

COMMUNITY COLLEGE OF PHILADELPHIA

DEPARTMENT OF ALLIED HEALTH

Respiratory Care Technology

STUDENT HANDBOOK

Revised 4/24/2026

Associate of Applied Science | AAS

HANDBOOK NAVIGATION

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Section I — General Information

Mission Statement

The Respiratory Care Program at the Community College of Philadelphia advances professional excellence and science in the practice of respiratory care, serving the profession, the patients, the caregivers and the public. We inspire humanity by helping them to breath in and out.

Goals, Student Learning Outcomes and Program Learning Outcomes

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

Upon completion of the Program, students will be able to:

1. Competently and safely perform respiratory care procedures.

Student Learning Outcomes:

- Perform routine respiratory procedures.
- Demonstrate quality patient care.
- Apply appropriate personal protection equipment to patients, themselves, and others.

2. Communicate effectively.

Student Learning Outcomes:

- Demonstrate effective oral communication skills.
- Demonstrate effective written communication skills.

3. Think critically and problem solve in various patient care situations.

Student Learning Outcomes:

- Demonstrate the ability to perform Intensive Care Unit procedures using specialized equipment and clinical skills.
- Demonstrate knowledge of respiratory and cardiac care related equipment in the ICU environment.

4. Demonstrate professionalism.

Student Learning Outcomes:

- Demonstrate professional behavior in delivering patient care.
- Demonstrate professional characteristics in the clinical education setting.

The AAS in Respiratory Care Technology program has four program learning outcomes:

- Demonstrate knowledge and skills needed to successfully pass the NBRC licensing exam for CRT.
- Provide age-specific treatment, management, and care of patients with any type of cardiopulmonary problem.
- Assess and modify the treatment of patients to give quality care in the Respiratory medical setting.
- Demonstrate competent and safe use of all equipment used in the Respiratory medical setting.

Programmatic Effectiveness

The Respiratory Program evaluates the following for programmatic effectiveness:

- Program completion rate
- Registered Respiratory Therapist pass rate
- Graduate employment
- Graduate satisfaction
- Employer satisfaction

Welcome

Dear Respiratory Care Student,

Welcome to the Respiratory Care Program at Community College of Philadelphia! You are about to begin a focused and rigorous course of study that will prepare you for a rewarding career in respiratory care.

To support your success, the faculty has created this student handbook as a supplement to the College Catalog, the Community College of Philadelphia Student Handbook, and the Respiratory Care Technology curriculum outlines. It contains important departmental policies and procedures that will guide you throughout the program.

Please note that the information in this handbook reflects current department policies and may be updated as needed. We encourage you to refer to it often during your studies.

Sincerely,

The Respiratory Care Faculty

Section II — Respiratory Care Faculty

Respiratory Care Faculty

Name	Email
Program Director: Lauren Diduch, MBA, RRT	ldiduch@ccp.edu
Director of Clinical Education: Kathy Sloan, MAED, RRT-NPS	ksloan@ccp.edu
Myava Clark, PhD, RRT-NPS, PNAP	mclark@ccp.edu
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Lisa Greatti*, BS, RRT	lgreatti@ccp.edu

*Denotes a program graduate

Medical Director – Respiratory Care Technology Program

Jeffrey Hoag, MD, MS, FCCP, FPLI, serves as the Medical Director for the Respiratory Care Technology Program. He is Section Chief of Pulmonary Medicine for Jefferson Health Northeast and Director of the Jefferson Health Adult Cystic Fibrosis Center. He also serves as Medical Director for Respiratory Therapy at Jefferson Health Northeast Hospitals and is a Professor of Medicine in the Division of Pulmonary, Critical Care, and Allergy at Thomas Jefferson University Hospital.

Dr. Hoag earned his medical degree from Virginia Commonwealth University School of Medicine, where he also completed his internship and residency in Internal Medicine. He went on to complete a fellowship in Pulmonary and Critical Care Medicine at Johns Hopkins University.

He is board certified in Internal Medicine, Pulmonary Disease, Critical Care Medicine, and Hospice and Palliative Medicine. His clinical and academic interests include asthma and COPD, cystic fibrosis, thoracic oncology, and critical care medicine.

Section III — Resources and Support Services

Respiratory Care Faculty and Laboratories

Dean of the Division of Math, Science and Health Careers

Dr. Vishal Shah

Office: W2-07

Phone: 751-8437

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Department Head of Allied Health

Michelle Dattilo, RDH, MS

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Phone: 215-751-8947

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Program Director

Lauren Diduch, MBA, RRT

Office: W2-33

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Email: ldiduch@ccp.edu

Director of Clinical Education

Kathy Sloan, MAED, RRT-NPS

Office: W2-31

Phone: 215-751-8544

Email: ksloan@ccp.edu

The Respiratory Care Faculty have offices in the West Building. All Faculty each have five office hours per week for student consultation. Please email for a scheduled in person or virtual meeting.

The Respiratory Care College Laboratories

Located in the West Building rooms W2-36 and W2-37. In addition to scheduled laboratory times, the labs are open for skill practice during the week. The labs are available when there are no scheduled classes in rooms with respiratory faculty supervision.

Counseling, Learning Labs, Center on Disability, Student Assistance Centers, Library

Counseling

The Counseling Department of Community College of Philadelphia can help you optimize your opportunities and meet your challenges. The College offers free, comprehensive counseling services to all of our students. Our highly qualified and diverse staff provides expertise in career, transfer, academic and personal counseling in both individual and group sessions. More information can be found on the website: [Counseling](#)

The Learning Laboratory

The Learning Lab Department offers free academic support services to Community College of Philadelphia students. Faculty specialists and tutors with expertise in a broad range of subject areas are available to provide students with a personalized learning experience. All of the Learning Lab Department's services are designed to help students achieve success throughout their college careers. Should the need arise, please discuss tutoring with your respiratory care instructor. More information can be found on the website: [Learning Labs](#)

Center on Disability

The Center on Disability (COD) fosters an educational environment that is inclusive of and accessible to the diverse population served by Community College of Philadelphia. It works collaboratively with College constituencies and outside agencies that support individuals with unique or complex learning needs. The Center is an office within the Division of Educational Support Services, which seeks to empower students, faculty and administrators to embrace disability as an integral component of the diversity that exemplifies the College. More information can be found on the website: [Center on Disability](#)

Student Assistance Centers

At Community College of Philadelphia, we offer specialized offices to support your needs inside and outside the classroom. Come as you are and discover the tools and peers essential to making your educational journey a success. More information can be found on the website: [Student Assistance Centers](#)

The Library

Our Library faculty help students with research questions, and provide students with the knowledge and skills to locate, evaluate, and use a wide range of resources to support their college coursework. More information can be found on the website: [Library](#)

Early Professional Membership Rates

Respiratory Care students are also required to join the **American Association for Respiratory Care** (AARC). AARC membership provides the student with automatic membership in the Pennsylvania Society for Respiratory Care (PSRC). The student price is \$25.00. In addition, the following benefits are extended to student members:

- Subscription to **RESPIRATORY CARE**, the professional resource for research into the practice of the respiratory care
- Subscription to **AARC-Times**, an informational journal on professional activities
- Discounts to national, regional, and local conventions and educational seminars
- Career opportunities through networking
- Financial Support through scholarships
- A chance to be awarded the PSRC student recognition award

Early Professional Membership Rates

All pricing listed includes a digital membership. Receiving the Respiratory Care Journal in print is an addition \$15 fee.

Membership Term	Rate
Year 1 (enroll)	\$25
Year 2 (renewal)	\$25
Year 3 (renewal)	\$40
Year 4 (renewal)	\$60
Year 5 and beyond	Active Member Pricing

Ways to join:

AARC membership site link <https://www.aarc.org/aarc-membership/member-services/join-renew/>

PSRC membership site link <https://www.psrc.net/membership>

Contact Information for Professional Organizations

Commission on Accreditation for Respiratory Care (CoARC)

264 Precision Blvd.

Telford, TN 37690

Phone: 817-283-2835

Email: webmaster@coarc.com

<https://coarc.com/>

American Association for Respiratory Care (AARC)

9425 N. MacArthur Blvd, Suite 100, Irving TX 75063-4706, USA

Phone: 972-243-2272, Fax: 972-484-2720

Email: info@aarc.org

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

National Board for Respiratory Care (NBRC)

Testing and Credentialing Organization

10801 Mastin St., Suite 300, Overland Park, KS, 66210

Phone: 913-895-4900

<https://www.nbrc.org>

Pennsylvania Society for Respiratory Care (PSRC)

225 Hampshire Drive, Sellersville, Pa 18960

www.psrc.org

New Jersey Society for Respiratory Care (NJSRC)

760 Alexander Rd, Princeton, N.J. 08540

www.njsrc.org

Alpha Eta and Lambda Beta Honor Societies

Alpha Eta Honor Society

Respiratory Care Technology students have the privilege of applying for Alpha Eta Society membership. Alpha Eta is the National Honor Society for the Allied Health Professions. Each year, 20% of the graduating class meeting the requirements can qualify for membership/induction. Eligibility requirements include:

- Enrollment in a Program leading to an Associate of Applied Science degree (A.A.S.)
- Enrollment in the second year, spring semester of the Program
- GPA of 3.50 or better at the completion of the fall semester of the second year
- Recommendation for nomination by the Program Chairperson

Lambda Beta Honor Society

To qualify for membership, a respiratory care student must have completed 50% of their respiratory care courses and hold a GPA that ranks in the top 25 percent of the respiratory class, or have a minimum cumulative GPA of 3.5. The individual must be of good character and be nominated by faculty or chapter officers from a Lambda Beta Chapter. Also, a graduate who meets the 25% criteria or 3.5 cumulative GPA at the time of graduation can become a member of Lambda Beta as an Alumni member. Individuals accepting a nomination to become a Lambda Beta member must submit an application and a one-time \$25 fee to the Executive Office. Upon receipt, the Executive Office will forward a new member packet with an official certificate.

Invitations for eligible students are sent during the spring semester of the second year.

The following awards are presented to selected graduating students:

- **PSRC Student Recognition Award (Must be an AARC member)**
- **Outstanding Clinical Performance Award**

Section IV — Policies and Procedures

Communication

Messages for the Respiratory Care faculty may be left via email or on the voice mail at their individual telephone numbers. If a student has an issue with an instructor, the student must go that Instructor first, then the Program Director, and then the Head of Allied Health.

Students must communicate with faculty using official Community College of Philadelphia communication channels, including their CCP email, Canvas, or by calling the instructor's CCP-issued phone. Communication between students and instructors via personal email accounts or private cell phones is not permitted.

Advising

Academic Advising for Respiratory Care students is provided by a faculty advisor during the academic year. Advisor(s) and dates for advising are announced each semester.

Student Employment

Many students find it difficult to maintain outside employment while enrolled in the curriculum. The faculty discourages more than 15 hours of employment per week. A respiratory care student employed in a health care agency may not represent himself as a Respiratory Care Practitioner. The College accepts no legal responsibility for a student's performance of respiratory care duties in a health care agency unless the student is under the supervision of a faculty member during a scheduled respiratory care course clinical experience. Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any curriculum requirements.

Health Requirements

Notice of Potential Exposure to Infectious and Environmental Hazards

Students enrolled in the Respiratory Care Technology Program should be aware that participation in educational activities, including laboratory sessions and clinical rotations, may involve potential exposure to infectious diseases and environmental hazards. These risks are inherent to healthcare settings and may include contact with bloodborne pathogens, airborne contaminants, and other occupational hazards. By enrolling in and continuing in the program, students acknowledge these potential risks and agree to adhere to all safety protocols, infection control guidelines, and institutional policies designed to minimize exposure and ensure a safe learning environment.

The following health screening measures are required yearly for all respiratory care students. ***All offers of acceptance are contingent upon successful completion of the screening measures set forth below.*** Failure to complete the clinical requirements listed below and in Appendix A will result in dismissal from the program.

Please refer to these requirements when completing health forms. (Appendix A) Admission or continuation in the Respiratory Care program is conditional until all health requirements are met.

Completed health forms (Physical Exam) and attached laboratory reports must be received NO LATER THAN OCTOBER 1ST, WITH ANY FOLLOW UP INFORMATION TO BE COMPLETED WITHIN 2 WEEKS. The QuantiFERON Gold/T Spot test for Tuberculosis is due the month of DECEMBER in order to be compliant with clinical site guidelines. If not received, you will be withdrawn from the Respiratory Program. A physical exam is done annually.

Required Fit Testing for Respirator (Mask)

All students will be required to complete annual fit testing for respirator use. Testing will be provided by the college. Acceptance of testing outside of the college will be at the discretion of the Director of Clinical Education. Facial hairstyles must meet CDC requirements for safe use. *OSHA does not permit fit testing for any individual where there is facial hair or any obstruction between the face and respirator edge. OSHA regulations are mandatory, and govern all worksites in the U.S.* Please refer to the CDC website for approved facial hairstyles:

<https://www.cdc.gov/niosh/npptl/pdfs/facialhairwmask11282017-508.pdf>

Failure to comply violates the college's affiliation agreements with clinical sites and therefore students will not be permitted to attend clinical which will result in the inability to continue in the program.

CPR

Adult, child, and infant, BLS for Healthcare Providers with AED must be completed by November 1st.

Required Vaccinations

- Hepatitis B vaccination series is required.
 - This is a series of three (3) injections. Documentation of the first two injections is required during the Fall semester of the first year. Documentation of the third injection must be submitted during the Spring semester of the first year.
 - A titer to prove immunity must be done following the 3rd shot.
 - If not immune after the 3rd Hep B shot the 3 shot series must be repeated. **OR**
 - Completed vaccine dosage at physician's discretion followed by a repeat titer to confirm immunity.
- The Gold QuantiFERON / T Spot test for TB.

- **This must be done annually**, and documentation uploaded during the month of December of the fall semester for first- and second-year classes.
- An annual chest x-ray is required if the T spot / Gold test is positive and a note from your Physician stating that you do not have active TB and can be in clinical with patient exposure.
- TDAP within 10 years
- A flu shot is required each Fall by November 1st.
- COVID-19 vaccine required by October 1st (repeat or booster as required)
- Rubella, Rubeola, and Mumps (MMR) and Varicella titers are required.
 - A negative result for Varicella, Rubella, Rubeola, Mumps (MMR) and/or Varicella will require 2 doses of the vaccine followed by a repeat titer to confirm immunity.
 - OR**
 - Completed vaccine dosage at physician's discretion followed by a repeat titer to confirm immunity.
- Any new immunization or titer required by CCP or affiliate hospitals must be done in a timely fashion or clinical will be interrupted or stopped. This could result in an inability to graduate or a late graduation.

*ALL LABORATORY RESULTS are to be uploaded into **CastleBranch** by dates indicated in Appendix A*

- Acknowledgement of Core Performance Standards for Health Care Career Programs a physical demand analysis. (This will be attached as a PDF or given as a hard copy in class).
- Clinical education requires a full range of motion, including pushing, pulling, twisting, lifting, and bending. Standing and walking are required for the entire clinical day (8 hours). Students who are registered with the Center on Disability must inform the Program Director if special accommodations are required.

Child Abuse Clearance and Criminal Background Check

Our hospital affiliate may request a copy of the information below

All students in the Respiratory Care Technology Program must pass a child abuse clearance, Criminal Background check, finger printing, and drug test prior to entering the clinical phase of the Program. Background checks are to be completed by September 1st. Acceptance to the program is conditional pending the outcomes of these checks. This will be done through **CastleBranch** by dates indicated in Appendix A.

Health Insurance

All students must demonstrate some type of Health Insurance. The College is not liable for any student injury. Every student is required to document current health insurance by September 1st in Castle Branch. No student will be permitted in the clinical setting without documentation of current health insurance. Single Stop located in the Mint building, M1-21, 267-299-5910, may be able to assist in this matter.

Substance Abuse

Student use of alcohol or any drug, including prescription medication used in an unauthorized manner while in the classroom, lab, or clinical education setting is strictly prohibited. Suspected impairment will result in the request of a drug test on the day of suspected impairment at the student's expense and possible dismissal from the Program pending the results. This includes medical/recreational marijuana.

Community College of Philadelphia provides a quality comprehensive educational program designed to meet and balance the diverse and changing educational, social, economic, and cultural needs of the community while providing a safe and healthful environment. The College is committed not only to learning and to the advancement of knowledge but also to the education of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and through rules and regulations governing student life that encourage responsibility and respect for the rights and viewpoints of others.

Therefore, the use, sale, distribution, possession of alcohol or any drug, including prescription medication used in an unauthorized manner, is strictly prohibited, and may result in disciplinary action up to, and including, expulsion.

The College believes that students are adults who are responsible for their own actions, and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the learning community.

The College's rules and regulations concerning student conduct may be found within the *Student Code of Conduct*. These rules and regulations are in effect when attending or participating in any class or activity sponsored by the College either on campus or at an off-campus event.

Consensual and Romantic Relationships

Consensual relationships occurring between supervisors and subordinates, or faculty and students can lead to circumstances which may be interpreted as sexual harassment.

Consensual relationships may also be viewed as causing a hostile or offensive work or academic environment when other staff or students believe that the person(s) involved in the

relationship(s) is/are receiving favorable treatment in employment or educational decisions and actions.

The College strongly discourages any sexual or romantic relationship between a faculty member and a student where the faculty member has authority or influence over, or responsibility for, that student. Similarly, the College discourages any sexual or romantic relationship between a supervisor and a staff employee, where the supervisor has authority or influence over, or responsibility for, that employee. Consensual relationships among faculty and students or supervisors and staff where such authority, influence or responsibility exists are strongly discouraged.

Pregnancy Policy

Any student who is/or becomes pregnant is responsible for the following:

- Informing the Program Director in writing when the pregnancy is confirmed.
 - Obtaining a clearance from her obstetrician/primary health care provider that she is physically able to complete the course requirements. This clearance must be given to the Department Head.
 - Notifying the Department Head in writing if there are any problems during the pregnancy. The student must determine whether she can meet the stated requirements of the course during the pregnancy. If she is unable to complete the semester because of the pregnancy, she must follow the college withdrawal policy.

Forms for the physician to complete may be obtained from the Department Head.

Minors on Campus

The presence of minors on campus, other than Community College of Philadelphia students, is strongly discouraged because of important safety and liability issues. To ensure the safety of children, those under the age of 18 must not be left unattended on college property. To prevent disruption of the learning process, children are not permitted in classrooms or laboratories when classes are in session. However, regarding classrooms (but not laboratories), faculty members instructing a class may make exceptions in individual cases, provided that the learning process is not disrupted.

Under no circumstances are minors other than Community College of Philadelphia students allowed in the Athletics Center, instructional laboratories, laboratory prep areas, library and/or learning commons, student academic computer centers, learning laboratories, or administrative service areas, such as duplicating, mail room and craft shops. This policy does not preclude children's participation in events sanctioned by the College or the involvement of children in educational activities specific to a curriculum. The College assumes no liability for any injury

incurred by minors who are not registered Community College of Philadelphia students while they are on college property.

Bereavement

In the event of the death of an immediate family member, **three (3) consecutive days** of excused absence will be granted for **bereavement**. "Immediate family" is defined as parent, spouse, child, brother, or sister. In the event of the death of a mother-in-law, father-in-law, grandparent, aunt, uncle, or cousin, **one day (1)** of excused absence will be granted for **bereavement**. If time is missed from classes, students should consult appropriate faculty. Documentation of family relation (e.g., obituary, funeral service card) must be submitted to college faculty.

Chosen Name

If you prefer to be called by a different first name and/or change your contact information, you can update your information in <https://www.myccp.online/>. Please note that students must use their legal name for all documentation pertaining to their clinical education, including but not limited to BLS certification, student IDs, health forms.

- **Log into MyCCP:** Access the student portal at MyCCP.
- **Navigate to the form:** Locate the "Student" tab, then "Records and Registration", and then "Electronic Forms". From there, select "Change of Information".
- **Find the "Chosen/Preferred First Name" section:** This section may be slightly further down the page, not within the initial instructions.
- **Enter your preferred name:** Type in the first name you want displayed in systems like [Canvas](#). Do not include your last name.
- **Submit the form:** Click "Update Preferred Name".
- **Allow time for processing:** It may take up to 24 hours for the change to be fully implemented across all systems.

Student Records

Students may inspect their personal file by scheduling an appointment with the Department Head. A student must examine the file with the faculty in attendance and may request deletion of any file contents. Hard copy of all results is kept on file at CCP in case of electronic issues.

Research

Occasionally the Respiratory Care Faculty collects or participates with campus/off-campus researchers in collecting data to provide a basis for improving the Respiratory Care curriculum

and/or services to the students. Anonymity and confidentiality are maintained in the collection of any such data. The results of data collected will not in any way affect a students' grade.

Jury Duty | Court Subpoena

Absence due to **jury duty summonses or court subpoenas** may be excused once proper documentation is submitted to the College faculty for review.

Cell Phones

All cell phones and pagers must be turned off before entering the class. You are not permitted to answer your cell phone during classroom lectures. In the event you are expecting an emergency call, you must notify one of us prior to the start of class. You must then place the cell phone on vibrate and if the emergency call is received, you must step out of the classroom to receive the call. Other classroom disruptions will not be tolerated. Please refer to the College's *Student Handbook* for the Student Code of Conduct.

Recording of Classes

It is the faculty members' option to allow a student to record or stream classes. Students should request permission from the faculty member before the lecture/lab. No recordings/pictures are permitted in clinical agencies. Cell phones are to be turned off when entering the classroom, except if recording. Anything recorded or streamed is not permitted to be released to the public, any abuse of this will lead to legal consequences. Any use of cell phone during testing will be considered cheating and the student will be dismissed from the Respiratory Program.

Inclement Weather

In the event of inclement weather, the announcement of a closure or delay to the opening of Community College of Philadelphia will be distributed through the methods listed below:

- College Information Hotline: 215-751-8000
- College Website: www.ccp.edu
- The College's Facebook and Twitter pages: [Facebook.com/CCP.edu](https://www.facebook.com/CCP.edu) and [Twitter.com/CCP.edu](https://twitter.com/CCP.edu)
- Radio: KYW-1060 AM the College's numbers are 238 for day classes and 2238 for evening classes. These numbers apply to ALL locations of the College, including the regional centers.
- You may also visit <http://philadelphia.cbslocal.com/schools/> to sign up to receive school closing information via text and/or email.
- Television: CBS 3, NBC 10, 6ABC and Fox 29 local news broadcasts.

- e2Campus Text message/Email. Sign up or update your account here:
<https://www.e2campus.net/my/ccp/>
- A notice of the College closing will be placed on CCPTV, Comcast Channel 53 and Verizon FIOS Channel 21

If a message about closure or delay is not posted to these outlets, the College will open on time.

Campus Safety

Community College of Philadelphia is committed to providing a safe environment for students, employees, visitors, and persons using College facilities. A comprehensive safety program has been established to address the various threats to the safety of the College's constituents. Students can view the Safety Program and Tips. Check website below:

<https://www.myccp.online/department-public-safety/campus-safety-program-safety-tips>

Community College of Philadelphia also provides an annual security report containing information and statistics of known and reported on-campus crime. Students can view the Annual Security Report:

<https://www.myccp.online/department-public-safety/annual-security-report>

Disciplinary Action | Student Appeals Procedure for Academic and Disciplinary Matters

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Respiratory Care Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction because of violating an academic honor code or suspended or dismissed by an educational program may not qualify for the NBRC registry, certification examination, or licensure in your state that you wish to practice Respiratory Therapy.

Any violation of college or Respiratory Care Technology program policies while enrolled in the program will be reviewed by the Program Director and designated faculty. All violations will be reported to the Dean of Students through the Behavioral Reporting Form which can be found here: <https://myccp.online/starfish-connect/reporting-behavior-concerns>

Such violations may result in disciplinary action, including but not limited to academic probation, course failure, or dismissal from the program without eligibility for readmission.

Students have the right to appeal academic and disciplinary decisions in accordance with established College policies. Information regarding the Student Appeals Procedure for

Academic and Disciplinary Matters can be found here: <https://www.myccp.online/college-policies/student-appeals-procedure-academic-and-disciplinary-matters>

Tuition, Fees, and Program Expenses

Continuation in the RESP Program requires all College financial obligations to be met. Tuition for the RESP Program varies based on student residency. Tuition and fees for college courses can be found by visiting www.ccp.edu. Additional Program expenses include textbooks, uniforms, Criminal Background and Child Abuse Check, Health examination and laboratory fees, Review seminar for RRT examination preparation (Kettering) and self-assessment examination application fee.

Table I — Examples of Program Fees in Addition to CCP Tuition and Student Fees

Information regarding tuition and resources can be found on the website: [Tuition & Fees | Community College of Philadelphia](#)

Expense	Amount
Textbooks	\$800-\$1000
Caribbean Blue Scrubs, shoes (2-3 pairs)	\$150-200
Stethoscope / Watch with a Second Hand	\$125
Health Exam / Immunizations	\$500
Health Insurance	Variable
AARC Membership	\$25/year
PSRC conference X 2	\$50/year
Criminal Background Check / Child Abuse Clearance / Fingerprinting	Included in Castlebranch
Drug Screening	Included in Castlebranch
NBRC TMC Exam	\$190
NBRC CSE Exam	\$200

Expense	Amount
Transportation / Parking to Clinical Sites	\$400
BLS Healthcare Provider CPR	\$75

**Text can be rented or bought online; some may be downloaded for free.*

Additional Course Fees for the Respiratory Care Technology Program:

Course — Fee	Course — Fee
RESP 100 — \$105.00	RESP 210 — \$175.00
RESP 101 — \$105.00	RESP 211 — \$105.00
RESP 102 — \$175.00	RESP 220 — \$105.00
RESP 103 — \$105.00	RESP 221 — \$345.00
RESP 104 — \$175.00	RESP 299 — \$175.00

Section V — Student and Faculty Responsibility Statements

Department of Allied Health — Student and Faculty Responsibility Statements

An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty members bring knowledge and expertise to the partnership. Their responsibility is to create an environment conducive to learning and to promote opportunities for student learning, all the while respecting the diversity of the student body. Faculty members have a professional responsibility to plan and deliver quality instruction as defined by course objectives and to clearly outline expectations. This includes, but is not limited to:

- Evaluating student work in a fair, objective, and timely manner
- Respecting opinions without demeaning the student
- Giving help and clarification when needed
- Being accessible and approachable to students (e.g., maintaining posted office hours and arranged appointments)
- Having a positive, caring attitude toward teaching and learning
- Presenting facts and skills in an organized manner that respects various learning styles

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of the educational opportunities available. Students are also expected to conduct themselves in such a manner as not to interfere with the learning of others. The following list is not meant to be inclusive, but rather further defines the student's role:

- Come to all class sessions, lab and clinicals prepared and on time
- Display interest in the subject matter through participation, questions, etc.
- Bring forth concerns to appropriate individuals
- Seek help and clarification when necessary (e.g., through tutoring, study groups, questions)
- Engage in accurate, objective self-assessment of own work and continually be aware of class standing/performance
- Understand the instructor's expectations and methods of assessment; and
- Initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents

Everyone has a responsibility to respect the rights of others regarding academic affairs. This includes:

- Refraining from inappropriate comments
- Engaging in objective discussions when differences occur
- Developing sensitivity to diversity among students and faculty
- Allowing others an equal chance to participate
- Respecting the personal time of others

The welfare and academic success of the students are the primary considerations for the learning partnership. The contributions made by both faculty and students are critical to the success of the partnership.

Admission Process

Admission into the Respiratory Care Program is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications to the Respiratory Care Program open on October 1 and close on June 1. All required materials must be submitted by the June 1 deadline to be considered for admission. Late or incomplete applications will not be reviewed.

Students must meet the following minimum requirements before applying to the Respiratory Care Program:

- High School diploma or GED documentation
- CCP or equivalent (BIOL 109) with grade “C” or better in the past 10 years
- Demonstration of readiness for ENGL 101 and MATH 149 or 150 as determined by the College's placement tests, or by successfully completing developmental coursework
- Minimum grade point average of 2.80

Applicants must be at least 18 years of age by the start of the Respiratory Care clinical experience.

All Respiratory Care program applicants must be current Community College of Philadelphia students. Applicants who are new to the College must begin the application process by first applying to the College. Transcript evaluation and completion of a placement test (or test waiver) is required. Apply to the College: <https://www.ccp.edu/getting-started/admission-process>

Current Community College of Philadelphia students can begin the Respiratory Care program application process: <https://ccp.edu/respiratory-care-technology-intake-process>

Applicants must:

- Complete & sign an application form
- The student can apply online from CCP intake page: <https://www.ccp.edu/respiratory-care-technology-intake-process>
- Submit official copies of supporting documents (e.g., official transcripts)

- Complete the pre-entrance Allied Health testing program with benchmark score or higher.

Upon completion of the above documentation, the Program Director (or designee) will review and score all applicants with particular attention to:

- Cumulative grade point average
- Strength of secondary/post-secondary academic curriculum
- Allied Health pre-entrance examination score (if required)
- Extracurricular activities, community service, and work experience

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.

Clinical education requires a full range of motion, including pushing, pulling, twisting, lifting, and bending. Standing and walking are required for the entire clinical day (8 hours). Students who are registered with the [Center on Disability](#) must inform the Program Director if special accommodations are required.

Completion of Criminal Background Check and Finger Printing

- Conviction of serious and/or violent crimes results in denial of admission into the Respiratory Care Program.
- Criminal proceedings including:
 - Misdemeanor charges and convictions,
 - Felony charges and convictions,
 - Military courts-martials; and/or
 - Disciplinary actions taken by state or federal regulatory authority or certification board; and/or
 - Honor code (academic) violations.

Completion of Child Abuse Clearance

- Any record results in denial of admission into the Respiratory Care Program.

Completion of Drug Screening

- A positive drug screening results in denial of admission into the Respiratory Care Program.

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients and have the responsibility to maintain extremely high standards of health practice.
- Documentation of up-to-date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza, COVID-19 vaccine) will be necessary
- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of respiratory care student uniform.
- Adult, child, and infant for Healthcare Providers. For more information, visit [American Heart Association CPR & First Aid for Healthcare Providers](#)

Attendance Policy

It is **crucial** to your successful completion of this class that you **attend every lecture and lab session**. In accordance with the College policy on attendance, if you have a medical reason that requires you to miss more than two weeks' worth of scheduled classes (two lectures and two laboratory sessions), you may be dropped from the course.

- Arriving 20 minutes late to a lecture will constitute an absence.
- Arriving 30 minutes late to a laboratory will be recorded as an absence.
- Any student who arrives five minutes after the class's scheduled start time will be marked as late.
- Three lateness's are equivalent to one absence.
- If you are going to be absent or late on any day, please send an email or text to one of us in advance to be given the opportunity to make-up any quizzes or exams given during the session you missed. Failure to do so will result in the grade of zero for that activity.
- If you are on a class ZOOM, class or test, your face must be seen. The only exception is if you have communicated with your instructor prior to class for an exception to be made. Also, class ZOOM cannot be done from your bed, this will count as an absence.

Missing lecture sessions may not only result in being withdrawn from the class, but it will also be difficult and challenging for you to keep up with the scheduled course activities.

If you do not notify your instructor prior to your absence, you may not be permitted to make up the in-class activity (e.g., quiz and exam). The instructor will decide if this can be made up or if the student will receive a grade of zero for that activity.

Any student absent from lecture and/or lab is responsible for:

- Obtaining all handouts

- Acquiring material discussed
- Completing assignments by due date
- Contacting a classmate before class to ask for his/her willingness to take notes, etc. and share them upon your return

You are responsible for ALL information missed while late or absent from class. This includes any changes to the schedule that might occur.

If you report to class on time but leave the lecture or laboratory session for any reason without authorization from one of us, you will not be given full credit for attendance that day. If you are gone more than 30 minutes from a class/lab, you will be marked as absent.

Absences seriously disrupt a student's orderly progress in a course, and there is a close correlation between the number of absences and what the student earns as a final grade in the course. Although an occasional absence may be unavoidable, the absence in no way excuses a student from meeting the requirements of a course. You are still responsible for preparing all assignments for next class meeting and for completing work missed.

CCP Attendance Policy

Students' participation in regularly scheduled sessions or classes is an essential part of the instructional process. College students are expected to fulfill their academic responsibilities by attending all classes unless prevented from doing so by illness or emergency.

Faculty submit attendance reports after the 20 percent point for all terms and the 50 percent point for any term that meets 10 weeks or longer.

If a student has been absent from class for several days equal to the equivalent of two weeks or more, the instructor may initiate a withdrawal (W) after the 20% attendance reporting period.

For Distance Education courses (only for certain circumstances), the minimum standard for a faculty-initiated withdrawal (W) is measured by a student's failure, during the time referenced above, to engage in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Individual faculty members have the right to establish regulations regarding attendance at class sessions and laboratories that they consider necessary for successful completion of the course materials. These regulations may include a reduced grade for students who miss classes.

Curriculum Map of Respiratory Care Technology Program

Course	Course Name	Credits
Fall Semester — 1st Year		
Respiratory 101	Resp. Care Technology	4
Respiratory 100	Intro. Resp. Care Techniques	4
English 101	Intro. English Lit.	3
Biology 110	Anatomy and Physio. 2	4
MATH 149 or 150	Introductory Data Analysis with Algebra Review or Introductory Data Analysis	3
Total for semester		18
Spring Semester — 1st Year		
Respiratory 102	Pharmacology, Airways, and Modalities / Clinical	4
CIS 103	Computer Information Systems	3
English 102	Research Paper	3
Total for Semester		10
Summer I — 1st Year		
Chem 110 or Chem 101	Intro Chem or General Chemistry	4
Resp 103	Intro. Cardiopulmonary	3
Total for Semester		7
Summer II — 1st Year		
Respiratory 104	Clinical Practicum with lab	3
Total for Semester		3
Fall Semester — 2nd Year		

Course	Course Name	Credits
Resp 210	Cardiopulmonary Physiology	4
Resp 220	Advanced Resp. Care / clinical	5
Biology 241	Microbiology	4
Total for Semester		13
Spring Semester — 2nd Year		
Respiratory 211	Cardiopulmonary 2	4
Respiratory 221	Adult Critical Care	6
CMS 115	Public Speaking	3
Sociology 101	Intro. To Sociology	3
Total for Semester		16
Summer I — 2nd Year		
Resp 299	Advanced Resp. Procedures 3 / clinical with lab	3
Total for Semester		3
Total for Curriculum		70
General Ed Credits	Can be taken prior to start of Program — Highly recommended	30

Progression in the Respiratory Care Curriculum — Voluntary Withdraw | Failure of Courses | Dismissal | Reinstatement / Reapplication Procedure

To remain in the Respiratory Care curriculum, a student must maintain a grade of C or better in all Respiratory Care and required support courses and a 2.00 GPA each semester. In addition, students must achieve satisfactory ratings on all pre-clinical and clinical performance evaluations in each semester; maintain health insurance and current CPR certification; and

meet health requirements. All students entering the program must document current BLS CPR certification, to include adult, infant, child, and AED with Healthcare provider, by November 1st during both the first and second years of the program.

If a student withdraws from or fails a Respiratory Care or required support course, he/she will be dropped from the program. The student must apply for re-admission to the program as directed by the Curriculum Coordinator/Program Director. This re-application must include documentation of the circumstances responsible for the withdrawal or failure and a plan of action to deal with these circumstances in the future. Re-admission to the program is contingent upon approval of the entire faculty. A student may apply for re-admission to the program only ONCE. GPA must be at least a 2.75 for readmission.

Any student whose behavior in the classroom, laboratory or clinical areas is deemed inappropriate/ unprofessional, will be asked to leave and an absence will be recorded. Readmission to the area will be permitted only after the student, instructor and program director have met concerning the inappropriate behavior and only upon favorable recommendations of the instructor, program director, and counseling center if necessary.

Inappropriate/unprofessional behavior would include, but is not limited to, disruption of class for any reason or detection of drug or alcohol use prior to arrival for lecture, laboratory, or clinical activities. This includes falling asleep and not following direction. This also includes raising of your voice to an instructor, patient, or fellow student. The student will be given a warning and if the behavior happens again, the student will be dismissed from the Program. Carrying weapons into any program area (college or clinical facility) is strictly forbidden and violations will be dealt with in accordance with college policy. Refer to the College's Weapons Policy found in the College's Student Handbook for clarification.

Academic Honesty Standards

Please refer to end of course syllabus for the College's *Academic Integrity Policy and Process*

A foundation of mutual trust and individual responsibility is essential in an academic community. Faculty members at the Community College of Philadelphia try to create an environment in which honesty is encouraged and dishonesty discouraged. Students are obligated to demonstrate respect for the principles of academic integrity by not participating in acts of academic dishonesty and by reporting violations to faculty or administration. Students will be asked to scan their computer area prior to quizzes and tests to check for any loose papers, notes, or open books. (Please also refer to the *College Student Handbook*)

Academic dishonesty may take many forms. The following list may not be inclusive:

- **Cheating:** using unauthorized assistance, materials, or study aids in an academic exercise
- **Plagiarism:** using the words or ideas of another without appropriate acknowledgment

- **Fabrication:** falsifying or inventing information or data
- **Deception:** misrepresenting work or academic records; forging signatures
- **Electronic Dishonesty:** using network access in an inappropriate way, having an impact on a class or the work of others that includes but is not limited to using a cell phone to photograph any examination material.
- **Facilitating Academic Dishonesty:** intentionally assisting another student to commit an act of academic misconduct. Students who commit acts of academic dishonesty will be subject to disciplinary action by the College through due process procedures for student conduct violations.
- Talking to another classmate during a test will be considered cheating, no matter where the location of test. Cheating is grounds for dismissal from the program.

It has been reported that there are Respiratory test questions and answers that are available on the internet. CCP IT is looking into this and any student or graduate that is found to have exposure of this information will be dismissed from the Program and reported to the State Board of Medicine and will never be able to obtain a Professional License in Respiratory, or their license will be under review to be revoked.

The penalties, listed in order of increasing severity, may be:

- Re-doing the project
- Lowering the project grade
- No credit for the assignment
- Lowering the course grade
- Failure for the course
- Removal from the academic program
- Dismissal from the College

Examinations & Lab Practicums Schedule Policy

Every student must attend all scheduled testing. In the event of an unforeseen emergency, the student must contact the course instructor on or before the day of the test **prior** to the test. The following are the only acceptable reasons for missing an examination, and documentation of such must be provided:

- Personal hospitalization
- Death in the family
- Jury Duty / court appearance
- Military Service

The student assumes the responsibility for contacting the course instructor to schedule a time to take the examination. This is a departmental policy, but individual instructors are free to establish policies that may differ, and deviation from this policy will be detailed in course outlines.

Quizzes

Policies concerning quizzes are the responsibility of the individual instructor and will be detailed in the outline distributed at the beginning of each course.

To be competent in the delivery of health care, respiratory care students are expected to have a core of knowledge as well as a core of behavior. This core of behavior includes high ethical standards. Students should display honor and integrity throughout their experience at CCP. Regarding testing, this means that all test materials remain confidential. For example, test materials never leave the testing room and students may not leave the testing room while a test is in progress unless they have completed the test and handed it in for grading or have been excused by the instructor. Students having concerns about the integrity of testing materials should talk with faculty about their concerns.

Grading Policy

Respiratory Care faculty have adopted a grading policy that differs from the College's policy. The following policy reflects the minimum requirements to pass national credentialing examinations:

Grade	Range
A	92 to 100%
B	85 to 91%
C	80 to 84%
D	65 to 79%
F	Less than 65%

All faculty strictly adhere to this policy, and any grade less than a "C" will result in the student being dropped from the Program. Only for the first semester, the students will have a 75% as the minimum to pass. This is to give the student a chance to acclimate to the testing in the Respiratory Care Program.

Laboratory Practicum and Competency Policy

Lab Practicums

Lab practicums must be passed with a minimum score of 80% on all required skills. There is no remediation option for lab practicums. Each student must attend all scheduled lab practicum testing sessions. Exemptions for missed testing are outlined in the *Examinations & Lab Practicums Schedule Policy*. Failure to achieve a passing score will result in a final course grade of a D or F, and the student will not be permitted to progress in the program.

Pre-Clinical and Clinical Competencies

Several Respiratory Care courses require successful completion of specific pre-clinical competencies in order to receive a passing grade. These competencies are evaluated using standardized rubrics that outline the required criteria for satisfactory performance.

Students must arrive on time for all scheduled competency testing sessions. Failure to arrive at the scheduled time or missing a competency assessment will result in a score of zero and will require remediation.

Students are expected to be prepared for all scheduled competency testing. Failure to demonstrate adequate preparation will result in a written warning and an unsatisfactory or failing grade for the skill; repeated occurrences will result in a final course grade of a D or F.

All pre-clinical and clinical competencies must be successfully completed and documented by the deadline established by the course instructor. Failure to meet this requirement will result in a final grade of D or F for the course, regardless of performance in other course components.

A laboratory specialist will be available to assist students and will assign a recurring weekly appointment at the beginning of each semester. Students are expected to attend and utilize this time effectively. Competencies are designed to prepare students for clinical practice and must be completed within the allotted time during testing. No exceptions will be made.

All required components must be successfully completed to pass the course. Clinical and laboratory performance must meet minimum competency standards for progression in the program.

Competency Remediation

If a student is unsuccessful in a competency attempt, remediation is permitted. The student must repeat the skill/competency. A student requiring two remediations will receive a written warning. Failure to successfully complete a competency following remediation, or the need for additional remediation beyond this limit, will result in a final course grade of a D or F.

Multi-Media Laboratory

The Respiratory Care Technology Program is privileged to have a Multimedia Laboratory for use by faculty and students. The facility enables both to use state-of-the-art multi-media equipment for both instructional and self-paced learning experiences that includes learning packages, clinical simulations, and testing materials.

In most Respiratory Care courses, students are required to spend time using the facility and are encouraged to sample other available learning packages to support and strengthen the knowledge base gained through lecture and laboratory presentations.

The Multimedia lab is open outside of regular scheduled class periods. (A faculty member needs to be present) Everyone using the multi-media lab must adhere to all policies concerning its use including one which prohibits bringing **FOOD** or **DRINK** into the lab.

Computer Technology Usage

The College computers located in the Respiratory classroom/laboratory are for faculty and student use within the rules as set forth in the College policies and procedures. These computers are not to be used for personal use. Abuse of the College's technology is prohibited. Violations consist of theft and/or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another individual's identification and/or password
- Use of computing facilities to interfere with the work of another student, faculty member, or College official
- Use of computing facilities to send obscene, abusive, or threatening messages
- Use of College computers to visit lewd and indecent web sites except for educational purposes. Use of computing facilities to interfere with normal operation of the College computing system

Articulation Agreements to Transfer to Four-Year Schools for Bachelor Education

Community College of Philadelphia maintains formal articulation agreements with multiple institutions that allow students to transfer and complete a bachelor's degree. For a comprehensive list of available degree completion options, see

<https://www.myccp.online/transfer-agreements>

Before starting a bachelor's program, it is highly advised that you talk to many people in the field to see what they have studied and enjoyed, and to consider your career goals. Business, Education, Home Care, LTAC (Long Term Acute Care), ECMO (Extracorporeal Membrane Oxygenation Technician), Sleep Lab Therapist, Transport Therapist, Perfusionist, RN, Nurse Practitioner, Physician Assistant are all possible career paths.

Section VI — Information and Policies for Clinical Facility Rotation

Clinical Compliance Policy

To participate in clinical rotations for the Respiratory Care Technology Program, students must be fully compliant with all clinical requirements as outlined in CastleBranch. These requirements are mandated by the College and affiliated clinical sites to ensure the safety of patients, staff, and students.

Required documentation includes, but is not limited to

- Proof of current vaccinations and immunization records
- A completed and up-to-date health physical
- Current Basic Life Support (BLS) certification for the Healthcare Provider with AED from the American Heart Association
- Proof of active health insurance coverage

It is the student's responsibility to monitor their compliance status in CastleBranch and to ensure that all documents are submitted, current, and approved by the required deadlines. **Failure to maintain compliance will result in removal from clinical rotations, which may affect the student's ability to complete the course and progress in the program.**

General Guidelines for Clinical Rotation

Students must be well prepared for each clinical assignment. Students who are not prepared for the clinical day will be dismissed by the clinical faculty for the day. Dismissal for lack of preparation is an unexcused clinical absence. Students may also be dismissed at faculty discretion, for behavior which is deemed inappropriate/ unprofessional for the clinical setting. At no time may a student leave the clinical laboratory without the permission of the faculty. Depending on the semester, clinical experiences may be scheduled as early as 7:00 AM, as many as five (5) days a week, up to eight to twelve hours per day.

Students are expected to report to the clinical site on time and are expected to leave the clinical site when dismissed at the end of their shift. Students are not permitted to contact assigned clients outside of the scheduled clinical rotation experience except when the College's contract with the clinical site contains provisions for data gathering preparation visits. In this case the procedure will be outlined by the faculty.

The required respiratory care student uniform must be worn in the clinical laboratory. Uniform must be clean and neat for each clinical day. A complete uniform includes:

- Scrub top and pants (Caribbean Blue)
- College and/or hospital ID
- Appropriate footwear
- Watch with second hand
- Stethoscope

While in uniform, students are expected to maintain the highest standard of personal hygiene and professional appearances. All students must use deodorant and should refrain from using cologne or cosmetics. All students must have short, clean fingernails. No artificial nails are permitted in the clinical areas. Only clear nail polish is permitted. Male students are permitted to wear groomed beards and mustaches. This will vary and if wearing N95 masks, no beard is permitted. Men without beards must always appear cleanly shaved.

Hair must be clean and neatly arranged so that it does not interfere with patient care. No colorful hair decorations are permitted. The only jewelry acceptable while the student is in uniform is a watch, a wedding ring and small, post type earrings.

Violation of any policies established by the program or clinical site will result in disciplinary action, which may include, but is not limited to, reduction of the earned grade, removal from the clinical site, failure of the course, and/or dismissal from the program.

Attendance Policy

Clinical Education consists of four courses. The clinical portion of the RC Program allows students, under the supervision of licensed Respiratory Therapists, to put into practice the theories and skills learned in the classroom/laboratory. In addition, the students master the objectives in the cognitive, affective, and psychomotor domains required of a healthcare professional.

While in Clinical Education courses, the student-respiratory care practitioner is required to observe the rules and regulations established by CCP and the clinical affiliates. Clinical attendance is imperative for students to gain confidence, competence, and procedural proficiency. Clinical attendance will be recorded by Trajecsyst. The student will clock in and out on their phone in accordance with their scheduled clinical hours and the clinical course syllabi. Student-respiratory practitioners are advised to keep a personal record of their absences from Clinical Education so that they do not abuse the policies set forth. **Failure to attend and complete all required clinical rotation hours will result in disciplinary action, up to and including failure of the course (with a maximum possible grade of D or F) and/or dismissal from the program.**

Clinical Rotation Schedule:

- RESP 102: Spring clinical rotation during 1st year consists of one 6-8 hour shift every Thursday
- RESP 221: Spring clinical rotation during 2nd year consists of one 6-8 hour shift every Monday
- Summer clinical rotation consists of three 12-hour shifts
 - RESP 104 Monday, Wednesday, Friday
 - RESP 299 Monday, Tuesday, Friday

**Rotation dates/times are subject to change at the discretion of the Program Director, Clinical Director of Education, Clinical Instructor, or clinical site availability.*

Clinical Absences

The Director of Clinical Education will hand out specific instructions depending on the semester. The clinical attendance policies are as follows:

- **There are no “personal days” off from clinical.**
 - Students should plan personal days during scheduled College breaks in accordance with the academic calendar.
- **Any clinical day/hours that are missed, must be made up. If two (2) or more days are missed or 16/24 hours, the student will meet with the Director of Clinical Education and Program Director to discuss continuation in the Program.**
- Students deemed to have a **communicable condition** will be sent home from clinical and will have to make up the hours missed.
- Students deemed to have a **communicable condition** by a physician will NOT be permitted to return to Clinical Education without a physician's note. Students are to present the **original** physician's note to College faculty and a **photocopy** of the note to the Clinical Preceptor.
- **Absence for two (2) or more consecutive days requires a physician's note/medical clearance to return.**
- In the event of serious illness or hospitalization, the Program Director and Director of Clinical Education will advise the student about making up the time and/or other possible consequences.
- The required hours for each clinical rotation must be recorded and met in Trajecsys.

Unexcused Absence

- Failure to clock in and/or out on Trajecsys will result in the day being recorded as an unexcused absence.
- Any absence taken without proper notification to program officials will be recorded as an unexcused absence.

Clinical Evaluation

The clinical evaluation tool consists of three sections:

- Clinical Performance Objectives and/or Checklists
- Clinical Evaluations
- Clinical Attendance

Evaluation Process

The goals of clinical evaluation are to:

- Determine whether the student has sufficient knowledge for the established level of practice.
- Determine whether the student is performing treatments and procedures effectively and safely.
- Provide feedback to encourage behaviors associated with the professional practice of competent respiratory care services.

Clinical Objectives and/or Checklists

Prior to the beginning of each clinical rotation, the student is given a list of clinical objectives to be completed during that rotation. All objectives, unless otherwise stated, **MUST** be completed to receive a passing grade for the course. Completion of clinical objectives must be documented in the Trajecsys clinical management system.

Clinical Evaluations

Consistent safety is an overriding concern in all areas of Respiratory Care practice. Any student activity or lack of activity which threatens the client's physiological or psychosocial integrity, or which violates the principles of asepsis is a safety concern. Consistent or gross violation of client safety will result in a failure of the respiratory care course.

Clinical evaluations are conducted at both the midterm and end of each course and are completed using the Trajecsys clinical tracking system. Evaluations are based on a 5-point Likert scale, and students must achieve a minimum score of 3 in each evaluation component to meet competency requirements.

If a student receives a score below 3 on any criterion at midterm, they will be required to meet with the Director of Clinical Education to identify areas of deficiency and develop a remediation plan. The Director of Clinical Education will conduct periodic check-ins, at their discretion, to monitor the student's progress. These check-ins may include meetings with the student, clinical instructor, clinical preceptor, and respiratory care leadership at the clinical site.

Failure to successfully complete the remediation process and achieve a minimum score of 3 in all evaluation criteria will result in a final course grade of D or F, regardless of the student's overall course average, and may result in dismissal from the program.

List of Clinical Affiliates

Temple Health System

Temple University Hospital — 3401 N Broad St, Philadelphia, PA 19140

Temple Chestnut Hill Hospital — 8835 Germantown Ave, Philadelphia, PA 19118

Temple Hospital — Jeanes Campus — 7600 Central Ave, Philadelphia, PA 19111

University of Pennsylvania Health System

Hospital of the University of Pennsylvania — 3400 Spruce St. Phila., PA 19104

Presbyterian Medical Center — 51 N 39th St, Philadelphia, PA 19104

Pennsylvania Hospital — 800 Spruce St, Philadelphia, PA 19107

Jefferson Health System

Thomas Jefferson University Hospital — 111 S. 11th St. Philadelphia, PA 19107

Albert Einstein Medical Center — 5501 Old York Rd, Philadelphia, PA 19141

Jefferson Abington Hospital — 1200 Old York Rd, Abington, PA 19001

Jefferson Lansdale Hospital — 100 Medical Campus D, Lansdale, PA 19446

Jefferson Methodist — 2301 S. Broad St., Philadelphia, PA 19148

Jefferson Health Northeast (Formerly Aria Health/Frankford Hospitals):

Jefferson Frankford Hospital — 4900 Frankford Ave, Philadelphia, PA 19124

Jefferson Torresdale Hospital — 10800 Knights Rd, Philadelphia, PA 19114

Mainline Health System

Lankenau Medical Center — 101 E. Lancaster Ave. Penn Wynne, PA 19096

Riddle Hospital — 1068 W. Baltimore Pike, Media, Pa 19063

Bryn Mawr Hospital — 130 S. Bryn Mawr Ave, Bryn Mawr, 19010

Paoli Hospital — 255 W. Lancaster Ave, Paoli, PA 19301

Additional Clinical Affiliates

Cooper University Hospital — 1 Cooper Plaza, Camden, NJ 08103

Nazareth Hospital — 2601 Holme Ave, Philadelphia, PA 19152

Children's Hospital of Philadelphia — 3401 Civic Center Blvd, Philadelphia, PA 19104

St. Christopher's Hospital for Children — 160 E Erie Ave, Philadelphia, PA 19134

Management of Student Health Records

Student health records will be maintained through the CastleBranch online portal to ensure compliance with clinical requirements and to protect student privacy and confidentiality. Faculty will not access, share, distribute, or transmit student health information beyond what is required for program compliance.

If a clinical site requires copies of student health records or additional documentation, it is the responsibility of the student to provide the requested materials directly to the site. All handling of health information is expected to comply with applicable privacy and confidentiality standards.

Consent to Release Student Health Records

As a student at Community College of Philadelphia and while participating in the **Respiratory Care Program**, our affiliate hospitals may require proof of student health records for clinical rotations. Your student health records will be kept confidential by the staff of the clinical facility in accordance with clinical policy and applicable law. Students may be required to submit documentation to the clinical affiliate or have an additional health assessment completed. By signing off in Castle Branch that you have received and read this handbook, it is understood that you agree with this policy.

Handbook Consent

I have read the Handbook for the Respiratory Care Technology Program at the Community college of Philadelphia and fully understand the policies and procedures stated. I further understand that these policies and procedures are subject to modification by the College and Department faculty. I understand that the provision of false information or the omission of material information under any circumstances will lead to dismissal from the Respiratory Care Program. At the conclusion of reading this handbook, you can go to Castle Branch and record that you have read the handbook.

Section VII — Appendix A

Vaccination, Background Check & Other Clinical Requirements

All Action Items due by October 1st, unless otherwise noted. Tuberculosis testing must be completed during the month of November each Fall semester. Failure to complete the following action items by the due date will result in being withdrawn from the program.

1st Yr	2nd Yr	Action Item	Notes
<input type="checkbox"/>	<input type="checkbox"/>	OW65 FutureFocus Questionnaire	Annually

1st Yr	2nd Yr	Action Item: Clinical Requirements OW65	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Measles, Mumps & Rubella (MMR)	*
<input type="checkbox"/>	<input type="checkbox"/>	Varicella (Chicken Pox)	*
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B	**
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis (TB) QuantiFERON Gold or T Spot	Annually***
<input type="checkbox"/>	<input type="checkbox"/>	Tetanus (TDAP)	< 10 Yrs****
<input type="checkbox"/>	<input type="checkbox"/>	Influenza (Flu)	Annually
<input type="checkbox"/>	<input type="checkbox"/>	COVID-19 Vaccination	Annually
<input type="checkbox"/>	<input type="checkbox"/>	Health Form Completed by Physician (Respiratory Student Health Form)	
<input type="checkbox"/>	<input type="checkbox"/>	Health Insurance (Proof of Coverage)	Annually
<input type="checkbox"/>	<input type="checkbox"/>	Student Handbook	Annually
<input type="checkbox"/>	<input type="checkbox"/>	Pregnancy Policy	Annually
<input type="checkbox"/>	<input type="checkbox"/>	Essential Functions for Admission and Progression	Annually

1st Yr	2nd Yr	Action Item: Clinical Requirements OW65	Notes
<input type="checkbox"/>	<input type="checkbox"/>	CPR Certification (BLS Certification through American Heart Association with AED) *Due November 1st*	Active

*All lab reports (titers) must be drawn and results uploaded into Castlebranch for compliance.

** **MMR/Varicella** – If you are negative for immunity, you must get 2 shots (unless otherwise prescribed by physician) and another titer to prove immunity after your 2nd shot by November 1st

*** **Hepatitis B** – You must receive all 3 shots and then a titer 1-2 months later to prove immunity (unless otherwise prescribed by physician followed by a repeat titer to show immunity). You cannot go to clinical without a minimum of 2 shots by November 1st or a booster shot and follow up titer.

**** **Tuberculosis** – If Xray is required, must be performed within 6 months of start of clinical in January.

***** **Tetanus (TDAP)** – Must have received within 10 years. Must receive another shot if expiration is within 22 months.

1st Yr	2nd Yr	Action Item	Notes
<input type="checkbox"/>	<input type="checkbox"/>	PA Child Abuse History Clearance	*****
<input type="checkbox"/>	<input type="checkbox"/>	PA Dept. of Human Service Fingerprint	*****
<input type="checkbox"/>	<input type="checkbox"/>	Drug Test	*****
<input type="checkbox"/>	<input type="checkbox"/>	Criminal Background Check	*****

***** **Any findings must be brought to the Program Director's attention immediately**

Section VIII — Student Handbook Acceptance Statement

I have read and acknowledge the Community College of Philadelphia Respiratory Care Technology Student Handbook.

Student Signature

Print Name

Date

Section IX — Pregnancy Policy Acceptance Statement

Pregnancy Policy

Any student who is/or becomes pregnant is responsible for the following:

- Informing the Program Director in writing when the pregnancy is confirmed.
 - Obtaining a clearance from her obstetrician/primary health care provider that she is physically able to complete the course requirements. This clearance must be given to the Department Head.
 - Notifying the Department Head in writing if there are any problems during the pregnancy. The student must determine whether she can meet the stated requirements of the course during the pregnancy. If she is unable to complete the semester because of the pregnancy, she must follow the college withdrawal policy.

Forms for the physician to complete may be obtained from the Department Head

I have read and acknowledge the Community College of Philadelphia Respiratory Care Technology Pregnancy Policy.

Student Signature

Print Name

Date

Section X — Performance Standards for Allied Health Programs

The Community College of Philadelphia's Department of Allied Health has adopted the following Core Performance Standards for all applicants to the Allied Health degree and certificate programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, he/she is responsible to **identify** his/her inability to perform the required tasks, **with or without accommodation**. If while in the program, a student fails to meet the Core Performance Standards, **with or without accommodation**, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

All students are required to meet these performance standards. Allowing for individual differences and encouraging program completion for students with a documented disability, the allied health programs will work with the student and the Center on Disability to provide any reasonable accommodation to meet these performance standards when appropriate.

Capability	Standard	Examples of Activities (Not All Inclusive)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately and efficiently in routine and stressful situations.	Identify changes in patient/client health status. Handle multiple priorities in stressful situations and remain calm.
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment.	Identify cause-effect relationships in clinical situations. Develop plans of care. Respond competently within scope of practice. Interpret patient condition and apply appropriate intervention.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/ clients and colleagues appropriately. Demonstrate high degree of patience. Manage a variety of patient/client expressions (anger, fear, hostility) in a calm and professional manner. React appropriately to constructive criticism.

Capability	Standard	Examples of Activities (Not All Inclusive)
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	Read, understand, write, and speak English competently. Explain treatment procedures. Initiate health teaching. Document patient/client responses. Validate responses/messages with others. Obtain medical history accurately and document clearly. Read (decode), write, and understand on demand.
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient/client.	The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available. Ability to ambulate without assistive devices in confined areas.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care and documentation.	Position patients/clients. Reach, manipulate, and operate equipment, instruments, and supplies. Document information electronically and in writing. Lift 25 pounds, carry, and push and pull using proper body mechanics. Perform CPR.
Hearing	Auditory ability sufficient to monitor and assess, or document health needs/information.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Hear telephone interactions. Hear dictation being given from multiple directions and when facemasks are being used.
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, and perform accurate color discrimination.	Observe patient/client responses. Discriminate color changes. Accurately read measurement on patient/client related equipment. Visual dexterity with eye/hand coordination.
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	Performs palpation. Performs functions of examination and/or those related to physical therapeutic intervention, (e.g.,

Capability	Standard	Examples of Activities (Not All Inclusive)
		insertion of a needle) safely and competently.
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	Move quickly and/or tolerate long periods of standing and/or sitting. Perform tasks accurately under time constraints.
Environmental	Ability to tolerate environmental stressors.	Adapt to rotating shifts. Work with chemicals and detergents. Tolerate exposure to fumes and odors. Work in areas that are close and crowded. Perform with minimal supervision. React quickly to emergency situations and control emotions.

These are the essential skills that a student must possess in order to progress satisfactorily through an allied health program. Should a prospective student have a preexisting condition, which prohibits his or her ability to perform one or more of these skills, it is highly advised that the student pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. For more information, contact the Career Services Center (CI-34). Students who have a disability, which may impact upon the ability to provide patient care, may want to contact the Center on Disabilities (BG-39).

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all of the essential functions with or without accommodations.

In compliance with the Americans with Disabilities Act, student must be, with or without reasonable accommodations, physically and mentally capable of performing the essential functions of the program. If a student believes that he or she cannot meet one or more of the essential functions without accommodations or modifications, the allied health program, along with a counselor from the Center on Disability, will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

Occasionally, a student may experience a change in the status of these requirements while progressing through the program. Should this occur, the student is required to notify the

Program Director. The student will be provided with referrals for professional assistance. Each student will be given the opportunity to meet clinical objectives within a reasonable amount of time as determined by the respective program director in consultation with the Center on Disability. However, a student may be denied continued enrollment in an allied health program until any identified issue is resolved. Should the issue remain unresolved after a reasonable period of time, the student may be dropped from the course.

Student Agreement Form

Community College of Philadelphia

Respiratory Care Technology Program

Performance Standards for Allied Health Programs

I have read each of the required Performance Standards for Allied Health Programs. I am able to perform all essential functions without any accommodations. I understand that these standards are based upon required abilities that are compatible with effective performance in the Respiratory Care Technology Program. I also understand that if I am not able to meet the Core Performance Standards, I am responsible to acknowledge my inability to perform the required tasks. If while in the program, I fail to meet the Core Performance Standards, I will be removed from the program as the Core Performance Standards are considered essential functions for health care professionals.

Student Name (please print)

Student Signature

Date