

# Big Sandy



## Community & Technical College

HIGHER EDUCATION BEGINS HERE



Advanced-Practice Respiratory Therapist Program

Student Handbook

2011-2012

*Big Sandy Community and Technical College does not discriminate based on race, color, religion, national origin, sex, disability, or age in their programs and activities.*

*The following person has been designated to handle inquiries regarding non-discrimination policies: Jackie Cecil, Human Resources Director, One Bert T. Combs Drive, Prestonsburg, KY 41653, 606-886-3863 ext. 67371*

Big Sandy Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Big Sandy Community and Technical College. ([SACS](#))

The Registered Respiratory Therapist Program has received 'continuing accreditation' by the Commission on Accreditation for Respiratory Care (CoARC). Contact CoARC at 1248 Harwood Road, Bedford, TX 76021-4244 or by phone at (817) 283-2835. You can access more information concerning CoARC via the World Wide Web at [www.coarc.com](http://www.coarc.com).

Big Sandy Community and Technical College is an equal opportunity employer and education institution

Big Sandy Community and Technical College is a member of the Kentucky Community and Technical College System ([KCTCS](#)).

Higher Education Begins Here!

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## Program Description

The Respiratory Care program prepares the graduate to take an active role in the maintenance and/or restoration of cardiopulmonary homeostasis. The curriculum includes intensive course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area clinical affiliates. Students enrolled in the Respiratory Care program are required to achieve a minimum grade of "C" in each Respiratory Care course.

Although hospitals employ the majority of respiratory therapists, other employers include home care providers, medical clinics, nursing homes, and industry. Graduates are qualified to take the National Board for Respiratory Care examination in order to receive the Certified Respiratory Therapist (C.R.T.) credential. Graduates who successfully completed the CRT examination may additionally write the advanced practice examinations and receive the Registered Respiratory Therapist (RRT) credential.

\*Note: The Kentucky Board for Respiratory Care may deny mandatory certification for convicted felons. Questions should be directed to the Kentucky Board for Respiratory Care.

\* Note: Computer literacy must be documented by competency exam or by completing a computer literacy course.

## BSCTC Mission, Vision, Values, Goals, & Outcomes

### **MISSION**

Big Sandy Community and Technical College, a member of the Kentucky Community and Technical College System, is a public, comprehensive educational institution awarding certificates, diplomas, and associate degrees. As a progressive, learning-centered institution, the College offers accessible and affordable educational, cultural, and social opportunities. Utilizing diverse methods of instructional delivery and associated services, the College provides quality learning experiences for those preparing for entry into the workforce, transferring to a baccalaureate institution, and seeking to enhance their knowledge and skills. Big Sandy Community and Technical College also delivers customized training and services responsive to the workforce needs of citizens, businesses, and industries.

### **VISION**

Empowerment through Learning

## **VALUES**

The College values an environment that encourages:

- Learning
- Individualism
- Diversity, cultural and global awareness
- Integrity and accountability
- Civic engagement
- Professional and intellectual growth
- Effective communication
- Analytical, critical, and ethical thinking

## **GOALS**

- Advance excellence and innovation in teaching, learning, and service
- Increase student access, transfer, and success
- Cultivate diversity, multiculturalism, and inclusion
- Enhance the economic and workforce development of the communities in the Big Sandy Region
- Promote the recognition and value of Big Sandy Community and Technical College

## **OUTCOMES**

**Outcomes for Big Sandy Community and Technical College include:**

1. A dynamic, public, comprehensive community and technical college education for residents of the region.
2. Excellence in learning, teaching and other college services.
3. Access to innovative educational, social, and cultural opportunities using various methods of delivery.
4. Enhancement of the region through student development, civic engagement, and lifelong learning.
5. Economic growth and community development through new and existing partnerships with business, industry, government, community agencies, and educational institutions.
6. Integration of appropriate technology throughout instructional, administrative, and operational services.
7. A cooperative and healthy environment that reflects the values of the College.
8. Efficient and productive management of the College's human, fiscal, and physical resources.
9. Continuous improvement of college services.
10. Achievement of personal and educational goals.
11. Diversity services.
12. Expansion of programs, partnerships and course offerings in transitional, academic, and workforce solutions.
13. Accessible library/learning resources and services.
14. Enhanced image of the College.
15. Clean, accessible, and safe campuses.
16. Funding to support identified needs.

## Program Goals & Standards

Program Goal: To prepare students as competent, advanced-level Respiratory Therapists.

Standards: Upon completion of the advanced-level program, students will:

- 1.) demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to his/her role as an advanced-level Respiratory Therapist.
- 2.) demonstrate technical proficiency in all the skills necessary to fulfill the role of an advanced-level Respiratory Therapist.
- 3.) demonstrate professional behavior consistent with employer expectations for the advanced-level Respiratory Therapist.

## Program Philosophy

The Respiratory Care Faculty believe:

- all people have dignity and worth.
- these programs should serve people regardless of race, creed, sex, disadvantage or disability.
- the cognitive base, psychomotor skills and affective domain are of equal importance in training Respiratory Therapists.
- graduates of this program should possess competence in the technical phases of respiratory care, and a sound understanding of the scientific principles of respiratory care.
- graduates of this program should have developed the ability to make independent clinical judgments within the limits of the Respiratory Therapist's scope of practice.
- graduates of this program should exhibit strong ethical behavior and attitudes.
- competent Certified and Registered Respiratory Therapists are significant participants on the healthcare team.



(Photo courtesy of the AARC)

## College/Program Admission Policies

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to a college or to any program regardless of race, color, religion, gender, marital status, national origin, age, sexual orientation, or mental or physical disability.

For admission to a college, an applicant must file a completed and signed application for admission and submit a completed entering student survey. Applicants may also be required to submit other supporting documents required under the provisions of Section IV 1.1.

Every non-immigrant visa-holding applicant whose native language is other than English must present official evidence of writing and reading competency in the English language by means of a Test of English as a Foreign Language (TOEFL) report with a minimum score of 500 on the paper-based test or 61 on the internet-based test; a Michigan English Language Assessment Battery (MELAB) report with a minimum score of 73; successful completion of the advanced level of the University of Louisville Intensive English Language Program; successful completion of the advanced level of the Eastern Kentucky University Intensive English Language Program; successful completion of the fifth level of the University of Kentucky English as a Second Language Program; or a transcript from an accredited American college or university or from a foreign college or university in which the English language is the primary language of instruction showing a minimum grade of "B" in college English 101 and English 102 or the equivalent. Evidence of English competency by means of an assessment instrument must have been obtained within the previous eighteen (18) months prior to the first day of classes of the semester for which the applicant is applying. Non-immigrant visa-holding applicants must also submit the results of the ACT or other assessment instrument in accordance with the KCTCS assessment and placement policy. Non-immigrant visa-holding applicants with a TOEFL score greater than 400 on the paper based test or 32 internet-based test or an International English Language Testing Service (IELTS) overall band score of 3.7 may be admitted to a college's English as a Second Language (ESL) program.

### 1.1 Admission Requirements for Degree, Diploma, and Certificate Credentials

#### 1.1.1 Admission as a First-Time Freshman

An applicant shall have fulfilled the minimum requirements for admission for an educational credential (degree, diploma, certificate) at a college if the applicant:

1. has graduated from a public high school or a certified nonpublic high school; or
2. has earned a high school general equivalency certificate (GED);
  - a. the Kentucky Community and Technical College System may exempt a student who is eligible to pursue a GED; or
3. has graduated from a non-certified high school or has completed a home school curriculum; and
4. files an application for admission by the proper deadline; and
5. submits the results of the ACT (or SAT) or other assessment instrument in accordance with the KCTCS Student Assessment and Placement Policies approved by the Council on Postsecondary Education.

High school graduates under age 25 at the time of application for admission shall be required to submit a high school transcript; a high school transcript may be required for graduates over age 25. A passing GED official score report or additional information may be required by a college.

### 1.1.2 Waiver of Condition of High School Graduation For High School Students

Students currently enrolled in high school may be eligible for a waiver of condition of high school graduation.

All KCTCS applicants shall submit an application for admission by the proper deadline.

A KCTCS college may develop more specific criteria for admission of high school students and require additional information be submitted as part of the admission process.

High school students may enroll in courses offered by KCTCS colleges under collaborative dual credit and articulation agreements that contain alternative assessment and placement procedures. Collaborative agreements may be at the college district level or system wide.

### 1.1.3 Admission of Students with Previous College-Level Competency

The Council on Postsecondary Education's general education transfer policy and baccalaureate program transfer frameworks policy shall provide the basis for an institution's policy on the acceptance of transfer credits. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" shall serve as a reference for admission of transfer students to a technical institution and for the acceptance of transfer credits. An applicant with previous college work seeking admission to a KCTCS college shall submit an official transcript(s) of all previous college work.

A state-supported institution shall assure that a transferring student receives academic counseling concerning the transfer of credit among institutions.

An institution shall accept a student's college credit earned when a course is taken both for high school credit and college credit. Credit earned through a dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Grades, credits, quality points and academic status from courses taken at other colleges in the KCTCS are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds (2/3) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of an accrediting association.

Academic credit from a non-accredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding developmental or remedial courses, with a grade point of at least 2.0. (See Section V, 5.13.)

The KCTCS President is authorized to establish reciprocal agreements with fully accredited colleges and universities, whereby grades received, as well as credit earned at a previous institution shall be recognized by colleges.

#### 1.1.3.1 Admission of "Second Chance" Students

Applicants for admission from outside the colleges shall be considered "second chance" students when they have less than a C average in all previous college work. The applicants may be admitted on probation, provided they have been out of college for at least one semester and have demonstrated potential for success.

### 1.3.2 Credit for Prior Learning (Portfolio Assessment)

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence through the mechanism described.

### 1.1.4 Admission as a Non-Degree Seeking Student (Non-Credential Seeking)

At the discretion of the institution, persons who desire instruction without wishing to become degree candidates, or who do not meet college entrance requirements, may be admitted as non-degree seeking students. Non-degree seeking students are exempt from taking the assessment instrument; however, all students shall meet individual pre-requisites such as those for entry-level English and mathematics courses. Before enrolling in a particular course, such a student may be required to obtain permission of the division chair or designee. The degree-seeking status of students declaring themselves as "non-degree" will be subject to review and reclassification by the Dean of Student Affairs (or designee) in accordance with policies established at each individual college.

Non-degree seeking students may become degree-seeking students after meeting regular admission requirements; however, work taken as a non-degree seeking student will not in itself qualify a person for admission as a degree student. Credit in degree courses earned before a student meets admission requirements will be counted toward a degree.

### 1.1.5 Admission as a Transient Student

A student may be admitted as a transient or visiting student. However, the student's parent college must certify that the student is enrolled or eligible to enroll at parent institution. Admission as a transient or visiting student is good only for the semester or session for which the student applies.

Transient students must meet the pre-requisites for the courses in which they wish to enroll.

## 2.0 Readmission (KCTCS)

### 2.1 Application

A student re-entering a KCTCS college after being out for one or more semesters must update the student's admission records with the admission office. If a student has attended another college since attending a KCTCS institution, the student must submit transcripts from the interim period.

### 2.2 Readmission After Two or More Years (KCTCS Academic Bankruptcy)

2.2.1 A student who has been readmitted after having remained out of the KCTCS colleges for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in non-developmental and non-remedial courses with a grade point average of 2.0 or better after readmission may elect to declare academic bankruptcy and have none of the course work attempted in the colleges prior to the interruption included in the computation of the student's grade point average. A student who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the credential already completed.

2.2.2 A student who has elected to declare academic bankruptcy will continue to receive credit for those courses with a grade of A, B, C, D, or P prior to readmission without including these grades in the computation of the student's grade point average. The calculation of

the grade point average after the student declares bankruptcy begins with the semester of readmission.

2.2.3 The academic bankruptcy option may be used only once.

### 3.0 Admission to and Retention in Technical Programs

Admission to a community college does not guarantee admission to any Associate in Applied Science Degree, Associate in Applied Technology Degree, Diploma or Certificate program. Admission to these programs is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted may be limited by these considerations. If, due to the availability of resources, it becomes necessary for the president to limit enrollment, the following procedures apply and are to be used:

1. Guidelines for the limitation of enrollment will be prepared by the program coordinator in consultation with the program faculty, and once established shall be periodically reviewed.
  - a. Guidelines shall contain a clear, concise statement of all special tests, examinations, and requirements that are used in the selection process along with an identification of the minimum acceptable score on any such tests, examinations and requirements.
  - b. Guidelines shall contain a clear, concise statement of priorities assigned to any of the above in selecting students for admission to a program.
  - c. If a committee is used in the selection of students for admission to a program, the composition of the committee shall be specified in the guidelines.
  - d. Such a committee shall be advisory to the president of the college or the president's designee.
  - e. If a program has no special requirements other than those for admission to the college, this should be so stated.
2. Upon approval of the proposed guidelines by the faculty of the division and of the college, the guidelines shall be submitted to the KCTCS Senate Council through the Rules Committee for approval.
  - a. Proposed guidelines or revisions must be submitted the December preceding the fall semester in which these proposed guidelines shall become effective.
  - b. Changes in guidelines shall become effective on the implementation date approved by the KCTCS Senate Council.
3. In certain programs where admission guidelines have statewide implications, the Chancellor for the Community Colleges may appoint an ad hoc committee to suggest minimum guidelines for use in all colleges offering the program. These guidelines shall be submitted to the Rules Committee for recommendation and to the KCTCS Senate Council for approval.
4. In no event shall the establishment of admission guidelines for the limitation of enrollment be viewed as an attempt to eliminate from consideration students who are educationally not prepared for admission. It shall be the responsibility of the college to counsel and assist such students in the elimination of such deficiencies in order for them to qualify for entrance into a program.
5. Justification for special requirements which would limit continuation in a program such as the minimum grade of "C" in Nursing courses shall be clearly identified and a rationale for such requirements shall be provided at the time the proposal is initially submitted to the Curriculum

Review Committee and Rules Committee for recommendation and subsequent approval by the KCTCS Senate Council. For programs, which have previously been approved by the KCTCS Senate Council, such special requirements or additions must have Council approval.

6. Each student must show evidence of having professional liability insurance (in an amount to be determined by the KCTCS Colleges) when enrolling in any health related program course requiring patient/client contact.
7. An occupational program with special admission guidelines may reserve a designated number of admission slots to serve qualified students from outside the normal service area to serve the Commonwealth. If a sufficient number of qualified applicants do not apply, the college may fill these slots from the service area. Since the purpose of this rule is to serve the manpower needs of the underserved areas of Kentucky, a statement of intent to return to the home community will be required.
8. After admission and prior to enrollment in an allied health, culinary arts, early childhood, environmental science or nursing program, each student must show evidence of a Hepatitis B vaccination or be in the process of receiving the vaccine series. A signed declination form must be submitted if a student chooses not to receive the Hepatitis B vaccination.

### Respiratory Care Program

#### 3.11.1 System Guidelines

Enrollment in the Respiratory Care Program may be limited because of available facilities within the community and the college.

#### Technical Standards

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist. Therefore, in order to be successful in the program, a candidate should possess:

1. sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment;
2. sufficient auditory perception to receive verbal communication from patients and members of the health care team to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, inhalators and fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement respiratory therapy skills including the manipulation of equipment to meet health needs;
4. sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively; and
5. sufficient intellectual and emotional functions to plan and implement respiratory care.

The president of the college or the president's designee will select students for the Respiratory Care Program after considering the recommendations of the Respiratory Care Admissions Committee. Membership may include:

Respiratory Care Program Director

Admissions Officer

Counselor

General Studies Faculty Member

Respiratory Care Faculty Member

As well as attend a pre-admission conference, each applicant must submit the following credentials in order to be considered for admission by the committee as well as attend a pre-admission conference:

1. Application for admission according to established KCTCS and college guidelines;
2. Letter of intent to the Program Director;
3. Official transcripts of previous postsecondary education; and
4. Submission of documentation indicating that minimum admission requirements have been met to enter BIO 137, MT 110 or MT 145 or MT 150, and ENG 101 or documentation of successful completion of these courses.

Should it become necessary to limit enrollment in the Respiratory Care Program, the System Guidelines will be followed and preference may be given to:

1. who have completed 12 or more credit hours of college work with a GPA of 2.5 or better;
2. and students who have completed each biological science requirements with a grade of B or above.

### Readmission

Continuous enrollment (semesters) in the program and a grade of "C" or better are necessary for successful completion of the Respiratory Care program. A student who withdraws from or earns lower than a grade of "C" in a Respiratory Care course will be dropped from the Respiratory program.

1. Application for readmission should be made by the program deadline established at each college.
2. Readmission to the Respiratory Care Program will be dependent upon available resources.
3. In order to be considered for readmission by the Respiratory Care Admissions Committee the applicant must:
  - a. submit a written request to the program director presenting evidence to justify readmission; and
  - b. meet current admissions guidelines.

4. If more than two (2) years have elapsed since initial enrollment in the program, the applicant must successfully complete available comprehensive Respiratory Care examinations or repeat the course(s).
5. If one (1) year or more has elapsed since her/his last formal clinical practice, a student must successfully demonstrate competency, or enroll in the appropriate Respiratory Care clinical component(s).
6. A student may be readmitted to the Respiratory Care program no more than two (2) times.

### **How do I apply for the program?**

**1.) Attend a pre-admission conference.**

**2.) Schedule clinical observation at the hospital or other clinical facility of your choice (if you choose to do so) and document experience.**

**3.) Complete admission portfolio and follow guidelines below:**

**\* To be considered for admission by the committee, each applicant must compile an admissions portfolio that includes the items below, plus documentation of any clinical observation completed, and submit to the admissions office on the Prestonsburg campus. Students must also attend a pre-admission conference. The completed portfolio should be placed into a file with the student's name and social security number and submitted by 4:30 p.m. March 1, 2011, to be considered for admission, beginning in the program courses August 2011.**

**1. Application for admission according to established KCTCS and college guidelines**

**2. Letter of intent to the Program Director (Respiratory Care Program Application)**

**3. Official transcripts of ALL previous postsecondary education**

**4. Submission of documentation indicating that minimum admission requirements have been met to enter BIO 137, MT 150 or MT 110, and ENG 101 or documentation of successful completion of these courses**

## Program Competencies & Curriculum

Upon completion of this program, the graduate can:

1. Communicate Effectively
  - A. Read and listen with comprehension
  - B. Speak and write clearly using standard English
  - C. Interact cooperatively with others using both verbal and non verbal means.
  - D. Demonstrate information processing through basic computer skills.
2. Think Critically
  - A. Make connections in learning across the disciplines and draw logical conclusions.
  - B. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
  - C. Use mathematics to organize, analyze, and synthesize data to solve a problem.
3. Learn Independently
  - A. Use appropriate search strategies and resources to find, evaluate, and use information.
  - B. Make choices based upon awareness of ethics and differing perspectives/ideas.
  - C. Apply learning in academic, personal, and public situations.
  - D. Think creatively to develop new ideas, processes, or products.
4. Examine Relationships in Diverse and Complex Environments
  - A. Recognize the relationship of the individual to human heritage and culture.
  - B. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
  - C. Develop an awareness of self as an individual member of a multicultural global community.
5. Perform cardiopulmonary diagnostic procedures, patient assessment, and respiratory care planning.
6. Administer therapeutic and life support procedures in the management of patients with cardiopulmonary impairment.
7. Evaluate appropriateness of prescribed respiratory care and recommend modifications where indicated.
8. Select, assemble, check, correct malfunctions, and assure cleanliness and calibration of respiratory care equipment.
9. Maintain an ethical and effective relationship with the health care team.
10. Perform essential elements of patient education.
11. Demonstrate an awareness of organizational and management principles as related to respiratory care.
12. Perform and act on the results of advanced patient assessment techniques.
13. Assist the physician in special procedures of cardiopulmonary care.
14. Demonstrate skills and attitudes needed to maintain professional and technical competence.
15. Demonstrate the ability to think abstractly, reason logically, and apply problem solving skills in the practice of respiratory care.

**Program Title: AAS: Advanced Practice Respiratory Therapist**

<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIO	137	Human Anatomy & Physiology I*	4
BIO	139	Human Anatomy & Physiology II*	4
MT	150	College Algebra* OR	3
MT	110	Applied Mathematics* OR	(3)
MT	145	Contemporary College Mathematics*	(3)
		Oral Communications*	3
		Social Interaction*	3
		Writing I/Accessing Information*	3
		Heritage/Humanities*	3
		<b>General Education Total</b>	<b>23</b>
		<i>Recommended Additional Course(s)</i>	
ENG	102	Writing II	(3)
BIO	226	Principles of Microbiology OR	(3)
BIO	225	Medical Microbiology	(4)

**Technical Courses**

RCP	110	Cardiopulmonary Anatomy & Physiology	3
RCP	120	Theory & Principles of Respiratory Care	4
RCP	125	Cardiopulmonary Evaluation	4
RCP	130	Pharmacology	3
RCP	150	Clinical Practice I	2
RCP	175	Clinical Practice II	3
RCP	180	Ventilatory Support	3
RCP	190	Advanced Ventilatory Support	2
RCP	200	Clinical Practice III	3
RCP	204	Emergency and Special Procedures	3
RCP	214	Advanced Diagnostic Procedures	3
RCP	210	Cardiopulmonary Pathophysiology	3
RCP	212	Neonatal/Pediatric Respiratory Care	3
RCP	225	Clinical Practice IV	3
RCP	228	Preventive and Long Term Respiratory Care	2
RCP	250	Clinical Practice V	3
		Elective ( BCTC requires RCP 260)	0-1
		Technical Course Credit Total	<b>47</b>
		<b>Total Credits</b>	<b>68-70</b>
		<b>* General Education Course</b>	

**Program Title: Electrocardiographic and Cardiac Monitoring Technician**

<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIO	137	Human Anatomy & Physiology I*	4
BIO	139	Human Anatomy & Physiology II*	4
MT	150	College Algebra* OR	3
MT	145	Contemporary College Mathematics* OR	(3)
MT	110	Applied Mathematics*	(3)
<b>Technical Courses</b>			
RCP	110	Cardiopulmonary Anatomy & Physiology	3
RCP	125	Cardiopulmonary Evaluation OR	4
RCP	150	Clinical Practice I OR **	2

\*\* In addition Twenty (20) hours of documented clinical electrocardiographic experience or documented Electrocardiographic & Cardiac Monitoring Competence is required.

**Total Credits 18-20**

\* General Education Course

**Program Title: Advanced Practice Respiratory Therapist (Typical Semester Schedule)**

	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
<b>First Year</b> Summer Term	BIO	137	Human Anatomy & Physiology I *	4
	MT	110	Applied Mathematics* OR	3
	MT	150	College Algebra* OR	(3)
	MT	145	Contemporary College Mathematics*	(3)

	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
<b>First Year</b> Fall Term	RCP	110	Cardiopulmonary Anatomy & Physiology	3
	RCP	120	Theory & Principles of Respiratory Care OR	4
	RCP	150	Clinical Practice I	2
	RCP	130	Pharmacology	3
	ENG	101	Writing I*	3
				Total 15

	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
<b>First Year</b> Spring Term	RCP	125	Cardiopulmonary Evaluation	4
	RCP	175	Clinical Practice II	3
	RCP	180	Ventilatory Support	3
	RCP	210	Cardiopulmonary Pathophysiology	3
	BIO	225/226	Microbiology Optional Recommended Course*	3-4
				Total 13-17

Summer Intersess.	ENG	102	Writing II Optional Recommended Course*	3
Summer Term	BIO	139	Anatomy & Physiology II* Oral Communications*	4 3
				Total 7
	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>

**Second Year**

Fall Term	RCP	190	Advanced Ventilatory Support	3
	RCP	204	Emergency & Special Procedures	3
	RCP	212	Neonatal/Pediatric Respiratory Care	3
	RCP	200	Clinical Practice III Social Interaction*	3 3

Total 15

	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
Second Year				
Spring Term	RCP	214	Advanced Diagnostic Procedures	3
	RCP	228	Preventive & Long-Term Respiratory Care	2
	RCP	225	Clinical Practice IV	3
	RCP	250	Clinical Practice V Heritage/Humanities*	3 3

Total 14

\* General Education Courses

## RCP Course Descriptions

### RCP 110 — Cardiopulmonary Anatomy and Physiology

Hours: 3

Provides an in-depth analysis of the respiratory and circulatory systems with emphasis on the interaction of systems in gas exchange and acid-base balance as well as the structure and function of the chest cage mechanics of breathing and control of respiration. Lecture: 3 credits (45 contact hours). Prerequisite: BIO 137 with a grade of C or better. Corequisite: BIO 137.

**Component:** Lecture

### **RCP 120 — Theory and Principles of Respiratory Care**

Hours: 4

Presents the principles and techniques of therapeutic procedures used in respiratory care, including safe handling and administration of medical gases, uses of humidity, aerosol therapy, lung inflation techniques bronchial hygiene therapy and airway care. Presents indications, contraindications, and physiologic effects of each therapy with emphasis on safety and appropriateness of care. Prerequisite: (BIO 137 and (MT 110 or MT 145 or MT 150 or equivalent) with a grade of C or better) Prerequisite or Corequisite: (BIO 137 and (MT 110 or MT 145 or MT 150 or equivalent)).

Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (60 contract hours).

**Component:** Laboratory, Lecture

### **RCP 125 — Cardiopulmonary Evaluation**

Hours: 4

Examines cardiopulmonary assessment with in-depth coverage of invasive and non-invasive arterial blood gas interpretation, electrocardiography and assessment of chest and neck imaging. Prerequisite: (RCP 110 and BIO 137 and (MT 110 or MT 145 or MT 150 or equivalent) with a grade of C or better). Prerequisite or Corequisite: RCP 110.

Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (60 contact hours).

**Component:** Laboratory, Lecture

### **RCP 130 — Pharmacology**

Hours: 3

Provides an in-depth study of pharmacological agents, their use in the practice of respiratory care for patients with cardiovascular or pulmonary impairment as well as accuracy in drug calculations and delivery. Lecture: 3 credits (45 contact hours). Prerequisite: (RCP 110 and (MT 110 or MT 145 or MT 150) with a grade of C or better). Corequisite: RCP 110 and (MT 110 or MT 145 or MT 150).

**Component:** Lecture

### **RCP 150 — Clinical Practice I**

Hours: 2

Observation and/or participation in techniques for chest physical assessment, medical gas administration humidity and aerosol therapy and bronchial hygiene in the assigned clinical setting. Clinical: 2 credits (120 contact hours).

Prerequisite: RCP 120 with a grade of C or better; Valid Health Care Provider CPR card. Corequisite: RCP 120.

**Component:** Clinical

**RCP 175 — Clinical Practice II**

Hours: 3

Students will participate in the health care team while practicing techniques of respiratory care including airway management and bronchial hygiene in the assigned setting. Clinical: 3 credits (180 contact hours). Co/Prerequisite: RCP 150 with a grade of C or better. **Component:** Clinical

**RCP 180 — Ventilatory Support**

Hours: 3

The technological and physiological aspects of mechanical ventilation including the theory of operation classification and management of the patient ventilatory system are covered. Lecture: 2 hrs; Laboratory: 4 hrs. Co/Prerequisite: RCP 120 and RCP 150 with a grade of C or better.

**Component:** Laboratory, Lecture

**RCP 190 — Advanced Ventilatory Support**

Hours: 2

Advanced concepts in ventilatory support including monitoring and management of the patient ventilator system are addressed. Lecture: 1.5 hrs; Laboratory: 2 hrs. Co/Prerequisite: RCP 180 with a grade of C or better.

**Component:** Laboratory, Lecture

**RCP 200 — Clinical Practice III**

Hours: 3

Provides practice in adult mechanical ventilation procedures and airway management in the critical care setting while continuing to perform other respiratory care skills. Prerequisite: RCP 175 with a grade of C or better. Clinical: 3 credits (180 contact hours).

**Component:** Clinical

**RCP 204 — Emergency & Special Procedures**

Hours: 3

Prepares students to participate in advanced emergency life support and special procedures. Prerequisite or Corequisite: [(RCP 130 and BIO 139) with a grade of C or better]. Lecture: 2.5 credits (37.5 contact hours). Laboratory: 0.5 credit (30 contact hours).

**Component:** Laboratory, Lecture

**RCP 210 — Cardiopulmonary Pathophysiology**

Hours: 3

Addresses the etiology, diagnosis, clinical manifestations and management of cardiopulmonary disorders as related to respiratory care. Prerequisite: [RCP 110 or (RCP 201 and RCP 185) with a grade of C or better] or consent of instructor. Lecture: 3 credits (45 contact hours).

**Component:** Lecture

**RCP 212 — Neonatal/Pediatric Respiratory Care**

Hours: 3

Addresses the normal structure and function of the respiratory and cardiovascular systems including acid-base physiology. Prerequisite: [RCP 110 or (RCP 185 and RCP 201) with a grade of C or better] or consent of instructor. Prerequisite or Corequisite: RCP 190 with a grade of C or better or Consent of Instructor. Lecture: 2.5 credits (37.5 contact hours). Laboratory: 0.5 credits (30 contact hours).

**Component:** Laboratory, Lecture

**RCP 214 — Advanced Diagnostic Procedures**

Hours: 3

Prepares students to assist physician in advanced diagnostic, and therapeutic procedures. Prerequisite: BIO 139 with a grade of C or better. Lecture: 2.5 credits (37.50 contact hours). Laboratory: 0.5 credits (30 contact hours).

**Component:** Laboratory, Lecture

**RCP 225 — Clinical Practice IV**

Hours: 3

Provides observation and practice of advanced cardiopulmonary evaluation techniques while improving efficiency in the ventilatory management of patients. Prerequisite: RCP 200 with a grade of C or better. Clinical: 3 credits (180 contact hours).

**Component:** Clinical

### **RCP 228 — Preventive and Long-Term Respiratory Care**

Hours: 2

Covers prevention of cardiopulmonary disorders and care of individuals with long term cardiopulmonary disability. Addresses psychosocial and physical needs of clients with emphasis on improving the quality of life and cardiopulmonary reserve. Prerequisite: [RCP 110 or (RCP 195 and RCP 210 and RCP 212 and RCP 226) with a grade of C or better] or consent of instructor. Lecture: 2 credits (30 contact hours).

**Component:** Lecture

### **RCP 250 — Clinical Practice V**

Hours: 3

Prepares students to participate in effective and efficient planning, managing and delivering respiratory care to diverse client populations in various settings. Prerequisite: RCP 225 with a grade of C or better. Clinical: 3 credits (180 contact hours).

**Component:** Clinical

## **Program Policies, Procedures, & Guidelines**

### **Advising**

Respiratory Care program students should have a program faculty member as their advisor. Those who do not may request one through the admissions office.

### **Safety Compliance**

Respiratory Care program students will be required to adhere to all safety compliance policies and procedures as set forth by clinical facilities and BSCTC, including mandatory background checks and substance abuse screenings.

### **Professional Liability Insurance**

Upon entering the Respiratory Care program and annually, all program students must purchase the professional liability insurance offered by the Kentucky Community and Technical College System (KCTCS). The application can be obtained from the Big Sandy CTC Website (<http://www.bigsandy.kctcs.edu>) or from the business office and, once completed, is to be submitted with the fee to the Big Sandy CTC Business Office. The receipt for payment must be brought to the Director of Clinical Education for the students' clinical files.

## **Transportation**

Travel is a must in the Respiratory Care program. In order to provide students the most diverse opportunities in practice a wide variety of clinical facilities are used. Students are responsible for their own transportation to on-campus classes/lab meetings and off-campus clinical rotations. Placement in clinical facilities is based on student needs within the curriculum and not on student preference.

## **Student Progress & Program Retention**

Students enrolled in the Respiratory Care Program are required to maintain a minimum grade of "C" in each Respiratory Care course.

### **Grading Scale:**

93-100%	A
85-92.9%	B
78-84.9%	C
70-77.9%	D
< 70%	E

A grade of "I" means part of the work in a course remains undone. This grade will be given ONLY when students have met the requirements for make-up work and there is a reasonable possibility that a passing grade will result from the completion of this work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory to that instructor.

- ✓ Various components, including grades, for each course will be determined by individual instructors and will be included in the syllabus for each course.
- ✓ Students will be informed of their progress around mid-term, and receive final grades at the end of the semester. Otherwise, it is the responsibility of each student to maintain his/her grade status.
- ✓ When a student experiences difficulty mastering any competencies in any course, he/she is expected to seek help from the instructor of the course.
- ✓ Each student is expected to submit his/her own work. See individual syllabi for plagiarism/cheating policies.
- ✓ Late work may not be accepted by individual instructors based on his/her policies in each course. For those who do accept late work, a grade reduction penalty may occur at his/her discretion.

## **Academic Probation, Academic Suspension and Reinstatement (KCTCS)**

### **4.0.1 General Regulations**

The academic probation and academic suspension systems are based on grade point average (GPA).

#### 4.0.2 Academic Probation

A student earning a cumulative grade point average below 2.0 at the end of a term shall be placed on academic probation.

A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

#### 4.0.3 Academic Suspension

If a student is placed on academic probation for two consecutive terms and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. (Non-enrollment has no effect on probation status.) The president (or designee) may grant an exception based upon an individual's case.

A student on academic suspension may not enroll in any courses offered for degree credit by KCTCS.

#### 4.0.4 Reinstatement

A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required.

A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student fails to earn a current term GPA of 2.0 during the first term of reinstatement.

Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

**Students enrolled in the Advanced-Practice Respiratory Therapist Program must maintain a 'C' in all program classes (as well as MT 110/145/150, ENG 101, BIO 137) to remain in and progress through the program. Students who do not meet academic standards or withdraw from the program due to personal reasons may be readmitted no more than two (2) times.**

## **On-Campus Classroom Information**

1. Webster defines plagiarism as "literary theft." It will not be tolerated in this program. Any written article, etc. must be clearly referenced, giving credit, "where credit is due." Refer to the KCTCS Student Handbook for information concerning the actions taken in the event of plagiarism.
2. Cheating on exams or any work will not be tolerated. Refer to the KCTCS Student Handbook for a detailed description of what is considered cheating and the actions that may be taken.
3. Students are responsible for completing all assigned reading and other assigned work and coming to class prepared. All reading assignments are "fair game" for unannounced quizzes.
4. Pagers and cell phones ARE NOT to be brought into the classroom or lab.
5. Family members, friends, etc. should be informed that personal calls should not be made to the school, except in the case of a real emergency. Instructors are not responsible for personal phone calls.
6. Students are expected to be courteous and abide by instructor's office hours. Students should make arrangements for office visits, or visit the office only during the posted office hours
7. Any student who feels he/she needs tutoring should see an instructor as soon as possible. Students should not wait until AFTER quizzes, exams, etc. are given, then decide he/she did not understand the material.
8. Any written work that is illegible or turned in without a name will be given a "0."
9. Sexual harassment of any kind will absolutely not be tolerated in this classroom. Sexual harassment includes, but is not limited to, unwanted advances (spoken or physical), "off-color" jokes or comments, gender negativity, etc.
10. The course calendar, as well as the pace of each class, is subject to change based on the difficulty of the material being presented and the group to whom it is being presented.
11. Safety in the classroom/lab is the responsibility of all students, faculty, and staff. Please do not attempt to use any equipment on which you have not been instructed. If you note any equipment, etc. that may prove to be dangerous, please report it to an instructor immediately.
12. Food and drinks are allowed in the classroom and lab only when permitted by the faculty member teaching the course.
13. There will be no tobacco use of any kind in the classroom/lab.
14. Dress for the classroom should be moderate and should not be distracting or offensive to others.
15. No recording devices are allowed in the classroom.

## Off-Campus Clinical Policies

### *Clinical Absence Policy*

Excused Absences include: student (his/her child or spouse) illness—must have a physician’s excuse if more than 1 consecutive day absent, bereavement (within the immediate family) and legal matters with appropriate documentation. When at all possible, arrangements for make-up must be made in advance (i.e. for a court appearance one would know in advance that he/she must be absent and should make arrangements with the clinical instructor and DCE). Absences due to other reasons will be considered ‘unexcused.’ (See ‘unexcused’ absence policy below).

For any absence to be considered ‘excused,’ the student must *strictly* comply with the following policy:

- 1.) Contact the clinical facility at least one hour prior to the beginning of his/her clinical shift so the clinical instructor can be informed prior to making out assignments. Document the name of the person with whom he/she spoke and the time of the call-in.
- 2.) Contact the clinical instructor directly (if the student is in a facility where there are preceptors, he/she may speak with any of them) at the BEGINNING of the scheduled clinical shift.
- 3.) Contact the Director of Clinical Education (DCE) by 7:15 a.m. It is acceptable to leave a voicemail at the school number (606)788-2813 or 888-641-4132, ext. 82813.
- 4.) Bring the clinical absence form to school the NEXT class day and have the appropriate personnel to sign.
- 5.) Make arrangements for and complete the make-up day within the SAME week as the absence on either Friday or Saturday at time and facility scheduled by the DCE/Clinical Instructor.

Failure to comply with ANY of the above will warrant the absence as “unexcused.”

#### Unexcused Absence Policy:

- 1 Absence

Written reprimand that will become part of the clinical file.

Completion of clinical absence form

Will result in loss of points for the day.

Make-up required on either Friday/Saturday at the time/facility designated by the DCE.

Final grade decreased by 5%.

- 2 Absences

Written reprimand that will become part of the clinical file.

Completion of clinical absence form

Will result in loss of points for the day.

Make-up required on either Friday/Saturday at the time/facility designated by the DCE.

Final grade decreased by an additional 10%.

- 3 Absences

Recommend dismissal from program.  
3 tardies will equal 1 unexcused absence.

**Perfect Attendance – 5% added to final clinical course grade**

All students must sign in/out in his/her handwriting each day on the clinical log in the respiratory department. This log will be sent to the DCE on a weekly basis as another means of tracking attendance. If a student fails to sign in, it will be considered an unexcused absence.

***Clinical Compliance/Clinical Portfolio***

ALL clinical compliance items must be placed in a folder or portfolio and turned in to Miss Stacey on the first day of class or the student will need to withdraw from the Respiratory Program.

Items needed for the clinical folder are six (6) sets of copies which include the following items: **Hepatitis B Series or a KCTCS Hepatitis B wavier Form, MMR, TB skin test(done annually), CPR ( renewed every two years), Professional Liability Insurance (renewed annually), Criminal Background Check (completed prior to the beginning of each semester), Hospital Orientation/Attendance and Facility Compliance.**

One set of clinical compliance items are to be kept in the Clinical Manual, one set presented to Ms. Stacey for the student clinical file, and the remaining four (4) sets are to be kept in the clinical notebook as they will be needed at other facilities as the student progresses through the program. They are to be maintained by the student until requested by Respiratory Care faculty.

Drug Screenings are also required and are on a random basis each semester as deemed by the DCE. (Please see the Certificate of Immunization and Clinical Compliance Forms/Information given to the student(s) in the May Respiratory Care Orientation). Failure of the student to maintain current and accurate mandatory clinical compliance items as listed above will result in dismissal of the student from the Respiratory Care Program.

Facility Orientations are mandatory and failure to attend will result in dismissal from the program. All name tags acquired at any and all facilities are to be returned to the clinical instructor each semester or dismissal from the program will ensue.

***Clinical Travel***

All students will be traveling to various clinical facilities. Students should be prepared to travel. Students will work day, evening and night shifts as deemed necessary by clinical faculty. Students are not to leave clinical early.

## *Patient Confidentiality*

Follow HIPAA Guidelines:

- Client information should only be discussed with other members of the health care team who have a “need to know”.
- Do not discuss client information with anyone else, including fellow students, employees, and your family members.
- Do not tell unauthorized persons that you saw or have knowledge of a client being admitted or being seen as an outpatient unless the client authorizes you to do so.
- Do not access any client information (i.e. looking up a neighbor’s medical record) unless authorized in your job duties.
- Speak quietly and discreetly so clients, visitors, and others will not overhear your telephone or other conversations with or about clients.
- Do not leave papers containing client information in open view of non-authorized persons.
- Do not leave a computer on the bright screen if you must be away for a moment.
- Do not discard papers containing client information in the trash can without first shredding them.
- Remember that when fellow students, friends, faculty members receive medical treatment, that person is a client and all measures should be taken to protect their confidentiality.
- Ask visitors to step out of a client’s room when conversations take place regarding medical treatment, diagnosis, etc. unless the client authorizes the visitor to be present.
- When you are assigned to handle confidential information of your friends or acquaintances, if possible, ask to be reassigned to another client to protect that person’s privacy.
- Do not discuss any confidential matters of anyone’s assigned clients unless absolutely necessary to help in the performance of your assignment.
- Should client information be overheard, do not discuss any client information with others.
- Clinical (or other program) information should *NEVER* be discussed on any social network (i.e. FaceBook, MySpace, etc.).

Breaching confidentiality could result in prosecution for invasion of privacy and/or termination from the Advanced-Practice Respiratory Therapist Program.

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## ***Clinical Supplies***

1. Khaki Scrubs or Uniform- Several Sets
  - a. Any style of Cherokee Brand Uniform
  - b. Color of Scrubs-Khaki- Solid Color Only
  - c. No Safari Pants
  - d. 2-T-Shirts-Khaki if purchasing aV-neck top.
  - e. Long white Lab Jacket with Long Sleeves (no short length or short –sleeve lab jackets allowed).
  - f. Lab Jacket needs to be monogrammed.
2. Shoes – Color – White
3. Socks or Hosiery-Color-White or Khaki/NO FOOTIES
4. Stethoscope- Color-Black
5. Watch with second hand- Neutral Colors- White, Black, Silver, Gold, and Clear.
6. Clip Board-Neutral Colors-Clear, Wood tone, Black or White
7. Pen and Paper
8. Eye Ware-Protective glasses needed for drawing blood.
9. Hair Accessories- Neutral Colors-Black, Clear, Brown, or White.
10. Clinical Manual and Other Texts- May be purchased at the College Bookstore.
11. Name Tag (College Bookstore)
12. Pulse Oximeter is highly recommended but by no means mandatory.

## ***Clinical Attire & Performance***

“You never get a second chance to make a first impression!” Unknown

People form opinions and impressions within the first few minutes of being introduced, therefore it is **HIGHLY** important to present oneself as a professional in the clinical setting. Appropriate clinical appearance and attire shall be as follows:

METICULOUS Personal Hygiene	Shower/Bathe, wash hair daily; wear anti-perspirant
Hair	Must be clean and off the shoulders; color must be ‘professional’ and ‘conservative’ as should style
Beard	Facial hair must be neatly trimmed; unless wearing a beard, face should be clean shaven
Nails	Must be kept short, trimmed, and <b>CLEAN</b> ; clear or neutral nail polish only, no bright/dark colors; acrylic nails <b>ARE NOT</b> allowed in clinical
Make-Up	Should be professional & conservative

Fragrance	Absolutely NO fragrance are to worn in the clinical setting! Cologne, perfume, scented lotions, after-shave, etc. are not allowed. Many patients have allergies/asthma and scents are 'triggers' for them!
Jewelry	No jewelry is allowed other than a wedding band and/or engagement ring
Uniform (clothing must be clean & pressed)	Khaki scrubs with solid white or khaki undershirt Long, white, long-sleeved lab coat Clean, white leather shoes Full, white/khaki socks/hose (no footies) Black stethoscope is to be carried at all times Watch Clipboard, Pen, & Paper Safety Goggles/Eyeware Name Tags (Facility & BSCTC) <b>*Identification must be worn at all times*</b> Clinical Manual

UNSATISFACTORY performance in the clinical setting includes but is not limited to:

- \*Improper patient care
- \* The student risking his/her own life,
- \* The student risk the life of his/her peers, or that of a patient,
- \*Grossly ignoring policies and procedures,
- \*Inappropriate clinical behavior,
- \*Excessive absence,
- \*Failure to adhere to confidentiality,
- \*Performing procedures on a patient on which he/she has not been checked-off in the lab
- \*Inability to successfully complete clinical check-offs, AND/OR
- \*Any other behavior/action deemed critical by clinical faculty or hospital personnel (i.e. use of alcohol, drugs, safety violation, etc.) shall be grounds for unsatisfactory clinical grades and result in the student being dropped from the respiratory care program!!

For additional clinical information, please see the clinical syllabus for each course and the clinical handbook.

### **Pregnancy Policy**

For the protection of the student and her unborn child, any student who are pregnant upon entry into the program or becomes pregnant during her time in the program, are required to obtain a 'safe practice' note from her physician indicating what is/is not acceptable for the student during the pregnancy. This is especially important in the clinical setting. The documentation must be updated EACH semester and as deemed necessary. The pregnant student is required to meet all class and course objectives the same as the others students in her class.

## **Student Illness & Attendance**

Students who are knowingly ill (those with a fever above 101 deg. F, vomiting, or with known microorganism such as strep throat or flu) should refrain from attending class, lab, and most certainly clinical. The student should, whenever possible, or upon the request of the faculty, obtain a physician's 'excuse' for his/her absence.

## **Access to Records**

The student is referred to the Family Educational Rights and Privacy Act (FERPA) in the BSCTC Catalog.

### Academic records.

A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record of a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

## **Tuition & Fees**



**ALL college and program costs are subject to change including tuition and fees.**

### **Tuition Rates**

	<b>Returning Students*</b>	<b>New Students</b>
In-State Students	\$130	\$135
Out-of-State Students: From Contiguous Counties**	\$260	\$270
Out-of-State Students: Other Out-of-State Students	\$445	\$465

*\*Returning students are those students who were enrolled in a KCTCS college in either the fall 2010 or spring 2011 semester (or both) as provided in the KCTCS Guaranteed Tuition Program approved by the KCTCS Board of Regents June 17, 2010.*

\*\*Contiguous counties are those which border Kentucky. Tuition is charged for each credit hour enrolled.

Tuition and fees are determined by the Kentucky Community and Technical College System Board of Regents. For payment deadlines, refer to the college academic calendar.

### **Guaranteed Tuition for Returning Students**

Returning students at each of the 16 KCTCS colleges will not be subject to a tuition increase for the 2011-12 academic year, if they enrolled during the fall 2010 or spring 2011 semesters. Eligible students will receive a tuition rate of \$130 per credit hour, the same rate they paid during the 2010-11 academic year.

The eligibility guidelines for the guaranteed tuition program are:

- The guaranteed tuition rate is currently only valid for the 2011-12 academic year.
- Consecutive term enrollment is not required.
- Students enrolled only in summer 2011 classes are not eligible.
- The guaranteed tuition rate is valid for the summer 2012 term.
- High school dual credit students enrolled in either fall 2010 or spring 2011 courses are eligible.
- Tuition is guaranteed for in-state, out-of-state, contiguous counties and KCTCS Online students.

### **Typical annual budget of other costs for Kentucky residents**

11 credit hours/semester (fall and spring)	\$2,860
Books	\$ 750
Personal costs	\$ 800
Transportation	\$2,020
Total (without room and board)	\$6,320

### **Paying Tuition**

Payment of tuition is due the day prior to classes beginning. If you are not eligible to receive financial aid or you do not receive enough aid to cover your tuition balance, you can pay tuition fees at the Business Office window at your local campus or online by logging into your [Student Self Service](#).

### **Estimated Program Costs**

Uniforms (3 x \$30.00)	\$90.00	Name Tag	\$10.00
Stethoscope	\$40.00	Liability Insurance	\$25.00
Leather Shoes	\$50.00	Lab Coat w/Monogram	\$25.00
Background Check	\$45.00	Program Exit Exam	\$115.00
Textbooks & Supplies	\$1400.00	Exam Review	\$300.00
ACLS/PALS/NRP Cert	\$100.00		

### **Personal Health Insurance**

Students are strongly encouraged to obtain personal medical insurance (health—i.e. office visits and hospital—i.e. for admission) while enrolled in the program. Neither the college nor the clinical facilities are responsible for student injuries, accidents, or exposures that may occur while the student is participating in clinical activities. The cost of any health care received while at a clinical site is the responsibility of the student. Additionally, students should have medical coverage to cover general illness such as flu, colds, etc. that may result in school absences—this may help the student to heal faster and limit the amount of time he/she must be absent.

### **Class Representatives to the Program Advisory Committee**

Program students will have the opportunity to elect two of their peers from each group the program's advisory committee. These representatives will serve to present the concerns of the group to the committee during their tenure in the program.

### **Students Right to Know**

Students should visit [http://bigsandy.kctcs.edu/Academics/Student\\_Right\\_To\\_Know.aspx](http://bigsandy.kctcs.edu/Academics/Student_Right_To_Know.aspx) on the internet for information on the following:

- KCTCS/BSCTC Student Code of Conduct
- KCTCS/BSCTC Student Rights and Responsibilities
- FERPA Information
- Harassment Free Education

### **Employment**

Students who meet current academic and professional standards at the end of their first year in the program may apply for a Limited Mandatory License to practice in Kentucky. He/She will need the support of the Program Director (through collaboration with didactic and clinical

## **School Related/Service-Learning Activities**

All students are required to wear their uniforms to any school related activity or service-learning project unless otherwise noted by the Program Director, DCE, or other program faculty leading the event.

## **Program Honors**

### **Star Student Initiative**

Monthly, the various program instructors, including the PD and DCE, will recommend a student (either first-year or second-year) as the month's 'Star Student.' Program faculty will make this recommendation based on any of the following:

- \*Academic Achievement
- \*Leadership
- \*Demonstration of Outstanding Initiative/Self-Motivation
- \*Outstanding Clinical Performance
- \*Academic/Clinical Improvement
- \*Attitude & Professionalism

### **Academic Excellence**

These awards recognize the students in the top 25% of the graduating class; those who have achieved the highest CUMULATIVE grade point average as noted in the admissions and records department. These students will also be nominated for the Lambda Beta Society, the national honor society for Respiratory Care Excellence! The student with the highest overall GPA will receive the Outstanding Program Graduate Award.

There will also be an academic program excellence award presented to the student(s) with the highest overall GPA/grades in the RCP courses.

### **Outstanding Clinical Skills**

These awards recognize students who demonstrate superior performance throughout the clinical phase of the program. Students chosen for this award will demonstrate:

- \*good clinical attendance
- \*the ability to work collaboratively with the healthcare team
- \*the exemplary practice of respiratory care through critical thinking, inquiry, and evaluation
- \*respiratory care practice and team behaviors that accept and respect the diversity of others
- \*strong professionalism and compassionate interaction with patients and their families
- \* motivation and self-driven, positive attitude

The recipients of these rewards will be selected by the clinical faculty.

### **Outstanding Therapist Award**

This award is peer selected. Students vote on the classmate whom they would "choose to care for their own loved ones" based on students' classroom, lab, and clinical performance, plus compassion, ethics, and general attitude of the student.

### **Pinning Ceremony**

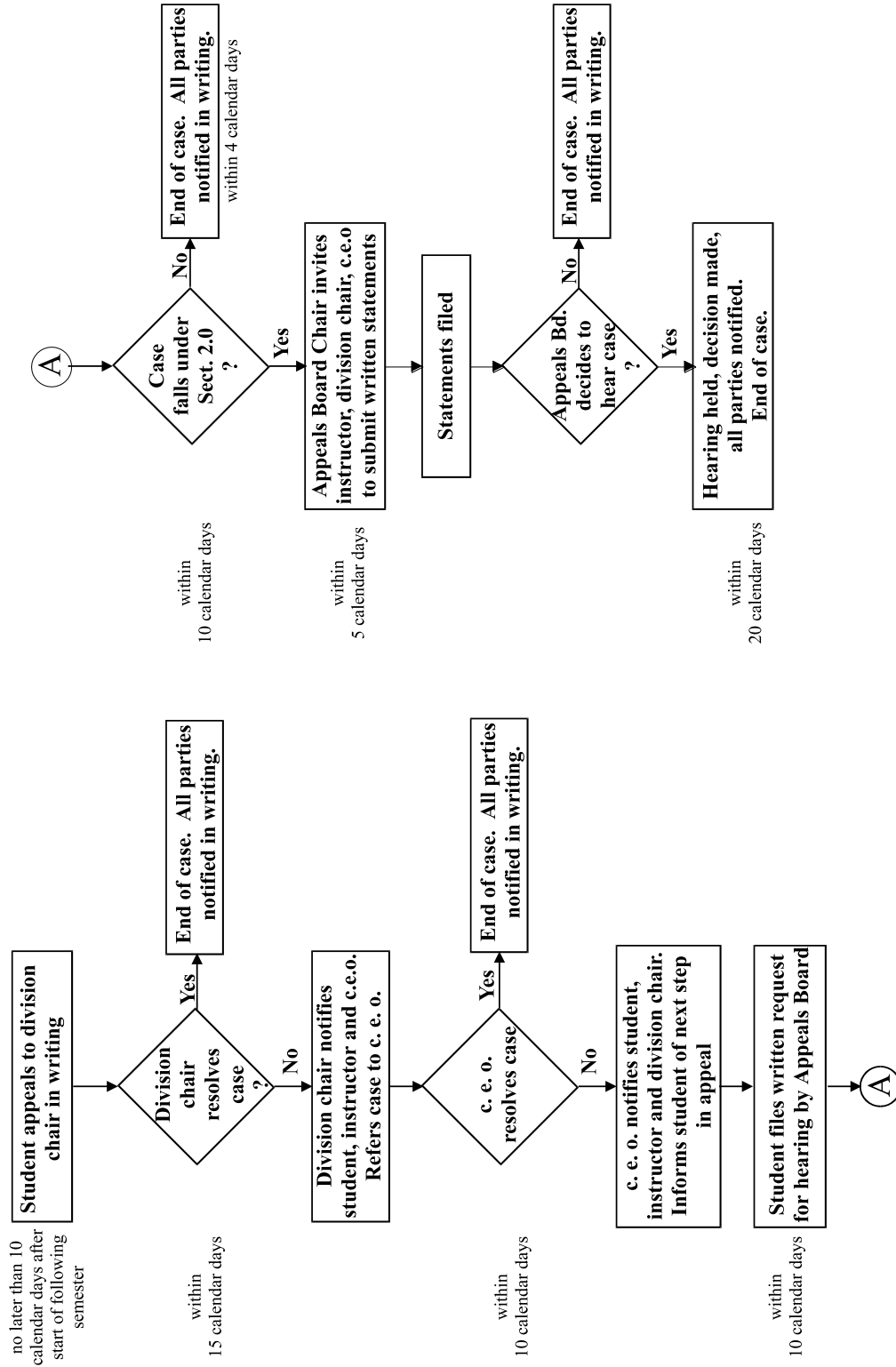
The program's pinning ceremony is a touching, symbolic event that serves as a transition between being a student, and beginning a career as a professional Respiratory Therapist. Each graduate is strongly encouraged to participate in the ceremony, but it will be an option, and will be awarded the chosen respiratory care pin with the graduation year imprinted. Prices on the pin are subject to change and the process of obtaining the pins will be discussed at the beginning of the last semester.

### **Incident/Accident**

Any incident or accident resulting in student injury should be reported to an instructor immediately. See incident/accident forms on pages 43-47.

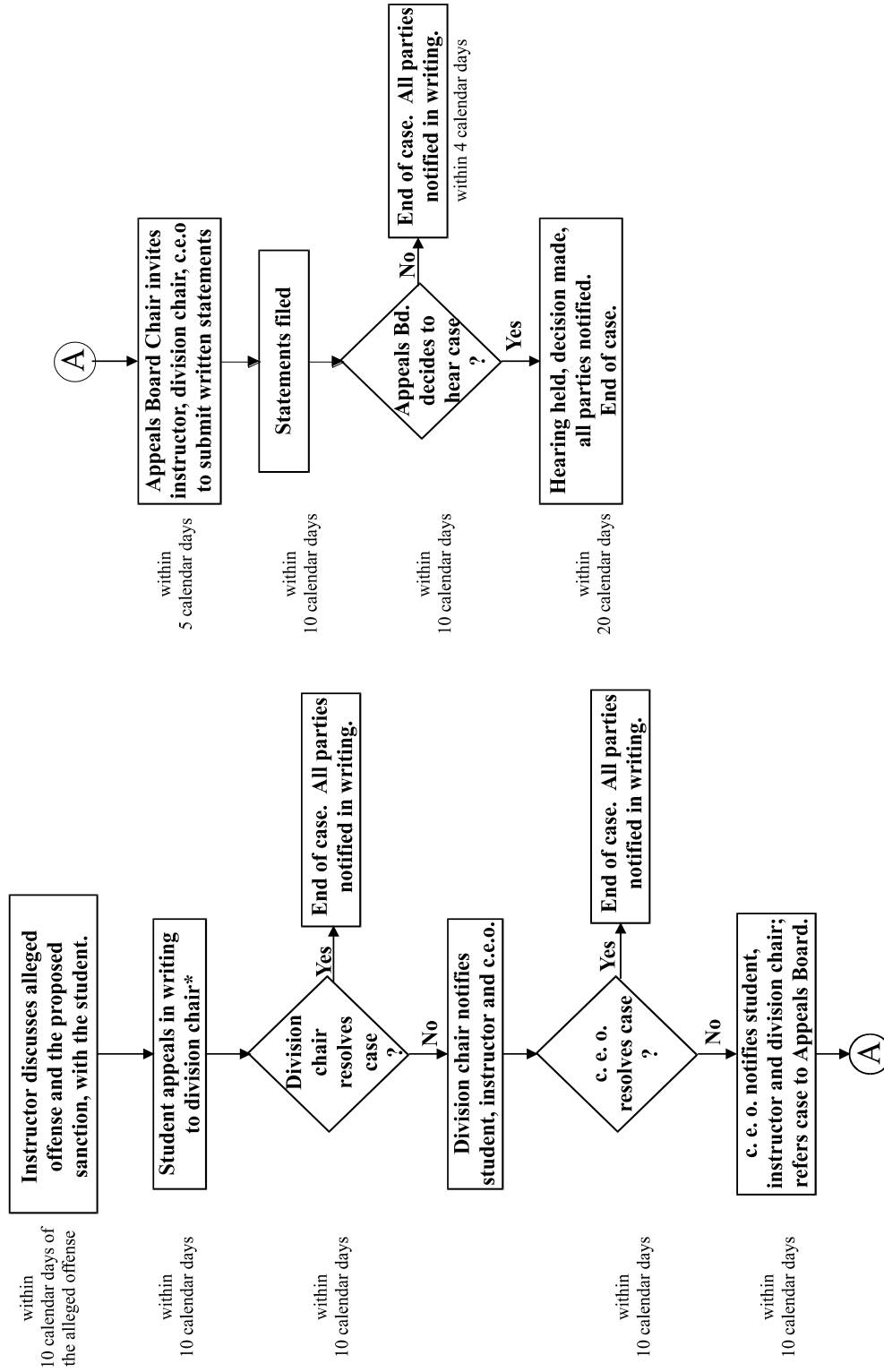
# Appeals in Cases of an Alleged Violation of Student Academic Rights

**Figure 1**



# Appeals in Cases of an Alleged Student Academic Offense

Figure 2



## **Special Needs/Disabilities**

### **Americans with Disabilities Act (ADA) Statement**

[http://www.bigsandy.kctcs.edu/student\\_support/disability](http://www.bigsandy.kctcs.edu/student_support/disability)

Students with disabilities: If you are in need of an accommodation because of a documented disability, you are required to register with Disability Support Services each semester. Contact: Janie Beverley, Coordinator for Disability Support Services; Student Center Room 103; Ph: (606) 886-7359; Toll-free 888-641-4132, ext. 67359; Email: [janie.beverley@kctcs.edu](mailto:janie.beverley@kctcs.edu)

## **Remediation Policies**

Following any written examination/quiz, all students will participate in a guided review of the exam/quiz. Students who do not achieve an acceptable score on the examination/quiz will be required to do additional assignments (i.e. reading, questions, online assignment, etc.) on targeted content. In the lab/clinical setting, students will be required to complete a period of remediation when an unsatisfactory ('U') grade is received on any content. If a student obtains an unsatisfactory rating in the clinical setting, he/she may be sent to campus laboratory for remediation or may be required to complete research on the targeted content outside the medical facility. Remediation forms will be completed.

If additional assistance is needed (i.e. test-taking skills, study skills, etc.) the student will be referred to the Center for Enrichment Resources.

Specific instructors may require additional remediation steps in each class.

## **Professional Organizations**

The American Association for Respiratory Care (AARC) is the professional organization for respiratory care professionals. Students are highly encouraged to hold active Student Membership in the AARC which is available at a very reasonable rate on an annual basis. Some benefits of membership include:

- Your choice of an outstanding respiratory care periodical *AARC Times* or *Respiratory Care*
- Automatic membership in the Kentucky Society for Respiratory Care (KSRC)
- The chance to attend educational programs sponsored by the KSRC and/or

- AARC at discounted rates
- Association with other Respiratory Care students and professionals
- A chance to fully support your profession

For more information and student registration guidelines, visit the AARC website at [www.aarc.org](http://www.aarc.org).

### **Class Officers & Funds**

Each class is allowed to select class officers and to establish a ‘club’ for its particular group. Class officers include the following: President, Vice-President, Secretary, Treasurer, and Class Historians. The group will establish a bank account and may raise funds for various activities throughout the two-year academic period.

## **CER & Other College Resources**

The Center for Enrichment Resources (CER) is available on the Mayo, Prestonsburg, and Pikeville campuses to assist students with study skills, test-taking skills, math skills, and other academic needs. Students may seek assistance on an individual or small group basis. The program instructors can serve as liaisons, however, students may contact the CER directly if they so desire.

Counselors are also available for individual personal student needs. Counselors may be consulted for personal or academic needs, and can refer students, when needed, to outside sources for assistance (i.e. financial, psychological counseling, family services, etc.). Counselors are located on the Mayo, Prestonsburg, and Pikeville campuses.

Students may be eligible for ‘off-site’ Job Corps assistance or WIA assistance. These programs provide eligible students with financial assistance which may include funding for gas, lunch, uniforms, etc. Students should contact these outside agencies for further information at:

#### **Big Sandy Community Action Program**

Johnson County: 606-789-6515

Magoffin County: 606-349-2217

#### **Carl D. Perkins Job Corps Center**

478 Meadows Branch

Prestonsburg, KY 41653

ph: 606-886-1037 ext. 150

fax: 606-886-6048

<http://carldperkins.jobcorps.gov>

## Program Contact Information

### Clinical Facilities

Paul B. Hall Regional Medical Center (Contact is Mike Lazar)	606-789-3511
Highlands Regional Medical Center (Contact is Debbie Ousley)	606-886-8511
Pikeville Medical Center (Contacts are Dwight Buckley or Marty Potter)	606-218-3500
Saint Joseph Medical Center—Martin (Contacts are Vickie Fry or Gina Goodman)	606-285-6400
University of Kentucky Children’s Hospital (Contact is Gordon Bingham)	859-323-5311
Our Lady of Bellefonte Vitality Center (Contact is Jean Bowling)	606-833-3333
Cooley Medical Equipment (Contact is Jerry Sparkman)	606-886-9267
Pikeville Medical Center Sleep Lab (Contact is Todd Werner)	606-218-3989
Dr. Jason Rice (Contact is “Jeretta”)	606-788-0303

Alternate Clinical Facilities include but are not limited to: Hazard ARH Hospital, Three Rivers Medical Center, Williamson ARH Hospital, KY River Medical Center.

## **Program Faculty 2011-2012**

Dr. Michael Sanders	Medical Director	606-218-3500
Myra Elliott, RN, MSN	Associate Dean	606-886-4715
Missy Skeens, BA, RRT-NPS, RPFT	Program Director	606-788-2822
Terri Stacey, MS, RRT	Director of Clinical Education	606-788-2813
Gina Goodman, RRT	Associate Professor	606-788-2865
Mike Lazar, RRT	Clinical Instructor	606-789-3511
Darcey Hall, RRT	Clinical Instructor	606-886-8511
Marty Potter, RRT	Clinical Instructor	606-218-3500
Gretchen McDowell, RRT	Clinical Instructor	606-264-2834



# AARC Position Statements

## American Association for Respiratory Care

9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

### Position Statement

## **AARC Statement of Ethics and Professional Conduct**

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

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

Effective 12/94

Revised 12/07

**Revised 07/09**

## **Position Statement**

### **Cultural Diversity**

The AARC embraces diversity and multi-culturalism in all of its forms and promotes a professional community established with understanding, respect and cultural competence. The AARC is enriched by the unique differences found among its diverse members, their patients/clients, and other stakeholders. The AARC encourages and promotes a culture where personal and cultural backgrounds are utilized effectively to enhance our profession. The AARC accomplishes this by:

- Demonstrating sensitivity to all forms of diversity and multiculturalism including, but not limited to: age, gender and gender identity, race, color and ethnicity, nationality and national origin, ancestry, religious affiliation and creed, sexual orientation, socio-economic status, political affiliation, physical and mental abilities, veteran and active armed service status, job responsibilities and experience, education and training.
- Acknowledging the varied beliefs, attitudes, behaviors and customs of the people that constitute its communities of interest, thereby creating a diverse and multicultural professional environment.
- Promoting an appreciation for communication between, and understanding among, people with different beliefs and backgrounds.
- Accommodating the needs of the physically disabled at events and activities.
- Using multicultural content and gender-neutral references in documents and publications.
- Promoting diversity education and cultural competence in its professional education programs.
- Recruiting candidates from under-represented groups for leadership and mentoring programs.

Effective 12/94  
**Revised 12/07**  
**Reaffirmed 07/10**

## **Position Statement** **Tobacco and Health**

The American Association for Respiratory Care is a professional organization dedicated to the protection of health through public education and the provision of the highest standards of respiratory care. By virtue of their education and health care experience, respiratory therapists are professionals who have a clear understanding of the nature of cardiopulmonary disease and are in a position to act as advocates for healthy hearts and lungs. The AARC recognizes its responsibility to the public by taking a strong position against cigarette smoking and the use of tobacco in any of its various forms. In view of the evidence, which confirms the health-threatening consequences of all tobacco in both active and passive forms, the AARC is committed to the elimination of smoking and the use of any tobacco products and the inhalation of any toxic substance. The AARC is an advocate for both tobacco cessation and tobacco prevention programs.

The AARC acknowledges and supports the rights of non-smokers and pledges continuing sponsorship and support of initiatives, programs, and legislation to reduce and eliminate smoking. The AARC extends its concern beyond the smoking of tobacco to the use of smokeless tobacco by oral and nasal application. These products are linked to diseases of the gastrointestinal tract, mouth, and nose. There is also evidence that these products, when applied to the mucous membranes, diffuse into the circulation and cause ill effects in remote organs of the body.

Effective: 1991  
**Revised: 12/08**

## **Position Statement** **Continuing Education**

It is critical for all health care practitioners to participate in continuing education in order to enhance their knowledge, improve their clinical practice and meet state licensure and national credentialing requirements. Participation in continuing education, whether mandatory or voluntary, offers the potential to be one of the most powerful tools to ensure safe, efficient, and quality patient care. The American Association for Respiratory Care recognizes the value of, and need for, participation in continuing education and recommends that practitioners participate in educational activities each year. AARC members may utilize the Continuing Respiratory Care Education (CRCE) system as the mechanism for recognition and documentation of such activities. The AARC encourages Respiratory Therapists who have completed the required entry level education to pursue baccalaureate and graduate degrees relevant to their professional pursuits.

The AARC encourages Respiratory Therapists to select continuing education activities relevant to their personal and professional needs. Providers of continuing education activities (which can include clinical institutions, educational institutions, public and private associations or organizations, and proprietary corporations) are encouraged to conduct needs assessments in order to design and develop valuable educational activities that will enable practitioners to meet their professional goals. The use of multimedia, multiple instructional techniques, and multiple exposure strategies are also encouraged to improve retention.

**Big Sandy Community & Technical College**

**ENVIRONMENTAL HEALTH AND SAFETY**

**Incident Report**

TYPE OF INCIDENT:  Theft  Vandalism  Vehicle  Violence  Fire

Verbal Threat  Other-Explain: \_\_\_\_\_

LOCATION OF INCIDENT: Campus: \_\_\_\_\_ Building: \_\_\_\_\_

Off-Campus: \_\_\_\_\_

DATE/TIME OF INCIDENT: Time: \_\_\_\_\_ Date: \_\_\_\_\_

PERSON MAKING REPORT: \_\_\_\_\_

NARRATIVE: Attach additional pages as necessary. Please include all pertinent details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PEOPLE INVOLVED:

(Name, dept., phone)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

INCIDENT DETAILS: (Causal factors: physical, behavioral, equipment-related or loss, work environment, procedural, etc.)

*(To be filled out by Safety coordinator)*

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CORRECTIVE ACTIONS TO BE TAKEN: (Administrative controls, procedural changes, PPE)

*( To be filled out by Safety coordinator)*

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RECEIVED BY:

Big Sandy Community & Technical College  
Environmental Health and Safety

Contact:

Randell Haney: [Randell.haney@kctcs.edu](mailto:Randell.haney@kctcs.edu) 606-788-2817

Jeannie Howard: [Jeannie.howard@kctcs.edu](mailto:Jeannie.howard@kctcs.edu) 606-886-4710



# ACCIDENT REPORT FORM

(Please Write Legibly)

Name \_\_\_\_\_ Student  Employee  Visitor

Dept./Class \_\_\_\_\_ SSN \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

Date of Occurrence \_\_\_/\_\_\_/\_\_\_

Time of Occurrence \_\_\_:\_\_\_ AM PM

Days Lost from School or Work

## DESCRIPTION OF INJURY

### Apparent Nature of Injury

- Abrasion
- Amputation
- L\_R\_
- Asphyxiation
- L\_R\_
- Bite
- Bruise
- Burn
- Concussion
- Cut
- Dislocation
- Fracture
- Laceration
- Poisoning
- Puncture
- Scald
- Scratch
- Shock
- Sprain
- Other

### Part of Body Injured

- Abdomen
- Ankle L\_\_R\_\_
- Arm L\_\_R\_\_
- Back
- Chest
- Ear L\_\_R\_\_
- Elbow L\_\_R\_\_
- Eye L\_\_R\_\_
- Face
- Finger
- Foot L\_\_R\_\_
- Hand L\_\_R\_\_
- Head
- Knee
- Leg
- Mouth
- Other

Explain Other: \_\_\_\_\_

Other: \_\_\_\_\_

Explain

Describe the nature of the injury (cut, third finger, left hand, etc.) \_\_\_\_\_

Describe medical attention received, by whom, and address: \_\_\_\_\_

## DESCRIPTION OF ACCIDENT

Did accident occur while in an instructional or work activity? \_\_ Yes, \_\_ No, If no, explain \_\_\_\_\_

Specify any machine, equipment, or tools involved \_\_\_\_\_

Were proper machine guards being used? \_\_ Yes, \_\_ No  
\_\_ Yes, \_\_ No

Was student/employee using Safety Equipment?

Was student/employee given safety orientation? \_\_ Yes, \_\_ No  
Equipment \_\_\_\_\_

Describe Safety

Was student/employee doing assigned work?  Yes,  No  
explain: \_\_\_\_\_

If Safety Equipment was not in use,

Was this accident due to faulty equipment?  Yes,  No      Action taken to prevent  
recurrence \_\_\_\_\_

Was supervisor present at accident?  Yes,  No      If no,  
explain: \_\_\_\_\_

Did student/employee have permission to use equipment?  Yes,  No      If no,  
explain \_\_\_\_\_

**ONLY**

Severe

**FOR SAFETY SECTION USE**

Degree of injury  Minor

**DESCRIPTION OF ACCIDENT  
(continued)**

**Student's/ Employee's** description of accident (specify in  
detail) \_\_\_\_\_

Student's/Employee's Signature \_\_\_\_\_ Date  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Was family notified by  
facility? \_\_\_\_\_

**Witness'** description of accident (specify in detail)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness' Signature \_\_\_\_\_ Date  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Supervisor's** description of accident (specify in  
detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Administrator's Comments**

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Administrator's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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List all non-student/non-supervisor witnesses and addresses:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Date accident report received by Safety Coordinator \_\_\_\_/\_\_\_\_/\_\_\_\_

**Safety Coordinator:** Sign and date original report and forward to Safety Section at:

KCTCS  
Safety Section  
300 North Main Street  
Versailles, KY 40383

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**ACADEMIC CALENDAR**  
**2011 Fall Semester**  
**Big Sandy Community & Technical College**  
**From Outside Floyd, Johnson, and Pike Counties**  
**Telephone Toll Free: 1-888-641-4132**

<b>Hager Hill Campus</b> 150 Industrial Drive Hager Hill, KY 41222 606-789-5321	<b>Mayo Campus</b> 513 Third Street Paintsville, KY 41240 606-789-5321	<b>Pikeville Campus</b> 120 Riverfill Drive Pikeville, KY 41501 606-218-2060	<b>Prestonsburg Campus</b> One Bert T. Combs Drive Prestonsburg, KY 41653 606-886-3863
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**August 5- Last day** for pre-registered students to pay registration fees in person, online or arrange a Tuition/Fee Payment Plan to avoid cancellation of registration or have arrangements made for a third party to pay tuition and fees – Financial Aid, Voc-Rehab, WIA, Veterans Educational Benefits, etc.  
 (Office Hours: 8:30 a.m. to 4:30 p.m.)

- August 10, 11** - **Registration & Drop/Add** (Office Hours: 8:30a.m.to 6:30p.m.)
- August 12** - **Additional Drop /Add** (Office Hours: 8:30a.m to 4:30 p.m.)
- August 12** - **Collegiate Beginning Registration**
- FOR 2011 FALL** - **LAST DAY TO ENTER/ADD/ENROLL IN AN ORGANIZED CLASS SEMESTER**
- **CANCELLATION FOR NON-PAYMENT** – Last day to pay registration fees in person and arrange a Tuition/Fee Payment Plan to avoid cancellation of registration or have arrangements made for a third party to pay tuition and fees - Financial Aid, Voc-Rehab, WIA, Veterans Educational Benefits, etc.
- August 14** - **Last day to pay registration fees online**
- August 15** - **First Day of Classes**
- August 19** - **Last Day to Withdraw and Receive 100% Tuition Refund or Owe No Money**
- **Last Day to Drop a Class Without a Grade**
- **Last Day to Change from Audit to Credit**
- September 5** - **Labor Day**(College Closed - Academic and Administrative Holiday)
- September 13** - **Last Day to Withdraw from Classes and Receive a 50% Tuition Refund**
- October 7** - **Midterm**
- **Last Day to Change from Credit to Audit**
- **Last Day to Withdraw at the Student’s Discretion and Receive a Grade of “W”**
- October 10 – 15** - **Fall Break** (Academic Holiday)  
(No BSCTC classes, but all other classes meet as scheduled - KET, Internet, etc.)
- October 21** - **Deadline to apply for a December 2011 Graduation**  
(Applications may be picked up and returned to any Admission Office at the following locations: Mayo, Pikeville, and Prestonsburg Campus)
- October 28** - **Students earn 100% of their Title IV financial assistance and are exempt from Refund/Repayment**
- November 24- 26-** Thanksgiving Holiday (College Closed – Academic and Administrative Holiday)  
**NOTE:** Classes end and offices close on November 23, at 5:00 p.m.
- December 2** - **Last Day to Withdraw at the Discretion of the Instructor and Receive a Grade of “W”**  
(Friday evening/Saturday class withdrawals will be accepted Monday, December 5, from 8:00 a.m. – 12 noon)
- December 2** - **Last Day of Classes**
- December 5 – 10** - **Final Exams**
- December 9** - **Graduation**
- December 17** - **Last Day of 2011 Fall Semester / End of Semester**

**December 16**

- Last day for Spring 2012 pre-registered students to pay registration fees in person, online or arrange a Tuition/Fee Payment Plan to avoid cancellation of registration or have arrangements made for a third party to pay tuition and fees
- Financial Aid, Voc-Rehab, WIA, Veterans Educational Benefits, etc.

**Advisor Assisted Registration for Spring 2012 will be October 17, through November 17, 2011**  
**Online registration for any student who has completed 12 credit hours and has a current 2.0 GPA will be able to register via self-service beginning October 1, 2011. Watch your email and bulletin boards for announcements.**

**ACADEMIC CALENDAR**

**2012 Spring Semester 16-Week**

**Big Sandy Community & Technical College**

**From Outside Floyd, Johnson, and Pike Counties**

**Telephone Toll Free: 1-888-641-4132**

<b>Hager Hill Campus</b> 150 Industrial Drive Hager Hill, KY 41222 606-789-5321	<b>Mayo Campus</b> 513 Third Street Paintsville, KY 41240 606-789-5321	<b>Pikeville Campus</b> 120 Riverfill Drive Pikeville, KY 41501 606-218-2060	<b>Prestonsburg Campus</b> One Bert T. Combs Drive Prestonsburg, KY 41653 606-886-3863
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- December 16** -Last day for pre-registered students to pay registration fees in person, online or arrange a Tuition/Fee Payment Plan to avoid cancellation of registration or have arrangements made for a third party to pay tuition and fees – Financial Aid, Voc-Rehab, WIA, Veterans Educational Benefits, etc. (Office Hours: 8:00 a.m. to 4:30 p.m.)
- January 4 & 5** **Registration & Drop/Add** (Office Hours: 8:30 a.m. to 6:30 p.m.)
- January 6** -Additional Drop /Add (Office Hours: 8:30a.m to 4:30 p.m.)
- January 6** -**CANCELLATION FOR NON-PAYMENT** – Last day to pay registration fees in person, or arrange a Tuition/Fee Payment Plan to avoid cancellation of registration or have arrangements made for a third party to pay tuition and fees - Financial Aid, Voc-Rehab, WIA, Veterans Educational Benefits, etc. (Office Hours: 8:00 a.m. to 4:30 p.m.)
- January 6** - **Last day to pay registration fees in online**
- January 9** - **First Day of Classes**
- January 13** - **Last Day to Withdraw and Receive 100% Tuition Refund or Owe No Money**
- **Last Day to Drop a Class Without a Grade**
- **Last Day to Change from Audit to Credit**
- January 16** - **Martin Luther King Day** (College Closed - Academic and Administrative Holiday)
- February 7** - **Last Day to Withdraw from Classes and Receive a 50% Tuition Refund**
- February 20** - **President’s Day** (College Closed - Academic and Administrative Holiday)
- March 2** - **Midterm**
- **Last Day to Change from Credit to Audit**
- **Last Day to Withdraw at the Student’s Discretion and Receive a Grade of “W”**
- March 5-10** - **Spring Break** (Academic Holiday)  
(No BSCTC classes, but all other classes meet as scheduled - KET,

- Internet, etc.)
- March 16** - **Deadline to apply for May 2012 Graduation** (Applications may be picked up returned to any Admission Office at the following locations: Mayo, Pikeville, and Prestonsburg Campus)
  - March** - **Students earn 100% of their Title IV financial assistance and are exempt from repayment of Funds.**
  - April 6** - **Good Friday** (College Closed 1/2 Day – Academic and Administrative Holiday)
  - April 28**
    - **Last Day of Classes**
    - **Last Day to Withdraw at the Discretion of the Instructor and Receive a Grade of “W”**  
 (Friday evening/Saturday class withdrawals will be accepted Monday, May 2, from 8:00 a.m. - 12:00 noon)
  - April 30 to May 5, Final Exams**
  - May 12** - **Graduation**
  - May 12** - **Last Day of Spring 2012 Semester / End of Semester**

**Priority Registration for Fall 2012 will be scheduled for March 1, 2012 thru March 30, 2012. Watch your email and bulletin boards for announcements.**

## **Advanced-Practice Respiratory Therapist Program**

## Program Handbook Acknowledgement Form

I, \_\_\_\_\_, have received the BSCTC Respiratory Therapist Program Student Handbook and I assume responsibility for being knowledgeable of the content. I agree to be governed by the policies procedures described within the handbook and to adhere to the rule/regulations of the Respiratory Therapist Program. I am aware that faculty/staff of the Respiratory Therapist Program are available to assist me with understanding the program's policies, procedures, and practices.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This form must be signed and returned to the Program Director by end of your second week of the Fall semester.**