

STUDENT HANDBOOK

RESPIRATORY CARE TECHNOLOGY PROGRAM



Natchez Campus

2025-2026

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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 to 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 with 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 shoelaces. 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, IDs, 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 second-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 piercings, 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 Technology 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. A 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

Copiah-Lincoln Community College's Respiratory Care Technology Program ensures that the learning environment of its educational program is conducive to the ongoing development of explicit and appropriate professional behaviors in its students, faculty, and staff at all locations and is one in which all individuals are treated with respect.

Students may wear a variation of the following depending on the specific course:

1. Navy blue uniform pants. (style of your choice)
2. Navy blue uniform skirt. (style of your choice)
3. Navy blue scrub top. (style of your choice)

4. White scrub top. (style of your choice).
5. Clean, non-porous shoes.

The Co-Lin Respiratory Care Patch is not required for classroom uniforms.

Students wearing inappropriate apparel 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 is 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 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. In addition, the following guidelines must be met:

Student has been out of the program less than 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 greater than 1 year and less than 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 greater than 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. Co-Lin 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 RCT 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. Voicemail, 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 (greater than 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 (greater than 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:**

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 RCT instructor's course syllabus. (See Student Handbook)

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 offense (including ringing or vibrations) in the classroom. The student will be asked to leave upon the second offense, and an absence will be given. If the student answers the call and leaves the classroom, even on the first offense, 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.
- E. **Audio-Recording:** Students are allowed to audio record classroom presentations. The student should place the audio recorder in full view of the instructor and other students and audio record in a non-disruptive manner.

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. STANDARDS OF PROFESSIONAL PRACTICE

In all situations, students are expected to demonstrate responsibility and accountability as professional Respiratory Care Practitioners, with the ultimate goal being health promotion and prevention of harm to others. The Respiratory Care Department believes that this goal will be attained if each student's daily clinical practice and behaviors are guided by the Standards of Professional Practice.

Unsatisfactory performance in any areas of Professional Practice will warrant removal from the clinical setting and subsequent failure of the course. A violation of Professional Practice Standards always includes, but is not limited to, the following behaviors.

- A. Any action that jeopardizes patient safety.
- B. Any action that compromises patient confidentiality.
- C. Any action in which a student functions outside the scope of student respiratory therapist practice.
- D. Any action or behavior violating agency policies and procedures.
- E. Any action that does not uphold standards of the respiratory therapist profession or Co-Lin's policies.

Academic rules for progression will apply based on course failures. The severity of a violation may warrant dismissal from the program at any time. A student committing a violation will be referred to the Department Head and the Dean of Career & Technical Education. The rights of students will be safeguarded as set forth in the College Catalog.

XVI. STUDENT INTERACTIONS

Student/Patient Interaction

- A. The student will consistently display a professional and positive attitude in all dealings with patients.
 - 1. The student will always identify himself/herself to patients.
 - 2. The student will explain the purpose of his/her presence to the patient.
 - 3. The student will display courteous behavior towards the patient regardless of race, religion, color, creed, or sex.
- B. The student will maintain confidentiality of all patient records and information.
 - 1. The student will record all information accurately in the patient's chart.
 - 2. The student will discuss patient information only with other medical personnel involved in the care of the patient in non-public areas.
 - 3. The student will display patient anonymity when removing information from the chart for program related projects.

4. The student will discuss with the patient, only information already known to the patient.
 5. The student will discuss the patient's condition only when out of the audible range of the patient and/or family and not in public areas.
- C. The student will display respect for the patient's right to privacy.
1. The student will arrange clothing and bedding to maintain patient's modesty.
 2. The student will knock on the patient's door before entering room.
 3. The student will perform a physical examination of the patient only when indicated, and with the assistance of a member of the same sex as the patient.
- D. The student will demonstrate concern for the protection of the patient from injury during all procedures.
1. The student will perform only those procedures in which he or she has been deemed competent by the instructor.
 2. The student will assess the patient's condition.
 3. The student will perform only procedures as written by the physician prescription. Any question concerning a specific prescription must be referred to the Copiah-Lincoln Community College instructor, or Clinical Preceptor, before any action on the part of the student is taken.
 4. The student, upon completion of therapy, will return patient's side rail to an upright position.

Student/Student Interaction

- A. The student will consistently display a professional and positive attitude in all dealings with fellow students.
1. The student will complete, without the aid of another student, all assignments that he or she is expected to complete alone.
 2. The student will perform cooperatively when working in assigned areas with other students.

Student/Instructor Interaction

- A. The student will consistently display a professional and positive attitude in all dealings with his or her instructor.
1. The student will work to the best of his or her ability to complete all assignments.
 2. The student will use established procedures in mediating any differences between him or herself and the instructor.
 3. The student will demonstrate respect for the instructor at all times.

Student/Clinic Personnel Interaction

- A. The student will consistently display a professional and positive attitude in all dealings with clinic personnel.
 - 1. The student shall identify himself/herself by wearing proper uniform and picture ID badge.
 - 2. The student will display respect for all hospital personnel regardless of race, religion, color, creed, or sex.
 - 3. The student will read and practice all rules, regulations, and procedures that are established for the department to which he or she is assigned.
- B. The student will first discuss with the Copleah-Lincoln Community College instructor any established clinic procedures or any techniques observed in the clinic with which he or she does not agree. The student will not discuss or debate any clinic procedure in the presence of a patient and/or family member.
- C. The student will demonstrate respect for the clinic by careful and responsible use of the clinic facilities and equipment.
- D. The student will not leave the assigned clinical area without permission of the person they are reporting to during that shift.

XVII. CLINICAL GUIDELINES

- A. All procedures assigned for the clinical for any specific semester must be completed in that semester. Failure to do so may prevent attendance at any clinical rotations in the following semesters. Effective time management in the clinical with orderly and regular completion of assignments is essential.
- B. Students taking prescription medication must submit written notification to Department Head and will be monitored by the Director of Clinical Education.
- C. Clinical deficiencies will be identified, discussed, and documented as early as possible. Counseling will include strategies to re-direct the student in their efforts to learn the skill(s). Both the student and the clinical faculty will discuss the strategy and sign the remediation form.
- D. While students are free to inspect the patient record, copying the chart (or any part of it) is not allowed. Copies made of lab values may be used to enhance the clinical experience, but these copies may not be removed from the clinical environment. This is to ensure patient confidentiality is maintained.

- E. Pre-clinical check offs will be administered prior to each clinical rotation. All lab/clinical procedures must be completed successfully prior to admission to the clinical setting. The check off consists of all procedures previously taught in the classroom/laboratory setting. Unsuccessful attempts will result in the student not being eligible to progress to the clinical setting until remediation and reassessment has been completed successfully. (See course syllabi for details.)
- F. 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.
- G. Clinical experience will begin during Spring Semester of the Freshman year.
- H. 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.
- I. 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.
- J. 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.
- K. The student will be required to purchase and wear a standard student uniform (See Section I. Proper Wearing of the Clinical Uniform)
- L. 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).
- M. A student will be required to perform various non-invasive procedures on lab partners, chosen from the Respiratory Care class.
- N. Invasive procedures are not allowed to be performed on fellow classmates. Copiah-Lincoln Community College will not be responsible for complications arising from the violation of this policy.
- O. 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.

- P. 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.
- Q. A student will be recommended for dismissal from the program if a clinical affiliate refuses to allow him/her to return to the facility.

XVIII. SOCIAL MEDIA POLICY

PURPOSE:

With the increased usage of social networking and multimedia communication tools, and the continued need to be mindful of privacy regulations, this policy was established to guide both students' internal and external electronic media communications. (See Page 24 of the Student Handbook)

ADDITIONAL SOCIAL MEDIA GUIDELINES FOR RCT STUDENTS:

- A. Internet posting or other forms of communication should not contain any confidential information. This includes, but is not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission or any other information which might be protected by Health Insurance Portability and Accountability Act of 1996 (HIPAA). Business related information and policy of any clinical education center should not be disclosed publicly through internet postings or other forms of communication.
- B. Internet posting or other forms of communication should not contain any confidential information related to students, faculty, clinical preceptors, or other employees of the clinical facility.
- C. Please be aware that it may be construed as inappropriate for students to seek networking friend relationships with faculty, preceptors, or other employees of the clinical facility.
- D. No form of electronic digital photography, videotaping or recording (including PowerPoint presentations) of a faculty course lecture or lab activity is permitted to be posted on any social networking or electronic media sites without prior written authorization of the instructor.

XIX. SMOKING POLICY

All Affiliated Hospitals/Agencies have smoke-free and tobacco-free campuses for all employees, medical staff, students, volunteers, patients and visitors - both inside and outside of the facilities (including cars in the parking areas). No smoking or use of smokeless tobacco products is allowed while in uniform. The faculty, patients, and clinical preceptors should not be able to detect the smell of tobacco products on the students while in the clinical setting. Students failing to follow the smoking policy will be sent home with an unexcused absence.

TOBACCO FREE CAMPUS

In order to promote a healthy environment for students, faculty, staff, and visitors, Copiah-Lincoln Community College is tobacco-free in all locations, Wesson, Natchez, and Simpson County Center. The use of tobacco and smoking products which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants are not permitted on any property owned by the college, which includes but is not limited to, buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

XX. GRIEVANCES

When students encounter problems on campus that they do not know how to resolve, they should attempt to work out the problem by initially discussing it with those involved. If a problem or issue still exists after that discussion, the student has the right to initiate what is defined as a formal complaint. All formal complaints must be put in writing using the official Student Complaint Form (paper or online version) by following the steps below:

1. Each campus location processes its own complaints. Students on the Natchez campus should contact the Vice President of the Natchez Campus.
2. Students should express the nature of the complaint and pertinent information on the college's Student Complaint Form and submit the completed form to the appropriate person listed above. Student complaints must be filed no later than the end of the following semester after the issue in question occurred.
3. The college representative receiving the complaint will either process the complaint personally or refer it to the appropriate person for disposition. All student complaints will be processed and final determination will be made by college personnel who are not directly involved in the alleged problem. All student complaints will be processed within 60 working days or sooner depending upon the nature and circumstances of the complaint.

Students have a right to due process for any grievance. If the student is not satisfied with the resolution of the grievance, the student may then appeal to the President in writing within three (3) days of the previous decision. Any student who does not submit a written appeal by that date forfeits any further consideration in this matter. The President's decision will be final.

XXI. PREGNANCY

- A. Pregnant students will be allowed to participate in the Respiratory Care Technology Program. As long as the student can perform the essential skills and functions outlined in the Technical Standards of this handbook.
- B. It is recommended the student notify instructor of pregnancy for her own safety.

XXII. 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.

XXIII. 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.

XXIV. 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.

XXV. 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 Technology Program. Scores from these exams may also apply to some clinical grades.

XXVI. HEPATITIS B AND TB POLICY

- A. Co-Lin 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.

XXVII. COVID-19 PRECAUTION POLICY

Students in Clinic I, II, III, and IV will be a part of patient care including those that are COVID-19 positive or potentially positive when wearing a N-95 mask and following proper isolation guidelines. The guidelines of the clinical site in which the student is assigned will supersede the guidelines of Copiah-Lincoln Community College.

XXVIII. STATEMENT ON IMMUNIZATIONS FORMS AND VACCINES

Clinical experiences are a significant part of the educational process of those in the RCT program. In order to successfully progress through the programmatic curriculum, the timely completion of clinical rotations is critical. **To start a clinical rotation, all students are required to sign and date the "Statement of Immunizations Form"** demonstrating agreement to the stipulations outlined. Once this form is completed, it is to

be submitted to the Clinical Coordinator for verification prior to going to the assigned clinical environment. While Co-Lin does not require that all students are vaccinated in order to be admitted into a restricted admissions health program, **vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities.** Students enrolled in the RCT program and progressing to Clinic I, II, III, and IV at a clinical affiliate will need to provide proof of vaccination to the affiliate prior to attending clinical rotations. (See Appendix B)

XXIX. 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.

XXXI DRUGS AND ALCOHOL

The program has zero tolerance for the use of illicit drugs. 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.

XXXIII. DISABILITY STATEMENT

Copiah-Lincoln Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Disability Support Services contacts on all campuses:

Natchez Campus – Rukiya Abston

Phone: (601) 446-1225

Email: Rukiya.Abston@colin.edu

Simpson County Center – Lauren Miller

Phone: (601) 849-0121

Email: Lauren.Miller@colin.edu

Wesson Campus – Rae Brown

Phone: 601-643-424

Email: Rae.Brown@colin.edu

XXXIV. ENTRY/SELECTION REQUIREMENTS

1. Applicants of the Copiah-Lincoln Community College District will have priority over applicants outside the district.
2. Students are selected based on a point system. (See Appendix A)
3. ACT minimum composite score of 18 required.
4. Completed Health Occupations Technology. (See Appendix A)
5. Completed Health Occupations health certificate signed by a medical doctor.
6. Interview by instructor and/or committee.
7. Eight hours of clinical observation at a hospital-based Respiratory Care Department.
8. 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.

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XXXV. APPENDIX

Appendix A

Category	Max Points Possible	% of Points Used
ACT	36	100
A&P I Lecture	4	100
A&P I Lab	1	100
A&P II Lecture	4	100
A&P II Lab	1	100
Interview	36	10
Academics (Bonus Points)	24	10

Descriptions:

ACT- actual ACT composite score is added to overall score.

A&P I Lecture- A= 4 points, B= 3 points, and C = 2 points. Actual Points are added to overall score.

A&P I Lab- A= 1 point, B= 0.75 points, and C = 0.5 points. Actual Points are added to overall score.

A&P II Lecture- A= 4 points, B= 3 points, and C = 2 points. Actual Points are added to overall score.

A&P II Lab- A= 1 point, B= 0.75 points, and C = 0.5 points. Actual Points are added to overall score.

Interview- Applicants are scored on 9 different competencies. Each competency is worth a total of 4 points. Overall achievable points is a total of 36. Ten percent of applicant's total is added to overall score.

Academics (Bonus Points) - A= 4 points, B= 3 points, and C =2 points. All academic classes are scored that are required to complete the RCT Program with an Associate in Applied Science Degree. Ten percent of applicant's total points are added to overall score.

**COPIAH-LINCOLN COMMUNITY COLLEGE RCT PROGRAM
STATEMENT ON IMMUNIZATIONS**

Copiah-Lincoln Community College (“Co-Lin”) recognizes the individual rights to self-determination and decision making for all individuals with regard to public health vaccination recommendations. Co-Lin strongly supports immunizations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza and the coronavirus (COVID 19) for its students and employees. Effective protection of the public health mandates that all individuals receive immunizations against vaccine-preventable diseases according to the best and most current evidence outlined by the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). All respiratory care technology program students should be vaccinated according to current recommendations for immunization by the CDC and Association for Professionals in Infection Control and Epidemiology (APIC).

While Co-Lin does not require that all respiratory care technology students are vaccinated in order to be admitted into a restricted admissions health program, **vaccinations may be required by our clinical facility affiliates in order for our students to enter and participate at these facilities.** A clinical facility's decision to mandate vaccinations is independent of Co-Lin. Co-Lin faculty and students must comply with the vaccination policies required by our partner clinical affiliates. If a student refuses to comply with a facility's vaccination requirement, Co-Lin will attempt, but cannot guarantee, to place a student into an alternate facility that is currently engaged in an affiliation agreement with the RCT program at Co-Lin. A student will only be placed in the alternate affiliate if there is availability for student placement, and the clinical affiliate agrees to accept the student. Refusal to comply with a facility's vaccination requirement by a student in our RCT program may impede your progress in the program, including the delay of or prevention of program completion, or your ability to remain in the program (dismissal).

Your signature on this document acknowledges that you have read and understand that by coming into this program you may be required to complete the clinical experiences in facilities that mandate vaccination. If you choose to not receive vaccinations required by the clinical facilities, the following could occur:

- You may be able to be placed at another clinical affiliate currently engaged in an affiliation agreement with the RCT program at Co-Lin; or
- You may not be able to be placed at another facility because there is no other option for this specific educational requirement or availability at alternate clinical sites (this may result in delays to your program completion); or
- If there is not another clinical option, due to the facility requirements and the inability to route you to another facility, you will be unable to continue in the program and will be dismissed.

NAME: _____

SIGNATURE: _____

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

Received By:

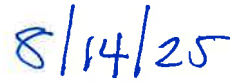
CO-LIN RESPIRATORY CARE
TECHNOLOGY STAFF

DATE

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



Dr. Sharolyn Magee
Dean of Career & Technical Education



Date



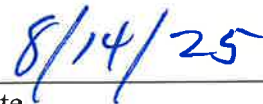
Dr. Jackie Martin
Vice President of the Wesson Campus



Date



Dr. Dewayne Middleton
President
Copiah-Lincoln Community College



Date