



**Skyline**  
COLLEGE

# **RESPIRATORY CARE PROGRAM**

STUDENT HANDBOOK  
2020-2021

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## Dear Student:

Welcome to the World of Respiratory Care!

Breathing! Taken for granted by most, but for those in distress nothing else matters. The baby born prematurely, its tiny air sacs unable to remain open; the adolescent with cystic fibrosis whose health depends on respiratory care; the elderly patient with emphysema receiving oxygen continuously; and the cardiac arrest patient speeding to the emergency room. All of these people depend on the skill of the Respiratory Care Practitioner.

The world of respiratory care is stimulating and challenging. It is filled with constant change and responsibility. It is a world filled with laughter and tears, anger and frustration, but most of all a world of caring and helping those in need.

This handbook will explain the philosophies and policies we utilize in the Respiratory Care Program. Most of all it informs you what we expect of students and you can expect of us.

We are aware of the changing world we live in and always open to the needs of the student. We do expect though, that our policies be accepted and supported. We expect future policy changes to take place and we welcome your input. This handbook is meant to supplement the Skyline College Student Guide Handbook, It is important that the student Familiarize him/herself with general school policies.

Your time in the program will be what you make it. Your attitude will greatly effect what happens to you during the next two years. No other work is as important as caring for those with health care needs. Make the most of the opportunity. The time and energy you expend should be exciting, informative and rewarding. It should be a time of learning, giving, helping the sick and maturing.

We have nothing to sell, no profits to accumulate and no dividends to distribute, except the sharing of knowledge, experience and direction.

WELCOME,

*Elayne M. Rodriguez*

Director of Respiratory Care and Allied Health

# College Mission & Program Goals

## Mission Statement

To empower and transform a global community of learners.

## Vision Statement

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

## Values Statement

Education is the foundation of our democratic society.

## Program Goals

Upon Completion of Degree requirements, students will be able to:

- Demonstrate competency in the cognitive, psychomotor, and affective learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
- Obtain the RRT credential.
- Obtain gainful employment as a Licensed Respiratory Care Practitioner (RCP).

## Outcomes Measurements

Program assess and report annually the following items:

- NBRC Credentials
- Attrition/Retention
- Positive Placement
- Overall Employer Satisfaction
- Overall Graduates Satisfaction
- On-Time Graduation Rate

# Mental and Physical Qualifications

## For Skyline College Respiratory Care Students

The mission of the Skyline College Respiratory Care Program is to train competent entry level Respiratory Care Practitioners capable of providing care for the general patient population in the current health care settings. The purpose of this document is to state physical and mental qualifications to ensure successful completion of the Respiratory Care Program. If the student is not capable of demonstrating the following skills and abilities, it is the responsibility of the student to request appropriate accommodation. In consultation with the disabled students' coordinator, reasonable modifications and/or accommodations will be made for the student with a documented disability.

The following statements identify the physical capabilities appropriate to the profession of Respiratory Care.

- A. The prospective Respiratory Care Student must possess appropriate strength, motor coordination and manual dexterity to be able to:
  - Stand and walk for up to 90% of work time
  - Bend and kneel to competently perform CPR
  - Climb stairs when necessary
  - Lift up to 45 pounds and carry up to 25 pounds
  - Push and pull heavy objects on wheels such as compressed gas cylinders and ventilators
  - Use of hands and fingers 100% of the time for such duties as percussion and auscultation of patients, assembling and disassembling equipment, and manipulating controls on machines
  - Document communication in charts, reports and other forms of correspondence through the use of legible handwriting
- B. The student must be able to communicate verbally in an effective manner to explain procedures and direct patients during these procedures
- C. The student must be able to hear, understand, and react quickly to verbal instructions, patient's needs and requests of others. The students must be able to hear alarms on equipment and monitors.
- D. The student must have near vision acuity to read charts, observe patients, dispense medications, read machine controls, and patient monitors. The ability to read LED's is needed, as is the ability to see in dim light.
- E. At the end of the training program, the Respiratory Care Graduate must be capable of:
  - Maintaining effective performance in stressful situations related to equipment and patient problems. The graduate must be able to respond appropriately to situations requiring emergency care of the patient
  - Providing physical and emotional support to the patient during procedures
  - Working closely with members of the health care team

# CURRICULUM

**Associate of Science:** The program consists of classroom lecture, laboratory and clinical course work. The core classes in the program must be completed in sequence. Students must complete the program with an Associate of Science degree. It is the student's responsibility to insure that he/she has completed all the requirements for graduation. Students with foreign course work and/or waivers must meet with the program director to clarify their curriculum. The expected curriculum follows. Permission of the program director is needed to deviate from the Respiratory Care core curriculum.

The curriculum is competency based. Competencies, abilities and skills that students must acquire and demonstrate are clearly stated as behavioral objectives. The end result of this system is that each student must possess specified competencies and applied theory before receiving credit for a particular course. The student is also fully aware of expectations and is provided a guideline for study.

## TEXTS AND SUPPLIES

Texts may be purchased in the college bookstore. Some may be used in classes throughout the program. The textbooks in this program form the foundation for your future library of health related resources. Consider each purchase a good investment.

**Associate of Science:** Open education resource will be used. No purchase of textbook materials required.

Extra supplies you will need to purchase prior to hospital rotations are:

White lab coat (3/4 length and long sleeve)	Stethoscope
Name badge	Watch with second hand

In addition, the student will find the following helpful: a calculator, pocket penlight and pocket notebook.

## MALPRACTICE INSURANCE

**Associate of Science:** All students of the SMCCCD health career programs must carry student malpractice Insurance. This is to protect you from any personal litigation. Malpractice insurance is included as part of the registration fee of applicable courses; hence registration will always be required prior to starting any clinical course.

# INTRODUCTION TO RESPIRATORY CARE PROGRAMS

## AS DEGREE PROGRAM:

The Respiratory Care Program at Skyline College is an accredited two-year program that provides the instruction and clinical practice needed to be a successful Respiratory Care Provider. Students will learn from dedicated instructors who have practical experience in the field and gain valuable hands-on experience through over 800 hours of clinical exposure and practice coordinated with sites in San Francisco and San Mateo Counties.

The program offers an Associate of Science Degree in Respiratory Care which allows a graduate to become a licensed Certified Respiratory Therapist and also affords the opportunity to attain a higher level of credentialing (Registered Respiratory Therapist) as well.

## Program Learning Outcomes:

Upon Completion of Degree requirements, students will be able to:

- Obtain an Associates of Science degree or certificate of completion.
- Obtain the CRT credential. Obtain gainful employment as licensed Respiratory Therapists.
- Demonstrate competency in the cognitive, psychomotor, and affective domains when providing respiratory care.

## Associate of Science Minimum Entrance Requirements:

The following must be completed with a “C” or better, or in process of completion.

- **Algebra** - Math 110 or 112 or equivalent
- **Chemistry (with lab)** – CHEM 192 410 or equivalent
- **Human Anatomy (with lab)** – BIO 250 or equivalent
- **Medical Terminology** – HSCI 484 or BUS 485 or equivalent
- Eligibility for Skyline College ENGL 836 or equivalent

## Associate of Science Degree Requirements:

The following core courses will be required of all students to receive the Associate of Science in Respiratory Care. Classes must be taken in sequence. A passing grade (C) will be required in all classes prior to advancing in the program. To obtain the Associates Degree, please consult the Skyline College Catalog or your counselor.

Prerequisite courses in Algebra, Chemistry and Human Anatomy (12 units)

### **1st Year - Fall Semester:**

BIOL 260	Human Physiology	5 units
RPTH 400	Patient and Health Care Concerns	1.5 units
RPTH 410	Introduction to Patient Care and Respiratory Assessment	3 units
RPTH 420	Application of Cardiopulmonary Anatomy and Physiology	3 units
RPTH 415	Respiratory Pharmacology	1.5 units

### **1st Year - Spring Semester**

BIOL 240	Microbiology	4 units
RPTH 430	Introduction to Respiratory Therapeutics	6 units
RPTH 445	Respiratory Diseases I	2 units
RPTH 438	Clinical Clerkship I	1 unit (64 hours)

### **Summer Session**

RPTH 448	Clinical Clerkship II	2 units (128 hours)
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### **2nd Year - Fall Semester**

RPTH 450	Respiratory Diseases II	3 units
RPTH 460	Respiratory Critical Care	4 units
RPTH 458	Clinical Clerkship III (320 hours and 16 hours lecture)	6 units
RPTH 490	Neonatal, Pediatric, and Rehabilitative Resp. Care	1.5 units

### **2nd Year - Spring Semester**

RPTH 475	Hemodynamic Monitoring and Sel. Topics in Resp. Care	2 units
RPTH 480	Diagnostic Testing and Outpatient Respiratory Care	2 units
RPTH 485	Clinical Medicine Seminars	2 units
RPTH 488	Clinical Clerkship IV	6 units (384 hours)
RPTH 495	Examination Review & Preparation	2 units
RPTH 695	Special projects in Respiratory Care	2 units

Total major units = 71.5 units

Plus necessary courses to obtain the Associate of Science degree

## **PROFESSIONAL ORGANIZATIONS**

Professions and their members are represented by organizations that work for the benefit of the profession. Respiratory Care is no exception. Professional organizations exist at the national and state level. The organizations are affiliated and have chapters in each locality.

The organizations main goals are to promote the profession both from within and outside, to provide educational and professional conferences, disseminate information through scientific and professional journals and promote within government the interests of respiratory care professionals.

All students in the program are expected to become student members of these organizations. The mailing addresses for these organizations are:

American Association for Respiratory Care (AARC)  
11030 Ables Lane  
Dallas Texas 75229  
[www.aarc.org](http://www.aarc.org)

California Society for Respiratory Care (CSRC)  
1961 Main Street - Suite #246  
Watsonville, CA 95076  
(888) 730-CSRC (2772) Toll Free  
(831) 763-CSRC (2772) Local  
(831) 763-2814 (fax)  
[www.csrc.org](http://www.csrc.org)

Students are also encouraged to request the following free publications.

Advance for Respiratory Care Practitioners  
<http://www.advanceforrcp.com/>

RT Magazine  
<http://www.rtmagazine.com/>

## **EXAMINATIONS AND CERTIFICATION**

The credentialing/licensing system for respiratory care practitioners can be confusing. There are two bodies which will be involved in you ultimately being able to practice as a Respiratory Care Practitioner in California. They are the State of California Respiratory Care Board and a peer organization The National Board for Respiratory Care. The state credential is a Registered Respiratory Care Practitioner (RCP) and the national credential is a Certified & Registered Respiratory Therapist (CRT & RRT). When you attain the state of California license you will acquire RRT. The State of California requires higher-level credential which graduates of Skyline College are eligible to take. This credential is the Registered Respiratory Therapist (RRT). The national organization also credentials in pulmonary function testing and Neonatal/Pediatric Specialist.

Examinations and licensing are applied for during the last semester in the program. Only those graduates passing the certification examination are eligible to work in the State of California. All tests are computer based taken at selected secure sites.

Addresses for the two credentialing organizations are:

**California Licensing Board**  
**Respiratory Care Board (RCB)**

444 North 3<sup>rd</sup> Street, Suite 270  
Sacramento CA. 95811  
916-323-9999  
[www.rcb.ca.gov/](http://www.rcb.ca.gov/)

**Credentialing Board**  
**National Board for Respiratory Care (NBRC)**

10801 Mastin Street, Suite 300  
Overland Park, KS 66210  
888-341-4811  
[www.nbrc.org](http://www.nbrc.org)

# **CLASSROOM AND LABORATORY**

## **STANDARDS OF BEHAVIOR**

Each student shall receive a copy of the Skyline College Student Guide Handbook. This handbook outlines the services available on campus and the general rules and regulations all students are to follow. It is expected that the respiratory care student acquaint him/herself with this guide. Below is information more specific to the respiratory care student.

Students who fail to comply with the College or Program's standards of behavior will enter disciplinary action per College/Program policy.

## **COUNSELING**

The Skyline counseling department is available for academic or personal guidance. This department should be used for all class registration, questions on academic requirements and personal guidance. The school also employs a professional psychologist. Students in demanding programs sometimes need professional help with stress. Do not hesitate to contact your counselor early. Do not hesitate to talk to the program director or other faculty members.

The counselors assigned to respiratory care are:

Kwame Thomas  
thomask@smccd.edu  
(650) 738-4382

## **FINANCIAL AID**

Due to the academic rigors of the respiratory care program, working may be difficult. The college does recognize that many students may have financial obligations necessitating work. If you are challenged with finances, please contact the program director. If you think you qualify for financial aid, **please see the Financial Aid Office**. Scholarships also exist for respiratory care students. Here is a partial list:

American Association for Respiratory Care  
Breathe California – Bay Area  
California Society for Respiratory Care  
California Thoracic Society  
Kaiser Scholarship Foundation and Loan Program  
Grove Scholars Program

Please contact the program director for more information regarding scholarships.

## ATTENDANCE

The classroom attendance guidelines are stated in the Student Guide Handbook. By missing class, you are missing information that is vital to your success as a Respiratory Care Practitioner. Suffice it to say, attendance is important! If you will be missing class, it is recommended that you contact your instructor.



## ACADEMIC RECORD

Academic records can be released to program director and Director Clinical education for evaluation of student academic standing as needed for the program.

## ACADEMIC REQUIREMENTS

Grades are not always a full reflection of the quality of respiratory practitioner you will be. They do help program faculty determine which students have retained information necessary to practice safely, hence we require a minimum grade of "C" or "CR" in all classes. Students in the Associate degree program must pass all courses with a "C" or "CR" in order to progress into the next semester. Should this requirement not be met, the student will be withdrawn from the program.

**Options to re-enter the program for students unable to attain "C" grades will be at the discretion of the program director.** The Programs Director's decision regarding a student reentering the program will be based on the following:

1. The student's academic standing, attendance, attitude and behaviors during their involvement with the program.
2. The reason for the student leaving the program. Was the student deficient in a classroom or clinical course?
3. Resolution or potential for resolution of the reason for leaving the program.
4. The student success plan must be developed in order to be considered for readmission.
5. The faculty and clinical instructor's judgment on the student's potential to successfully complete the classroom and clinical phase of the training.
6. The availability of space and resources in the program.
7. Should student be eligible he/ or she must notify via email Program Director during active application period.

Students will receive one opportunity to be readmitted to the program upon failure of a required RT course. If the same RT course is failed twice, the student will not be eligible to re-enter the RT Program. If, after one failure a student fails a second course he or she will not be eligible to re-enroll in that course or reenter the RT program.

# **STANDARDS OF CLINICAL BEHAVIOR**

## **INTRODUCTION**

Clinical experience is the opportunity for the respiratory care student to practice and attain proficiency in respiratory care skills and other hospital based procedures. The hospital environment is used to make the transition from theoretical learning to actual patient care.

The hospital provides the key factor - - - - THE PATIENT

Clinical practice will help you develop skills in the following areas:

- patient communication and therapeutic relationships
- health care team communication
- respiratory care practices and procedures
- hospital organization and procedures
- professional attitudes and behavior
- organization
- safe practice

Learning is again competency based. To reach that result the student must practice to be able to demonstrate competency. We will provide the student with educationally supervised practice. Many procedures cannot be scheduled ahead of time. The student is responsible to seek out and investigate these procedures on his own. The student and instructor both are responsible for evaluation.

The hospital is a learning environment. Personal gains depend on your actions, reactions, ambitions, assertiveness, willingness to help and learn, as well as the knowledge base you bring from the campus based classes and laboratories.

At all times you must remember you are a guest of the clinical facility and should, therefore, conduct yourself accordingly. You are a representative of the Skyline College Respiratory Care Program at all times. People will judge you and other students by your actions. Clinical rotations are the beginning of your professional life.

## **CONDUCT**

You represent the respiratory care profession and the college. Please follow the guidelines of the clinical facility. Each facility is governed by a set of policies and procedures. These are always kept current and accessible to students. If any question arises as to matters related to policy or procedure, please refer to these manuals.

Every patient has the right to privacy. As students you will have access to personal information. You must respect the patient's right to privacy. You should not discuss a patient's condition with friends or relatives.

When determining appropriate behavior, do not always copy fellow practitioners. It is the responsibility of the student to follow acceptable practice at any assigned clinical site.

## **CLINICAL CLERKSHIP ASSIGNMENTS**

The clinical coordinator in consultation with the clinical sites develops the student's clinical schedules. Every effort is made not to overly inconvenience the students, but keep in mind with a large class it may be difficult. Clinical sites are in both San Francisco and San Mateo Counties. Hours are day or evening shift and may consist of an 8 or 12 hour period dependent on the clinical site offerings. A student may be expected to arrive as early as 6:00am or complete a rotation shift as late as 11:30pm.

All the students are supervised by a licensed practitioners at all times during their clinical rotations. Students will not receive any form of remuneration in exchange of work they perform during their clinical coursework. Student are evaluated at the end of each rotation block. Most hospitals in San Francisco have limited parking and may charge a fee. Ride sharing or mass transit is suggested.

## **BACKGROUND CHECK / DRUG TESTING/ HEALTH SCREEN**

Hospitals require that all students complete an acceptable social security referenced background check, drug test, and health screen. These must be completed prior to entry into the program. The purpose of the screening is to document students are able to meet the mental and physical qualifications required in the program. It is also necessary for the student to be properly immunized for Rubella, Mumps, Measles, Tdap, and Hepatitis B as documented via titers. Tuberculosis skin testing needs to be completed prior to entry into the program and again after one year. The Skyline College Health Center can provide these services for a fee.

## **STUDENT SAFETY AND PROTECTION**

When assigned to your clinical rotation you will be covered for illness or injury that occur by Worker's Compensation Insurance carried by the San Mateo Community College District. More information about this is provided in the clinical manual. During the first semester of the program modules will be presented on protecting yourself from the transmission of blood borne and other pathogens. Included in this manual is a short document on universal precautions and body-fluid precautions. Emphasis will also be placed on prevention of respiratory transmitted infections. You will also receive material on the Hepatitis vaccination. Student are required to be properly immunized for Rubella, Mumps, Measles, Tdap, and Hepatitis B as documented via titers. The college does not take any responsibility for providing this vaccination.

## **UNIVERSAL PRECAUTION**

Policy:

Respiratory Therapy students will demonstrate safe practices to prevent the spread of communicable disease to self and others.

## Procedure:

Students in health care professions will come in contact with patients having infectious diseases. To prevent exposure to diagnosed infectious diseases or unknown infectious bodily fluids, the following Standard Precautions are to be practiced on all patients:

- Wash hands after contact with every patient. Running water, soap, and about 10 seconds of friction is usually sufficient.
- Gloves should be worn when under the risk of contact with:
  - liquid or semi-solid body substances
  - blood
  - urine
  - stool
  - Hands must be washed immediately after gloves are removed
- Cover gowns should be worn when the above substances anticipate soiling the uniform.
- If splattering or spraying of above substances is anticipated, the health care worker should wear protective apparel such as gloves, goggles, and masks. If inadvertent splattering or spraying occurs, the areas involved shall be flooded with saline solution or water until clear.
- Disposable syringes and needles, scalpel blades, and other sharp items should be placed into puncture-resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposefully bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
- Students who have a needle stick injury must report to Student Health Services within 72 business hours where ongoing records will be maintained and monitored.

## Tuberculosis (TB) Exposure:

- All students must wear a Tuberculin mask (N95) if entering the examination room or working directly with a patient with known or suspected TB. If the student has not been fitted with a Tuberculin mask he/she may not enter the patient's room or work in direct or indirect contact with the patient.
- If a student converts to positive TB while in the Program they will have a chest x-ray through the Skyline College Health Services Department and meet with a physician to discuss drug therapy options.

## **PERSONAL APPEARANCE**

Good grooming and personal cleanliness are of particular significance in a hospital. Patients and health care workers view you as a member of the professional health care team and therefore, expect you to look a certain way. When a member of what the public perceives as a professional does not look the part, then that professional's ability to interact and work with that patient is hampered.

Students will be expected to follow the dress code of the assigned clinical facility. Some clinical sites allow the use of scrubs. Comfortable business casual attire is required for all other clinical sites. Students are required to wear a white lab coat and proper identification at all times.

## **ATTENDANCE**

Clinical time is limited. Missing days only hurts the student. We understand that you may become ill during the program, but it is very important that you follow the following guidelines!

If you are going to be absent or tardy:

1. Notify your clinical facility **prior** to the start of your shift!
2. Notify the clinical instructor

Excessive tardiness, absenteeism, and/or failure to notify proper personnel shall result in disciplinary action according to program and school policy. Please refer to student handbook. Remember all clinical hours must be completed as a requirement to complete the course.

## **STUDENT RELATIONSHIPS**

Program students will share a great many experiences over the course of two years while in the program. Students should not feel competition with each other. Some fellow students may know more about respiratory care, some will know less. None on, including instructors, know it all. All that can be hoped is to help each other, teach each other and learn from each other. Students and faculty work collaboratively in this program in an effort to build lasting relationships over the next two years and past graduation. As such, students are encouraged to address instructors by their first name. These relationships will serve both in the endeavor to understand the human cardiopulmonary system, as well as the intricacy of patient care.



The program also has a Respiratory Care Club which is part of the Student Organizations and Clubs of Skyline College. It is encouraged that students get involved as this provides opportunities for academic growth in building leadership and professional skills and will be of great benefit in becoming effective practitioners.



## RESPIRATORY CARE PROGRAM

### Required Abilities Qualifications

The mission of the Skyline College Respiratory Care Program is to train competent entry level Respiratory Care Practitioners (RCP) capable of providing care for the general patient population in the current health care settings. To be effective, an RCP should be flexible to respond to changing demands in their work environment and be able to perform during stressful situations while providing patient care.

The purpose of this document is to state attributes required of the student to ensure successful completion of the Respiratory Care Program. If the student is not capable of demonstrating the following skills and abilities, it is the responsibility of the student to request appropriate accommodation. In consultation with the disabled student's coordinator, reasonable modifications and/or accommodations will be made for the student with a documented disability.

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  - Bend and kneel to competently perform CPR
  - Climb stairs when necessary
  - Lift up to 45 pounds and carry up to 25 pounds
  - Push and pull heavy objects on wheels such as compressed gas cylinders and ventilators
  - Use of hands and fingers 100% of the time for such duties as percussion and auscultation of patients, assembling and disassembling equipment, and manipulating controls on machines
  - Document communication in charts, reports and other forms of correspondence through the use of legible handwriting
- B. The student must be able to communicate verbally in an effective manner to explain procedures and direct patients during these procedures
- C. The student must be able to comprehend and react quickly to verbal instructions, patient's needs, and requests of others. The student must be able to assess visual and audible alarms on equipment and monitors to differentiate critical levels and respond appropriately. The student must be able to listen to breath sounds during auscultation to assess appropriately.
- D. The student must have near vision acuity to read charts, observe patients, dispense medications, read machine controls, and patient monitors. The ability to read LED's is needed, as is the ability to see in dim light.
- E. At the end of the training program, the Respiratory Care Graduate must be capable of:
- Maintaining effective performance in stressful situations related to equipment and patient problems. The graduate must be able to respond appropriately to situations requiring emergency care of the patient
  - Providing physical and emotional support to the patient during procedures
  - Working closely with members of the health care team

**I give permission to release background check, drug test, medical examination, and immunization records to affiliating clinical facilities.**

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*Student's Signature*

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*Date*



# RESPIRATORY CARE PROGRAM REPORT OF HEALTH SCREENING

## TO BE COMPLETED BY THE STUDENT

Name \_\_\_\_\_ Social security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Gender: \_\_\_\_\_ M \_\_\_\_\_ F Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

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## **TO BE COMPLETED BY THE EXAMINING HEALTH CARE PROVIDER**

Name of Examinee: \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
HT: \_\_\_\_\_ WT: \_\_\_\_\_ Temp: \_\_\_\_\_ Pulse: \_\_\_\_\_ BP: \_\_\_\_\_  
Heart: \_\_\_\_\_ Lungs: \_\_\_\_\_ Resp: \_\_\_\_\_  
Hearing – R: \_\_\_\_\_ L: \_\_\_\_\_ Eyes – R: \_\_\_\_\_ L: \_\_\_\_\_ Corrected Vision: \_\_\_\_\_  
Mouth: \_\_\_\_\_ Teeth: \_\_\_\_\_ Glands: \_\_\_\_\_ Skin: \_\_\_\_\_  
Spine: \_\_\_\_\_ Abdomen: \_\_\_\_\_ Inguinal Rings: \_\_\_\_\_  
Neuro/muscular: \_\_\_\_\_ Extremities: \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Medications: \_\_\_\_\_

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He/She appears capable to perform the physical activities of the Respiratory Care Program as described on page #1 of this form: Yes \_\_\_\_\_ No \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Examiner's name, Please print**

**Examiner's Signature and Date**

**Medical Number**

---

**Examiner's Address**



**RESPIRATORY CARE PROGRAM**  
**IMMUNIZATION DOCUMENTATION**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Tests, immunizations and physical exam are required by the hospitals to which the students are assigned.
- Documentation and completion of these requirements must be completed by August 31 to officially enter RT program
- PPD, Chest X-ray, or Quanteferon must be completed within 2 months of entering program
- Titers/immunizations must be completed within 6 months of entering program
- If Hepatitis B vaccine is required, all doses must be recorded prior to the second semester
- Hard copies of all test results must be submitted

**TB:** PPD DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_  
Chest X-ray, if positive skin test DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_  
**OR** Quanteferon DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_

**RUBELLA (German Measles):** Positive Titer- DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_  
If **negative**, MMR w/ live vaccine MMR DATE: \_\_\_\_\_

**RUBEOLA (Measles):** Positive Titer- DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_  
If **negative**, MMR w/ live vaccine MMR DATE: \_\_\_\_\_

**MUMPS:** Positive Titer- DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_  
If **negative**, MMR w/ live vaccine MMR DATE: \_\_\_\_\_

**VARICELLA (Chicken Pox):** Positive Titer- DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_  
If **negative**, vaccines required DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Tdap:**  
Booster required every ten (10) years: DATE: \_\_\_\_\_

**HEPATITIS B Vaccine:**  
Positive Titer: DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_

If **negative**, immunization required.

(Schedule: 2nd dose due one month after 1st; 3rd due 6 months after 2nd; Follow-up titer 8 weeks after 3rd)

Series: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
Date Date Date

Follow-up Titer: DATE: \_\_\_\_\_ RESULTS: \_\_\_\_\_

**SEASONAL INFLUENZA:** Will be required each fall/winter season

*Examiner's name, Please print*

*Examiner's Signature and Date*

*License Number*

<b>BEHAVIORAL RATING SCALE</b>
<b>Student Clinical Evaluation</b>

STUDENT	HOSPITAL/ROTATION
DATES	

INSTRUCTIONS: Please be frank and honest in reacting to the following statements regarding your opinion of the student's clinical performance. Circle the appropriate response. A means you agree; U means you are undecided; D means you disagree; and NA means not applicable or not observed.

<u>THE STUDENT</u>	<u>THE RATING</u>
1. Initiate unambiguous and goal-directed communication	A U D NA
2. Establishes priorities and efficiently plans activities/assignments.	A U D NA
3. Displays adequate knowledge and essential concepts.	A U D NA
4. Exhibits a pleasant and courteous demeanor.	A U D NA
5. Demonstrates thoroughness and attention to safety requirements.	A U D NA
6. Reports on patient's status/needs by observation and assessment.	A U D NA
7. Exhibits self-direction and responsibility for actions.	A U D NA
8. Displays cooperativeness and receptivity to suggestions and ideas.	A U D NA
9. Maintain concise and accurate records.	A U D NA
10. Presents a well-groomed and tidy personal appearance.	A U D NA
11. Grasps new experiences and readily adjusts to changing conditions.	A U D NA
12. Provides for adequate care and maintenance of equipment and supplies.	A U D NA
13. Displays forthrightness and integrity in dealings with patients and peers.	A U D NA
14. Accepts and applies supervisory guidance and constructive criticism.	A U D NA
15. Demonstrates the relationship(s) between theory and clinical practice.	A U D NA
16. Complete delegated tasks and assignments on schedule.	A U D NA
17. Seeks out new or additional activities on own initiative.	A U D NA
18. Demonstrates consideration and respect for patient's needs/rights.	A U D NA
19. Follows directions and exhibits sound judgment.	A U D NA
20. Displays punctuality and dependable adherence to time schedules.	A U D NA

## OBSERVATIONS AND RECOMMENDATIONS

COMMENTS & IMPRESSIONS ON SELF INITIATIVE:

COMMENTS & IMPRESSIONS ON THEORETICAL KNOWLEDGE:

COMMENTS & IMPRESSIONS ON CLINICAL APPLICATION:

RECOMMENDATIONS:

ALL DAILY EVALUATIONS COMPLETED \_\_\_\_\_ YES \_\_\_\_\_ NO

PHYSICIAN ENCOUNTER FORMS COMPLETED \_\_\_\_\_ YES \_\_\_\_\_ NO

EQUIPMENT SURVEY COMPLETED \_\_\_\_\_ YES \_\_\_\_\_ NO

DAYS REPORTED LATE: \_\_\_\_\_

DAYS ABSENT: \_\_\_\_\_

MAKE UP DAYS \_\_\_\_\_

STUDENT \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE \_\_\_\_\_

**Skyline College**  
**Respiratory Therapy Program**  
**Student Evaluation of Clinical Setting**

Semester:    Fall\_\_\_\_\_ Spring\_\_\_\_\_ Summer\_\_\_\_\_ Year: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Assigned Area or Unit: \_\_\_\_\_

**Instructions:** *Read each question and mark your response. Do not enter your name!*

A = Strongly Agree                      D = Strongly Disagree  
B = Agree                                      E = Not Applicable  
C = Disagree

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. The number of patients in the clinical setting was sufficient to meet course objectives.   | A | B | C | D | E |
| 2. The range of health problems was sufficient to meet course objectives.                     | A | B | C | D | E |
| 3. The variety of learning opportunities was sufficient to meet course objectives.            | A | B | C | D | E |
| 4. The staff provided positive role models.   | A | B | C | D | E |
| 5. There was sufficient resources (personnel and supplies) to meet overall course objectives. | A | B | C | D | E |
| 6. The attitude of the staff contributed to a supportive learning environment.                | A | B | C | D | E |
| 7. Evaluation was timely and fair.  | A | B | C | D | E |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff you should like to acknowledge for their help: \_\_\_\_\_  
\_\_\_\_\_



## Respiratory Care Program Handbook Affidavit

This is to acknowledge that I have received and read the Skyline College and Respiratory Care Program Handbook. I accept and will adhere to the obligations contained within and understand that my dismissal may result if I do not comply.

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DATE

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NAME (Print)

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Signatures