent) TB must be removed from clinical and academic activities until medical documentation confirms non-infectious status.
- Ongoing medical documentation as required must be submitted to NCC’s Health and Wellness Center.

Bloodborne Pathogens

An exposure incident includes contact with blood or other potentially infectious materials through eyes, mouth, mucous membranes, non-intact skin, or parenteral route.

In the event of an exposure:

1. Notify the clinical preceptor or instructor immediately.
2. Wash the affected area thoroughly with water.
3. Follow the clinical site's exposure protocol and seek evaluation.
4. Report on the incident to NCC's Health and Wellness Center.

An incident/exposure report must be completed. Students may receive counseling and baseline testing as indicated. All medical information will remain confidential and managed by the Health and Wellness Center.

Other or Emerging Infectious Exposures

Guidance from NCC's Health and Wellness Center will be followed for emerging infectious diseases or public health emergencies. Students should monitor current guidance via the NCC Health and Wellness website and consult their healthcare provider as needed.

Accidental Exposure to Infectious Materials

Any suspected or confirmed exposure must be reported immediately to:

- The clinical agency representative
- The supervising faculty member or Director of Clinical Education

Clinical sites will:

- Complete required incident reports and forward documentation to program officials
- Provide follow-up per facility exposure protocols
- Submit required reports to NCC's Health and Wellness Center

Accidents in the Laboratory or Clinical Setting

All accidents occurring during laboratory or clinical activities that involve injury or equipment damage must be reported immediately to the lab instructor, clinical preceptor, and/or Director of Clinical Education

For injuries or potential infectious exposures at clinical sites:

- Students will receive care in the hospital's emergency department
- Students must have health insurance information readily available
- Incident reports must be completed promptly and forwarded to the Director of Clinical Education and NCC Health and Wellness Center

Campus Incidents

Incidents occurring on campus are documented by NCC Public Safety. Public Safety is available at **610-861-5588**, and additional information is available through the NCC Public Safety Office.

Simulation Experience Policy

Simulation experiences are an integral component of the Respiratory Care Program's competency-based curriculum and are designed to support the development of clinical knowledge, psychomotor skills, professional behavior, and patient safety practices consistent with entry-level respiratory care.

Student Responsibilities

Students are expected to arrive prepared, on time, and ready to actively participate in all simulation activities. Simulation experiences are conducted in a controlled environment that replicates clinical practice and are subject to the same professional standards as clinical education.

Professional Role and Conduct

During simulation activities, students are expected to assume the role of a licensed respiratory care professional unless otherwise directed by faculty.

- Students must wear approved clinical attire and bring required clinical equipment (e.g., stethoscope, watch, and ID badge). **Pens are not permitted near manikins.**
- The Simulation Laboratory must be treated as a clinical environment. Manikins are to be treated as real patients to maintain realism and professional practice standards.
- Universal precautions, proper body mechanics, and established safety practices must be always followed.
- Students must demonstrate professional behavior, including attentiveness, respectful communication, and appropriate participation. Unprofessional behaviors, such as texting, tardiness, disruptive conversations, or disrespectful conduct, are not permitted.

Confidentiality and Ethical Practice

Simulation activities are considered protected learning experiences.

- HIPAA principles apply. Students may not discuss simulation scenarios or activities with individuals who have not participated, except during faculty-led debriefings.
- Students are required to sign a confidentiality agreement prior to participating in simulation experiences.
- Students must comply with the American Association for Respiratory Care (AARC) Code of Ethics, the Academic Honesty and Copyright Policy, and the Student Code of Conduct.

Simulation Laboratory Safety and Equipment Use

- Food, drink, and gum **are prohibited** in the simulation area. Pencils are permitted.
- Only manufacturer-approved manikin lubricating gel may be used for catheter or tube insertion.
- Iodine, betadine, or similar products are prohibited on manikins.
- Discussion during simulation activities must be limited to the assigned scenario and related respiratory care topics.

Reflection and Learning

Students are expected to participate in structured reflection and debriefing activities to identify strengths, limitations, and areas for improvement in knowledge, skill performance, and professional behavior

Professional Performance and Disciplinary Action

Failure to meet professional performance standards during simulation activities constitutes a breach of professional conduct and may result in disciplinary action, up to and including course failure or dismissal from the program.

Depending on the nature and severity of the behavior, faculty may take one or more of the steps lists under the [Student Improvement and Disciplinary Action Policy](#).

Skill Deficiency and Remediation

If a skill or safety deficiency is identified during simulation:

- The student must practice and successfully demonstrate the deficient skill in the skills laboratory under faculty supervision.
- The student may not perform the deficient skill in the clinical setting until remediation is completed, and competency is validated.

Clinical Site Allocation and Scheduling

Student Clinical Assignments

Upon acceptance into the Respiratory Care Program, students are assigned to multiple affiliated clinical sites. Clinical site assignments are randomized, and student requests cannot be accommodated prior to placement

In accordance with Commission on Accreditation for Respiratory Care (CoARC) standards, clinical assignments are designed to ensure equitable educational experiences and access to a broad range of clinical procedures necessary for competency attainment.

Clinical Rotation Structure

To support comprehensive clinical education, students are assigned to different primary clinical sites each semester of the program. Assignments intentionally rotate between high-volume tertiary centers and smaller clinical facilities to expose students to diverse patient populations, practice environments, and interprofessional cultures.

This model enhances clinical skill development, expands professional networking opportunities, and increases student visibility to potential employers

Clinical Scheduling and Campus Closures

In alignment with College Curriculum and Academic Practices, clinical education may not be scheduled, and students may not volunteer or participate in clinical rotations, when the college campus is officially closed.

Students should consult the official academic calendar for current closure dates:

[Academic Calendar](#)

Student Supervision and Employment

Students are always supervised during clinical education. Under no circumstances will students:

- Be used to replace paid respiratory care staff
- Receive monetary compensation for clinical activities

If a student is employed by a clinical affiliate, **paid work hours may not be applied** toward required clinical education hours.

Clinical Orientation Schedule

General orientation will be provided by the first day of clinical practice. Site orientation will include, and are not limited to, the following topics:

- Hazards (fire, electrical, chemical)
- Emergency preparedness
- Medical emergencies
- HIPAA
- Standard precautions

Clinical Rotation Schedule

Clinical rotation schedules are developed prior to the start of each semester or session by the Director of Clinical Education in collaboration with Clinical Preceptors. Schedules are designed to ensure equitable clinical experiences, with all students completing the same required rotations for an equivalent amount of clinical time, though the sequence may vary. Students will be provided copies of the clinical rotation at the beginning of the semester.

- Rotations are organized into daily clinical “blocks” for a specified number of days at each site. Final rotation dates are assigned by the Clinical Director based on staffing levels, patient volume, and educational appropriateness of the site.
- Each student and Clinical Preceptor receives a copy of the final schedule. At sites with multiple rooms or units, the Clinical Preceptor determines student placement to support optimal learning outcomes and patient safety.
- Clinical shifts are typically 8 or 12 hours dependent on the course. Students breaks are determined by the clinical site and will be coordinated with the student’s preceptor based on site policy.
- Students are responsible for reporting to their assigned clinical area and schedule. Clinical staff are not responsible for locating students. Any clinical time missed must be made up in the same rotation area to ensure competence and completion of required clinical experiences, consistent with program and CoARC requirements.

Rotation Schedule Change

- **Initiated by the Clinical Preceptor**
Clinical education rotation schedule changes initiated by the Clinical Preceptor must be kept to a minimum and should be considered only in the best interests of achieving clinical education objectives as opposed to Respiratory Care department objectives.
- **Requested by Student**
Clinical education rotation schedule changes requested by the student must be kept to a minimum and must be approved, **in advance**, by the Clinical Preceptor. There must be

adequate supervisory personnel available, and the change must maintain an equitable clinical experience for each student. **Students cannot take it upon themselves to adjust their clinical schedules without approval.**

Clinical Attendance

Student clinical assignments are randomized and requests to switch clinical assignments will not be considered. Students are required to have transportation to and from clinical sites. Clinical attendance is mandatory. Students must be punctual and prepared for all clinical experiences.

Students are required to use the Trajecsyst documentation system to document the beginning and end of the clinical day. When using a Smartphone to document clinical time, a student must select the geolocation feature of Trajecsyst. When documenting clinical time, a student must be present on the assigned clinical unit. Students are to remain on the premises of the clinical agency during clinical hours. Students may not leave the clinical site during breaks or at mealtimes.

Clinical Absence

Clinical absence (missed clinical time) includes both late arrival and absence for any portion of the clinical day. All missed clinical time must be made up by the end of the clinical course or semester in which the absence occurs.

- Students may not progress to the next RESP course if any clinical makeup time remains outstanding from a previous course. Failure to complete all required makeup clinical time by the end of the clinical course will result in a clinical failure.
- Missed clinical time must be reported to the Director of Clinical Education (DCE) and the clinical site contact at least one hour prior to the scheduled clinical start time. The absence or late arrival must also be documented in the program's clinical documentation system (**Trajecsyst**).
- As necessary, a clinical absence assignment will be issued by the instructor as soon as possible, but no later than 24 hours following the occurrence.
- Clinical absence assignments do not carry point values and are intended to support achievement of course outcomes.
-

Rescheduling Missed Clinical Time

- Students are responsible for contacting the clinical site to reschedule any missed clinical time at the convenience of the clinical instructor.
- The student must notify the Director of Clinical Education (DCE) of the scheduled make-up time and date **within one week of the missed clinical experience**.
- If the college is closed, alternative clinical assignments may be assigned at the discretion of the Program Director (PD) and/or DCE. Alternative clinical assignments may not be used to fulfill requirements for specialty rotations.

Clinical Evaluation

Each Respiratory Care clinical course utilizes a clinical evaluation tool based on the cognitive, affective, and psychomotor learning domains. Students are expected to meet all course outcomes to progress to the next RESP course. Course outcomes will determine the safe level of performance for passing the clinical experience. If a student fails due to clinical performance or lab skills testing, the

student will earn an "F" grade for the course regardless of the theory grade. The "Student Learning Outcomes" section of this Student Handbook illustrates the course objectives associated with each program outcome. Program outcomes are listed in the "Program Learning Outcomes" section of this Student Handbook.

To support the inter-rater agreement, a three-point Likert scale of "Pass," "Needs Improvement" and "Fail" is used to measure student performance regarding course outcomes (see **Student Learning Outcomes**). A student must show progression in meeting course outcomes. Additionally, all outcomes must be met by the end of the course to progress to the next RESP course.

- A student must receive a "Pass" on all outcomes by the end of the semester. A student who fails to pass each outcome by the end of the semester cannot meet course outcomes and will receive a failing grade.
- A student who achieves a rating of "Needs Improvement" or lower in any outcome (does not have to be the same outcome or in the same rotation experience) must review the evaluation with the DCE before the next clinical day.
- A student who receives a second rating of "Needs Improvement" or lower in any outcome must complete a Student Performance Improvement Plan (**Appendix B**) before the next clinical day. If the student performance improvement plan is not completed, the student will be excused from clinical until it is completed. The missed clinical time will be considered a clinical absence.
- One "F" in any clinical outcome indicates a clinical failure and course failure. The circumstances and overall performance of the student will be evaluated by the instructional team to make this determination.
 - a. Two or more failures in any clinical outcome constitute a clinical failure and a course failure.
 - b. A student who fails to demonstrate progression in the outcome(s) by the end of the course will fail the course.

Preceptors and/or faculty must document behaviors that support assigning a "Needs Improvement" or below.

All ratings of "Needs Improvement" or "Fail" are subject to the DCE's review of supporting materials. The DCE reserves the right to amend ratings of "Needs Improvement" or "Fail" based on supporting evidence and the DCE/PD's investigation.

A student who achieves a rating of "Fail" in any outcome must meet with the DCE and/or PD and complete a Student Improvement Plan.

All evaluations are to be reviewed by the DCE. The DCE will submit a midterm and final evaluation of Clinical Performance in Trajecsyst. Students are required to acknowledge their midterm and final evaluations in Trajecsyst.

The "Final Evaluation" will be a compilation of clinical evaluations. A student may be counseled and/or dismissed from the clinical area for unsafe or unsatisfactory clinical performance which includes:

- a. Inadequate knowledge about the patient's biopsychosocial status, care requirements, and respiratory care actions indicated.
- b. Unsafe or inadequate clinical skill performance.
- c. Failure to follow the dress code.
- d. Illness is a hazard to patients.
- e. Unsafe judgment and decision-making.

- f. Violation of agency policies, including confidentiality.
- g. Any behavior specified in the Northampton Community College handbook under Academic Dishonesty and Disruptive Behavior.
- h. Functioning while impaired (drugs/alcohol).
- i. Unlawful acquisition of hospital records.
- j. Tardiness.
- k. Excessive absenteeism.
- l. Inappropriate classroom/clinical behavior.
- m. Not completing coursework, failing a course, and not meeting clinical objectives.
- n. Identification of a student action that seriously compromised the safety of the patient.
- o. Dismissal from the Clinical Area will require make-up time by the student unless deemed to be of a serious nature resulting in failure/dismissal from the Program.

Weekly clinical assignments are a course requirement and must be completed by deadlines set in course syllabi. Clinical assignments submitted after the assigned due date will result in penalties assigned as determined by the course instructor.

Student Improvement Plan

- a. The Student Improvement Plan process is intended to increase the likelihood that students will succeed in meeting course outcomes and strengthen a student's academic, clinical, and professional behavior. The Student Improvement Plan form (**Appendix B**) will contain:
 - i. A list of objectives (s) not met or behaviors that need remediation.
 - ii. A detailed description of how the student is not currently meeting the listed objectives/behaviors when representing NCC.
 - iii. A plan of action to remedy the behavior/issue
 - iv. An evaluation plan which includes future meetings
 - 1. The Student Improvement Plan signifies commitment and collaboration between the student and faculty to establish a performance improvement plan to correct identified knowledge and/or behavioral deficits.
 - 2. The student is asked to use reflection and self-evaluation during the remediation process. In turn, the faculty will provide the student with the necessary guidance, support, and resources as outlined in the SCIP for student success.
- b. A student's performance is considered clinically unethical and/or unsafe when one or more of the following occurs:
 - 1. Unsafe Action.
 - 2. Medication error or near miss.
 - 3. Breach of Infection prevention and control.
 - 4. Continual or repeated performance issues following the initial verbal notice.
 - 5. Student performance is unprofessional and violates College or Program standards, American Association for Respiratory Care of Ethics.
 - 6. Failure to demonstrate progression of course outcome achievement will result in course failure as determined by course faculty.
 - ii. Resolution of behavior (s) must be evaluated and resolved no later than the end of the RESP course/semester in which the Student Improvement Plan was initiated.

- iii. At the time of the initial meeting, and subsequent meetings with student, the student and faculty members will both sign and date the form including any student comments
- iv. If the student remedies the behavior (s) and meets course objectives, these will be notes on the Student Improvement Plan and all documents related to the Student Improvement Plan will be forwarded to the program director for secure storage. They will be retained for a minimum of ten (10) years.
- v. Failure to meet course objectives or resolve the identified behavior by the end of the semester will result in failure of the course.

Clinical Site and Preceptor Evaluation

To ensure clinical resources and student supervision at each site are sufficient to facilitate the achievement of program goals, students are required to evaluate the course, faculty, preceptors, and clinical sites at the end of each course. Preceptor and clinical site evaluations are shared with the preceptor's clinical site contact at the end of the academic year.

Course Requirements

Assignments are to be submitted prior to or on the due date. Late assignments will be subjected to the late policy as indicated by the course syllabus. Assignment of documents and uploads must be legible and submitted in an approved file format. Submissions that are unable to be opened or incomplete submissions will receive no credit for the assignment.

A student obtaining less than a **75%** on an examination must schedule an appointment with faculty within one week of the exam release date with the instructor to determine strategies for improvement.

Each student is expected to submit his/her own work. See individual syllabi and NCC Student Code of Conduct for plagiarism/cheating policies.

In Respiratory Care courses, all course outcomes and/or additional course requirements/assignments must be completed to progress in the program. Failure to complete course assignments (graded or ungraded) will result in an "F" grade for the course.

STUDENT EVALUATION

Examination/Testing

Sitting for Face-to-Face Exams

- Students who must be absent from an exam **must notify the faculty instructor by phone or email prior to the scheduled exam time**. Failure to do so may result in application of the late exam policy.
- **A valid NCC College ID badge is required** to sit for an exam. Students without an ID will not be permitted to test, and the late exam policy will apply.
- **All personal belongings and unauthorized items** (including hats, coats, backpacks, books, food, drinks, cell phones, smart devices, and other electronics) must be placed in a designated area. The College is **not responsible** for the security of personal belongings.
- **Earplugs are permitted** to reduce distractions but must be inspected and approved by faculty prior to each exam.

- **Seating may be assigned or randomized** at the discretion of the proctor.
- Once the exam begins, **students must remain seated** until the exam is completed and submitted.
- After submitting the exam, students must **quietly leave the room** and may return only at the time designated by the proctor.
- During the exam, students may **raise a hand to ask procedural questions only**. Talking is not permitted. Faculty will not define or explain terminology during an exam.
- Prior to the start of the exam, students may write **only their name** on the scratch provided paper.
- **No test materials may be removed** from the room. All scratch papers and test-related documents must be returned to faculty before exiting.
- Once an exam is submitted, it **cannot be reopened or modified** for changes, additions, or clarification.
- Students may not remove computer privacy screens or open additional browser windows before, during, or after an exam.
- Students are responsible for **accurately completing answer sheets**. Blank responses or transfer errors are the student's responsibility. Grades are based solely on the submitted answer sheet.
- **Exam time limits are strictly enforced**. Students who arrive after the exam has begun will not receive additional time.
- **Reproducing, sharing, or removing any exam materials or information is prohibited** and constitutes Academic Dishonesty.


Attendance for All Exams

- **All theory exams must be taken on the scheduled date and time.**
- Students who miss an exam due to **extenuating circumstances** must notify the course instructor and provide appropriate documentation. Approved make-up exams **must be completed within one week of the student's return to the course and may not be taken during scheduled class time**. Failure to complete the make-up exam within this timeframe will result in a **zero** for the exam.
- Students who arrive late after the exam door is closed **will not be permitted to test** and will incur a **10% deduction from the maximum possible exam score**. The exam must be rescheduled with the instructor and completed **within one week of the original exam date**.
- Determination of **extenuating circumstances** and approval of make-up exams is at the **discretion of faculty**, based on submitted documentation.
- After each exam, students are required to complete an **exam preparation evaluation ("exam wrapper")** to support faculty-guided improvement of individual study strategies.

Students with Special Accommodations

- The rights of qualified students with disabilities are protected under **Section 504 of the Rehabilitation Act of 1973** and the **Americans with Disabilities Act (ADA)**.
- Students requesting accommodation must submit **current documentation from a qualified professional** and work with **Accessibility Resource Center Services** to establish an approved accommodation plan.

- Accessibility Resource Center Services

 610-861-5342

disabilityservices@northampton.edu

- **It is the student's responsibility** to notify the Program Director of approved accommodation. Official documentation must be on file **prior to receiving accommodation** in Respiratory Care Program courses.
- **Exam rescheduling arrangements must be made at the time the student notifies faculty of inability to test as scheduled.** If a scheduling conflict occurs with Tutoring Center staff, Respiratory Care faculty will administer the exam.
- Students approved for testing accommodation must **test at the scheduled time arranged with Tutoring Center personnel.** Failure to do so will result in a **10% deduction from the exam score earned.**
- Faculty will submit approved testing materials to the **Center for Academic Success.** If a student chooses not to use an approved accommodation, the exam grade will reflect performance **without accommodation.**

Posting of Exam Grades and Exam Review

- Students who score below 75% on an exam must meet with course faculty before the next scheduled exam to develop a plan for academic improvement.
- Preliminary exam grades will be posted within 48 hours of the exam. Final exam grades will be posted within two weeks of the exam date.
 - Exams are closed for review two weeks after the exam date.
- When exams are returned in class, review sessions will follow standard exam administration procedures. Exam review time is intended as a learning opportunity, not a forum for debating exam questions.
- Students may submit an Exam Question Appeal Form within 48 hours of exam return. Appeals must:
 - Be submitted to the Program Director
 - Propose an alternative answer supported by a faculty-assigned resource, including source and page numbers
 - Follow instructions provided on the form posted in Brightspace
- Students submitting an appeal must schedule and attend a meeting with the faculty member (or designee) who taught the content within seven (7) days of submitting the appeal to review the outcome.
- Appeals that lack required documentation or fail to meet submission or meeting deadlines will be **forfeited.**
- Appeals are not accepted for final exams due to course grade submission deadlines.
- Students may submit appeals only for their own exams, not on behalf of other students

Respiratory Care Calculation Skill (Clinical Courses)

A calculation skill exam evaluates a student's capacity to precisely calculate and perform required Respiratory Care calculations in a safe clinical environment.

1. When asked to record one (or two) decimal places, a student must enter the decimal point for the answer to be correct.
2. When asked for units of measure, a student must enter the appropriate unit of measure.
3. Calculation of skill exams may include content from previous courses.

4. A student in a clinical course must pass a calculation skill exam by achieving a minimum score of 85%. The competency exam is delivered in the first week of the course.
5. If 85% is not achieved, the student must attend a structured faculty-led remediation. After post remediation, a student will receive a second attempt to take the exam. The second attempt must occur prior to the student's participation in scheduled clinical experiences. If the student does not schedule remediation and retesting prior to the regularly scheduled clinical time, the student will incur a clinical absence and will be required to make up for the missed clinical time.
6. If a student does not attend a faculty-led remediation, the student cannot retake the exam, and the initial score will be recorded. The highest score of the attempts will be the recorded grade.
7. A student cannot administer medications or attend clinical until the calculation skill exam is successfully passed with a minimum score of 85% after two attempts.
8. If a student is unable to achieve a minimum score of 85% on the calculation skill exam after two attempts, the student will meet with the program director and student support faculty to develop a Respiratory Care plan of improvement. The student will have one additional attempt to meet the minimum passing level of 85% or higher. The student will not meet course outcomes and will therefore fail the course.
9. Failure to attend a scheduled retesting is considered an unsuccessful attempt.

Medication Administration

Students will be given theory and clinical learning experiences related to safe medication administration appropriate to their educational level. Simulated medication administration experiences and satisfactory completion of calculation skill examination must be achieved before a student can administer medications in the clinical environment.

1. Students in all courses with a clinical component cannot administer medications until successfully passing the Calculation Skill Exam.
2. Students may not administer medications of any kind without the preceptor present.
3. Students can only prepare and administer medications for one patient at a time.

To demonstrate safe medication administration practices, the student must:

1. Verbalize knowledge of the client's diagnosis, surgical procedures, chronic conditions, diagnostic and lab data, physical assessment data, interactions with client's other prescribed medications
 - ✓ Correctly read and interpret the medication order. In situations where a medication order is questioned (e.g., automatic stop date, appropriateness, etc.) and cannot be verified with the prescribing HCP or per agency policy, the student may not carry out the order or accept a phone order
2. Prior to administration, identify/verbalize the following prior to pulling meds from a medication dispensing system:
 - ✓ Generic name of the medication
 - ✓ Therapeutic classification
 - ✓ Pharmacological actions
 - ✓ Side effects
 - ✓ Usual dosage and the client's dosage; weight-based dosing for pediatric clients
 - ✓ Indications for use with this client
 - ✓ Implications for safety and care related to the medication being administered including but not limited to:
 - Vital Signs: T, HR, BP, RR, pulse ox (trending of values)

- Chart reviewing assessing history of present illness and past medical history (PMH)
 - Diagnostic studies
 - Significant lab values/trends in values
 - Assessment data: Allergies, LOC, ability to swallow, auscultation, breathing pattern, etc.
 - Time of last administered dose
3. Formulate judgements to withhold or administer medications based upon assessment data.
 - ✓ Preceptors/ DCE ask student, "Is it safe to administer this medication?"
 4. Safe identification of the client by facility policy and by verifying client name and identification with the name band using at least 2 identifiers (e.g., name, DOB, MRN)
 5. During medication administration, the student must demonstrate to the instructor the **Rights of Medication Administration**:
 - ✓ Right Drug
 - ✓ Right Dose
 - ✓ Right Route
 - ✓ Right Time
 - ✓ Right Assessment
 - ✓ Right Education
 - ✓ Right to Refuse
 - ✓ Right Reason
 - ✓ Right Evaluation
 - Was this the accurate dosage calculation?
 - Did the student correctly documentation of medication administration?
 6. Students must follow affiliate medication policies.

Physician Contact/Interaction

Respiratory Care therapists are trained practitioners who work under physician supervision and carry out physician orders. Students are encouraged to build professional communication skills through physician contact.

1. Physician contact/interaction is a clinical course requirement and is required for course progression.
2. Physician interaction is graded using a pass/fail grading system.
3. A student who does not achieve the required physician contact hours per clinical course will receive a grade of "fail" and will not achieve course progression.
4. Students should not wait until the course ends to obtain the required physician contact hours.
5. The number of physician interactions increases as the student advances through each clinical course.
6. The following are categories and descriptions of physician interaction:
 - ✓ Patient-focused
 - ✓ Tutorial
 - ✓ Small group
 - ✓ Large group

Patient-Focused

Individual personal interaction with a physician relating to the management of a particular patient as it pertains to Respiratory Care. Included are actual procedures with a patient (for example, code blue,

bronchoscopy, etc.). Also included are such activities as evaluations, diagnosis, treatment plans, and prognosis of a singular patient.

Tutorial

Individual, one-on-one instruction related to clinical medicine or other areas pertinent to Respiratory Care. Included are activities such as formal or informal discussions, review of research or recent advances in Respiratory Care, and practical demonstration of procedures and equipment without patient interaction.

Small Group

Formal or informal presentations such as in-service, seminars, continuing education meetings, case presentations, physician rounds, etc. The presentations must be small enough for the physician conducting the session to be aware of who is in attendance.

Large Group

Formal educational experiences such as lectures, papers presented at professional meetings, conferences, seminars, etc. The size of the meeting would preclude significant audience participation. Students will document the amount, category, and commented description of physician contact in Trajecsys.

Documentation must occur on the same day as the interaction.

To document physician interaction in Trajecsys:

1. Login to Trajecsys
2. Select Logs to open the Daily Log sheet
3. Select Date
4. Select Test site
5. Select Amount (each encounter counts as one interaction)
6. Select Supervising Employee
7. Select Add Log sheet
8. Select General (For all physician interactions use the Major study area "General")
9. Select Participation Level (select the physician interaction category as described above)
10. Select the time spent on the interaction
11. Select Next
12. Comments [describe the interaction and who led the interaction and provide the individual's name and professional title (Dr. Smith MD)]
13. Select Next
14. Review to assure your completed Daily Log sheet was posted to Trajecsys

Program Requirements – Clinical

To participate in clinical experiences, all students are required to meet the health and immunization requirements of Northampton Community College and clinical institutions. Materials must be submitted by the identified deadlines. All documents submitted during the admissions process become the property of the RC Program. The Program will not provide copies of documents.

Prior to entering the Respiratory Care courses, students are required to create an account with myRecordTracker®. All clinical requirements are maintained on this student account. The student is responsible for completing these requirements and uploading the information to their account. No

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 withdrawn from the program.

No student will be admitted to the program until the following requirements have been met:

1. Negative Drug and alcohol screen
8. Admission to the Respiratory Care program is contingent upon the following criminal check clearances:
 - a. Pennsylvania child abuse clearance (Employee 14 or older)
 - i) An applicant convicted of any type of child abuse will be disqualified from admission to the program.
 - ii) Volunteer clearances will not be accepted.
 - b. Pennsylvania criminal background check
 - iii) If any violation appears on the PA Child Abuse History Clearance or PA State Police Criminal Record Background Check after the student applies to RC Program, the student's application for admission to the clinical courses may be delayed until clearance is obtained.
 - iv) If there is a change in criminal record status or child abuse history status while a student is in clinical courses, the student must notify the Program Director in writing and may be dismissed from the program. Failure to notify the Program Director result in dismissal.
 - v) If a conviction occurs while a student is in the program, they will be dropped from it to comply with policies, clinical agency contracts and State law.
 - vi) An applicant convicted of any of the "Prohibitive Offenses" contained in the Older Adults Protective Services Act, Act 169 as amended by Act 13 may be disqualified from admission to the program regardless of the time elapsed from the date of the conviction.
 - c. FBI (DHS) criminal background check (all students)
 - i) If a conviction occurs while a student is in the program, they will be dropped to comply with policies, clinical agency contracts, and state law.
 - d. FBI (Aging) criminal background check (if not a PA resident for past two consecutive years)
 - ii) If a conviction occurs while a student is in the program, they will be dropped to comply with policies, clinical agency contracts, and state law.
2. Physical examination forms (completed by M.D., D.O., or P.A., CRNP) must be completed in person. Telemedicine exams will not be accepted.
3. Attestation forms
 - a. Student immunization report confirming immunity to:
 - a. Rubella
 - b. Mumps
 - c. Rubeola
 - d. Varicella
 - e. Tetanus/Diphtheria/Pertussis (Tdap) boosters or immunity – after age 19
 - f. Hepatitis B Titer and/or Immunizations:
 - i) To begin the Respiratory Care Program each student must have at least the first in the Hepatitis B series of injections and must provide the date of inoculation(s)
 - ii) The rest of the series, 2 or 3 must be completed and documented to continue attending clinical
 - g. Obtain an annual Influenza vaccine in August/September or as directed by the CDC guidelines
 - h. COVID-19 vaccination as directed must be completed prior to entering the program according to the CDC guidelines
 - i. Other vaccinations as required by clinical affiliates

4. All students must meet the health and immunization requirements of Northampton Community College Health Professions Programs and clinical affiliates
5. The Respiratory Care program does not offer an option to waive health immunizations or any other medical documentation
6. Tuberculosis testing
 - a. Gamma Release Assays (IGRAs) QuantiFERON Gold (QFT-G or T-Spot): no earlier than 90 days before start of clinical
 - b. If positive result:
 - i) If a student has a prior history of a positive TST result or blood assay for M. Tuberculosis, the student is required to have a provider complete a TB symptom questionnaire and provide documentation of a negative chest x-ray within the past 3 years. The results must be negative for the disease
 - ii) One year after the chest x-ray, the student must submit a statement from a physician stating the student is free of signs and symptoms of TB
 - iii) Students returning for the second year must submit documentation before starting the clinical course
9. Health Insurance
 - a. Students must carry health insurance to cover illness/accidents occurring during the Respiratory Care Program. Students are responsible for any bills incurred during clinical.
 - b. A copy of the student's health insurance card (must include student's name) must be provided.
 - c. Students must upload a copy of their current health insurance card to MRT each January.
10. Liability Insurance
 - a. Each Respiratory Care student is required to have liability insurance through a group plan purchased by the College. The student is billed through the Cashier's Office. The cost of the insurance is included in the fees for the course. This liability insurance covers the student only during an assigned educational experience.
 - b. Clinical experience must not occur during hours when the College is closed.
 - c. Upon graduation, the student will no longer be covered, and he/she is encouraged to obtain personal coverage that will begin at the time of graduation.
11. The student must fulfill the essential abilities/behaviors of the RC student in the Respiratory Care program.
 - a. Students must inform the credentialing coordinator or director about pregnancy or additional health accommodation.
12. Respiratory Care students must have current certification in cardiopulmonary resuscitation for Health Care Providers (adult, child, and infant). BLS/CPR certification must be obtained through an American Heart Association Provider.
 - a. Students must provide a copy of the front and back of the card.
 - b. Students are responsible for monitoring card expiration and will not be permitted to attend clinical or lab experiences until renewed. Missed clinical time will accrue.
 - c. Students must have current BLS for Healthcare Providers certification valid through the program.
 - d. The NCC Healthcare Education Department provides certification through the American Heart Association. Information about the program is available [BLS/CPR/First Aid Training | Northampton Community College](#) or at 610-332-6585.
13. Students may need additional drug and alcohol screenings depending on clinical assignment(s) or other circumstances.

PROHIBITIVE OFFENSES

Below you will find the list of Prohibitive Offenses that may prevent you from participating in clinical rotations. Please review this list carefully.

**SCHEDULE OF CRIMINAL CONVICTIONS
THAT MAY CONSTITUTE GROUNDS TO REFUSE TO ISSUE,
SUSPEND OR REVOKE A LICENSE, CERTIFICATE, REGISTRATION OR PERMIT
VIOLENT CRIMES UNDER 3113 OF ACT 53**

- 18 Pa. C.S. § 2502. Murder
- 18 Pa. C.S. § 2503. Voluntary manslaughter
- 18 Pa. C.S. § 2506(a). Drug delivery resulting in death
- 18 Pa. C.S. § 2507 (c). Manslaughter of a law enforcement officer in the first degree
- 18 Pa. C.S. § 2507(d). Manslaughter of a law enforcement officer in the second degree
- 18 Pa. C.S. § 2604(c). Third degree murder of unborn child
- 18 Pa. C.S. § 2606. Aggravated assault of unborn child
- 18 Pa. C.S. § 2702(a)(1) and (2). Aggravated assault
- 18 Pa. C.S. § 2702.1. Assault of law enforcement officer
- 18 Pa. C.S. § 2716(b). Weapons of mass destruction
- 18 Pa. C.S. § 2717(b). Terrorism
- 18 Pa. C.S. § 2901. Kidnapping
- 18 Pa. C.S. § 2901(a.1). Kidnapping of a minor
- 18 Pa. C.S. §§ 3002 and 3011. Trafficking in individuals
- 18 Pa. C.S. § 3121. Rape
- 18 Pa. C.S. § 3123. Involuntary deviate sexual intercourse
- 18 Pa. C.S. § 3124.1. Sexual assault
- 18 Pa. C.S. § 3124.2. Institutional sexual assault
- 18 Pa. C.S. § 3124.3. Sexual assault by sports official, volunteer, or employee of nonprofit association
- 18 Pa. C.S. § 3125. Aggravated indecent assault
- 18 Pa. C.S. § 3301(a) or (a.1). Arson and related offenses
- 18 Pa. C.S. § 3311(b)(3). Ecoterrorism
- 18 Pa. C.S. § 3502(a)(1). Burglary
- 18 Pa. C.S. § 3701(a)(1)(i), (ii) or (iii). Robbery
- 18 Pa. C.S. § 3702. Robbery of motor vehicle
- 18 Pa. C.S. § 4302. Incest

*** Includes criminal attempt, criminal conspiracy, or criminal solicitation to commit any of the offenses listed above or any offense equivalent to any of these offenses under the laws of this Commonwealth in effect at the time of the commission of that offense or under the laws of another jurisdiction.

SEXUAL OFFENSES

- 18 Pa. C.S. § 2910. (relating to luring a child into a motor vehicle or structure)
- 18 Pa. C.S. Ch. 30. (relating to human trafficking) if the offense involved sexual servitude
- 18 Pa.C.S. Ch. 31. (relating to sexual offenses)
- 18 Pa.C.S. § 4302. (relating to incest)
- 18 Pa.C.S. § 4304(a)(1). (relating to endangering welfare of children) if the offense involved sexual contact with the victim
- 18 Pa.C.S. § 5901. (relating to open lewdness) if the offense involved a minor under 18 years of age
- 18 Pa.C.S. § 5902(b) or (b.1). (relating to prostitution and related offenses)

- 18 Pa.C.S. § 5903. (relating to obscene and other sexual materials and performances) if the offense involved a minor under 18 years of age
 - 18 Pa.C.S. § 6301(a)(1)(i). (relating to corruption of minors) if the offense involved sexual contact with the victim
 - 18 Pa.C.S. § 6301(a)(1)(ii). (corruption of minors)
 - 18 Pa.C.S. § 6312. (relating to sexual abuse of children)
 - 18 Pa.C.S. § 6318. (relating to unlawful contact with minor)
 - 18 Pa.C.S. § 6320. (relating to sexual exploitation of children)
 - 18 Pa.C.S. § 7507.1. (relating to invasion of privacy)
- *** Includes criminal attempt, criminal conspiracy, or criminal solicitation to commit any of the offenses listed above or any offense equivalent to any of these offenses under the laws of this Commonwealth in effect at the time of the commission of that offense or under the laws of another jurisdiction.

CRIMES RELATED TO THE PROFESSION

- 18 Pa. C.S. § 2710. Ethnic intimidation
- 18 Pa. C.S. § 2713. – Neglect of care-dependent person
- 18 Pa. C.S. § 2713.1. Abuse of care dependent person
- 18 Pa. C.S. § 2905. Interfere with custody of committed person
- 18 Pa. C.S. § 3011 – 3016. (relating to human trafficking)
- 18 Pa. C.S. § 3022. Professional licenses (related to employing victim of human trafficking)
- 18 Pa. C.S. § 3211. Abortion on unborn child of 24 or more weeks gestational age
- 18 Pa. C.S. § 3212. Infanticide
- 18 Pa. C.S. § 3213. Prohibited acts
- 18 Pa. C.S. § 3216. Fetal experimentation
- 18 Pa. C.S. § 4303. Concealing death of a child
- 18 Pa. C.S. § 4304. Endangering welfare of a child
- 18 Pa. C.S. § 4305. Dealing in infant children
- 18 Pa. C.S. § 4911. Tampering with public records
- 18 Pa. C.S. § 4913. Impersonating a notary public or holder of a professional or occupational license.
- 18 Pa. C.S. § 4958. Intimidation in child abuse case/retaliation child abuse case/obstruction child abuse case
- 23 Pa. C.S. § 6311. Persons required to report suspected child abuse
- 23 Pa. C.S. § 6319. Failure to report or refer suspected child abuse
- 23 Pa. C.S. § 6346. Willful Failure to Cooperate in Investigation of Child Abuse
- 35 P.S. § 780-113(a)(12). (obtaining possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge)
- 35 P.S. § 780-113(a)(13). (sale, dispensing, distribution, prescription, or gift by any practitioner otherwise authorized by law so to do of any controlled substance to any person known to such practitioner to be or whom such practitioner has reason to know is a drug dependent person)
- 35 P.S. § 780-113(a)(14). (administration, dispensing, delivery, gift, or prescription of a controlled substance by any practitioner)
- 35 P.S. § 780-113(a)(21). (refusal or failure to make, keep or furnish any record, notification, order form, statement, invoice, or information required)
- 35 P.S. § 780-113(a)(28). (furnishing of false or fraudulent material information in, or omission of any material information from any application, report, or other document required to be kept or filed under this act)

- 35 P.S. § 780-113(a)(30). (manufacture, delivery, or possession with intent to manufacture or deliver, a controlled substance by a person not registered)
- 35 P.S. § 780-113(a)(32). (use or possession of drug paraphernalia for purpose of planting, propagating, cultivating, growing, etc. or otherwise introducing into the human body a controlled substance)
- 35 P.S. § 780-113(a)(33). (delivery of possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia knowing, or under circumstances where one should reasonably know, that it would be used to plant, propagate, cultivate, grow, harvest, etc. or otherwise introduce into the human body a controlled substance)
- 62 P.S. § 1407. (relating to provider prohibited acts, criminal penalties and civil remedies)
- 63 P.S. § 422.10. Unauthorized practice of medicine and surgery
- 63 P.S. § 271.3. Unauthorized practice of osteopathic medicine and surgery
- 63 P.S. § 390-8. (relating to unlawful acts under Pharmacy Act)
**** Includes criminal attempt, criminal conspiracy, or criminal solicitation to commit any of the offenses listed above or any offense equivalent to any of these offenses under the laws of this Commonwealth in effect at the time of the commission of that offense or under the laws of another jurisdiction*

Reference

Pennsylvania Department of State: Medicine. (2021). Act 53: Information for individuals with criminal convictions.
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Documents/Special%20Notices/MED%20Act%2053.pdf>

NORTHAMPTON

COMMUNITY COLLEGE

INJURY REPORT

Name:

Social Security #:

Phone #:

Today's Date:

Date of Incident:

Current Course:

Description of the Incident (how the injury occurred):

Description of Injury (type and location):

Injury Occurred: Clinical Lab College Lab Other:

Immediate treatment administered:

 Yes – Please describe: _____ NoReported to Faculty/Lab Assistant: (Name)Referred to College Health Center: Yes No

I, _____, understand that Northampton Community College policy requires all student injuries to be reported and evaluated by the campus nurse. I will report to the Health Center during working hours on this or the next business day. If I am unable to report to the Health Center, I will notify the Health Center of my injury via phone (610-861-5365).

Student Signature:

Faculty Signature:

Comments: _____

CC: Dean, School of Health, Sciences, and Education
Health Center

Approved 1/04

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NORTHAMPTON

COMMUNITY COLLEGE

AAS IN RESPIRATORY CARE

STUDENT IMPROVEMENT PERFORMANCE PLAN

Student: _____

Date: _____

Verbal Written

Final

1. Description of incident(s) that led to judgment of unsatisfactory performance:

Remediation Objectives (to be developed collaboratively by participant and instructor):

2. Remediation Plan (to be developed collaboratively by participant and instructor):

3. Evaluation Plan:

Students must demonstrate satisfactory behavior by

Date

Instructor Signature: _____

Date: _____

The signature below indicates that the student has been informed of the "U" performance. (Use backside of form as needed for additional comments.)

Student Signature: _____

Date: _____

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HEALTH CAREERS MEDICAL MARIJUANA POLICY

In order to be transparent regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. Please read the following policy carefully and acknowledge your understanding by signing and uploading this form to myRecordTracker®.

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

At this time, the Federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering any Health Science Careers Program are required to have urine drug screenings upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical, internship, or externship placement in any NCC health science career program, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with Federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for Federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

Due to current laws, NCC does not provide admission to the clinical phase in any of our Health Science Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be dismissed from the Program.

I hereby acknowledge that I have read and understand NCC's Health Careers Medical Marijuana Policy.

Student's Name (Please Print)

Signature of Student

Date

Upload signed form to your myRecordTracker® account.

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NORTHAMPTON

COMMUNITY COLLEGE

POLICY ON SMOKING TOBACCO AND E-CIGARETTES ON COLLEGE CAMPUSES AND CLINICAL FACILITIES

Northampton Community College strives to provide a safe and healthy environment in which to teach, learn, research, live, and work. The college recognizes that:

- ◆ Smoking is a major cause of preventable disease.
- ◆ That a tobacco and smoke/vaping-free college is consistent with the college's mission and purpose; and that
- ◆ A tobacco and smoke-free college will improve individual and community health.

This policy applies to all persons, including all students, faculty, staff, volunteers, contractors, vendors, and visitors, anywhere on college campus and in college vehicles, college buildings, contracted clinical buildings/facilities on all campuses, and parking lots.

For purposes of this policy:

- ◆ Northampton Community College shall define all locations, campuses, buildings, and outdoor areas owned and/or operated by the college.
- ◆ Tobacco and smoking-related products are defined as any type of tobacco or smoking-related products intended to mimic tobacco products or the smoking or vaping of any other substance. This includes, but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, vaping pens, bidis, hookahs, chewing tobacco and snuff.
- ◆ College Vehicle is defined as any vehicle that is owned, leased, or rented and used for transportation for college business and includes the driver and all passengers.

Use of any tobacco or smoking-related products is prohibited at Northampton Community College, consistent with applicable law and college policy.

Additionally, the possession or use of cannabis, cannabinoids, marijuana or other controlled substances on university property or any clinical facility is prohibited. Students should also refer to the Health Careers Medical Marijuana Policy included in their Acceptance Checklist or Appendix C of this Student Handbook.

It is the responsibility of all members of the community to comply with this policy, and it is expected that both smokers and nonsmokers will cooperate in the implementation of the policy in an atmosphere of mutual respect and consideration. All members of the college community are encouraged, if comfortable, to promote compliance with this policy by reminding students, faculty, staff, volunteers, contractors, vendors, and visitors of the prohibition of use of tobacco and smoking-related products at Northampton Community College, as necessary.

Resources are available for individuals who would like assistance with quitting at:

- ◆ <https://www.health.pa.gov/topics/programs/tobacco/Pages/Quitline.aspx>
- ◆ <https://www.heart.org/en/healthy-living/healthy-lifestyle/quit-smoking-tobacco/help-i-want-to-quit-smoking>

📌 <https://truthinitiative.org/thisisquitting>

Any individual in violation of this policy may be subject to disciplinary action. Faculty and staff in violation of this policy may be reported to the individual's supervisor. Students in violation of this policy may be reported to the Office of Student Conduct and Conflict Resolutions which may result in dismissal from all programs with the School of Health and Sciences and Education.

Student's Name (Please Print)

Student's Signature

Date

NORTHAMPTON

COMMUNITY COLLEGE

Student Release of Information Form For Health Career Clinical Sites Only

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the student's educational record from disclosure to unauthorized individuals. As an admitted and enrolled student in this NCC Health Career program, additional documentation is required to be submitted, including criminal background checks, health and vaccination/titer information, and drug screening results. While these items are not part of the student educational record, they are maintained as confidential by the program/school. Northampton Community College is required to share positive results of criminal background checks and drug screening with any affiliated institution used for clinical education in the Health Career programs, as well as any pertinent health information requested by the clinical facilities.

- I understand that the clinical affiliate requires that positive results of my background check(s) be shared with the following individuals: the VP Human Resources, Labor/Employment Counsel, VP Patient Care Services, and/or the manager(s) of the unit where the student is assigned for clinical.
- I understand that any requested information will be released to the requestor according to the guidelines outlined in the affiliation agreement between the college and the clinical affiliate.
- In connection with my admission and enrollment in an NCC Health Career Program and my participation in the program's clinical training opportunities, I hereby authorize the College and its agents to release any and all information relevant to my criminal record, health information, and/or drug screen results to any authorized clinical site representative it deems appropriate in order to determine my suitability to be enrolled in the Health Career Program and/or to be assigned to a clinical site selected by the College. A photocopy of this release will be sufficient to authorize the release of the information.

Student Information:

(Please print legibly)

Student ID

Student's Name <i>(Previous)</i>	<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>
--	---------------	----------------	-----------------

Address <i>(Zip)</i>	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>
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Primary Phone Number

Secondary Phone Number

Signature of Student Authorizing Release

Date

Upload signed form to your myRecordTracker® account.

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NORTHAMPTON

COMMUNITY COLLEGE

PHOTOGRAPHY RELEASE

For and in consideration of my engagement as a model by Northampton Community College, hereafter referred to as NCC, I hereby give NCC, its legal representatives and assigns, those for whom NCC is acting, and those acting with its permissions, or its employees, the right and permission to copy-right and/or use, reuse and/or publish, and republish photographic pictures or portraits of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by NCC, for any purpose whatsoever; including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that I might be applied.

I hereby release, discharge and agree to save harmless NCC, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom he/she might be acting, including any firm publishing and/or as a result of any distorting, blurring, or alteration, optical illusion, or use in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

- I hereby warrant that I am 18 years of age or older, and competent to contract in my own name insofar as the above is concerned.
- I have read the foregoing release, authorization, and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof, and hereby give permission for my photograph to be taken and used as described above.
- I have read the above release, and DO NOT give permission for my photograph to be taken during the course of this program.

Program or
Course: AAS in Respiratory Care

Print Name: _____

Signature: _____

Date: _____

Witness: Allen Kotun

Date: _____

Upload signed form to your myRecordTracker® account.

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PERMISSION FOR THE RELEASE OF STUDENT INFORMATION

STUDENT NAME *(Please print)*: _____

I hereby give Northampton Community College AAS in Respiratory Care Program permission to release information to *(list any additional individuals or organizations)*:

- _____ Prospective Employers
- _____ Career Link
- _____ Clinical Facilities
- _____

The following categories may be released for the purpose of referral or information:

- | | | |
|----------------------|-----------------------------------|-----------------------------|
| Test Data | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Personal Information | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Academics | <input type="checkbox"/> Yes_____ | <input type="checkbox"/> No |
| Other _____ | <input type="checkbox"/> Yes_____ | <input type="checkbox"/> No |

I hereby authorize Northampton Community College AAS in Respiratory Care Program to release a copy of my competencies to prospective employers/agencies who request training information.

Date: _____ Signature: _____

Upload signed form to your myRecordTracker® account.

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NORTHAMPTON

COMMUNITY COLLEGE

PRIVACY AND CONFIDENTIALITY

Photographing, Recording, and Social Media of Patients/Residents/Clients/Consumers and Their Families, Including Clinical Site Staff, Instructors, and Classmates

According to Federal requirements related to abuse at F223 and F226 “the patient/resident/client/consumer”, has the right to be free from verbal, sexual, physical, and mental abuse, corporal punishment, and involuntary seclusion.” “The facility must develop and implement written policies and procedures that prohibit mistreatment, neglect, and abuse of the patient/ resident/client/consumer and misappropriation of patient/resident/client/ consumer property.”

- 📌 **Under no circumstances is it acceptable for a student or instructor to take photos, record sounds/voices or video of any patient/resident/client/consumer that contains nudity or shows the resident in a negative way.** This includes the following: bathing, showering, toileting, incontinence care, perineal care, showing a body part without the patient’s/resident’s/client’s/consumer’s face whether it is the chest, limbs, or back, inappropriate behavior by a patient/resident/client/consumer, or anything showing the patient/resident/client/consumer in a compromised position.
- 📌 **Under no circumstances is it acceptable for a student or instructor to post any photos, record sounds/voices, video, or any other information regarding any patient/resident/client/consumer on any social media platform.**
- 📌 Surveyors must investigate these incidents regardless of the cognitive status or consent of the patient/resident/client/consumer.
- 📌 It is also unacceptable to photograph or record patient’s/resident’s/client’s/consumer’s family members, clinical site staff, your instructors, and classmates.
- 📌 If students ask to take pictures or record lectures (in the classroom and/or skills lab) for the sole purpose of learning and studying, it is at the instructor’s discretion whether or not a student has their permission.
- 📌 Students may have their photographs taken for the purpose of creating ID badges, as required by our clinical sites. Your photos are kept on file for our recordkeeping and will not be used in any other way, without the student’s consent.
- 📌 You may be asked to sign a Photography Release if classroom photographs are taken for the use of college marketing materials.

I have read and understand the above policy regarding privacy and confidentiality and agree to adhere to this policy and realize that I may be withdrawn from the program for any violations of this policy.

Name of Student (*PLEASE PRINT*)

Signature of Student

Date

Upload signed form to your myRecordTracker® account.

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NCC DEPARTMENTAL CONFIDENTIAL POLICY

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Confidentiality is a patient's right and the responsibility of the respiratory therapist, student respiratory therapist, and all the health care team members in respiratory care. Any information in written, oral, or electronic form about a patient's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and diagnostic treatment of the patient. This information must be handled discreetly and privately and protected against theft, loss, or inappropriate disclosure.

Student respiratory therapists, by virtue of the educational process, will have access to protected health information (PHI) of patients under their care in and outside the respiratory care department at each of the clinical education sites. Students will comply with the Confidentiality Policies and HIPAA regulations at their clinical sites and on the NCC campus.

Assignments, whether in the clinical or classroom setting, which include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information.

Students accused of violating patient confidentiality will be suspended from clinical rotations and possibly recommended for withdrawal from the Respiratory Care Program depending on the circumstances. An investigation will be conducted using the Disciplinary Action Plan (DAP).

Your signature indicates that you have read and understand the confidentiality policy.

Student's Name (*PLEASE PRINT*) _____

Student's Signature _____ Date _____

Upload signed form to your myRecordTracker® account.

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NCC HEALTH SCIENCES/HEALTHCARE EDUCATION COVID-19 POLICY

1. Proof of a COVID-19 vaccination (one dose J & J, or two doses of Pfizer or Moderna, or one Bivalent) is mandatory for all students. Proof will be uploaded to myRecordTracker®.
2. If you are not feeling well/experiencing any COVID-related symptoms, stay home! Be sure to notify your instructor, as well as your preceptor/manager, if applicable, as you have been instructed to during orientation with as much notice as possible.
3. Please be considerate of those around you and wear a mask if requested by your instructor or another student. Masks are available at building and classroom entrances, along with hand sanitizer.
4. NCC instructors and students should wear their NCC ID badge while on NCC property.
5. Students who need to be dismissed from class due to COVID-19 symptoms or for coming in contact with a person who tested positive for COVID-19:
 - a. Students will be instructed to go home, isolate, and call their health care provider.
 - b. If student has a negative COVID-19 test, they will be required to share results with NCC.
 - c. If student has a positive COVID-19 test, they are required to report test results to the NCC Health Center at 610-861-5365.
 - d. If student has a positive COVID-19 test, they will be required to provide proof of a negative COVID-19 test prior to returning to class and/or clinical.
 - e. Students that cannot finish their class/program due to COVID-19 will be brought back into the next available class/course and can continue where they left off when possible. If this occurs during clinical or externship, next steps may be determined by the protocols of the facility.
6. NCC instructors and students will adhere to these policies at all times while at NCC and adhere to facility policies during clinical rotation, which may include wearing a mask at all times, safety glasses and other PPE, as required by the clinical site.
7. Students may be required to have a COVID-19 test prior to clinical rotation if requested by the facility. If so, students will be responsible for the out-of-pocket expenses for the testing.
 - a. Students may not be allowed to enter clinical site without proof of a negative COVID-19 test.
 - b. Remember that a negative COVID-19 test today does not mean that you cannot contract COVID-19 tomorrow!

I have read and agree to abide by the aforementioned policy related to COVID-19:

Student's Name (*PLEASE PRINT*) _____

Student's Signature _____ Date _____

Upload signed form to your myRecordTracker® account.

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NORTHAMPTON

COMMUNITY COLLEGE

ESSENTIAL FUNCTIONS OF A RESPIRATORY THERAPIST

In order to participate in the AAS in Respiratory Care Program at Northampton Community College, a student must be able to perform the Essential Functions of a Respiratory Therapist listed below at a competent level to protect the patient population.

Essential functions are those considered to be necessary or fundamental to the performance of a job. In postsecondary education, the student's job is to learn and participate in an academic environment and the clinical environment as well. The student, with or without reasonable accommodation, must possess the following essential functions:

- **Physical Requirements:** Must be physically able to operate a variety of types of equipment including computer, calculator, polysomnography, other medical equipment, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects. Must be able to lift and/or carry weights up to fifty pounds. Physical demands are in excess of sedentary work, including walking, running, standing, stooping, reaching, crouching, etc. for extended periods of time. Requires the ability to perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips. Must possess refined auditory and visual discrimination.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same.
- **Language Ability:** Requires the ability to read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc. Requires the ability to prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling, and grammar. Requires the ability to communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence.
- **Intelligence:** Requires the ability to use critical thinking skills and problem-solving skills to complete tasks accurately and within assigned time frames. Requires the ability to apply

principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most abstruse classes of concepts.

- **Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to communicate with others via effective verbal communication. Must be able to integrate multiple abstract concepts and express them in a comprehensive and concise manner. Must possess knowledge of medical terminology and symbolism.
- **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply algebraic, geometric, and trigonometric principles; and utilize descriptive statistics. Requires the ability to utilize metric systems on a regular basis.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, shape, and depth.
- **Motor Coordination:** Requires fine psychomotor coordination of hands and eyes in utilizing automated equipment, etc.
- **Manual Dexterity:** Requires the ability to grasp, handle, hold, cut, push, pull, and feel. Requires the ability to manipulate a variety of control knobs, switches, etc.
- **Color Discrimination:** Requires the ability to differentiate colors, shades, and tones of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.
- **Physical Communication:** Requires the ability to talk and hear. Must be able to understand various types of nonverbal communication.
- **Personal Traits:** Requires the ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work. Must demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity. Must demonstrate neatness and good hygiene. Requires a positive attitude when receiving constructive criticism.
- **Travel:** Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

The essential abilities and qualities refer to physical, behavioral, and cognitive abilities required to satisfactorily complete the Respiratory Care curriculum. The essential abilities/qualities are in the following areas: a) motor abilities, b) communication skills, c) sensory abilities, d) observation

abilities, and e) intellectual/cognitive skills. Applicants and students are responsible for making any disabilities known to the Program Director and formally inquiring if any accommodation can be provided. Inability to demonstrate the expected behaviors and qualities impacts the student's ability to achieve course outcomes and may result in a course failure. Once the essential abilities qualities list is signed by the student, the list is kept on file as part of the clinical application process.

The program retains the right to add essential functions aligning with current Respiratory Care practice.

Potential Hazards: The Respiratory Care therapist, and therefore the student, may be exposed to hazardous conditions and materials. Quality assurance practices help reduce and minimize these risks associated with healthcare, but all students should be cognizant that the healthcare environment is not a risk-free environment. The following is a list of the possible exposure risks of the student and practitioner in the clinical environment. Students who do not wish to undertake these risks are advised to withdraw from the program. Some hazards include but are not limited to:

- Infectious diseases such as AIDS, hepatitis, bacterial and viral infections, tuberculosis. (Not a fully inclusive list)
- Hazardous wastes and fluids such as blood, urine, secretions, laboratory chemicals, gases

The following are the expected abilities and behaviors of every student in the Respiratory Care program:

Category of Functional Ability	Expected Level of Performance
Gross Motor Skills	<ul style="list-style-type: none"> • Move within confined spaces • Sit and maintain balance • Stand and maintain balance • Reach above shoulders (IVs) • Reach below waist (plug-ins)
Fine Motor Skills	<ul style="list-style-type: none"> • Pick up objects with hands • Grasp small objects with hands • Handwrite or pencil • Key/type (use a computer) • Pinch/pick or otherwise work with fingers (syringe) • Twist (turn knobs with hands) • Squeeze with finger (eye dropper)
Physical Endurance	<ul style="list-style-type: none"> • Stand (at client side during procedure; during labs, etc.) • Sustain repetitive movements (CPR) • Maintain physical tolerance (work entire shift)

Category of Functional Ability	Expected Level of Performance
Physical Strength	<ul style="list-style-type: none"> • Push and pull 25 pounds (position client) • Support 25 pounds of weight (ambulate client) • Lift 25 pounds (transfer client) • Move light objects weighing up to 10 pounds • Move heavy objects weighing from 10 to 50 pounds • Defend self against combative client • Carry equipment/supplies • Use upper body strength (CPR, restrain a client) • Squeeze with hands (fire extinguisher)
Smell	<ul style="list-style-type: none"> • Detect odors from client • Detect smoke • Detect gases or noxious smells
Reading	<ul style="list-style-type: none"> • Read and understand written documents • Read a computer screen
Arithmetic Competence	<ul style="list-style-type: none"> • Read and understand columns of writing (flow sheets) • Read digital displays • Read graphic printouts (I&O) • Calibrate equipment • Convert numbers to/from metric • Read graphs (vital sign sheets) • Tell time • Measure time (duration) • Count rates (pulse rate) • Using measuring tools (thermometer) • Read measurement marks (scales) • Add, subtract, multiply, divide • Compute fractions (medication dosages) • Use a calculator • Write numbers in records
Emotional Stability	<ul style="list-style-type: none"> • Establish therapeutic boundaries • Provide client with emotional support • Adapt to changing environment/stress • Deal with unexpected (crisis) • Focus attention on task • Monitor own emotions • Perform multiple responsibilities concurrently • Handle strong emotions (grief)
Analytical Thinking	<ul style="list-style-type: none"> • Transfer knowledge from one situation to another • Process information • Evaluate outcomes • Problem solved • Prioritize tasks

Category of Functional Ability	Expected Level of Performance
	<ul style="list-style-type: none"> • Using long-term memory • Use short-term memory
Mobility	<ul style="list-style-type: none"> • Twist • Bend • Stoop/squat • Move quickly • Climb (ladders, stools, stairs) • Walk
Hearing	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear faint voices • Hear faint body sounds (BP) • Hear in situations not able to see lips (when using mask) • Hear auditory alarms
Visual	<ul style="list-style-type: none"> • See objects up to 20 inches away See objects up to 20 feet away • See objects more than 20 feet away • Use depth perception • Use peripheral vision • Distinguish color • Distinguish color intensity • Read a computer screen
Tactile	<ul style="list-style-type: none"> • Feel vibrations (pulses) • Detect temperature • Feel differences in surface characteristics (skin turgor) • Feel differences in sizes, shapes (palpate vein) • Detect environmental temperature • Able to utilize latex products
Critical Thinking	<ul style="list-style-type: none"> • Identify cause-effect relationships • Plan/control activities for others • Synthesize knowledge and skills • Sequence information
Interpersonal Skills	<ul style="list-style-type: none"> • Negotiate interpersonal conflict • Respect differences of clients • Establish rapport with clients • Establish rapport with co-workers • Respect authority
Communication Skills	<ul style="list-style-type: none"> • Teach (client, family) • Explain procedures • Give oral reports • Interact with others • Speak on the telephone • Influence people

Category of Functional Ability	Expected Level of Performance
	<ul style="list-style-type: none"> • Direct activities of others • Convey information through writing (progress notes)

I hereby acknowledge that I have read and understand the Essential Functions of a Respiratory Care Therapist and will be able to perform these duties and tasks as outlined above.

Student's Name (*PLEASE PRINT*) _____

Student's Signature _____ Date _____

Upload signed form to your myRecordTracker® account.



RESPIRATORY CARE STUDENT AGREEMENT

I have read and understand **all** of the policies and procedures in this Student Handbook, including the Essential Functions, for the Northampton Community College AAS in Respiratory Care necessary for successful completion of the Respiratory Care Program.

Student's Name (*PLEASE PRINT*)

Student's Signature

Date

Upload signed form to your myRecordTracker® account.