

COPIAH-LINCOLN COMMUNITY COLLEGE

**RESPIRATORY CARE TECHNOLOGY PROGRAM
POLICIES AND PROCEDURES**

**2016-2017
Revised June 2016**

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RESPIRATORY CARE PHILOSOPHY

Recognizing the need for competent, safe, and ethical members of the health team, the Respiratory Care Technology Program at Copiah-Lincoln Community College formed the following policies to encourage professionalism in Respiratory Care. These rules and regulations are established to closely simulate “real” working situations in order to teach the student work-related discipline. In learning to adhere to these policies, the student will be better prepared to follow the policies of future employers, while gaining employability skills, as well as occupational skills. The student will then be well prepared to become a successful and productive part of the work force of the community.

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

Each freshmen class will be required to attend a program orientation that will be scheduled prior to beginning the program. The students will be provided a copy of these policies and procedures, along with in depth explanations about its content at the time of the orientation.

POLICIES

- I. **PROPER WEARING OF THE CLINICAL UNIFORM:** (To be acceptable, the student must adhere to the following stipulations with **NO VARIATIONS**)
 - A. **General**
 1. The student will wear preferably solid white tennis shoes (not canvas) or with minimum markings or solid white shoes, polished, with clean shoe laces. No CROC shoes will be allowed.
 2. Uniform must be regulation school uniform. This will be a blue scrub suit (shirt and pants). Specific color may vary according to the Clinical Director.
 3. A picture ID for identification must always be worn when in student clinical uniform. The Co-Lin picture ID should be attached to left lapel.
 4. Uniforms, ID’s, and class pins are not to be worn at any time other than in clinical areas during clinical hours. The student uniform and ID are never to be worn when the student is working for compensation.
 5. A watch with seconds-increments capability is required, analog or digital. The only jewelry acceptable will be a plain wedding band and one pair of plain stud earrings for pierced ear lobes. All other visible body piercing, including but not limited to tongue, eyebrow, and nose, will be unacceptable and considered unprofessional and an infection control risk. Each clinical site has the authority to require students to observe their dress codes as well. Shaded lenses for eyeglasses (including prescription) will not be allowed, due to the interference in the ability to discern colors. Vulgar, profane, or other distasteful tattoos must be covered at all times. Some clinical affiliates require that ALL visible tattoos be covered.
 6. Bandage scissors and writing pens are considered part of the uniform and must be carried in the pocket at all times.
 7. The Co-Lin Respiratory Care Program patch will be sewn over the right breast. The uniform must be pressed, cleaned, and in good repair. No sweaters or jackets allowed over the uniform while performing patient care or in patient care areas.
 8. Hair must be neat, clean, off collar, and away from face. No radical hairstyles or colors will be allowed.
 9. The student must bathe daily and use deodorant and/or unscented body powder. **PERFUMES, SCENTED BODY POWDERS OR SPRAYS, AND/OR COLOGNES ARE NOT ALLOWED.**

10. Nails must be kept short, neatly manicured, and free from colored polish; clear, colorless polish is acceptable. Artificial nails are considered an infection control risk and unacceptable. Each clinical site has the authority to require students to observe their dress codes as well.
11. Complete uniform is required when in clinical areas during clinical hours.
12. Students will use discretion and good taste in the fit of the uniform.
13. Students found in violation of the program's and/or clinical site's dress code will be asked to leave. An unexcused absence will be documented for that day, and the absence **MUST** be made up at the clinical site where the absence occurred and according to unexcused make-up requirements described in course syllabus.

B. Female

1. Either white socks or plain white hose are required.
2. Moderate amount of makeup is acceptable.
3. A white T-Shirt will be worn under the scrub top.

C. Male

1. Caps are not allowed.
2. Bare legs are not acceptable. White socks are required.
3. Good grooming practices will be required, i.e., hair neat and off collar, beard and mustache neatly trimmed.

II. CLASSROOM DRESS CODE

- A. Street clothes worn in the classroom must be neat, clean, and appropriate.
- B. Shorts must be mid thigh in length or longer. No mini apparel or halter tops will be allowed. (Umbro or gym shorts will not be allowed).
- C. A bra must be worn by females.
- D. Profane and/or vulgar T-Shirts will not be allowed.
- E. Name tags are to be worn while on campus. (See Student Handbook: Student Identification Cards)

Students wearing inappropriate apparel, as described above, will be asked to leave, and an unexcused absence will be recorded.

III. MEALS AND BREAKS

- A. Students are responsible for their own meals.
- B. Thirty minutes are allowed for each meal during clinical experience.
- C. Classroom breaks will be given at the instructor's discretion.
- D. Meal breaks will be flexible during campus time and are assigned by the instructor.
- E. No food, gum, drinks, or smoking in the classroom or lab area.

IV. CLASS ASSIGNMENTS AND GRADING

- A. All class assignments must be turned in on the day that assignments are due. Points are subtracted for late assignments according to the syllabus for each class along with work ethics' grade deductions.
- B. Any make-up tests or examination will be given at the convenience of the instructor. Students are responsible for notifying the instructor of their desire to make up a test or assignment. Instructors' course syllabus will be in effect.
- C. The grading system used for determining final grade for each course may vary. **PAY STRICT ATTENTION TO EACH INSTRUCTOR'S GRADING POLICY IN THEIR COURSE**

SYLLABUS: For example: Assignments 30%, Tests 40%, Work Ethics 5%, and Final Exam 25%.

- D. Clinical grading includes all work done in clinical areas such as case studies, patient assessments, evaluations in each area of focus. Online (DataArc) clinical evaluations, competencies, time clock, etc. are utilized by the program. Clinical Assessment Forms will be completed by adjunct faculty with input from staff, supervisors, doctors, and patients. The student may read, and document comments, if desired, and sign each evaluation. The Program Director and/or Director of Clinical Education (DCE) may supersede Clinical Assessment Grades when present at clinical facilities. All clinical grades are totaled at the end of the program's course of study and a final clinical grade is recorded. There is no probation period for clinical grades. Grades must be maintained at an 80% competency level. Tests and assignment grades will be rounded to the whole integer. Final grades will NOT be rounded.
- E. There is no relationship of clinical and theory grades. Students must pass clinical with an 80% competency level and theory with an 80% competency level. One cannot affect the other. The student must pass both theory and clinical.

V. THE HONOR SYSTEM

- A. Each student in the classroom or in the clinical area is on the honor system and is responsible for his/her own actions, as well as others.
- B. Any student aware of another student cheating must inform the instructor within 24 hours.
- C. Errors made in the clinical area must be reported immediately to the DCE and a staff member. An incident report is completed, placed in the student's file, and a copy is sent to the counselor. The student will read, document any comments, and sign the incident form. Failure to report errors could result in dismissal from the program.
- D. Any student who has been determined to be cheating or falsifying their records will be referred to the Dean of Career, Technical and Workforce Education for disciplinary action. It will be the recommendation of the Program Director and DCE to dismiss the student from the program.
- E. REMEMBER, YOUR ACTIONS IN AND OUT OF SCHOOL REFLECT NOT ONLY ON YOURSELF, BUT YOUR SCHOOL, CLASSMATES, AND THE HEALTH CARE FACILITY WHERE YOU ARE ASSIGNED TO COMPLETE CLINICAL ROTATIONS.

VI. DISCIPLINARY PROBATION

- A. Disciplinary Probation: if a student fails to adhere to the rules and regulations as stated in these policies, the Governing Regulations in the Student Handbook will be followed. A record of this will be kept in the student's folder. However, some actions could result in immediate dismissal from the program due to the seriousness of Respiratory Care responsibilities.

VII. DISMISSAL FROM THE PROGRAM (The following are examples of occurrences that will result in dismissal from the program; however, dismissal is not limited to this list)

- A. Use of alcohol, non-prescription drugs and/or failure to notify instructor of medication prescribed by a licensed healthcare professional that may impair ability to provide competent Respiratory Care.
- B. Failure to pass each course of study with 80% or better average, and maintain an 80% in clinical.
- C. Poor health (mental or physical)
- D. Inability to function in the health care occupation.
- E. Performance not suitable to the affiliating facility, such as violation of their policies and procedures.
- F. Dishonest or unethical conduct.

- G. Falsification of any part of the student's application to the school or the program, or any other documentation, i.e., clinical sheets, grades, etc.
- H. Excessive absences. (See Attendance Policies)
- I. Any pre-existing conditions that limits ability to function in the classroom or clinical.
- J. Failure to report any errors, mistakes, or incidents while in clinical or laboratory.
- K. Neglect or abuse of any patient while in the clinical areas.
- L. Breach of program policies: All breaches will be recorded on the anecdotal notes of the student's records. The student will be referred to the Dean of Career -Technical Education for disciplinary action. (See Student Handbook: Governing Regulations)
- M. Failure to maintain confidentiality. (See Confidentiality Policies)
- N. Insubordination: Failure to comply with instructor or clinical site staff member requests.
- O. By recommendation of the Medical Director alone; by recommendation of the Program Director or by administrative direction issued from Co-Lin or from a clinical affiliate. Recommendations must be in writing and citing reason(s). All recommendations will then be submitted to the Dean of Career -Technical Education or Vice President of the Natchez Campus in the Dean's absence and acted upon as soon as possible.
- P. Offenses as defined in the Regulations Governing Licensure of Respiratory Care Practitioners may be reported to the Mississippi State Department of Health.
<http://msdh.ms.gov/msdhsite/index.cfm/30,141,82,6,0,pdf/141.pdf>

VIII. READMITTANCE TO THE PROGRAM AND STUDENTS FROM OTHER PROGRAMS

Any student who drops from the program due to personal or academic reasons may reapply to return to the program. Students that have failed two respiratory care classes (whether first attempt or repeat) will not be allowed to reapply or reenter the program. Students will be allowed to reenter if space is available. Also the following guidelines must be met:

Student has been out of the program < 1 year:

1. Apply in writing to the Program Faculty.
2. Pass (80%) a competency exam consisting of material taken from each course the student has successfully completed.
3. Program Faculty and College Administration may require returning applicants to repeat all or part of completed coursework at their discretion.
4. Receive approval from the Dean of Career -Technical Education.
5. Repeat clinical rotation of the student's last semester and demonstrate competency in all required modules.
6. Students returning to the program after completion of the first four semesters will be required to take a secured National Board for Respiratory Care (NBRC) or comparable Therapist Multiple Choice (TMC) Self-Assessment Examination and achieve the low cut score (current NBRC low cut score is 63%) or higher in order to qualify for reentry at this critical point in the program.

Student has been out of Co-Lin's or any other RCT program > 1 year and < 2 years:

1. Apply in writing to the Program Faculty.
2. Audit ALL courses which were successfully completed.
3. Repeat all clinical rotation and demonstrate competency in all required modules.
4. Pass (80%) a competency exam consisting of material taken from each course the student has successfully completed.
5. Students returning to the program after completion of the first four semesters will be required to take a secured National Board for Respiratory Care (NBRC) or comparable Therapist Multiple Choice (TMC) Self-Assessment Examination and achieve the low

cut score (current NBRC low cut score is 63%) or higher in order to qualify for reentry at this critical point in the program.

6. Receive approval from the Dean of Career-Technical Education.
7. Program Faculty and College Administration may require returning applicants to repeat all or part of completed coursework at their discretion.

Student has been out of program >2 years

1. Reapply to the Program.
2. Interview with Faculty and meet all initial entry level requirements.
3. Repeat ALL courses which were successfully completed.
4. Receive approval from the Dean of Career-Technical Education.

Credentialed Students

1. Apply in writing to the Program Faculty.
2. Letter of recommendation from current employer.
3. Demonstrate competency in all required modules. (May be completed by employer)
4. Receive approval from the Dean of Career-Technical Education.

Students transferring from other programs (In addition to the above requirements)

1. Provide transcripts. All RCT classes must have a C or higher average to transfer.
2. Three letters of professional reference.
3. Recommendation from current Program Director stating student is in good standing with their program and would be allowed to continue in initial program. Copiah-Lincoln will recognize the initial program's policies for readmission.

IX. LIBRARY/LEARNING CENTER

- A. Many reference books are available for student use, both in the classroom and campus library. Classroom books may be used with the instructor's permission.
- B. Books lost must be replaced by the student.
- C. Some area hospitals have resources available during clinical rotation. Students must contact appropriate personnel to take advantage of these materials.
- D. The Natchez Campus may have other resources available for the student. Contact instructor or counselor for arrangements.

X. ATTENDANCE FOR CLINICAL

- A. Two tardies will count as one day's absence and is required to be made up. Tardy time will be made up by student. One minute late is a tardy.
- B. An absence must be reported by phone at least 30 minutes before the beginning of the shift to the hospital RT department to which the student is assigned. Each consecutive day of absence must be reported. It is also mandatory that the student also notify the DCE or PD at Co-Lin at least 30 minutes before the beginning of the shift. Voice mail, e-mails and/or texts are acceptable. Do not send work by a classmate or have someone else call. Failure to notify is a breach of policy, except when a student is totally unable to utilize a telephone.
- C. If the student arrives late or leaves early (> 10 minutes), the clinical day will be counted as an unexcused absence, and the entire clinical day must be made-up according to syllabus.
- D. If a student arrives late (> 10 minutes), he/she may remain at clinical, but the clinical hours begin at the time they arrive, and an unexcused absence will be documented. For example, the assigned hours are from 6:30 – 3:00, but the student arrives at 7:00. He/she must stay until 3:30. If he/she leaves at 3:00, the day will be counted as an absence, and the entire day must be made-up according to the syllabus.

E. All make-up days will be made up at the assigned clinical site at the discretion of the clinical director of the program and department manager of the clinical site. Once make up days have been scheduled, students are obligated to attend. Failure to attend the scheduled make up day will result in an unexcused absence. Unexcused absences from clinical rotations will be made up at a rate of a 1:1.5. The hours of absences, whether excused or unexcused that have not been completed, increases to 1:2 after a given deadline. A deduction from the final grade will occur for unexcused absences according to the syllabus.

F. **ABSENCES JEOPARDIZE THE STUDENT'S ABILITY TO MAINTAIN REQUIREMENTS OF THE PROGRAM. A STUDENT WHO IS ABSENT FOR MORE THAN THE MAXIMUM ALLOWED ABSENCES AS DEFINED IN THE CLINICAL PRACTICE SYLLABUS, IN ANY ONE SEMESTER, WILL BE TERMINATED FROM THE PROGRAM. THE ONLY EXCEPTIONS WILL BE:**

Student(s) placed on Active Military Status – Any student who has enrolled at the Wesson or Natchez Campuses of Co-Lin, who is a member of the MS National Guard, or one or more units of the MS State Guard, or who is a member of any of the reserve components of the armed forces of the United States, and who has been placed on active duty status by official government orders, or who has been drafted into any component of the armed forces of the United States, may be allowed to withdraw as a student of the college. Further information on this policy is located in the Policy and Procedure Manual for Co-Lin Community College.

Death in the student's immediate family – Immediate family includes only parents, spouse, siblings, grandparents, and child of the student.

An illness of the student – Verified by a notice signed by a physician and returned to the instructor upon returning to class/clinical. An unexcused absence will be documented if notice is not provided upon return to class.

Other specific reasons for absence determined to be valid by review of the Program Director and Clinical Director and approved by the Associate Dean of Career-Technical Education, Natchez Campus.

XI. ATTENDANCE FOR TECHNICAL COURSES

- A. Policy for Technical courses will follow the Attendance Policy stated in the student handbook for academic courses and may be further defined in each RT instructor's course syllabus. (See Student Handbook)
- B. Students arriving late (one minute) will be assessed a tardy. Two tardies will be an unexcused absence.
- C. The student will be counseled upon reaching one absence below maximum.
- D. The student will be dropped when absences reach maximum absences. The student will then be referred to the Assistant Dean of Career-Technical Education, Natchez Campus for appeal. Students will not be allowed to return to class until an appointment with the Assistant Dean of Career-Technical Education is scheduled.

XII. HOLIDAYS

All holidays recognized by the school will be observed by the Respiratory Care Technology Program.

XIII. PHONE CALLS/CELL PHONES/DIGITAL PAGERS

- A. Use of cellular phones, pagers, and electronic devices in classrooms, lab and clinical is not allowed. Students will receive a warning upon the first offence (including ringing or vibrations) in the classroom. The student will be asked to leave upon the second offence, and an absence will be given. If the student answers the call and leaves the classroom, even on the first offence, an unexcused absence will be given. If a student is seen with a cell phone during a test, the student's test will be stopped, and a zero given for the test. Students using cell phones inappropriately in the clinical setting will not receive a warning and will be sent home due to the possible detrimental effects of its use in the hospital setting. See student handbook concerning fines.
- B. Business phones are not to be used for personal calls on campus or in clinical.
- C. Personal calls for students on campus (in-coming) will not be accepted unless they are of an emergency nature. The nature of the emergency must be explained to the instructor.
- D. **IN CASE OF AN EMERGENCY**, if a family member needs to reach a student during clinical rotation, the family member must call the DCE or Program Director and ask for the instructor to contact the student.

XIV. COUNSELING AND GUIDANCE

- A. Services of trained counselors and guidance personnel are available to all students. If you need this service, consult your instructor who will make an appointment for you.
- B. Respiratory Care Technology Faculty maintains a minimum of 10 office hours per week. The hours will be posted on each instructor's door each semester. Students can request to meet with the instructor during other hours at the instructor's discretion.

XV. CLINICAL GUIDELINES

- A. Clinical assignments are made by the DCE. Assignments are subject to modification if the DCE or Program Director believes that it is in the best interests of the program or the student to change their assignments. Hospital/program requirements take priority over a student's desires and convenience when assignments are being made.
- B. Clinical experience will begin during Spring Semester of the Freshman year.
- C. A student may be expected to work various shifts (especially make-ups), 3-11, 11-7, and/or weekends. The time is decided by the DCE Director and the facility.
- D. A student **WILL NOT HAVE VISITORS** during clinical hours. Anyone desiring to see a student during clinical must be instructed to contact the DCE first. A student will not be allowed to see anyone during clinical except under emergency situations.
- E. The student **WILL NOT LEAVE** the clinical facility under any circumstances without permission from the DCE, Program Director, or Department Director first. Students are **NOT** allowed to leave the facility for any breaks.

- F. The student will be required to purchase and wear a standard student uniform (See Section I. Proper Wearing of the Clinical Uniform)
- G. Violation of the dress code may result in the student being removed from the clinical site and being recorded as absent for that day and subject to make-up clinical day at the site where the absence occurred (See Section I. Proper Wearing of the Clinical Uniform).
- H. A student will be required to perform various non-invasive procedures on lab partners, chosen from the Respiratory Care class.
- I. Invasive procedures are not allowed to be performed on fellow classmates. Copenhaver-Lincoln Community College will not be responsible for complications arising from the violation of this policy.
- J. Students should not be used by the clinical affiliates as staff. The Program Director or Director of Clinical Education should be contacted immediately by the student if this issue arises.
- K. Students must not complete clinical coursework while in an employee status at a clinical affiliate. Students shall not receive any form of remuneration in exchange for work they perform incident to their clinical education coursework and experiences.
- L. A student will be recommended for dismissal from the program if a clinical affiliate refuses to allow him/her to return to the facility.

XVI. GRIEVANCES

Any grievance should be reported in the following manner:

1. Program Director or Director of Clinical Education
2. Dean of Career, Technical, and Workforce Education
3. Vice President of College
4. President of College
5. Board of Trustees

XVII. PREGNANCY

- A. Pregnant students will be allowed to participate in the Respiratory Care Technology Program.
- B. **THE STUDENT MUST NOTIFY THE INSTRUCTOR AS SOON AS PRACTICAL THAT SHE IS PREGNANT.** The student must present a written statement from her physician clearing her to perform all clinical and classroom duties to include driving to and from all clinical sites.
- C. The Program Director or DCE Director will be notified immediately if there are any changes in the student's condition.
- D. Pregnant students will be expected to meet all assignments and perform all duties required in the classroom, lab, or clinical settings, except those which present a serious risk to the mother and/or fetus. Any exceptions must be requested by the student's physician and submitted in writing, i.e., "student should not be exposed to radiation or CMV".

XVII. INSURANCE

- A. Students are required to purchase liability insurance prior to the first clinical rotation and beginning of sophomore fall semester. Information will be provided. Cost not included in tuition.
- B. Neither Co-Lin nor the clinical affiliates will be responsible for medical expenses incurred by the student as a result of illness or injury while on clinical assignment or on campus. It is strongly recommended that the student carry hospitalization insurance. Such insurance can be purchased through Student Services on the Wesson Campus.

XVIII. PLACES OF CLINICAL AFFILIATION

It is the student's responsibility to provide his/her own transportation, lodging (if necessary), meals, and any other needed/desired service or benefit necessary to successfully attend and complete clinical rotations. The time frame for clinical assignment will be different than that of normal hours and days of instruction performed by the College.

Clinical Sites are arranged by privilege granted by the hospital or clinic. The College has entered into contracts for clinical site training with local Natchez hospitals and hospitals outside of Adams County. Travel time to remote hospital sites will often exceed one hour of travel time. Rotation to various hospital clinical sites is inevitable. The student must provide reliable transportation and overnight accommodations.

XIX. CONFIDENTIALITY

The student will not use tape recorders or cameras in the classroom or clinical areas. An exception may be granted to students with documented special needs or by permission from the instructor. Any and all information regarding a patient, patient's condition, and patient's family will be kept confidential. Any discussion will be limited to the classroom and post-conference for learning experience only. Any written reports, such as case studies, will not utilize the patient's name nor the name of patient's family or any information that may be used to identify the patient. Any student guilty of breaching patient confidentiality will be terminated from the program immediately.

Any negative feelings or comments by the student regarding an affiliating facility or its staff will be kept to him/herself or discussed with the instructors only. Any student guilty of making derogatory comments about the facility or its staff will be counseled and documented.

Students observing procedures or care that may be detrimental to the patient should notify the DCE or clinical site's Department Director immediately.

XX. INABILITY TO MAINTAIN MINIMAL COMPETENCIES AS DEFINED IN THE POLICIES

- A. Those students who are able to maintain an 80% or above average in each course may continue in the program and complete the first semester.
- B. Periodically, students will be required to purchase NBRC Self-Assessment Exams (approximate cost of \$100, and not included in tuition). Attainment of a cut score at a minimum level will be required by the freshman student to progress to the sophomore level in the Respiratory Care Practitioner Program. Scores from these exams may also apply to some clinical grades.

XXI. HEPATITIS B AND TB POLICY

- A. Co-Lin Community College seeks to provide protection of students and instructors in all situations. The Hepatitis B policy was adopted to help ensure the safety of all involved in health occupations. Hepatitis B vaccine is now required. See attached Hepatitis B consent form or ask your program directors for clarification on this policy.
- B. Prior to entering the first clinical semester, the student must have a current PPD (TB) skin test. This must be renewed annually. Students who do not renew annually, will not be allowed to attend clinical rotation.
- C. Flu shots are required by all clinical affiliates.

XXII. CRIMINAL BACKGROUND CHECK

All students entering the program must provide the program with a copy of his/her criminal background letter. It is the responsibility of the student to maintain possession of the original letter and provide a copy to any clinical affiliate upon request.

Students with a criminal background will receive a Rap Sheet. The student must provide the program a copy of the Rap Sheet. The student is responsible to provide court dispositions for all misdemeanor/felony convictions that would automatically disqualify an applicant.

The student is responsible for notifying either instructor immediately for any criminal arrests and/or convictions, including misdemeanors or felonies. Copiah-Lincoln Community College Administration, the Mississippi State Department of Health, the medical director, and advisory committee will be notified and involved in making the decision to allow the student to remain in the program.

If the instructor learns of an arrest or conviction without being notified by the student, grounds for immediate dismissal from the program are constituted.

XXIII. DRUGS AND ALCOHOL

The program has zero tolerance for the use of illicit drugs, including, but not limited to cannabis (marijuana.), hallucinogens, cocaine/crack, amphetamines, methamphetamines, barbiturates, opioids, benzodiazepines, etc. All students enrolled in the program are required to submit to drug and/or alcohol test during both the freshmen and sophomore years. The student is responsible for the costs of the tests. Students are also subject to random drug test requested due to reasonable suspicion of use. Presence of illicit drugs, no matter how minute, will result in immediate dismissal. Presence of prescription drugs which affect the student's ability to meet program requirements without notifying the instructor of their use will also result in immediate dismissal.

Students reasonably suspected of alcohol abuse or consumption while attending class or clinical will be subject to testing. Alcohol levels greater than 0.04 will result in immediate dismissal. Levels less than 0.04 along with inappropriate behavior will also place the student at risk for immediate dismissal.

XXIV. STUDENT RECORDS

The faculty will retain pertinent student records for a minimum of five years in a secure location within the department. After the allotted time, the records will be properly destroyed to maintain the students confidentiality. Examples of these documents include program admission records, health status, final exams, and disciplinary forms.

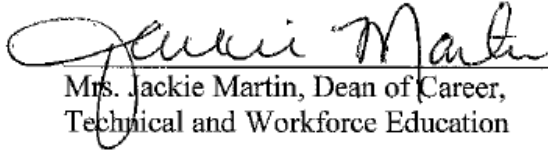
XXVII. DISABILITY STATEMENT

If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodations, he/she should contact the Office of Disability Support Services for information on appropriate forms, policies and procedures. Natchez Campus students should direct any correspondence to Zach Moulds at 601-446-1205; FAX 601-446-1222 or come by the Tom Reed Academic Center, in the Student Outreach and Success Office.


XXVIII. ENTRY/SELECTION REQUIREMENTS

1. ACT minimum composite score of 18 required.
2. Completed Health Occupations Technology.
3. Completed Health Occupations health certificate signed by a medical doctor.
4. Interview by instructor and/or committee.
5. Eight hours of clinical observation at a hospital-based Respiratory Care Department.
6. A drug and alcohol testing and a criminal background check, at the applicant's expense, must be completed and passed based on state rules and regulations.

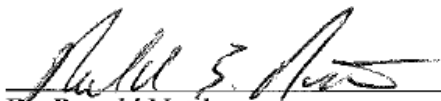
THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE
RESPIRATORY CARE TECHNOLOGY PROGRAM HAVE BEEN READ AND APPROVED BY:


Mrs. Jackie Martin, Dean of Career,
Technical and Workforce Education

8/15/14
Date


Dr. Jane Hulon
Vice President of Instructional Services

8/12/16
Date


Dr. Ronald Nettles
President

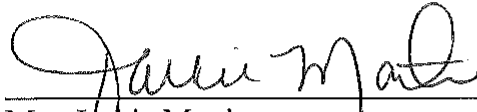
8/15/14
Date

I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE RESPIRATORY CARE TECHNOLOGY STUDENT HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook as well as the rules and regulations of the clinical affiliate to which I am assigned while enrolled in the Respiratory Care Technology Program. Failure to abide by the rules and regulations is grounds for dismissal from the program.

STUDENT'S SIGNATURE

DATE

THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE
RESPIRATORY TECHNOLOGY PROGRAM HAVE BEEN READ AND APPROVED
BY:



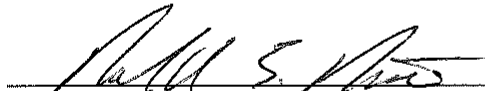
Mrs. Jackie Martin
Dean of Career,
Technical and Workforce Education

8/14/15
Date



Dr. Jane Hulon
Vice President of Instructional Services

8/14/15
Date



Dr. Ronald E. Nettles
President
Copiah-Lincoln Community College

8/13/15
Date