



RESPIRATORY CARE

STUDENT HANDBOOK 2024 - 2025

Amarillo College
Respiratory Care Student Handbook
2024-2025

TABLE OF CONTENTS

History and Description.....	2
Accreditation.....	2
Purpose Statement.....	2
Program Goals.....	3
Staff Organization.....	3
Clinical Affiliates.....	4
Attendance Policy.....	4
Classroom and Laboratory Guidelines.....	4
Clinical Guidelines	6
Requirements for Graduation	13
Program Competencies.....	13
Remediation	14
Social Networking Policy for Students.....	14
Counseling/Disciplinary Process	16
Repeating Courses.....	17
Prerequisite and Co-Requisite Courses	17
Removal from Classes/Clinicals.....	17
Re-entry into the Program	18
Student Grievances.....	18
Students with Disabilities.....	18
Equal Opportunity Policy	18
Learning Resources	19
Maintenance of Student Records	19
Criminal Background Check and Drug Screening	20
Counseling Services.....	20
Drug Testing.....	20
Financial Aid.....	20
Professional Organizations	21
Additional Information.....	21
Handbook Acknowledgement.....	21
Appendix	22
Clinical Schedule Change Approval.....	23
Seminar Approval	24

PREFACE

The Academic policies in this Respiratory Care Program Student Handbook apply to all students and faculty regardless of the location of instruction.

HISTORY AND DESCRIPTION

In 1967, a Biomedical Advisory Committee was formed to assess the health care needs for Amarillo. In the fall of 1968, at the recommendation of the committee, four Health Science programs were started in conjunction with Amarillo College. Inhalation Therapy was one of the programs that was included in the recommendations, but in 1968, there were no adequate clinical facilities or instructors available to start the two-year registry program.

The Respiratory Care program started its first class in the fall of 1972 with a part-time faculty. A full-time Program Director was added in 1973, and a Director of Clinical Education was added in 1974.

The Respiratory Care program at Amarillo College is designed to prepare Advanced Level Practitioners (Registered Respiratory Therapists) and provides course work in general education, respiratory care sciences and clinical training. This combination of courses offers our students not only the theory and clinical expertise to practice as a respiratory therapist, but also a well-rounded educational experience. After completing the course of study, our graduates are awarded the Associate in Applied Science degree and are eligible to take the three credentialing exams offered by the National Board for Respiratory Care (NBRC) that lead to the Registered Respiratory Therapist credential. This series of exams includes the Therapist Multiple Choice Exam (TMC) and the Clinical Simulation Exam (CSE).

As a profession, respiratory care has a two-tiered credentialing system that includes Certified Respiratory Therapists (CRT) and Registered Respiratory Therapists (RRT). Texas also requires that the Texas Medical Board license respiratory care practitioners (RCP). The definitions of these credentials are:

- A Certified Respiratory Therapist (CRT) is one who has completed an educational program approved by the Commission on Accreditation for Respiratory Care (CoARC) and has passed the TMC (Therapist Multiple Choice Exam) at the lower cut score.
- A Registered Respiratory Therapist (RRT) is one who has completed an educational program approved by CoARC and has passed the TMC Exam at the high cut score and the CSE (Clinical Simulation Exam).
- A Respiratory Care Practitioner (RCP) is one who is licensed to practice Respiratory Care in Texas. An RCP may be either a CRT or RRT.

ACCREDITATION

The Respiratory Care program at Amarillo College is accredited by the Commission on Accreditation for Respiratory Care (CoARC), which is made up of members from the American Association for Respiratory Care, the American College of Chest Physicians, the American Society of Anesthesiology and the American Thoracic Society.

The accreditation process consists of submitting a self-study to CoARC and undergoing an on-site evaluation conducted by a team made up of a respiratory therapist and a physician. Accreditation lasts for a period of five to ten years.

Amarillo College received a letter of support for its Respiratory Care program in July 1974. Following an on-site inspection in March 1975, the program was fully accredited in June 1975. Since that time, the program has been re-accredited in October 1981, June 1986, April 1990, February 1997, August 2002, November 2012, and November 2022.

PURPOSE STATEMENT

To prepare students as competent registry-level respiratory therapists through a comprehensive didactic, laboratory and clinical curriculum following the accreditation requirements of CoARC.

PROGRAM GOALS

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

Upon completion of the program, graduates will demonstrate:

1. ability to comprehend, apply and evaluate information relevant to their role as an advanced respiratory therapist. (Cognitive domain)
2. technical proficiency in all skills necessary to fulfill their role as an advanced respiratory therapist. (Psychomotor domain)
3. personal behaviors consistent with professional and employer expectations as an advanced respiratory therapist. (Affective domain)

STAFF ORGANIZATION

Medical Director:	Brian Schneider, MD	
Program Director:	Becky Byrd, MSHP, RRT, RRT-NPS	
Director of Clinical Education:	Letha Black, MSRC, RRT	
Adjunct & PT Faculty	Mishane Hightower, BS, RRT, RCP	Goran Gubo, BS, RRT
	Myra Dougherty, AAS, CRT, CRT-NPS	Reyna Herrera, AAS, RRT
	Todd Barnett, BS, RRT, RRT-ACCS	Criselda Chavez, AAS, RRT
	Noemy Sepulveda, BSHM, RRT, RCP	Marcia Barkley, AAS, RRT
	Brittany Arceneaux, AAS, RRT, RCP	Kiley Dixon, AAS, RRT, RCP

Clinical Instructors:

BSA Health System

Director:	Alan Sissel, RRT
Clinical and Pulmonary Diagnostic Services Manager:	Olivia Jurado, BS, RRT
Education Coordinator:	Jennifer McGuire, RRT
Adult Critical Care Coordinator:	Ronnie Pena, RRT, RRT-ACCS
Neonatal/Pediatric Coordinator:	Melissa Gerber, AAS, RRT, RRT-NPS
Lead Therapists:	David Sisneros, RRT, RRT-ACCS
	Matt Lopez, AAS, RRT
	Reyna Herrera, AAS, RRT
	Trey George, AAS, RRT
	Brandie Hicks, AAS, RRT
Sleep Disorders Center Manager	Jeannie Pruitt, RRT, RPSGT

Northwest Texas Healthcare System

Director:	Lydia O'Con, BS, RRT
Department Manager:	Tana Silva, RRT
Critical Care Coordinator:	Todd Barnett, BS, RRT-ACCS
Neonatal/Pediatric Coordinator:	Ricardo Mercado, BS, RRT, RRT-NPS
Clinical Coordinators:	Misty Branscum, RRT
	Kiley Dixon, AAS, RRT
	Missy Mitchell, AAS, RRT, RRT-NPS, SDS
	Breana Rule, AAS, RRT
	Amber Brown, AAS, RRT, RRT-NPS, SDS

Covenant Children's Hospital

Krista Young, RRT

University Medical Center

Director: Anthony Trantham, RRT

NWTH Cardiopulmonary Rehabilitation Lisa Solomon, AAS, RN, RRT, CCRP

*Amarillo Diagnostic Clinic
Pulmonary Diagnostic Services:* Cathy Wallace, RRT

BSA Advanced Wound Care Brian Montoya

CLINICAL AFFILIATES

The Respiratory Care program at Amarillo College is affiliated with several of the area hospitals, and home care agencies. Following the guidelines presented by CoARC, a college-based program must designate a hospital as either a primary or secondary affiliate hospital. For a hospital to become an affiliate, it must meet the following qualifications:

- | | |
|------------------------|--|
| Primary Affiliates - | <ol style="list-style-type: none"> 1. The hospital shall comply with the standards for respiratory care of The Joint Commission and/or DNV. 2. The hospital shall provide 24-hour in-house coverage by respiratory therapists and/or technicians. 3. The procedures performed by the respiratory care department shall be adequate in number for the number of students enrolled and shall be representative of practice throughout the nation. |
| Secondary Affiliates - | <ol style="list-style-type: none"> 1. The facility shall be used only for special experiences. 2. These specialized areas must be under active and competent medical direction. 3. There shall be an up-to-date policy and procedure manual for the laboratory or service to which students are assigned at the secondary affiliate. |

Affiliate	Status
BSA Health System	Primary Affiliate
Northwest Texas	Primary Affiliate
University Medical Center	Primary Affiliate
Covenant Children's Hospital	Primary Affiliate
Amarillo Diagnostic Clinic – PFT Lab	Secondary Affiliate
BSA Sleep Disorders Center	Secondary Affiliate
BSA Advanced Wound Care	Secondary Affiliate
NWTH Cardiopulmonary Rehabilitation	Secondary Affiliate

ATTENDANCE POLICY

The Respiratory Care Program at Amarillo College follows the attendance policy stated in the General College Catalog for all lecture and laboratory classes. Specific course policies are located within each course syllabus.

CLASSROOM AND LABORATORY GUIDELINES

The lecture and laboratory classes within the Department have been designed to provide current, state-of-the-art information on the theory and practice of Respiratory Care.

Every student is responsible for checking their AC email at least twice per week. This is necessary to maintain effective communication within the respiratory therapy program.

The student is not permitted to bring children into classrooms, laboratories or clinical facilities at any time.

ATTENDANCE

Regular attendance in all courses is necessary in order to gain an understanding of the topics covered. If a class or lab is missed, it is the responsibility of the student to obtain notes and other materials from that class. The instructors will explain their preferred procedures at the first class meeting. If an instructor feels that a student's absences are excessive, the student will be called in for a counseling session. The purpose of this session is to notify the student that the absences are affecting chances for successful completion of the course. Following this session, a counseling form documenting the notification will be placed in the student's file.

The respiratory therapy program will not excuse anyone from class or clinical experience due to employment schedules. The student is expected to meet obligations to the course of study.

CONDUCT

Because of the amount of material to be covered in each course and the rigid scheduling of classes, each class is structured to provide the best possible learning environment. Since disruptive behavior affects everyone and prevents effective learning, it cannot and will not be tolerated. Anyone exhibiting such behavior will be asked to leave the class and will not be readmitted without the permission of the instructor and Program Director.

The use of cellular phones during class is prohibited except where their use may be approved (on a case-by-case basis) by the instructor.

EVALUATION AND GRADING

Instructors will discuss their evaluation and grading systems at the first class meeting. All testing will be done online through the AC Learning Management System (Blackboard) using Respondus Lockdown Browser. Therefore, students are required to have a WiFi/internet compatible laptop to be used in all RSPT courses.

SCHOLASTIC DISHONESTY

Scholastic dishonesty, as prescribed by the Amarillo College Student Code of Conduct, shall include, but not be limited to, cheating on an exam, plagiarism, copyright violations, collusion and falsification of records.

Cheating on a test shall include:

1. Copying from another student's test paper.
2. Using test materials not authorized by the person administering an exam.
3. Collaborating with or seeking aid from another student during an exam without permission from the exam administrator.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a pending or previous exam.
5. The unauthorized transporting or removal (including screen shots), in whole or in part, of the contents of a past or pending exam.
6. Substituting for another student, or permitting another student to substitute for you, to take an exam.
7. Bribing another person to obtain a pending exam or information about a pending exam.
8. Soliciting or receiving unauthorized information about any exam.

Plagiarism shall be defined as the unacknowledged (un-cited) use of any other person or group's ideas or work.

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Falsification shall be defined as the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process.

Copyright violation shall be defined as infringing on the copyright law of the United States that prohibits the making of reproductions of copyrighted material except under certain specified conditions.

Violations of the student conduct policy will result in failure or reduction of the grade on the exam or assignment. Violators may also be subject to further disciplinary action including suspension, as described in the AC Student Code of Conduct. The principles of due process apply in all student conduct disciplinary cases at Amarillo College. These procedures have been instituted to protect the rights of the students and the rights of the College.

LABORATORY SAFETY RULES

For safety, please observe the following rules while using the Respiratory Care Laboratory.

1. Food and drink are to be separated from lab equipment.
2. Observe fire safety precautions. Oxygen is in use in this room.
3. Dispose of needles and other sharp objects in the Sharps container.
4. Return equipment to its designated area when lab is over.
5. Supervision by an instructor or designee is required.
6. Secure gas cylinders in approved areas or holders.
7. Clean or dispose of contaminated material using proper techniques.
8. Wash or gel hands before and after lab activities.
9. Use caution with all high-pressure equipment.
10. If unsure, ask questions.

Use of laboratory equipment is restricted to students enrolled in laboratory courses. Children are not allowed in the lab during laboratory practice.

CLINICAL GUIDELINES

The clinical application courses in the program allows students to apply the theory and procedures covered in classroom and laboratory teaching. In these courses, students will practice Respiratory Care in clinical affiliates under the direct supervision of adjunct clinical instructors, 6:1 ratio, or preceptors (hospital employees), 2:1 ratio.

A small portion of the required clinical hours is set aside to give credit for attending seminars directly related to Respiratory Care and participating in community service activities. Every student will be required to document attending at least 32 hours of seminars prior to graduation. Seminars available include local continuing education classes and district, regional, state and national educational conferences. Every student will also be required to document participation in at least 4 hours of community service activities. Information about these activities will be provided as they occur.

DRESS CODE

While in the clinical sites, students will wear black scrubs. A solid white, gray or black t-shirt (short- or long-sleeved) can be worn under the scrub top. The AC logo and "Respiratory Care Student" will be embroidered on the upper left of the top. A photo ID badge indicating that the student is a Respiratory Care student will be worn – with name and photo visible – *at all times*.

Every student is expected maintain a neatly attired appearance, keeping the hair clean, appropriately styled and in a color that appears naturally in humans. Fingernails should be clean and trimmed less than ¼ inch long from tip of finger. Nail polish of any kind and artificial nails are not allowed. Long hair will be kept tied back. Beards and moustaches will be clean and neatly trimmed. Visible body piercings are not allowed; a clear nasal stud may be worn. It is recommended that tattoos be covered at all times while in the clinic site with long sleeves, scarves, etc. Tattoos that contain vulgarity, pornographic images, nudity,

discriminatory or insensitive images or phrases, or are gang related **MUST BE COVERED**. At any point, a clinic site may inform a student that a tattoo be covered or a piercing removed and the student must comply or risk being permanently removed from the clinic site. Shoes may be of either athletic or casual (soft-soled) style. No sandals or other open-toed or open-backed shoes may be worn. If there is any doubt about whether a particular shoe style or color may be worn, check with a faculty member before wearing it to clinic.

For safety, every student is encouraged to wear glasses with side protection in all patient care situations in the clinical setting. If prescription glasses are worn, the present pair will suffice. If prescription glasses are not worn, a pair with clear, non-prescription safety glasses can be purchased. Contact lenses do not meet this requirement.

Jewelry should be kept simple and to the minimum. The following items are acceptable: wedding bands, wristwatches, and post-type (stud) earrings. Bracelets, dangling earrings and long necklaces are neither appropriate nor acceptable. Earrings are limited to two per ear.

Since our patients have respiratory disorders and many are sensitive to strong odors, no perfumes or colognes should be worn. This, however, does not preclude regular bathing and the use of deodorants.

"Non-hospital" clinical sites may have dress codes that vary from this standard. If this is the case, the student will be notified regarding proper attire.

Non-conformance with any part of the dress code will be sufficient reason to be dismissed from the clinical setting. A "Did Not Meet Objective" will be received on the uniform portion of the daily evaluation and return to the clinical affiliate may be jeopardized.

Remember, appearance and demeanor are the first communication with patients. A professional presence must be maintained at all times.

CONDUCT

Conduct as a student should be professional and above question at all times. Without the cooperation of the area hospitals, this program would not be possible. Misconduct by one student reflects on the entire program and places other students' use of available services at risk.

Students are expected to acknowledge and comply with the administrative authority of the assigned clinical faculty while practicing in the clinical setting. Students are expected to comply immediately, without dispute, with all clinical faculty and/or on-duty respiratory care practitioner instructions related to patient care.

The clinical instructor or supervisor has the authority to dismiss any student exhibiting improper or questionable behavior. Once dismissed from clinic, the student may not return without the permission of the Program Director, the Director of Clinical Education and the hospital Department Director.

Any complaint against a hospital or hospital personnel should be immediately brought to the attention of the Amarillo College instructor in charge of that rotation. The instructor should be made aware of problems before taking any action to correct the situation. Faculty will then approach the conflict on a professional level with the clinical site staff. Grievances will be processed according to Amarillo College policy (see ["Amarillo College Student Rights and Responsibilities"](#)).

While in the clinical setting, professional conduct is expected. Examples of professional conduct include:

1. showing due respect for the patient's needs, desires and person
2. preserving the confidentiality of patient records and information
3. showing respect for clinical supervisors and other hospital personnel
4. performing duties assigned by clinical instructors

5. arriving to clinical rotations on time
6. wearing approved uniform in the proper manner

Unprofessional and disrespectful conduct reflects poorly on the individual and, ultimately reflects poorly on the program. Unprofessional conduct is neither condoned nor excused. Examples of unprofessional conduct include:

1. failure to safeguard a patient's right to privacy as to the patient's person, condition, diagnosis, personal effects, or any other matter about which the licensee is privileged to know because of the licensee's position or practice as a respiratory therapist;
2. failure to provide respiratory therapy service in a manner that demonstrates respect for the patient's human dignity and unique personal character and needs without regard to the patient's race, religion, ethnic background, socioeconomic status, age, gender, or the nature of the patient's health problem;
3. unlawfully obtaining, possessing, or using any prescription drug or illicit drug;
4. unauthorized taking or personal use of respiratory therapy supplies from an employer;
5. unauthorized taking or personal use of a patient's personal property;
6. knowingly entering into any medical record any false or misleading information or altering a medical record in any way for the purpose of concealing an act, omission, or record of events, medical condition, or any other circumstance related to the patient and the medical or respiratory therapy care provided;
7. attending clinicals in an impaired state (extreme fatigue, illness, drugs, alcohol, etc.)

Participation in any of the above activities will lead to disciplinary actions which may include dismissal from the program.

The use of cellular phones in the patient care setting is strictly prohibited.

GENERAL CLINICAL CONDUCT GUIDELINES

1. There is a near zero tolerance for absences.
 - a. Rescheduled days will not necessarily be at your convenience. Plan to be inconvenienced if rescheduled.
 - b. Refer to Clinical Course Syllabi for grading policies.
2. You are a guest in the clinical facility. Conduct yourself accordingly.
 - a. You are not "one of the gang".
 - b. They do not want to hear about your previous expertise in the medical field, nor your personal problems.
3. Show eagerness to work. You will learn more skills and see more procedures.
 - a. Find little ways to 'lighten' your Preceptor's work load.
 - b. If there is nothing to do, ask questions or study, assist your preceptor in cleaning or reassembly of equipment.
 - c. Perform as if you are on a job interview because you just might be!
4. Stay with your assigned preceptor. Don't roam the hospital.
 - a. You eat when they eat and only with your Preceptor if invited. They may want to take a break alone.
 - b. Don't leave the unit and/or your preceptor unless they give you permission.
 - c. Follow the policies of the clinical site you're in. Don't make up your own rules.
5. You can be sent home by anyone associated with your clinical site for any reason. Don't argue!
 - a. Politely thank them for their time and leave.
 - b. Call your Amarillo College instructor immediately.
 - c. Action will be taken as necessary after investigation.

6. AC works closely with the people in the clinical areas.
 - a. All clinical personal are instructed to report absences, tardiness, or problems with students.
 - b. Appearances are deceiving; you are always under close supervision.
7. Five general steps to follow:
 - a. Establish a rapport with your Preceptor.
 - i. Introduce yourself.
 - ii. Show a genuine desire to learn and help them.
 - b. Have the objectives you need to accomplish in mind and pass them on to your preceptor.
 - i. They can't help you if they don't know what you need.
 - ii. This doesn't mean you should sound as if your objectives are all you are there to do.
 - iii. The objectives are your minimum competencies.
 - c. Maintain a professional attitude at all times.
 - i. Stay busy.
 - ii. Keep your opinions to yourself. Ears are everywhere!
 - iii. Speak ill of no one.
 - iv. Maintain patient confidentiality forever. Don't speak of what you have seen or heard to anyone! Bring problems or questions to class for your instructors to answer.
 - v. Maintain personal hygiene, dress, nails, hair, and jewelry as described in the Dress Code section of this document.
 - vi. Hearsay, innuendo, rumor, or written factual details of inappropriate events involving students from the Respiratory Care program will be dealt with swiftly and aggressively! By the same token: report any events where you feel that you were treated poorly to your instructor.
 - vii. Never be heard to use vulgarity, off color, or disparaging statements about anything or anyone.
 - d. Realize the hospital setting is different from any place you have been before. Long-term care rationale is sometimes different than short-term care. Adapt to your setting when necessary.
 - e. Smile. Happy, eager students get to see more and do more!

CONFIDENTIALITY

A patient's identity, diagnosis and any procedure performed are considered confidential information. Your responsibility in handling confidential patient information is described in the following statements:

There are three clauses in the American Association for Respiratory Care's Code of Ethics that address patient confidentiality. Respiratory Care Practitioners shall:

1. Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
2. Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
3. Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.

Every student will agree to abide by these tenets and agree to protect the confidentiality of all patients and has a duty to keep medical and personal information about patients in the strictest confidence. Unless

disclosure has been granted by patient consent, statute, a duty to warn third parties, or special circumstances involving AIDS and HIV, there is a clear directive to maintain confidentiality of all patient information.

Failure to maintain patient confidentiality may incur liability for the student, the clinical facility and Amarillo College. Failure to hold patient information in strict confidence will also jeopardize continuation in the Respiratory Care program at Amarillo College.

PERFORMANCE

Before performing any procedure alone in the clinical setting, the student should first complete the following steps:

1. practice the procedure in the clinical simulation lab
2. observe the procedure performed in the clinical setting
3. perform the procedure in the clinical setting under supervision

This sequence of events will ensure readiness to perform the procedure and help to assure patient safety.

ATTENDANCE

The attendance policy for clinical courses is found in the grade requirements of each course.

Also, regarding attendance in clinic, it is important to be present at the beginning of the scheduled shift to receive report on assigned patients. Arriving late to clinic will result in a "Did Not Meet Objective" on the arrival portion of the daily evaluation, which results in a failing grade for the shift. It is equally important to remain throughout report at the end of the shift to give report to oncoming therapists.

Clinical hours at all facilities will be documented using an internet-based time and record-keeping system. *The student must use a personal electronic device (phone, tablet, or laptop) to "clock in and out" of the assigned clinical rotation with GPS location services enabled.*

The respiratory therapy program will not excuse students from class or clinical experience due to employment schedules. The expectation is to meet obligations to the course of study.

Due to the number of required clinical hours and the tight scheduling of student rotations, the attendance policy in clinical courses is more strict than didactic courses. If it is necessary to miss an assigned clinical shift, *the student must notify the clinical site staff **before** the shift is to begin. The clinical instructor must also be notified the same day.* Failure to follow this procedure will result in a grade of F for the clinical course. All hours that are missed must be made up and all makeup hours must be scheduled through the clinical instructor. Procedure for clinical makeup is found in this Student Handbook.

Affiliate telephone numbers:

BSA Health System	806-584-2017 (Lead Therapist) 806-212-0130 (BSA Sleep Disorders Center) 806-212-4700 (BSA Advanced Wound Care)
Northwest Texas	806-674-9911 (Day Lead 7:00 am-7:00 pm) 806-570-2037 (Night Lead 7:00 pm-7:00 am)
Covenant Children's Hospital	806-316-3919
University Medical Center	806- 761-0999, ext. 46645

NORTH CP Rehabilitation

806-351-5864

ADC – PFT Lab

806-236-9607, 806-358-0200

AC Instructor office telephone numbers:

Becky Byrd 806-354-6058

Letha Black 806-354-6073

Call the instructor's office number listed above and leave a voicemail message with the following information:

1. name
2. the affiliate where scheduled
3. the date and shift that will be missed
4. reason for absence

If "time off" is needed from clinic for a special reason, a schedule change will need to be initiated. If the following steps are completed, this "time off" will not count as an absence or schedule change.

1. give the Director of Clinical Education a minimum of two (2) weeks advance notice
2. complete a *Request for Change in Clinical Schedule* form
3. complete the make-up *before* leave is taken

Approval of requests will be made by the Director of Clinical Education and will be based on the reason for the request, the amount of advance notice given and the scheduling of make-up.

It is the student's responsibility to initiate the scheduled make-up time. Make-up will be scheduled without interfering with the rotations of other students and only with the approval of the hospital where it will occur. The procedure for scheduling make-up is as follows:

1. complete the *Request for Change in Clinical Schedule* form
2. have the student's advisor approve change and sign form
3. have lead therapist approve change and sign form
4. return completed form to Director of Clinical Education for final approval

Note: To receive proper credit, all steps must be completed *before* the scheduled make-up shift.

INTERRUPTION OF CLINICAL EDUCATION

If, for any reason, clinical education is interrupted for one semester or more, the student will be required to prove continued clinical competency upon return. This will include, but not be limited to, demonstrating skills in the clinical setting, under the supervision of an Amarillo College faculty member. Readmission to the clinical portion of the program, and therefore the ability to complete the program, will be based on the faculty's evaluation of the student's readiness to return.

DENIAL OF ACCESS TO CLINICAL AFFILIATES

Completion of the Respiratory Care program requires completion of clinical rotations at all clinical affiliates. If a clinical affiliate provides written documentation denying a student access, the ability to complete the program will be jeopardized. In these instances, the faculty will make every effort to reschedule remaining clinical rotations at an alternate site. However, if the remaining rotations are available only at the affiliate that has denied access, completion of the program will not be possible.

CLINICAL SCHEDULES

In the semester prior to a clinical course, faculty will ask for the student's preferred days to attend clinic. Bear in mind that this is only **a request and does not guarantee** the request will be granted.

Whenever feasible, clinical hours will be scheduled on the day shift. However, due to scheduling constraints, it will be necessary to schedule some clinical rotations on evenings, weekends, and holidays. Twelve-hour shifts will be used in most rotations. Please begin now to advise employers, spouses etc. of this possibility. The number of required hours for each clinic course meets or exceeds the minimum required hours mandated by The Higher Education Coordinating Board of Texas (THECB) in the Workforce Education Course Manual (WECM).

Note: In addition to these hours, each student is required to document attending at least 32 hours of seminars and participating in at least 4 hours of community service activities prior to graduation.

EVALUATION AND GRADING

Clinical performance will be evaluated both objectively and subjectively. Objective grading will include, but not be limited to, testing, clinical procedure check lists, objective check lists, case study reports, written reports, and time records. Subjective grading will include, but not be limited to, evaluation from hospital clinical instructors and faculty.

Hospital clinical instructors will complete a rotation specific evaluation each day in clinic. Be aware that the Amarillo College faculty reserves the right to alter these evaluations as deemed appropriate.

Students are responsible for assuring that all check lists, time records, written work and other clinical records are entered into the internet-based time and record-keeping system or given to the Director of Clinical Education. The student is responsible for correcting any deficiencies in these records.

Requirements for clinical courses can be found in the syllabus provided for each course. Failure to complete all requirements by the assigned deadline will result in a grade of F for the course.

Falsification of any clinical records (objectives, evaluations, time records, or preceptor signatures) will automatically result in a failing grade for the course and will severely jeopardize your chances of completing the program.

EVALUATION OF CLINICAL SITES AND PRECEPTORS

During each clinical rotation, students will complete evaluation forms on both the clinical site and individual clinical preceptors. These evaluations will be tabulated and analyzed by program faculty to determine the appropriateness of clinical sites and the effectiveness of clinical preceptors.

STUDENT EXPLOITATION

Students will not receive clinical credit for hours worked on the job in a paying situation and may not complete clinical objectives while working. Clinical sites do not pay students for any portion of their clinical experience. While it is important for students to receive adequate exposure and experience, students are not to replace workers or be used in place of staff members at sites.

POSSIBLE EXPOSURE TO FATAL OR POTENTIALLY FATAL COMMUNICABLE DISEASES AND HIGH-RISK TOXIC SUBSTANCES

During the clinical application portion of the Respiratory Care program, students will be placed in local medical institutions and other locations that are affiliated with Amarillo College. While in these clinical affiliates, exposure to patients afflicted with fatal or potentially fatal diseases that may be contagious will occur. Students may also be exposed to high-risk toxic substances. As part of the educational process,

students will first be provided with and tested on detailed information about the nature, risks, and preventive measures related to these communicable disease processes. Students will also be provided with information concerning prevention of illness resulting from exposure to high-risk toxic substance.

If the student is injured or exposed to contaminated blood and body fluids while in a clinical setting, he should immediately notify their clinical supervisor and the Program Director or Director of Clinical Education. Information and forms regarding Student Clinical Accidents/Injuries can be accessed at:

https://www.actx.edu/health_sciences/student-clinical-accidentsinjuries.

If a student becomes pregnant, she should notify the Program Director as soon as possible. Reasonable attempts will be made to build a flexible clinical rotation around anticipated date of birth. The student will need to meet with appropriate faculty to develop guidelines delineating a plan to complete course requirements pre- and post-delivery.

CLINICAL FORMS (SEE APPENDICES)

Forms are provided at the end of this handbook for recording seminar hours and changing your clinical schedule. Use these pages as masters and make copies when seminar approval is needed or to make changes in the clinical schedule. These forms will also be posted within the clinical courses on the AC Learning Management System.

The "Seminar Approval" form should be submitted prior to the seminar and completed after the seminar. It should then be returned to the student's advisor to be recorded.

The "Clinical Schedule Change Approval" form should be completed when there is a need to change your clinical schedule (see ATTENDANCE POLICY section for instruction on filling out this form).

INCLEMENT WEATHER

In the event Amarillo College is closed due to inclement weather, the student will not be required to attend clinic, nor will a make-up clinic day be needed. If already at clinic when classes are cancelled, it will be the student's decision to either stay or leave. If the decision is made to stay, the day may not substituted for another scheduled clinic day. If the decision is made to leave, the student may not use this as a reason for failure to complete the clinical objectives. If AC does not cancel classes and clinic is not attended, it will be counted as an absence.

REQUIREMENTS FOR GRADUATION

In order to graduate from the Amarillo College Respiratory Care program, every student must:

1. complete all courses in the curriculum with a grade C or higher
2. complete all required clinical training hours
3. document 32 seminar and 4 community service hours
4. pass a comprehensive exit examination
5. discharge all financial obligations to the college

PROGRAM COMPETENCIES

The following competencies are expected of graduates from the program.

- Personal Behavior
 - Demonstrate understanding of ethical principles related to healthcare
 - Exhibit professional conduct in all settings
 - Accept criticism and utilize suggestions
 - Display respect for beliefs and values of all persons
 - Take responsibility for one's own actions

- Communication
 - Speak and write clearly in English
 - Communicate effectively with faculty, patients and healthcare providers
 - Use available search resources to gather information
 - Understand and correctly use standard medical terminology
 - Employ appropriate teaching strategies for patient education
- Critical Thinking
 - Gather and analyze information necessary to
 - Draw logical conclusions
 - Make sound clinical judgments
 - Solve problems
 - Apply learned competencies in the clinical setting
- Clinical Skills
 - Demonstrate technical proficiency
 - Select, assemble and check equipment
 - Assure cleanliness and calibration of equipment
 - Identify and correct equipment malfunctions
 - Perform patient assessments and recommend therapy
 - Administer diagnostic and therapeutic procedures
 - Evaluate the appropriateness of prescribed respiratory care and recommend modifications
 - Accurately maintain patient records

Program competencies are evaluated by the following mechanisms:

- Course examinations
- Laboratory simulations
- Clinical evaluations
- Employer surveys

Individual course objectives are listed in every course syllabus.

REMEDIATION

Each instructor will develop a mandatory remediation policy and meet with students who perform poorly on exams. Both parties will develop a plan to gain better understanding of the information covered on the test. The plan will include mandatory tutoring and may also include but not be limited to:

- retaking the exam
- research of exam topics
- written discussion of topics

SOCIAL NETWORKING POLICY FOR STUDENTS

The Social Networking Policy for Respiratory Care students was developed to provide students with guidance that will enable them to enjoy the benefits of social media while avoiding violations in confidentiality, privacy and professional boundaries.

Supportive Information:

1. Social media or networks are Internet sites that provide a way for people to communicate with each other. Social networking is the process or practice of using social networks to create and maintain relationships among individuals, groups, organizations, and communities. (Anderson & Puckrin, 2011). Examples of sites include but are not limited to SnapChat, Instagram, Facebook, Twitter, TikTok, MySpace, YouTube, LinkedIn, CaringBridge, Picasa and Classmates
2. Social networking can be helpful to students by assisting them to make connections with classmates with similar interests and goals, to form study groups, and to meet other students, faculty, and staff (Walden, 2011).

3. Students have an ethical and legal obligation to understand that online content and behavior has the potential to either enhance or undermine the health care profession (AARC Statement of Ethics and Professional Conduct, 2012).
4. Students must understand that they are placing their future careers at risk when they divulge information about patients or the patient's family on the Internet. A boundary violation can also occur if offensive language and bullying behavior is used or intimate photos or images are uploaded on social networking sites (AARC Statement of Ethics and Professional Conduct, 2012; International Council for Respiratory Care Code of Ethics).
5. Amarillo College expects high standards of conduct from its students. Unacceptable conduct is defined as an action or behavior that is contrary to the best interest of others (Amarillo College, Student Rights and Responsibilities Student Code of Conduct).
6. Students must be courteous and use common sense when using information technology to communicate with other individuals at Amarillo College. Using Amarillo College's information technology resources to harass, threaten, slur, embarrass, libel, slander, or demean other individuals is explicitly prohibited (Amarillo College, Policy for Appropriate Use of Information Technology).
7. Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the health care profession and must assume responsibilities toward society, which is delineated in the AARC Statement of Ethics and Professional Conduct.

How to Avoid Problems with Social Networking:

1. Remember that standards of professionalism are the same electronically as in any other circumstance.
2. Remember that future employers may view posted information. Unprofessional conduct or language will cause a poor reflection on the student.
3. Be careful what personal information is shared. Information may subsequently be shared with others without the students' knowledge or consent.
4. Be kind and courteous to others when engaging in social networking.
5. Consider blocking access to the students' site by others who post inappropriately.
6. Be sure to promptly report to faculty a violation in professional boundaries, confidentiality, and privacy.
7. Be sure the following principles for Social Networking are understood in order to avoid HIPPA (Health Insurance Portability and Accountability Act) violations:
 - Health Care Givers (HCG) and students must not transmit or place online individually identifiable patient information.
 - HCGs and students should take advantage of privacy settings and seek to separate personal and professional information online.
 - HCGs and students must observe ethically prescribed professional patient-therapist boundaries.
 - HCGs and students should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
 - HCGs and students should understand that patients, colleagues, institutions, and employers may view postings.
 - HCGs and students should participate in developing institutional policies governing online conduct.

STUDENTS WHO FAIL TO ABIDE BY THE FOLLOWING SOCIAL NETWORKING POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING DISMISSAL FROM THE RESPIRATORY CARE PROGRAM:

1. Do not identify patients by name or post information that may lead to their identification including but not limited to initials, age, gender, social status, name of health care agency, diagnosis, specific tests or procedures performed and physical and/or psychological condition. Identifying patients and

family members would be a serious violation of the HIPAA. It is possible that someone could identify the patient and the patient's family based on context.

2. Do not take photos or videos of patients or their family members on personal devices, including cell phones. Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
3. Do not have online contact with patients or their family members. Online contact with patients or their family members is a boundary violation. The fact that a patient or family member may initiate contact does not permit the student to engage in a personal relationship with patients and/or their family members.
4. Students must understand that they are placing their future careers at risk when they divulge information about patients or the patient's family on the Internet. A boundary violation can also occur if offensive language and bullying behavior is used or intimate photos or images are uploaded on social networking sites.
5. Amarillo College expects high standards of conduct from its students. Unacceptable conduct is defined as an action or behavior that is contrary to the best interest of others (Amarillo College, Student Rights and Responsibilities Student Code of Conduct, 2013-2014).
6. Students must be courteous and use common sense when using information technology to communicate with other individuals at Amarillo College. Using Amarillo College's information technology resources to harass, threaten, slur, embarrass, libel, slander, or demean other individuals is explicitly prohibited (Amarillo College, Policy for Appropriate Use of Information Technology).
7. Students are expected to conduct themselves in a professional manner at all times, not only in interaction with patients, but also with peers, faculty, and staff. Students represent the Respiratory Care profession and must assume responsibilities toward society, which is delineated in the AARC Statement of Ethics and Professional Conduct.

COUNSELING/DISCIPLINARY PROCESS

Each student is assigned a faculty advisor upon entering the respiratory therapy program. Students are encouraged to become acquainted with the advisor during available time and bring academic problems to the advisor as soon as recognized. The advisor is available for counseling on grades and progress toward graduation.

The program follows the same counseling and disciplinary policies for each student. The purpose of these policies is to provide consistency and a route for each student to be made aware of areas of academic or clinical performance that do not meet the standards of the program.

1. Evaluation:
Regular evaluation is part of every student's education. Evaluation is based on academic and clinical performance using standard forms. College instructors, clinical preceptors, and other members of the hospital staff may provide input into this evaluation.
2. Counseling:
Whenever clinical or academic performance does not meet program professional standards, a warning will be given as soon as possible following the incident. The purpose of the warning is to make awareness of the problem and to discuss and identify methods for improvement. The warning is placed on the appropriate academic or clinical counseling form. The warning is detailed, calls for immediate improvement, and requires a follow-up.
3. Disciplinary Action:
This warning shall serve as the one and only notice. Any further problems will result in your withdrawal from the course with a grade of F.

REPEATING COURSES

A grade of C or higher is required for satisfactory completion of all courses in the curriculum. To continue in the program, an RSPT course may be repeated only one time and no more than two RSPT courses may be repeated while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. Students dropped from the program under this policy are not eligible for re-entry at a later date.

PREREQUISITE AND CO-REQUISITE COURSES

<i>Course</i>	<i>Prerequisite Course</i>	<i>Co-requisite Course</i>
RSPT 1411 Procedures 2	RSPT 1410 Procedures 1	
RSPT 1166 Practicum 1		RSPT 1410 Procedures 1
RSPT 1167 Practicum 2	RSPT 1166 Practicum 1	RSPT 1411 Procedures 2
RSPT 2305 Pulmonary Diagnostics		RSPT 1411 Procedures 2
RSPT 2166 Practicum 3	RSPT 1167 Practicum 2	RSPT 2414 Mechanical Ventilation
RSPT 2266 Practicum 4	RSPT 2166 Practicum 3	
RSPT 2267 Practicum 5	RSPT 2266 Practicum 4	

REMOVAL FROM CLASSES/CLINICALS

A student may be removed from classes and/or clinicals by the Program Director or Director of Clinical Education for any of the following reasons:

- contagious illness (as evidenced by fever, diarrhea, nausea & vomiting, extreme fatigue, muscle aches, coughing)
- physical limitations (injured limbs, broken bones, etc., that could impair the student's ability to complete clinical objectives)
- any concerning situation, such as the student:
 - is out of touch with reality
 - is at risk for hurting her/himself
 - is exhibiting bizarre behavior
 - is confused, drowsy, or ill
 - has sudden behavior, mood or personality changes
 - is showing a lack of interaction, isolation or withdrawal from staff or peers
 - has difficulty with daily functioning (eating, sleeping, mood, physical activity, personal appearance)
 - is having attendance problems
 - has a changed academic performance
 - misses deadlines
 - has significant weight loss/gain in a short time span

If the situation is potentially an emergency, the faculty member may take emergency action, such as calling the Amarillo College Police and/or emergency medical personnel. Before returning to classes/clinic, the student may be required to provide permission from a licensed professional (physician, counselor, etc.). Every attempt will then be made to develop a plan to keep the student on his/her academic track towards graduation.

RE-ENTRY INTO THE PROGRAM

Students seeking re-entry into the Respiratory Care program after an extended time period (more than one year) must file a new program application form and complete additional admission procedures, which include but are not limited to demonstration of continued clinical competency and adequate knowledge base related to the respiratory care sciences. Readmission to the program will be based on the faculty's evaluation of readiness to return.

STUDENT GRIEVANCES

The purpose of the student grievance policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability. A student may be represented at any level of the complaint. Academic and continuing education grievances are initiated through individual instructors. All other grievances are initiated with the immediate supervisor of the area in which the alleged wrong occurred.

If there is a grievance concerning an academic course in which a student is enrolled, the student will be directed to appeal in the following order to the:

1. Instructor
2. Program Director
3. Dean of Health Sciences
4. Associate Vice President of Academic Affairs

If the student believes that he has been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel, the student may informally discuss the complaint with the Dean of Health Sciences with the objective of reaching a reasonable solution. The Dean shall advise the student of his options in the situation, and then notify the Director of Human Resources of the College (Affirmative Action Officer).

The ***Respiratory Care Program Student Handbook*** and the ***AC Student Rights and Responsibilities*** documents contain information on what is expected of a student and how situations are handled on campus.

STUDENTS WITH DISABILITIES

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Disability Services as soon as possible. Disability Services is located in the Ware Student Commons, 3rd Floor, or can be reached by phone at (806) 345-5639.

A student who feels they are not receiving the accommodation requested should be referred to Disability Services. Information can be found at <https://www.actx.edu/disability>. The grievance procedures outlined in the AC Student Rights and Responsibilities manual will be maintained.

EQUAL OPPORTUNITY POLICY

Amarillo College is an equal opportunity community college. It is the policy of Amarillo College not to discriminate on the basis of sex, disability, race, color, age, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, as amended, Section 504, Title VI, and Age Discrimination Act of 1978. For information about your rights or grievance procedures, contact the Director of Human Resources (371-5040, SSC Suite 260), who has been designated the compliance coordinator for Title IX of the Educational Amendments of 1972, as amended, and Title II of the Americans with Disabilities Act and the related regulations.

LEARNING RESOURCES

Amarillo College provides the following to students:

Library Services

- Lynn library – Washington Street Campus (4th Floor of the Ware Student Commons)
- West Campus library – North Branch of the Amarillo City Library
- Texas Tech Medical School Library
- Student IDs can be used to check out books at any Consortium Library

Computer/Printer/Copier Access

- West Campus computer center
- Respiratory Care computer room
- Printer access within the Health Science Building (fee based)
- Copy machine in Lecture Hall (fee based)

West Campus Tutoring Center - Help with

- Course specific resources
- Study tips
- Organization,
- Time management
- Test-taking strategies

West Campus Success Center

- Study Assistance with Class Assignments
- Computer/Internet Access
- Study Space for Individuals
- Study Space for Small Groups
- Tutoring with Difficult Courses
- Testing Services

MAINTENANCE OF STUDENT RECORDS

A confidential, cumulative record is kept on each student in a secure location, retrievable for use by authorized College personnel. This record contains grades, completion of clinical course verification sheets, signed clinical evaluations, and other pertinent information.

Records of individual student conferences, warnings, disciplinary actions, etc., will be maintained in the confidential cumulative record. These forms will be read and signed by the student and a faculty member prior to this record becoming a part of the cumulative record. The signature does not establish agreement with the information recorded on the form, simply that the form has been read and the student understands the information, conditions of the warning and/or disciplinary actions, and the program response if conditions related to warning and/or disciplinary action are not fulfilled.

Advisors can refer students to the counseling center or other appropriate resources when indicated.

In addition to advisement notes and other communication records, each student file contains documents, which each student must provide to the Program Director or uploaded to Complio (American Databank). The following documents must be available to the Program Director:

1. Application
2. Verification of immunizations (Complio)
3. Copy of current TB test (Complio)
4. Copy of current CPR card (Complio)
5. Copy of any pertinent professional certificates
6. Criminal background check and drug screen results (Complio)
7. Signed waivers and acknowledgement forms (Complio)

Due to the importance of these documents and legal issues, *no student will be cleared for a clinical course until his/her documents have been submitted.*

All records submitted through Complio are for program use. If a student requires a copy of previously submitted documents, the student may obtain the document through their Complio account. It is the responsibility of the student to maintain his/her original documentation.

CRIMINAL BACKGROUND CHECK and DRUG SCREENING

All students enrolling in an Amarillo College Health Science program are required to complete a criminal background check. This background check is required by The Joint Commission.

In compliance to Texas House Bill 1508, students enrolled in an educational program in preparation for obtaining certain occupational licenses are potentially ineligible for such license if the student has been convicted of an offense. For further information, please contact your advisor, the legal clinic, or the faculty member in charge of the Respiratory Care Program that you seek to enroll in. The further information you will receive will include notification to you of your right to request a criminal history evaluation letter from the licensing authority in order to clarify your particular situation.

In addition, all students must pass a Drug Screening Analysis before entering the clinical portions of the Program curriculum.

COUNSELING SERVICES

Students may experience a range of issues that can cause barriers to learning, such as strained relationships, depression, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Amarillo College offers services to assist with addressing these and other concerns the student may be experiencing. If the student is suffering from any of the aforementioned concerns, more information is available about the broad range of confidential mental health services available on campus by calling the AC Counseling Center at 806-371-5900. The AC Counseling Center website is <https://www.actx.edu/counseling/>

Students concerned about the wellbeing of a friend should talk to a member of the college staff such as their own instructor, other faculty, or an Advisor. Students may also choose to contact the AC Counseling Service. It is important that students share and discuss their worries and concerns with a staff member (see above) and obtain appropriate professional advice – it is not advisable for students to take on too much responsibility for dealing with such concerns themselves. Liaison with the relevant professional services will also enable the student they are concerned about to get the necessary supports.

DRUG TESTING

Any student who is disruptive of the academic process, or ordinary functions of the College, and/or who is verbally or physically abusive to students, faculty, or staff, and who exhibits symptoms which suggest the possibility of alcohol or drug-related causes of this behavior, may receive a referral for a Drug Screen. Policies and Procedure for such an occurrence can be found in the [Students Rights and Responsibilities Document](#).

FINANCIAL AID

There are several local scholarships available for Respiratory Care students. Information about these scholarships can be obtained from the Program Director.

The American Respiratory Care Foundation (ARCF) and the Respiratory Care Foundation of Texas (RCFT) also offer Respiratory Care scholarships.

To be eligible for the ARCF scholarship, the student must be a member of the American Association for Respiratory Care. The address for information on these scholarships is available at www.aarc.org. Information about the RCFT scholarships may be obtained from the Respiratory Care Program Director

Additional information on financial aid may be obtained from the Financial Aid office located in the SSC (2nd Floor), 806-371-5000.

PROFESSIONAL ORGANIZATIONS

Since its inception in 1947 as the Inhalational Therapy Association, the American Association for Respiratory Care (AARC) has experienced a rapid growth rate. Current sponsoring organizations of the AARC are the American College of Chest Physicians, the American Society of Anesthesiologists and the American Thoracic Society.

Of the many member services of the AARC, education is given top priority. This objective is met, in part, by the journal, *Respiratory Care*, periodic position statements and the annual international convention held each fall. The AARC also sponsors various seminars and workshops each year, including state and local meetings as well as educational forums across the country. A monthly AARC science journal, *Respiratory Care* is available to current AARC members.

Other member services include low-cost group insurance, job placement services, legislative lobbying on a national level and a computer-based recording system to maintain each enrollee's educational record, including CRCE points as well as college credit courses.

Additional services offered to the student member include a one-time \$40 discount on an NBRC exam, access to exam prep videos, discounts on membership, annual dues, and registration fees to all meetings sponsored by the AARC. The AARC also sponsors scholarships available through the American Respiratory Therapy Foundation. (For more information, see the Financial Aid section in this handbook.)

The Texas Society for Respiratory Care (TSRC) functions much the same as the AARC. The TSRC sponsors several district and regional meetings as well as a state convention each summer. In order to join, you must first be a member of the AARC, then TSRC membership is automatic.

Student application forms for the AARC and the TSRC are available from their websites. (www.aarc.org and www.tsrc.org)

ADDITIONAL INFORMATION

Additional information of interest can be accessed at www.actx.edu. Click on the "Current Students" tab and select "Student Resources." Please read the [*Student Rights and Responsibilities*](#) document as it contains information on what is expected as a student and how situations are handled on campus.

All syllabi, course notes, course competencies, clinical time sheets, objectives, evaluations, and forms can be found within the corresponding course on Blackboard.

HANDBOOK ACKNOWLEDGEMENT

Acknowledgment that the student has read and understand the AC RC Program Student Handbook will be electronically verified at the beginning of each program course.

APPENDIX

AMARILLO COLLEGE
DEPARTMENT OF RESPIRATORY CARE
CLINICAL SCHEDULE CHANGE APPROVAL

Student: _____ Date: _____

I am requesting the following change in my clinical schedule:

Hospital: _____

Rotation: _____

Scheduled date(s) and shift: _____

Rescheduled date(s) and shift: _____

☐ Absence ☐ Change ☐ Pre-Approved **

Clinical Instructor: _____ Date: _____

Hospital Supervisor: _____ Date: _____

Director of Clinical Education: _____ Date: _____

***Reminder to Clinical Instructors and Hospital Supervisors:
Please make sure this change is noted on the clinical schedule.***

** Per policy:

“Absence” - missing a scheduled clinical shift, due to illness, etc.

“Change” – a change in clinical schedule which occurs after the schedule is posted on Blackboard

“Pre-Approved” - anticipation of a change in schedule and the missed hours are made up prior to the originally scheduled clinical shift.

AMARILLO COLLEGE
DEPARTMENT OF RESPIRATORY CARE

SEMINAR APPROVAL

Student: _____ Date: _____

I am requesting _____ hours seminar credit for attendance at the following seminar:

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Attach brochure or, on reverse side of this sheet, describe major topics that you consider beneficial.

Verification of hours: Attach certificate of completion or have hours verified by appropriate respiratory care personnel.

Verified by: _____

Title/Institution: _____

Note: This form should be submitted prior to meeting date to guarantee approval.

☐ APPROVED

☐ DENIED

_____ Hours Seminar Credit

Faculty Advisor: _____ Date: _____